

**Internal Regulations for English Division Students
in Dept. and Clinic of Gastroenterology and Hepatology
Wroclaw Medical University**

1. Classes are conducted in small groups of students under the supervision of the teacher. Students are divided into groups according to ED Office lists. There is no possibility to change the group without a written permission from ED Office.
2. Classes start exactly on time according to the schedule. Students are expected to arrive on time. If a Student is late more than 20 minutes she/he will be considered absent and the Student's teacher may choose not to allow her/him in.
3. Before beginning of the classes Students are obliged to change their shoes and wear clean white doctor's coat (the students cloak-room is on the level 0). During the classes medical Student should bring a stethoscope.
4. Students should be theoretically prepared to the classes according to the topics. The detailed plan of the classes and topics is announced in the notice-board.
5. All Students are obliged to respect Patients' dignity and maintain medical confidentiality. Students are required to keep all confidential and personal data securely. Medical documentation in paper or electronic format should not include any personal data of Patient. During the lectures and classes taking photographs, making records and films are strictly forbidden. Students' clothes and their manners (even during waiting for the classes) should reflect the respect to Patients and medical staff.
6. The behavior and manners of the Students during stay in University Hospital should not disturb Patients and medical staff during work. In Dept. and Clinic of Gastroenterology and Hepatology (also in corridors) as well as in Endoscopy Unit, USG Unit and Manometry Unit it is prohibited to:
 - eat and drink or chew a gum
 - sit on window sills, beds and floors
 - use cellular phonesSmoking is strictly forbidden in all areas of University Hospital.
7. In other issues English Division Students are obliged to respect the regulations of Wroclaw Medical University and University Hospital in Wroclaw.