	<b>COMENIUS UNIVERSITY BRATISLAVA JESSENIUS FACULTY OF MEDICINE IN MARTIN</b>	Int. doc. No.: 44/2013 Copy No.: 1 Period of storage: 10 years
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## INTERNAL REGULATION NO. 44/2013


### Decision of the Dean of the Jessenius Faculty of Medicine of Comenius University in Martin

#### Statute of qualified and voluntary trainees

<b>Elaborated by:</b> Eva Andrisová	<b>On:</b> 1 December 2013	<b>Signature:</b>
<b>Negotiated by:</b> Management Board of JFMED CU	<b>On:</b> 3 December 2013	<b>Signature:</b>
<b>Approved by:</b> Academic Senate of JFMED CU	<b>On:</b> 16 December 2013	<b>Signature:</b>
<b>Number of copies:</b> 2 Copy No. 1 - Secretariat Copy No. 2 - Doctoral Studies Section	<b>Valid from:</b> 16 December 2013	<b>Effective from:</b> 1 January 2014

#### Updates, amendments and additions to the Internal Regulation:

<b>Change No. 1:</b> On: Signature:	<b>Change No. 2:</b> On: Signature:	<b>Change No. 3:</b> On: Signature:	<b>Change No. 4:</b> On: Signature:
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In accordance with Section 2(12) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, after discussion at the meeting of the Management Board of JFMED CU on 3 December 2013 and after approval by the Academic Senate of JFMED CU on 16 December 2013 I issue this

## **Statute of qualified and voluntary trainees**

### **Art. 1 Trainees**

- (1) A trainee is a student of JFMED CU, working in his/her chosen field of study at JFMED CU, under the conditions and in the manner determined by this Statute.

### **Art. 2**


- (1) A trainee participates in a specified range of pedagogical, scientific and professional activities of the relevant institute or clinic of JFMED CU (hereinafter referred to as "institute/clinic"). The trainee may participate in student teaching with the approval of the head of institute/clinic and under the supervision of the teacher.

### **Art. 3 Distribution of trainees**

- (1) Trainees are divided into:
  - a) voluntary trainees;
  - b) qualified trainees.
- (2) A volunteer trainee works at the institute or clinic without remuneration. The qualified trainee shall be remunerated for his/her activities.

### **Art. 4 Voluntary trainees**

- (1) The number of posts for voluntary trainees, the scope, organisation, plan and other details of their scientific, pedagogical and professional work, the extent and conditions of their participation in the scientific activities of the institute/clinic and in teaching, as well as the period of occupancy of these posts and the period until which these posts may be applied for, shall be determined by the head of institute/clinic.
- (2) In the event that the institute/clinic receives a larger number of applicants for voluntary trainee posts, the head of institute/clinic may:
  - a) increase the number of voluntary trainee posts and accept all applicants, or
  - b) leave the number of voluntary trainee posts unchanged and launch a selection procedure to fill them.

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- (3) When announcing the selection procedure pursuant to Art. 4, par. 2 letter b) of this Internal Regulation, the head of institute/clinic shall determine:
- the date of the selection procedure and notify it to all applicants,
  - selection committee,
  - other conditions of the selection procedure.
- (4) The selection committee shall take the final decision on the filling of the voluntary trainee posts for which a selection procedure has been launched.

#### **Art. 5**

- (1) A voluntary trainee ceases to be a trainee:
- on the expiry of the period for which his/her place has been filled,
  - by the decision of the head of institute/clinic to terminate the performance of the function of a trainee for continuous neglect of duties or for non-compliance with binding regulations, but no later than on the date on which he/she ceased to be a student of JFMED CU.

