

The Doctoral School of Medical and Health Sciences (DSMHS)

Principles of internship

As part of the course ***Professional traineeship in medical didactics***

*- effective teaching methods in medical sciences*

AT THE DOCTORAL SCHOOL OF MEDICAL AND HEALTH SCIENCES

1. The PhD student is obliged to complete the internship in teaching classes or participation in teaching (co-teaching) in the amount of 60 hours throughout the education cycle.
2. The internship may be started in the first or second semester, with the consent of the head of the doctoral programme of the discipline concerned, but not later than in the third semester of education. The internship should be completed by the end of the sixth semester.
3. A PhD student may complete the internship in:
   1. the supervisor/supervisors' unit - in such a case, the PhD student is obliged to report this to the subject coordinator, dr hab. Magdalena Szopa, prof.JU, by the end of the second semester at the latest.
   2. the Department of Medical Education (if not possible in the supervisor/supervisors' unit) – also prior to the agreement with the subject coordinator, dr hab. Magdalena Szopa, prof.JU. By the end of the second semester at the latest, the PhD student should declare his/her intention to pursue the internship to the coordinator. For the education cycle 2019/2020, the deadline shall be postponed until the end of the third semester.
4. The internship should be reported in the USOS system. The teaching staff coordinators appointed in the organizational JU MC units enter the PhD student into the USOS system. When planning the distribution of teaching hours within an administrative unit, a PhD student must be assigned to a selected subject and class group in the USOS system with 0 (zero) hours. The USOS printout should include the actual number of hours taught or co-taught by a PhD student, confirmed with the supervisor and unit head's signature.
5. For PhD students holding research posts in projects and cannot account for teaching hours in the USOS system, the documentation of teaching hours is based on a supervisor's statement.
6. To pass the course, a PhD student must possess the USOS printout with a subject teaching or co-teaching record, signed by a supervisor and unit head. In the case of PhD students holding research posts in projects, the supervisor's statement is required. The certificate should be delivered to the School office by the end of the sixth semester. For the education cycle 2019/2020, the classes completed during the first year may be documented based on a supervisor's statement
7. The classes taught in English are settled according to the actual conversion rate concerning remuneration, published by the Deans of relevant JU MC faculties.
8. Completing the course: *Professional traineeship in medical didactics - effective teaching methods in medical sciences* will be recorded in the USOS system for the third year of study by the subject coordinator.

31-530 Kraków, ul. Łazarza 16, tel. +48 12 61 99 729, +48 12 61 99 730

e-mail: [szkola.doktorska@cm-uj.krakow.pl](mailto:szkola.doktorska@cm-uj.krakow.pl)