



WROCLAW  
**MEDICAL UNIVERSITY**

**Faculty of Medicine, ENGLISH DIVISION**

**Rules of internship for students at the Faculty of Medicine  
including the English Division (ED)**

1. Internships for students at the Faculty of Medicine are organised on the basis of Order No. 25/XV R/2017 of the Rector of Wroclaw Medical University as of 28 March 2017 on the organisation of internships for students
2. Internships are aimed to improve practical skills in actual working conditions; they constitute an integral part of studies. Their completion is consistent with the curriculum and course of studies in the field of medicine and the internship programme.
3. Internships are carried out in entities that fulfill the criteria for organising internships during the holiday season. The University concludes a contract or an agreement with a domestic entity, in which training is carried out, to fulfil its guidelines. Internships may also be completed as individual domestic or international internships in entities indicated by the student and verified as to the sufficient criteria for carrying out internships by the internship supervisor.
4. In case of individual domestic or international internships, the student undertakes to submit an application for individual internship, which constitutes Appendix 3 to Order No. 25/XVR/2017 available on the Study Course Section website, to the Dean's Office by 31 March of a given year at the latest.
5. The application referred to in point 3 should include the location where the internship will be carried out and its completion date; in addition, the student must obtain the consent of the director/manager of the institution in which the internship will be carried out. This consent must include a private seal, signature, and the institution seal. Once the application is verified by the internship supervisor, the Dean agrees to individual internship. In case of domestic entities, the condition for the internship to be carried out is to sign an agreement between the University and the unit in which the internship is to be completed.



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6. In case of individual international internships, in addition to the requirements for the application referred to in point 5, the consent of the director/manager of the institution should be given after this person has familiarised themselves with the internship programme in English, while the consent should be given on a separate piece of paper that fulfils the aforementioned requirements. Once the application is verified by the internship supervisor, the Dean agrees to individual internship. The University does not sign agreements with international units in which the internship is to be carried out and does not provide legal protection to students who organise individual international internships.
7. Internship registrations organised by the University are carried out during the summer semester preceding the holiday season during which the student undertakes to carry out the internship in a manner and within dates specified in the announcement of the Study Course Section of the Dean's Office.
8. Prior to internship registrations, internship supervisors along with the Study Course Section publish a list of entities in which internships organised by the University may be carried out.
9. Before starting the internship, the student receives a work referral and an internship programme at the Dean's Office. Work referrals will only be given to those students whose medical examinations are valid, as well as to those students who have a valid certificate of medical examinations for sanitary and epidemiological purposes.
10. Prior to internship commencement, the student undertakes to have:
  - a) accident insurance;
  - b) certificate of hepatitis B vaccination;
  - c) valid certificate of medical examinations for sanitary and epidemiological purposes;
  - b) valid documentation required to complete the internship;
  - e) protective medical clothing;
  - f) ID created by the student on their own and in accordance with the template required by the University.



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11. To acknowledge the information contained in point 10, the student signs the internship programme and the referral.
12. Before starting the internship, the student undertakes to read the "Procedures after professional exposure to the HIV, HBV, HCV" document, which is available in the Study Course Section and on the Section website. This should be confirmed by the student's signature.
13. Internship supervisors on behalf of the University: Tomasz Jurek, PhD, and Prof. Krzysztof Maksymowicz, PhD, are students' supervisors during internships. Their competences include supervising students, helping with problems associated with internship completion, resolving conflicts, inspecting internships, communicating with representatives of the unit carrying out the internship.
14. The internship supervisor on behalf of the Entity carrying out the internship is an immediate superior of students during the internship. Their competences include introducing the student to their obligations, helping and training the student in terms of fulfilling these obligations, and immediate internship supervision.
15. When obliged to complete the internship, the student undertakes to:
  - a) follow the rules and regulations in force in the Entity as well as regulations concerning the protection of personal data and classified information;
  - b) carry out instructions related to the internship programme in accordance with the recommendations given by the person supervising the internship on behalf of the Entity,
  - c) follow the rules of professional ethics and keep professional secrecy.
16. The student who carries out the internship in the Entity is liable for damage caused by wilful misconduct, arising on the premises of the Entity during the internship.
17. The student who is engaged in activities as part of the internship is not entitled to remuneration.
18. As part of the concluded agreement, the Entity undertakes to:
  - a) ensure appropriate conditions necessary for the internship to be carried out according to the internship programme provided, in particular to:



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- b) ensure appropriate work stations, rooms, equipment, and materials;
  - c) familiarise the student with the work regulations applicable within the company, OHS regulations as well as regulations concerning the protection of personal data and classified information;
  - d) familiarise the student with the procedure applicable within the Entity in the event of needlestick injury as well as to initiate this procedure in case of student's subcutaneous exposure;
  - e) designate an employee on behalf of the Entity to supervise the internship;
  - f) confirm the course and completion of the internship in the student's documentation.
19. The Entity may require the University to cancel the internship of the student in the event of: a breach of the provisions contained in point 18 hereof or a failure to fulfil the obligations arising from the internship programme.
20. The basis for the internship to be completed successfully is to attest to the participation in the internship, which includes: the dates within which and the location in which the internship was completed, the seal or full details of the unit in which the internship was completed, the seal and signature of the person who confirmed the completion of the internship, and entries into the student book of practical skills. In case of international internships, this attestation may be provided on a separate piece of paper in English by an educational unit subject to the information listed above.

**Supervisor of internship:** Tomasz Jurek,, PhD, Assoc. Prof.

**Supervisor of internship:** Krzysztof Maksymowicz, PhD

Regulations come into force from the day: April 1<sup>st</sup> 2017.

Wrocław Medical University  
FACULTY OF MEDICINE  
VICE-DEAN FOR STUDIES IN ENGLISH  
  
Prof. Andrzej Hendrich, PhD