#### **Art. 6 Qualified trainees**

- (1) The total number of posts for qualified trainees is determined annually by the Management Board of JFMED CU on the basis of financial possibilities and available resources of JFMED CU and it publishes the decision in the usual way to students.
- (2) Criteria for allocating the number of posts of qualified trainees to individual institutes/clinics are approved by the Management Board of JFMED CU. This is usually based on the number of papers presented in previous years of the SSC and the number of students involved in the SSPA at individual institutes/clinics is also taken into account.
- (3) Students of JFMED CU can apply for vacancies of qualified trainees directly at the relevant institute/clinic until 15 October each year. The head of department will apply for the allocation of the post of a qualified trainee by ensuring that applications are received by the Vice-Dean for Doctoral Studies and Continuing Education of Health Professionals by 20 October. The application form with the name and year of study of the student includes a proposal of the content of the trainee's scientific work (topic of the SSPA), or pedagogical and professional work and their approval by the head/head of the department. In the case of multiple recommended applications, the head of department/head of unit will indicate the rank order of the applicants.
- (4) Selection for the posts of qualified trainees shall be carried out in a similar manner to the selection for the posts of voluntary trainees under Article 4(3) and (4) of this Statute.

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- (5) The Management Board of JFMED CU makes the final decision on filling the posts of qualified trainees by the end of October.
- (6) Qualified trainee posts are filled on a fixed-term basis.

#### **Art. 7**

- (1) An agreement on temporary student work (usually 25 hours per month) is concluded with a JFMED CU student who has been selected for the post of a qualified trainee.
- (2) The agreement on temporary student work between a student who has been selected to fill the post of a qualified trainee and JFMED CU is concluded on behalf of JFMED CU by the Dean of JFMED CU.
- (3) By the end of each calendar month at the latest, the head of institute/clinic at which the qualified trainee will be working, or the supervisor, must certify the trainee's performance of the agreed work, the extent of the working time and compliance with all obligations arising from binding regulations, otherwise the agreement is cancelled on the first day of the following month.
- (4) In the agreement, remuneration shall be determined for the qualified trainee for the performance of his/her work. The remuneration is paid for the first time for the month in which the agreement on temporary student work was concluded and for the last time for the month in which it ceased to have effect (was cancelled).

#### **Art. 8**

- (1) A qualified trainee ceases to be a trainee on the date on which the relevant agreement on temporary student work concluded between the trainee and JFMED CU ceases to be valid (has been cancelled).

#### **Art. 9**

##### **Common provisions on trainees**

- (1) Upon request, the head of institute/clinic shall issue to the trainee a certificate of completed pedagogical, scientific and professional training, of work performed in the field of scientific activities of the institute/clinic, of participation in teaching, as well as an overall evaluation of the trainee's work.
- (2) Trainees are obliged to maintain confidentiality of facts related to the medical condition of patients which have come to their knowledge in connection with the performance of the trainee's duties.

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- (3) While on the premises of the institutes or clinics, voluntary trainees are regarded as persons who are present on the premises with the knowledge of the organisation; they are subject to all the obligations of JFMED CU students in the field of occupational health and safety.
- (4) Presentation of the results of the trainees' scientific work is carried out at the SSC. A qualified trainee is obliged to present the results of his/her scientific research work at the SSC in the relevant academic year.

**Art. 10  
Final provisions**

- (1) The administrative agenda related to voluntary trainees is carried out by the institutes/clinics.
- (2) The administrative agenda related to qualified trainees, registration and processing of notifications and reports sent by individual institutes/clinics about all trainees is carried out by the Section for Doctoral Studies and the Organising Committee of the SSPA, which prepares documents on the criteria for determining the number of posts of qualified trainees for the conclusion of contracts as well as for the payment of remuneration. The agenda concerning the payment of remuneration to qualified trainees is carried out by the Labour Economics Section of JFMED CU.

**Art. 11**

The Regulation of the Dean of JFMED CU in Martin on trainees of 12 October 2000 is repealed.

**Art. 12**

This Statute shall enter into effect on 1 January 2014.

Prof. MUDr. Ján Danko, CSc., own  
signature Dean of JFMED CU