

Practical classes and internships at Powiślańska Academy of Applied Sciences

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

Internship - organised by a student, carried out in medical entities with which the Academy 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.

I. Documents required for internships:

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

- Statements - appx. No 1&5 to the Standards for the Protection of Minors:

<https://powislanska.edu.pl/wp-content/uploads/InternshipDocumentsED/5.%20Statements%20-%20appx.%20No%201&5%20to%20the%20Standards%20for%20the%20Protection%20of%20Minors.pdf>

- Standards for the Protection of Minors:

<https://powislanska.edu.pl/wp-content/uploads/InternshipDocumentsED/4.%20Standards%20for%20the%20Protection%20of%20Minors.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:

<https://powislanska.edu.pl/wp-content/uploads/InternshipDocumentsED/6.%20How%20can%20I%20obtain%20a%20certificate%20from%20the%20National%20Criminal%20Register%20electronically.pdf>

After submitting the above documents, the Student should choose the location and internship supervisor, settle the start date of the internship and then submit a fulfilled declaration:

6. **Internship declaration** downloaded from the PSW website (English Division → Dean's Office → Files to download → Internship Declaration), completed and signed with a trusted profile or by hand; link to page:

<https://powislanska.edu.pl/wp-content/uploads/2025/10/Internship-Declaration-PL-ENG-25.26-1.docx>

After submitting the documents required for the internship and declaration, the student is placed on the list of students waiting for referral. The referral is sent to the university's email address. After completing the internship, the student should immediately submit the journal to the dean's office.

II. Practical training journal

It is the student's responsibility to print and bind the internship journal and bring it with them to every practical class and internship. 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, and signs the card after the implementation of practical classes/internship. Incorrectly completed, incomplete journals, single pages, etc. will not be accepted by the Dean's Office.

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.

III. 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.

The Vice-Rector for Practical Education or an authorized person enters the credit for internship.

A student who has received credit for the internship sees the entry on his/her Virtual Dean's Office (VD) 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 their VD account.

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

IV. Fee:

- Internships take place in medical facilities free of charge.
- In the case of conditional credit for the next semester of practical classes or internship, the university charges fees in accordance with the financial agreement.
- 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.

V. New internship location:

Students may complete their internships at any medical facility of their choice in Poland, but the Academy must first conclude an agreement with that facility. If a student has obtained consent from their future internship supervisor regarding the possibility of completing the internship, they should immediately report to the dean's office in order to complete the additional documentation.