

Regarding Internship documents:

1. As all the regulations, regulations concerning completing internships are available on the website: <https://medicineschool.ujk.edu.pl/regulation-and-practices.php>
2. Please, read the regulations and the program very carefully. They state exactly when the practice should take place, how long, who should be supervising You in the facility You choose for the internships (kind of the specialist) and where the internship can be done (the type of facility, for instance in case of Ambulatory care on the 2nd year it is „hospital emergency department” and no other place is acceptable). Make sure to follow the given requirements so there is no problem with giving You credit for your practice.
3. On the same website, there are programs of practice. The hospital where You will do Your internships must sign the program (if You are planning to do internships on Your own in Your country, You have to make sure that they will be able to teach You all the skills listed in the program). The other document that has to be signed by the facility is Opinion (also available on the website).
4. The type of internship You must complete after a given year is specified in the curriculum: <https://medicineschool.ujk.edu.pl/curriculum.php>
5. If You’ve already had any practice and would like to be exempted from doing it again, You must write official petition addressed to the Supervisor of the internships: and submit it in my office. You must attach documents (in English or Polish) confirming Your previous practice (skills that You’ve acquired, place, number of hours). If program of Your practice complies with our program, then the Supervisor will let You be exempted. Please note, that according to our program You get a grade for the internship. So if there is no grade for the practice You’ve done, then You would be given only a „3” at our University. Please, remember to submit such petition in proper time – You must get the decision before the internship starts.
6. After summer break, at the beginning of the next academic year You must submit to me: **PROGRAM** of internships and **OPINION** signed by the facility – both documents with proper stamps and signatures. ORIGINAL documents (not scans sent by e-mail/ copies – they will not be accepted) must be submitted during the first week of next academic year. **No documents within this time equals failing internships and the necessity to request conditional enrolment to the next.**
7. **Remember to make sure that documents are properly filled in:** there must be a stamp of the facility on the program (at the bottom of the last page) and on the Opinion document (on the top left), place and date of issuing opinion (on the top right) and all the information above the descriptive assessment must be filled by You. There must be a grade put both on the opinion paper and the program (they must be the same, on the scale of 1-5). Program and Opinion are separate documents – they both must be signed by the Head of Facility or Unit/ person supervising You in the facility.
8. Please, keep in mind that we are not allowed to sign any agreements with foreign facilities/institutions.