**Message to students carrying out courses and clerkship involving minors**

Dear All,

Please be reminded that in line with the notification from 21 June 2024 students who realize classes and practices involving minors or who realize volunteer activities related, among other things, to treating, educating or looking after minors (that is, persons below the age of 18) are obliged to provide before the relevant dean's office:

1. **certificate from the National Criminal Register** in the scope of crimes specified in chapter XIX and XXV of the Penal Code in Art. 189A and Art. 207 of the Penal Code as well as in the Act of 29 July 2005 on combating drug use (Journal of Laws from 2023 item 1939) or forbidden acts corresponding to these crimes specified in the regulations of the foreign law – Polish national and foreigner;
2. **certificate** on state or states in which the student resided within the last 20 years, other than the Republic of Poland and their home state including information from criminal register of such states obtained for the purposes of performing professional or volunteer activity related to contact with children – Polish national and foreigner;
3. **information from the criminal register of the home state obtained for the purposes of performing professional or volunteer activity related to contact with children including sworn translation** – foreigner and students who resided in other states than the Republic of Poland or their home state.

Submission of documents is an obligation of the student and failure to provide it may result in disciplinary actions.

The above-specified documents (originals) must be submitted in person to the relevant dean's office on or before **9 January 2025**. Employees of the dean's office will make copies of documents on the basis of the presented originals re I and re III. It is not allowed to throw documents to contact letter boxes or pass them onto any third parties.

**In the academic year 2024/2025 the obligation of providing certificates from the National Criminal Register, concerns students of:**

1. Faculty of Medicine with the Division of Dentistry and Division of Medical Education In English
* **Faculty of Medicine, English Division –III, IV, V, VI year**
* Medicine-Dentistry – III, IV, V year
* Dental Hygiene – III year - first-cycle studies;
1. Faculty of Pharmacy with the Division of Laboratory Medicine:
* Pharmacy - V year uniform master’s studies;
1. Faculty of Health Sciences:
* Dietetics - II year – first-cycle studies,
* Dietetics - II year – second-cycle studies,
* Electroradiology I cycle - I, II, III year - first-cycle studies,
* Electroradiology - I, II year – second-cycle studies,
* Physiotherapy - I, II, III, IV year,
* Speech Therapy with Phonoaudiology - II year – first-cycle studies,
* Speech Therapy with Phonoaudiology - I, II year – second-cycle studies,
* Nursing - I, II, III year - first-cycle studies,
* Midwifery - I, II, III year - first-cycle studies,
* Emergency Medicine - I, II, III year - first-cycle studies;
1. Students participating in volunteer actions related, among others, to treating, educating and looking after minors (that is, persons below the age of 18).

NOTE:

* List of programmes and years of studies may be expanded. Should it turn out that documents are necessary - students of a given programme and year will be notified of this separately.
* In the case of the realisation of professional practice in entities carrying out activities related to contact with minors, the submission of the aforementioned documents to the entity where the practice is carried out may be a condition for the student's admission to the practice.

**INFORMATION ON METHODS OF COMPLYING WITH THE OBLIGATION**

**Re I Certificate from the National Criminal Register may be obtained:**

1. in person in one of the Information Points of the National Criminal Register located in general courts (list of Information Points of the National Criminal Register). In Białystok such point is located by the District Court in Białystok, 1 Marii Curie-Skłodowskiej Street, 15-950 Białystok

- <https://bialystok.so.gov.pl/informacje/rejestry-i-ewidencje/321-krk.html>

Cost of certificate issuance - PLN 30,

Application form for issuance of certificate by KRK (Enquiry for granting information about a person) may be downloaded here: https://www.gov.pl/web/krajowy-rejestr-karny/materialy-do-pobrania2

The form must be filled out with one’s personal data and:

1. in point 11 one must enter: “dopuszczenie do działalności związanej z leczeniem, edukacją lub opieką nad małoletnimi w związku z realizacją programu studiów”,[[1]](#footnote-1)
2. in point 12 one must enter: “kartoteka karna” oraz "kartoteka nieletnich”,[[2]](#footnote-2)
3. in point 13 one must enter: “przestępstwa określone w rozdziale XIX i XXV Kodeksu karnego, w art. 189a i art. 207 Kodeksu karnego oraz w ustawie z dnia 29 lipca 2005 r. o przeciwdziałaniu narkomanii (Dz. U. z 2023 r. poz. 1939), lub za odpowiadające tym przestępstwom czyny zabronione określone w przepisach prawa obcego”.[[3]](#footnote-3)
4. electronically at: https://ekrk.ms.gov.pl/ep-web

In order to apply for the certificate at KRK electronically one must possess an electronic eligible signature, trusted signature or personal signature. Cost of certificate issuance - PLN 20.

