**Regulations for Professional Internships**

**carried out at the Faculty of Medicine, Medical University of Warsaw**

**§ 1. Genral Provisons**

1. After the 1st, 2nd. 3rd. 4th. And 5th year of medical studies, each student completes a compulsory professional internship during the summer holidays, in accordance with the study program, the following duration: after the 1st year of studies: internship in nursing care (4 weeks, 120 hours); after the 2nd year of studies: internship in primary health care - family medicine (3 weeks, 90 hours) and emergency care (1 week, 30 hours); after the 3rd year of studies: internship in internal medicine (4 weeks, 120 hours); after the 4th year of studies: internship in pediatrics (2 weeks, 60 hours) and surgery (2 weeks, 60 hours); after the 5th year of studies: internship in gynecology and obstetrics (2 weeks, 60 hours) and intensive care (2 weeks, 60 hours).
2. Objectives and scope of the professional internship:

a. in the field of nursing care - familiarizing the student with the full range of activities related to nursing care, acquiring and improving professional skills and learning outcomes acquired during the studies;

b. in the field of primary health care (family medicine) - familiarizing the student with the full range of activities related to work in a Primary Health Care, acquiring and improving professional skills and learning outcomes acquired during the studies;

c. in the field of emergency care - familiarizing the student with the full range of activities related to work in an emergency department, acquiring and improving professional skills and learning outcomes acquired during the studies;

d. in the field of internal medicine - familiarizing the student with the full range of activities related to work in an internal medicine department, acquiring and improving professional skills and learning outcomes acquired during the studies; e. in the field of ediatrics - familiarizing the student with the full scope of activities related to work in the pediatrics department, acquiring and improving professional skills and learning outcomes acquired during their studies;

f. in the field of surgery - familiarizing the student with the full scope of activities related to work in the surgery department, acquiring and improving professional skills and learning outcomes acquired during their studies;

g. in the field of intensive care - familiarizing the student with the full scope of activities related to work in the intensive care unit, acquiring and improving professional skills and learning outcomes acquired during their studies;

h. in the field of gynecology and obstetrics - familiarizing the student with the full scope of activities related to work in the gynecology and obstetrics department, acquiring and improving professional skills and learning outcomes acquired during their studies; i. acquiring, shaping and consolidating social competences and professionalism (including conscientiousness, commitment, punctuality, communication with patients, teamwork, use of medical terminology, ability to present and discuss a case, planning skills, compliance with ethical principles, medical confidentiality, showing respect to patients and team members).

3. Before starting the internship, the student is obliged to familiarize himself with the Rules of Professional Internships and the specifics of work in the unit where he is doing the internship, and is also obliged to complete training in the field of personal data protection <https://e-learning.wum.edu.pl/course/view.php?id=5970>

**§ 2. Place and Conditions of Domestic Professional Internships**

1. Professional internships may be completed in healthcare facilities throughout the country, based on a signed agreement between the selected institution and the Medical University of Warsaw.

2. To apply for a professional internship at an institution with which the Medical University of Warsaw does not have a signed agreement, student must submit an application to the Internship Supervisor requesting consent to organize the professional internship independently and obtain a positive opinion (applies to professional internships both in Poland and abroad). The application must specify the location and date of the professional internship, as well as the person authorized to sign the agreement. A sample application for consent to organize the internship independently is provided in Appendix 1. Complete applications should be submitted to the Dean's Office (appropriate for the year of study) by May 15th of the academic year in which the professional internship will be completed. Information about the internship coordinator (Appendix 2) should be submitted to the Dean's Office along with the internship card.

3. If it is necessary to issue an opinion concerning a student, a request in this matter, addressed to the Dean, should be submitted to the Dean's Office of the Faculty of Medicine.

4. Before commencing the internship, the student should download the form of the professional internship and referral from the Faculty of Medicine website. The student should complete the referral and submit it to the Dean's Office for approval and signature. A template for the internship referral is provided in Appendix 3, and a template for the internship card for individual years of study is provided in Appendix 4.

5. The student is obligated to immediately inform the Dean's Office of any changes to the professional internship date. In the event of a change in the internship location, prior consent from the Internship Supervisor must be obtained, and a new referral must be completed and submitted to the Dean's Office for approval and signature.

6. Students undertaking professional internships must have valid occupational health examinations, Salmonella-Shigella testing, and current vaccinations against hepatitis B.

7. Medical facilities where students will be undertaking professional internships involving minors have the right to require students to submit information from the Sex Offender Register and a certificate from the National Criminal Register (this is in student's responsibility).

8. Professional internships may be conducted during Student Research Camps, provided that all of the following conditions are met:

a) the learning outcomes assumed for the internship after a given year of study can be achieved during the research camp;

b) confirmation of the achievement of the required learning outcomes has been obtained from the internship coordinator (documented by an entry in the internship card).

**§3. Location and Conditions of Foreign Internships**

1. The professional internship may be conducted in healthcare facilities/institutions abroad, provided that it takes place as part of an international exchange program at an institution with which the Medical University of Warsaw has a cooperation agreement.

If there is no cooperation agreement between the professional internship location proposed by the student and the Medical University of Warsaw, it is necessary to provide the Internship Supervisor with a certificate (in English) confirming the ability to achieve the learning outcomes described in the syllabus of the professional internship and the learning outcomes in the summer internship card. Based on this, the Internship Supervisor will decide whether to grant consent to the summer internship abroad.

