

**Procedure for monitoring student internships
at the Faculty of Medicine and Dentistry at the MUW**

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| Actions | Assessment of the correct implementation of internships and their compliance with the Rules and Regulations of Student Internships and the recommendations set out in the Syllabus and the Student Internship Framework Programme (monitoring of 5% of students from the year of study); Verification of the content of agreements and ensuring they are up to date |
| Tools and methods used | Verification of the learning outcomes by checking Internship Records; Random checks of the course of the internships by contacting students, as well as the organisers of the internships by phone, e-mail or in person |
| Documents | Report of the review of student internship records; Reports on random checks of the course of internships in selected facilities; |
| Cooperation | The course of internships is monitored in cooperation between the Pro-Dean for Academic and Teaching Affairs and the relevant Programme Boards, the Faculty Education Quality Team as well as the Council of Employers and External Stakeholders. |
| Schedule | Ongoing, random review of the course of student internships as they take place; Annual review of documentation concerning the implementation of student internships |
| Corrective actions | Analysis of post-inspection conclusions; Monitoring of the implementation and following up recommendations |