**Charles University, First Faculty of Medicine**

**Kateřinská 32, 121 08 Praha 2**

**Dean’s Order number 3/2021,**

to provide the rules of traineeships abroad for students in the clinical years of study under the “free movers” regimen

Compiled by: Ms Markéta Sochorová, Ms Bohdana Frantíková

In charge: Department of Science and Research and International Relations,

 Vice-dean for International Relations

**Article I.**

**Introductory provisions**

1. Thereby, the rules for individual clinical traineeships abroad (thereinafter “traineeships abroad”) of students of the First Faculty of Medicine of Charles University (thereinafter “Faculty”) that take place during the semester, are related to the content matter of core study subjects and can replace the obligatory tuition in the said subjects according to the schedule and curriculum of the student in the given year of study. This does not apply to summer vacation clerkships.
2. Traineeships abroad are meant for the clinical years of studies (e.g. 4th and 5th years in General Medicine) and do not apply to clerkships before State Examination, which the students are obliged to pass at the Faculty units in compliance with directions from the subject principals.
3. The traineeships abroad shall be arranged by students themselves individually in compliance with the following rules, which correspond with Charles University programme *“Free movers”.*

**Article II.**

**Rules of traineeships abroad**

1. Prior to the departure, each traineeship abroad must be approved by the principal of the respective subject, who is competent to assess the record of the respective foreign institution and compare the syllabi of the Faculty and the submitted foreign syllabus or the scope of the unit where the traineeships is to be taken. The principal of the subject will also judge whether and to what extent the traineeship can be acknowledged *(the principal of the respective subject will decide whether the traineeships abroad will only be counted as hours/days for credits while the student’s knowledge will be checked again, or he/she acknowledges the credit in case of reliable evaluation by foreign teachers).*

The subject principal’s role is non-negotiable and cannot be delegated to the Vice-dean.

If the subject is completed with an exam, this exam must always be taken at the Faculty. Shall objective obstacles to the in-person exam occur, the distance form of examination will be applied.

1. The duty of making all the arrangements abroad is entirely the student’s responsibility, without any participation or liability on the Faculty’s part. The indemnity insurance as well as the coverage of costs connected with the travel is the student’s responsibility.
2. If the Faculty has some offer of traineeships abroad in facilities accepted by a contract – contractually accepted facilities – then the student can use such offers to take a traineeship abroad. The list of the contractually accepted facilities can be found at the Faculty’s website https://www.lf1.cuni.cz/informace-pro-zajemce-o-free-movers. Even in such a case, it is still the student’s duty to make the arrangements for the traineeship abroad under the rules provided in Article II Point (1) and Point (2) of this Order. In this case, the principal of the respective subject does not have to request syllabi or other documents concerning the traineeship at the given institution prior to the departure.

**Article III.**

**Placing the applications for traineeships abroad**

1. The written application provided in Annex number 1 to this Order, confirmed by the principal(s) of the respective subject(s), shall be delivered by the student by the Department of Science and Research and International Relations to be filed, not later than 1 month prior to the planned departure for the traineeship abroad.
2. The travel will be recorded in the Student Information System in compliance with the application submitted and following the approval by the Vice-dean for International Relations.

**Article IV.**

**Finishing the traineeship abroad**

1. Having completed the traineeship abroad, the student is obliged to deliver one copy of the proof of completion of the traineeship abroad (Traineeship certificate) to each subject principal and the original copy (see Annex number 2) to the Department of Science and Research and International Relations not later than within 30 days following completion of the traineeship, and at the latest within 10 days before the end of the examining period of the academic year when the traineeship took place.
2. If the traineeship abroad is taken at one of the contractually accepted facilities according to Article II Subsection 3, then – with the subject principal’s consent – a document from the respective institution can be accepted as the Traineeship certificate on the provision that the said document contains the data provided in Annex number 2.

This Order becomes valid and effective on the day when signed.

In Prague on 8th April 2021

 Prof. MUDr. Martin Vokurka, CSc.

 Dean of the Faculty

Dealt with at Dean’s Board session: 29th March 2021

Annex number 1 – Žádost o povolení k výjezdu na stáž/Application for permission to go for traineeship

Annex number 2 – Traineeship certificate

Annex number 1

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***ŽÁDOST O POVOLENÍ K VÝJEZDU NA ZAHRANIČNÍ STÁŽ***

***APPLICATION FOR PERMISSION TO GO FOR TRAINEESHIP ABROAD***

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| --- |
| 1. ***Žadatel /Applicant***
 |
| Příjmení, *Last name* | \* |
| Jméno, *First name* |  |
| Adresa, *Address* |  |
| Telefon, *Phone number* |  |
| e-mail, *email address* |  |
| Ročník, *Year of studies*  |  |
| Typ studijního programu, *Study programme* |  |
| Studijní obor, *Field of Study* |  |

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| --- |
| 1. ***Zahraniční stáž/Traineeship abroad***
 |
| Účel pobytu, *Purpose of stay* |  |
| Zahraniční pracoviště, *Organization abroad* |  |
| Země, *Country* |  |
| Začátek pobytu od, *Commencement of stay abroad* |  |
| Ukončení pobytu do, *End of stay abroad* |  |

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| 1. ***Návrh studijního programu v zahraničí – Proposed study programme abroad***
 |
|  | Kód a název předmětu nebo oddělení nemocnice, kde se stáž uskuteční *Subject title or hospital ward where traineeship* *is taken*  | Kredity *ECTS credits* |
| 1. ……………………………………………………………………………………………………………………………………
2. ……………………………………………………………………………………………………………………………………

 ……to be continued on a separate sheet |

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| 1. ***Předměty na 1.LF, které budou nahrazeny studiem v zahraničí***

***Educational components at First Faculty of Medicine to be replaced by the study abroad*** |
| Kód předmětu *Subject code* | Název předmětu *Subject title* | Kredity *ECTS credits* | Zápočet musí být proveden na 1.LF ANO/NE*Credit must be earned at the Faculty YES/NO* | Podpis a razítko garanta, *Signature and stamp of guarantee* |
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…………………………………..to be continued on a separate sheet

1. ***Do 30 dní po ukončení stáže musí student dodat na Oddělení pro vědeckou činnost a zahraniční styky traineeship certificate jako potvrzení o stáži. The student must hand over traineeship certificate as confirmation of stay to the Department of Science and Research and International Relations within 30 days after the traineeship was completed.***

Datum, *Date* …………………………………………………………………………………….

*Podpis studenta/Signature of student…………………………………………………………………..*

**Rozhodnutí proděkana pro zahraniční vztahy / Vice-dean’s decision:**

…………………………………………………………………………………………………...

*Datum, Date ………………………….*

*Podpis proděkana / Vice-dean’s signature ……………………………………………………………..*

 Annex number 2

#### **TRAINEESHIP CERTIFICATE**

1. **Name, address and period**

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| **Name of the trainee:****Date and place of birth:** |

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| **Name of the receiving organisation:** |

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| **Sector/hospital ward of the receiving organisation:****1…..****2…..****…………** |

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| **Address of the receiving organisation:** **website: phone/email :** |

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| **Start and end of the traineeship:**from *[day/month/year]* ………………………… till *[day/month/year]……….*…………… |

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| **II. Detailed programme of the traineeship period:** |

|  |
| --- |
| **III. Knowledge, skills (intellectual and practical) and competences achieved:** |

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| 1. **Evaluation of the trainee:**
 |

1. **Name and signature of the responsible person**

**at the receiving organisation:**

Date:

Stamp: