



## **Practical skills classes and internships at PSW**

**Practical skills classes** - the practical part of a given subject, organized by the University, carried out in hospital/clinical wards under the supervision of the supervisor of practical classes, credited by the academic teacher teaching the subject;

**Apprenticeship** - carried out in medical entities with which the University has a signed agreement, under the supervision of an internship supervisor, an employee of the entity, credited by the PSW Vice-Rector for Practical Education or an authorized person.

### **What should I do to start an internship?**

Before starting the internship, you need to submit to the Dean's Office scans saved in PDF format, of documents required for the internship, namely:

**1. a certificate from an occupational physician for sanitary-epidemiological purposes:**

After receiving a negative result for Salmonella and Shigella, with the designation of the position "Nursing student(s)", you have to go to the occupational medicine center and get a certificate for sanitary-epidemiological purposes.

**2. hepatitis B vaccination certificate:**

Vaccination includes 3 doses: two of the three required doses are financed by the university, and one is paid by the student - cost min. 90 PLN.

**3. insurance, including: liability policy, accident insurance, post-exposure insurance:**

The university signs a year-long contract with the insurer and then distributes the necessary information to students. The cost to the student is min. 110 PLN.

**4. student's declarations: that he/she has no criminal record and that he/she is familiar with the Standards for the Protection of Minors:**

Downloaded from the PSW website (English Division tab → Practical Information → Internship → Statements - appx. No. 1&5 to the Standards for the Protection of Minors), completed and signed with a trusted profile or by hand. Links to pages:

[5. Statements - appx. No 1&5 to the Standards for the Protection of Minors.pdf](https://powislanska.edu.pl/wp-content/uploads/2024/08/Standardy-Ochrony-Maloletnich_2024.pdf)  
[https://powislanska.edu.pl/wp-content/uploads/2024/08/Standardy-Ochrony-Maloletnich\\_2024.pdf](https://powislanska.edu.pl/wp-content/uploads/2024/08/Standardy-Ochrony-Maloletnich_2024.pdf)

[4. Standards for the Protection of Minors.pdf](#)

## 5. **information from the National Criminal Register:**

In the application, 3 types of data should be marked for information about a person: criminal record, juvenile record, and record of persons deprived of liberty and wanted by warrant.

Information from the National Criminal Register should be obtained online or at the Information Points of the National Criminal Register at the District Court - a list is available on the website at: <https://www.gov.pl/web/krajowy-rejestr-karny/uzyskanie-informacji-z-krajowego-rejestru-karnego-droga-tradycyjna>

Instructions for the e-KRK system can be found on the PSW website (English Division → Practical Information → Internship → How can I obtain a certificate from the National Criminal Register electronically?) Link to page:

[6. How can I obtain a certificate from the National Criminal Register electronically.pdf](#)

After submitting the above documents, the Student should deliver to the Dean's Office:

1. **declaration on apprenticeship** downloaded from the PSW website (English Division → Practical Information → Internship → Declaration on apprenticeship), completed and signed with a trusted profile or by hand; link to page:  
[3. Declaration on apprenticeship.pdf](#)

After submitting documents required for the internship and declaration, the student is placed on the list of students waiting for referral. As soon as the internship supervisor is able to accommodate a new group, information about it is sent out from the dean's office to the students on the list. The students who respond the fastest receive a referral to the internship. The referral is sent to the university e-mail address. Along with the referral, a questionnaire is made available for the student to evaluate the internship site in terms of the quality of education, as well as a list of attendance at the internship. After completing the internship, the student should immediately submit the journal to the dean's office.

### **Most common questions:**

**- What documents do I need to submit if I want to start professional practice in the semester?**

1. **up-to-date documents required for internship** - Medical certificate for sanitary and epidemiological purposes, certificate of vaccination against hepatitis B (or entry in the booklet), insurance policy (including third party liability, accident insurance, post-exposure insurance), statements (appendix 1 and 5 to the Standard for the Protection of Minors), certificate from the National Crime Register.
2. **declaration** - completed and signed with a trusted profile or handwritten, should be sent to the dean's office e-mail box or delivered in person.

### **- When can I start an internship?**

Internships are an integral part of the educational process and are carried out in a given semester, according to the schedule, after attending lectures, exercises and practical classes in a given subject.

### **- What documents do I need to take to practical classes and internships?**

Printed practical training journal, which can be downloaded from the PSW website. Only those pages that apply to the semester should be filled out. The supervisor certifies the acquisition of skills, gives an opinion on the student, signs the card after the implementation of practical classes/work experience.

### **- What do I need to do to get credit for practical training in a given semester?**

After completing the practical classes and internships scheduled for the semester, the completed internship journal should be submitted to the Dean's Office for grading of internships by the Vice-Rector for Practical Education or an authorized person.

### **Grading of practical classes and professional practice at the University:**

The passing of practical classes as part of a given subject is entered in the protocol by the supervisor of the subject.

Credit for practical training is entered in the record by the Vice-Rector for Practical Education or an authorized person.

A student who has received credit for the internship sees the entry on his/her Virtual Dean's Office account (ZAL). If he did not receive credit, he sees (Bzal or N).

If the practical classes are passed, the student sees a grade (5, 4, 3) on his account.

If he did not attend the class or did not receive credit for any other reason, he sees (2 or N).

### **Fee**

Internships are carried out in medical entities free of charge. In the case of conditional entry to a higher semester from professional practice, the University does not charge fees.

Practical classes - in accordance with Appendix No. 1 to the Regulations on Fees for Students and Candidates for First and Second Degree Programs and Postgraduate Programs, Students pay a fee for the organization of the practical training process.

### **- can a student organize internship on his/her own?**

Yes, the more proactive the student is in this regard, the sooner he/she will complete the the required internships.

On the University's website (tab student → Praktyki studenckie → Baza kształcenia praktycznego zakładów opieki zdrowotnej i innych podmiotów WNoZ) there is a list of units with which PSW has signed agreements for the implementation of internships and practical classes.

After selecting the place of practice, the Student should:

- determine the date of practice;

- determine the name and surname of the internship supervisor at the medical facility.

The Dean's Office then contacts the selected practice supervisor with the aim of determining the details and completing the necessary documentation.

**Note:** If the Student wants to carry out the practice in an entity that does not yet have a signed agreement with the University, the entire procedure is identical except that the University will then begin the procedure for entering into cooperation with the declared medical facility.