

**Regulations regarding student internships
done by students of the Faculty of Medicine and Dentistry
at the Medical University of Warsaw**

Regulations applicable to matters related to student internships:

- 1) The Act of 20 July 2018 Law on Higher Education and Science (i.e. Journal of Laws of 2023, item 742, as amended);
- 2) The Act of 22 December 2015 on the Integrated Qualification System (i.e. Journal of Laws of 2020, item 226, as amended);
- 3) The Act of 15 April 2011 on Therapeutic Activity (i.e. Journal of Laws of 2023, item 991, as amended);
- 4) The Regulation of the Minister of Science and Higher Education of 27 September 2018 on studies (i.e. Journal of Laws of 2023, item 2787);
- 5) The Regulation of the Minister of Science and Higher Education of 26 July 2019 on standards of education preparing to practice the profession of a doctor, dentist, pharmacist, nurse, midwife, laboratory diagnostician, physiotherapist and paramedic (i.e. Journal of Laws of 2021, item 755, as amended);
- 6) The Regulation of the Minister of Science and Higher Education of 14 November 2018 on characteristics of the second level of learning outcomes for qualifications at levels 6-8 of the Polish Qualifications Framework (Journal of Laws of 2018, item 2218);
- 7) The Regulation of the Minister of Health of 6 April 2020 on types, scope and models of medical records and their processing (Journal of Laws of 2022, item 1304, as amended);
- 8) The Labour Code Act of 26 June 1974 (i.e. Journal of Laws of 2023, item 1465, as amended).
- 9) The Regulation of the Council of Ministers of 3 April 2017 on the list of works that are arduous, hazardous or detrimental to the health of pregnant women and women who are breastfeeding (Journal of Laws of 2017, item 796);
- 10) The Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) (OJEU from 2016, item 119),

Intra-university regulations regarding the implementation of internships are part of the Study Regulations of the Medical University of Warsaw and they are specified in the programme of study for the following faculties: medicine and dentistry, dental hygiene and dental technology, physiotherapy, general and clinical speech therapy, radiology, and audiophonology with hearing care.

§1

1. Student internships, hereinafter referred to as “internships”, are an integral part of the education process in individual majors at the Faculty of Medicine and Dentistry and constitute an essential element of the curriculum.
2. Internships are aimed at improving practical skills, social competences and applying theoretical knowledge in clinical practice. An important objective of the internships is to improve the ability to work in a medical team.
3. Detailed aims of internships, their scope and the number of hours result from the regulation on educational standards preparing to the practice of the profession of a physician, dentist, pharmacist, nurse, midwife, laboratory diagnostician, physiotherapist and paramedic, and they are specified in detail in the programme of study in a given major adopted by a resolution of the Senate of the MUW.
4. Internships are assigned ECTS credits, which determine the time and hourly basis of the student’s internship, in accordance with the internship programme.
5. Internships done by students of the Faculty of Medicine and Dentistry take place in clinical units of MUW or facilities selected by the student (located in the country or abroad) that enable the achievement of the objectives and learning outcomes.
6. In the case of internships in facilities other than clinical units of MUW, they must meet the criteria set out in the document “*Requirements for the facility allowed to carry out student internships at the Faculty of Medicine and Dentistry of the MUW*” (**appendix no. 1**).
7. At the request of a facility from outside the MUW, a memorandum of agreement is signed and a referral for internship is issued. (**Memorandum of agreement regarding student internships appendix no. 2**) concluded between the facility where the internship is to take place and the University. The agreement is signed on behalf of the University by an authorised Dean or Vice Dean, and on behalf of the facility - by a person or persons authorised to represent it. The agreement concerning the internships concluded between the facility and the university defines the obligations of the university, the student and the facility where the internship takes place.

§2

1. A student who applies for an internship at a facility other than the MUW is required to provide a document confirming that the required learning outcomes can be achieved there.
2. For this purpose, it is necessary to submit to the dean's office, together with the application, the following document “*Requirements for the facility allowed to carry out student internships at the Faculty of Medicine and Dentistry of the MUW*”, completed and confirmed by the head of that facility **by June 30**.
3. After the submitted documents have been verified, the Vice Dean or another person appointed by the Dean creates a list of facilities accepted for student internships in a given academic year.
4. The University provides the student with civil liability insurance (OC).
5. The facility accepting a student for an internship may require the following from the student:
 - a) the applicable **Framework Student Internship Programme**;
 - b) the **Internship Record**;

- c) the current medical record book for sanitary and epidemiological purposes;
- d) a certificate of vaccination against hepatitis B,
- e) third-party liability (OC) and accident insurance (NNW);
- f) certificate of having completed or completing training in occupational health and safety;
- g) protective medical clothing;
- h) identification badge.

§3

1. During the internship, the Student should:
 - a) comply with the rules of the facility,
 - b) comply with the instructions of the person who supervises the implementation of the internship programme,
 - c) keep accurate records of the required procedures, certified by the person who supervises the implementation of the internship programme,
 - d) comply with the regulations and work discipline in force in the facility, regulations on occupational health and safety as well as on the protection of personal data and confidentiality of information, and to maintain the confidentiality of information and personal data obtained during the internship both during and after the internship,
 - e) take care of the entrusted property and protect the information and data against any unauthorised access, unjustified modification or destruction, illegal disclosure or acquisition to the extent appropriate to the duties (tasks) related to data processing, in the course of the internship.
2. The student does not receive remuneration/ compensation for the completion of the internship, including those taken at the institution of his or her choice.

§4

1. The proper implementation of internships is supervised by the Vice Dean or another person appointed by the Dean.
2. The Vice Dean or another person appointed by the Dean, in collaboration with the appropriate Programme Council and the Faculty Education Quality Team is responsible for:
 - a) preparing specimen documents related to internships (regulations, criteria for the selection of facilities, the procedure for monitoring student internships, principles of internship observations, etc.),
 - b) developing and updating of the ***Student Internship Programmes*** and draft syllabuses of internships,
 - c) preparing ***an internship record/internship logbook/job placement record***, based on the learning outcomes applicable to a given course and year of study, in a given academic year,
 - d) confirming the completion of the internship after the student has presented a set of required documents,
 - e) resolving any disputes.
3. The course of internships is monitored by the Faculty Education Quality Team in accordance with the applicable ***Procedure for Monitoring Internships (Appendix 3)***. The outcome of the observation, documented on the basis of the ***Facility and Internship Implementation Observation Record***

(**appendix no. 4**), is presented to the Vice Dean or another person appointed by the Dean by 30th November.

§5

1. In order to receive credit for the student internship, the student must, within 14 days after their completion, but no later than September 30, provide the Vice Dean with ***an internship record/internship logbook/job placement record*** appropriate for a given major and year of study, in which the person supervising the implementation of the internship programme in the facility confirms that the required procedures have been completed and everything has been approved by a person authorised to represent the facility,
2. On the basis of the ***an internship record/internship logbook/job placement record***, the Vice Dean verifies the completion of the student internship and the student's achievement of the expected learning outcomes for the internship and credits the internship by making an entry in the internship record and e-index. Failure to confirm the implementation of the Framework Internship Programme or a negative assessment of the internship observation may result in failure to credit the internship,
3. Failure to pass the internship, in accordance with the Rules and Regulations of studies, may result in failure to complete the year and lead to being removed from the list of students.

§6

The Regulations enter into force on 1 October 2024.

Dean

of the Faculty of Medicine and Dentistry

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