



Practical classes and internships in Powiślański University

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

Internship - organized by the Student or with the help of the University, carried out in medical entities with which the University has a signed agreement, under the supervision of an apprenticeship supervisor, an employee of the entity, credited by the Vice-Rector for Practical Education or an authorized person.

What do I need to do to start an apprenticeship?

Prior to the start of professional practice, you must send to the Dean's Office scans saved in PDF format or submit photocopies of **the so-called "practice admission" documents**, namely:

- 1. Certificate of an occupational physician for sanitary and epidemiological purposes.**
Having received a negative result for Salmonella and Shigella (both the test and the certificate Students shall perform at their own expense), with the designation of the position "Student/Nurse" or "Nurse/Nurse",
- 2. Hepatitis B vaccination certificate or health book entry,**
- 3. Insurance, including: liability policy, accident and health insurance, insurance post-exposure:**

Insurance amounts suggested by the Powis University:

- Third party liability insurance for students in connection with the performance of student internships in medical facilities.
- Sum insured: 12,500 Euros for one or all events during the insurance period.
- Insurance period - one year.

- Post-exposure medical expense insurance, including
The following benefits:
 - HIV or hepatitis testing - benefit amount: PLN 2,000.00
 - cost of HIV antiretroviral drugs - benefit amount: PLN 5,000.00
 - one-time benefit for HIV infection - amount of benefit: 20,000.00 PLN -
 - One-time benefit for hepatitis infection - amount of benefit: PLN 10,000.00
- Period of insurance - annual

- **NNW** Accident Insurance
 - Sum insured: PLN 5,000.00
 - Insurance period - one year.

4. **Declarations of the student: of no criminal record and familiarization with the Standards 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 submitted to the dean's office signed by hand.

5. **Information from the National Criminal Register**

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

Information from the National Criminal Register should be obtained online or from the National Criminal Register Information Points at the District Court - a list is available on the website at: <https://www.gov.pl/web/krajowy-rejestr-criminal/obtaining-information-from-the-national-criminal-registry-traditional-route>

Instructions for the e-KRK system can be found on the PSW website (*English Division tab → Practical Information → Internship → How can I obtain a certificate from the National Criminal Register electronically*

The originals should be kept in the practice log for the duration of participation in practical classes and professional practice in medical entities .

Students at the Powiślański University organize internships on their own or with the help of the University. On the University's website (tab *English Division → Practical Information → Internship → Practical training facilities of health care institutions and other entities_WNoZ_ED*) there is a list of units with which PSW has signed agreements for the implementation of internships and practical classes.

After selecting a practice site, the Student should apply to the institution for permission to practice and determine:

- the date of the practice;
- the name of the practice supervisor at the treatment facility

After making the above arrangements, the Student should submit two documents to the Dean's Office:

1. **Declaration on professional practice** downloaded from the PSW website (tab *English Division → Practical Information → Internship → Declaration on apprenticeship*), completed and signed with a trusted profile.
2. **Criteria for selecting a mentor of apprenticeship** - completed and signed by the mentor internships. The criterion can be downloaded from the PSW website (*English Division tab → Practical Information → Internship → Criteria for selecting a mentor of apprenticeship*).

After submitting **the Practice Admission Documents, the Declaration** and **the Criteria for Selection of Supervisor**, the staff of the Dean's Office will issue a referral for practice, which must be submitted to the unit where the professional practice will be carried out. The referral will be sent to the e-mail address provided by the Student in the recruitment process. Along with the referral, an individual practice attendance list and a link to a survey in which the student evaluates the practice site in terms of quality of education is sent. The bound and completed Internship Log, along with the completed attendance list, should be submitted by the Student to the Dean's Office by the deadline corresponding to the session of the semester.

Note: *In the event that the Student wants to carry out the practice in an entity that does not yet have a signed agreement with the University, the whole procedure is identical except that "and agreement" should be added on the declaration. Then the University will begin the procedure for concluding cooperation with the declared medical institution.*

Most common questions:

- What documents do I need to submit if I have established the implementation of professional practice in a given semester?

- 1. current documents for admission to practice** - Medical certificate for sanitary-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 to the Standard of Protection of Minors and a certificate from the National Criminal Register.
- 2. The declaration** - completed and signed with the trusted profile should be sent to Dean's office email box or deliver in person.
- 3. The criterion for the selection of a supervisor** - a document completed by the practice supervisor.

- When can I start my apprenticeship?

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

- What documents do I need to bring to practical classes and apprenticeships?

Printed and bound practical training log, which can be downloaded from the PSW website or the student's WD account (PDF version). Only those cards that apply to the semester should be filled out. The student signs the training cards on the day of entry to the respective department. The supervisor certifies the acquisition of skills, gives an opinion on the student, signs the card after the implementation of practical classes/work experience. Original documentation for admission to practice listed above and attendance list should be taken to the ward.

- What do I need to do to get credit for practical training in a particular semester?

After completing the practical classes and apprenticeships provided for in the respective semester, the completed and bound internship log should be submitted to the Dean's Office for credit for the internship by the Vice-Rector for Practical Education or an authorized person.

Credit for practical classes and apprenticeships at the University:

Passing of practical classes Practical classes as part of a given subject is entered in the minutes by the instructor of the subject.

Credit for apprenticeship shall be entered in the record by the Vice-Rector for Practical Education.

A student who has received credit for the internship sees an entry in his/her WD account (**ZAL**). If he did not receive credit, he sees (**Bzal** or **N**).

If the practical classes are passed, the student sees a grade of (**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

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

Practical classes - in accordance with Appendix No. 1 to *the Regulations of fees for students and candidates for undergraduate and postgraduate studies*, Students shall pay a fee for the organization of the practical training process. This fee is required for each semester of education, with payment due by December 15 for the winter semester and by May 15 for the summer semester.

Students who wish to apply for the Rector's (scientific) scholarship must obtain all credits and exams on the first date, including work experience.