2. The basis for applying for the opportunity to complete a student professional internship abroad is to submit an application for consent to the internship abroad to the Internship Supervisor appropriate for the given year of study and obtain a positive opinion. The application must indicate the location and date of the internship, as well as information about the internship coordinator. A sample application for consent to undertake a professional internship abroad is provided in *Appendix 5*, and a sample information about the internship coordinator at the location where the internship will be held is provided in *Appendix 6*. Complete applications should be submitted to the Dean's Office (appropriate for the year of study) by May 15th of the academic year in which the internship will be held.

3. If it is necessary to issue an opinion concerning a student, a request in this matter, addressed to the Dean, should be submitted to the Dean's Office of the Faculty of Medicine.

4. Before commencing the internship, the student should download the professional internship card in English and the referral from the Faculty of Medicine website. The student should complete the referral and submit it to the Dean's Office for approval and signature. The sample referral for professional internships is provided in *Appendix 7*, and the sample professional internship card for individual years of study (in English) is provided in *Appendix 8*.

5. The student is obligated to immediately inform the Dean's Office of any change in the internship date, along with the justification. In case of changing the internship location, student must first obtain the consent of the Internship Supervisor, complete a new referral, and submit it to the Dean's Office for approval and signature.

**§ 4. Supervision of the Student During the Internship**

1. At the internship site, the student is supervised by an Internship Coordinator appointed by the head of the healthcare facility. This is a nurse or physician for internships after the first year of studies, and a physician for internships after the second to fifth years of studies. The internship coordinator may be a nurse with at least three years of professional experience, a physician with a specialist title in a specific field consistent with the internship program, or at least three years of professional experience.

2. The internship coordinator at the internship site is responsible for the implementation of the internship program (in accordance with the outcomes related to individual skills and social competencies indicated in the Internship Card), certifies the completion of the internship, the acquisition of practical skills, and assesses the student's social competencies and professionalism.

3. On behalf of the Medical University of Warsaw, the Internship Supervisor (a MUW teacher), appointed by the Dean, supervises the proper conduct of the internship. The Supervisor evaluates and awards credits for the internship based on the entries in the Internship Card.

4. Responsibilities of the Internship Supervisor: verifying the accuracy of learning outcomes achieved during internships, reviewing applications for independent internships in Poland and abroad, assisting in resolving problems and concerns related to internships, and monitoring the selection of institutions and internship supervisors.

5. In case of any doubts regarding internships, the student should contact the Internship Supervisor.

6. Disputes regarding student internships are resolved by the Vice-Dean for Student Affairs for the appropriate year of study.

7. During the internship, observations may be conducted in accordance with the Observation Procedure in force at the Medical University of Warsaw. Internship observations may be conducted remotely or in a traditional/contact manner.

8. The student evaluates the internship (including self-assessment). If the student's self-assessment indicates insufficient results (a grade of "good"), the Internship Supervisor conducts a clarification interview with the student and the Internship Coordinator to determine the reason for the grade being less than "good" and to propose corrective actions.

9. The Faculty's Team for Quality of Education monitors the quality of the internship and analyzes the internship evaluations.

**§ 5. Internship Documentation**

1. The document certifying completion of a professional internship is the Internship Card (in Polish or English).

2. The Internship Card was developed by a Team appointed for this purpose by the Dean, consisting of specialists in specific fields of medicine, taking into account the expected learning outcomes regarding skills and social competencies.

3. The Internship Card contains the student's assessment of the internship (including self-assessment).

4. The student is responsible for completing and submitting the Internship Card. Original Internship Cards must be submitted to the Dean's Office of the Faculty of Medicine (as appropriate for the given year of study) by September 20th of the given year.

5. If a student loses the Internship Card, the document must be recreated; the student is responsible for its recreation.

6. The Internship Card constitutes documentation of the course of study and is kept in the student's personal file at the Dean's Office.

**§ 6.** **Completion of Internships**

1. The internship is conducted during the summer holidays, in accordance with the organization of the academic year.

2. Completion of the internship within the deadline specified in the Internship Regulations is a necessary condition for completing the year of study.

3. The basis for completing the internship, whether completed in Poland or abroad, is a written confirmation of completion of the internship in the Internship Card, which includes: the date and location of the internship, the stamp of the unit where the internship took place, the stamp and signature of the person completing the internship, and entries confirming the acquisition of practical skills and social competencies, as well as information about the internship coordinator. A template for the internship coordinator at the location where the internship is held is provided in *Appendix 2 (in Polish)* and *Appendix 6 (in English).* Confirmation of completion of the internship is provided by the person coordinating the internship at the unit where it took place (the internship coordinator).

4. Assessment, verification of learning outcomes, and evaluation of the internship are conducted by the Internship Supervisor, who is an academic teacher employed at the Medical University of Warsaw. Internships are assessed and evaluated based on the point scale described in the Internship Card.

**§ 7. Final Provisions**

1. These Regulations were established by the Dean and are effective from September 3, 2025.

2.These Regulations are subject to publication on the Faculty's website: [www.lekarski.wum.edu.pl](http://www.lekarski.wum.edu.pl)

3. The introduction of these Professional Internship Regulations renders the previously applicable regulations become null and void.

4. The Dean may amend these Regulations, in particular at the request of Student Internship Supervisors and members of the Faculty Council.

5. The procedure specified in paragraphs 1 and 2 above shall apply to amending these Regulations.

List of attachements:

Appendix 1. Application to organize a student summer professional internship (in Polish).

Appendix 2. Information about the internship coordinator (in Polish).

Appendix 3. Referral to a student professional internship (in Polish).

Appendix 4. Internship card template (for individual year of study, in Polish).

Appendix 5. Application to complete a student professional internship abroad (in Polish).

Appendix 6. Information about the internship coordinator (in English).

Appendix 7. Referral to a student internship (in English).

Appendix 8. Internship card template (for individual year of study, in English).