More information concerning the manner of collecting the certificate from the National Criminal Register may be found below:

https://www.gov.pl/web/gov/uzyskaj-zaswiadczenie-z-krajowego-rejestru-karnego

  **Re II CERTIFICATE**

Sample statement on the state or states in which the student resided within the last 20 years, other than the Republic of Poland and their home state including information from criminal register of such states obtained for the purposes of performing professional or volunteer activity related to contact with children in enclosure [(Appendix no. 1)](https://www.umb.edu.pl/photo/pliki/aktualnosci/2024/zal.1_oswiadczenie.docx)

The statement is submitted under the pain of criminal responsibility for making false statements.

**Re III. DETAILED INFORMATION**

1. **How to act when the legislation of the home state or states of residence within the last 20 years, other than the Republic of Poland, and the national state anticipate issuance of information for the purposes of professional or volunteering activity related to contact with minors?**

One must submit information from the criminal register of that state/states along with its certified translation.

1. **How to act in a situation when 1) legislation of the national state 2) legislation of the state/states of residence in the last 20 years, other than the Republic of Poland and the state of nationality from which information must be submitted from the criminal register for the purposes of professional or volunteering activity related to contact with minors or information from the criminal register of that state does not anticipate its elaboration or no criminal register is in place in a given state?**

One must submit statement [(Appendix no. 2](https://www.umb.edu.pl/photo/pliki/aktualnosci/2024/zal.2_oswiadczenie.docx))

The statement is submitted under the pain of criminal responsibility for making false statements.

1. **What are the sanctions in case when I fail to submit the required by law documents and statements?**

Submission of documents in an obligation of the student and failure to provide it may result in disciplinary actions initiated on the basis of Art. 307 and subsequently Act of 20 July 2018 on Higher Education Law (uniform text Journal of Laws from 2024, item 1571),

In accordance with Art. 23 sec. 3 of the Act on combating threats of sexual crimes in the meaning binding since 15.02.2024, a person who, prior to being admitted to perform activity related, among others, to education, treatment or care over minors fails to meet the obligation of submission of information or certificate specified in Art. 21 sec. 3-7 of the Act, shall be subject to the punishment of arrest, restraining freedom or financial fine exceeding PLN 1000.

**Order no. 92/2024 of the Rector of the Medical University of Białystok from 13 August 2024 on introducing the Children Protection Policy at the Medical University of Bialystok** has been published on the website of the Public Information Bulletin:
<https://bip.umb.edu.pl/en/zarzadzenie/4781/order-no-92-2024>

**INFORMATION ON THE PROCESSING OF PERSONAL DATA OF STUDENTS IN RELATION TO THE REALISATION BY THE UNIVERSITY OF THE LEGAL OBLIGATION TARGETED AT COMBATING THREATS OF SEXUAL CRIMES**

1. The Controller of your personal data is the Medical University of Bialystok,
2. In case of matters related to your personal data you may contact the Data Protection Officer by sending information to the email addressiod.umb.edu.pl
3. Personal data shall be processed for the purpose of verifying persons who are in contact with minors in the register of sexual offenders towards minors on the basis of the provisions of law: Art. 6 sec. 1 letter c of GDPR and Art. 10 of GDPR (Art. 21 of the Act on combating threats related to sexual crimes, Act on National Criminal Register).
4. The recipient of personal data of candidates for work shall be the Minister of Justice conducting registers with data as such data controller.
5. Personal data which are processed for a period stemming from the provisions of law; data on criminal records must be attached to the personnel files of the employee the duration of storage of which amounts to 10 years from completion of employment.
6. Each person is entitled to demand access to their data, amend them, limit their processing according to the principles specified in GDPR. In order to exercise these rights, one may contact Data Protection Officer.
7. You are entitled to submit a complaint to the Chairman of the Personal Data Protection Office, ul. Stawki Street, 00-193 Warsaw, when it is justified that the personal data are processed by the Data Controller in breach of GDPR.
8. No automated decisions, including also profiling, shall be made based on the submitted personal data.
9. Submission of personal data is necessary for the execution of the agreement and to fulfil obligations stemming from the law.
1. *(eng.) “allowance to perform activity related to treatment, education or care over minors in relation to the realization of the curriculum of studies”* [↑](#footnote-ref-1)
2. *(eng.) “Criminal records” and “minors’ records* [↑](#footnote-ref-2)
3. *(eng.) “crimes specified in chapter XIX and XXV of the Penal Code in Art. 189A and Art. 207 of the Penal Code as well as in the Act of 29 July 2005 on combating drug use (Journal of Laws from 2023 item 1939) or forbidden acts corresponding to these crimes specified in the regulations of the foreign law”* [↑](#footnote-ref-3)