

INTERNSHIP REGULATIONS

University of Economics and Human Sciences in Warsaw

I. General Provisions

§ 1

The University of Economics and Human Sciences in Warsaw, hereinafter referred to as "UEHS" or "**the University**", may include student internships (placement) as an integral part of the curricula in certain fields, acting on the basis of the Act of July 20, 2018 - *Law on Higher Education and Science* and the *Regulations* of the University.

§ 2

The primary purpose of internships is to educate students in places of practical application of the knowledge they acquire, enabling them to verify that knowledge, acquire practical skills, develop appropriate social competencies and learn about the nature of their future profession.

§ 3

The purpose of student internships is to create conditions to deepen the knowledge provided in the course of teaching and acquire experience and "practical knowledge", which will then be helpful in the pursuit of the education at the University and in the future practice of the profession.

II. Organization of Internship

§ 4

1. The University organizes internships and supervises their implementation.

2. The University designates “Internship” classes in the curricula, places them in the study plan, determines their scope and assigns the appropriate number of ECTS credits to them.
3. Tasks related to the organization and supervision of internships are coordinated by the Student Affairs Office.
4. The University shall provide internship sites for students.
5. The University shall determine the criteria for approval of the internship site, in the case of independent designation of such a site by the student.
6. The University does not cover the costs associated with the internship.

§ 5

The Dean appoints Internship Supervisors for particular fields. The University's Internship Supervisor may be an academic teacher employed by the University who has the competence and experience to properly supervise the implementation of internships.

§ 6

For internships in a given field of study, the Dean approves the "Internship Program", including:

1. objectives,
2. learning outcomes assumed to be achieved by students during the internship,
3. curricula,
4. the scope of the internship, consistent with the requirements for the level, profile and field of study,
5. placing internships in the curriculum
6. methods of verification and assessment of the achievement of the learning outcomes,
7. the method of documenting the course of internship and the tasks carried out during internship,
8. criteria that must be met by the sites where internships are held,
9. rules for approval of internship sites selected by the student independently,

10. conditions for qualifying a student for an internship,

11. other internship requirements, taking into account the specifics of professional activities related to the field of study.

§ 7

Implementation of internship must not interfere with classes organized at the University.

§ 8

The student is required to complete internship in their field of study; the internship shall last:

- 1) 6 months - in the case of undergraduate programs with a practical profile;
- 2) 3 months - in the case of graduate programs with a practical profile;
- 3) or the duration approved by the Dean in the "Internship Program" - for studies with a general academic profile.

§ 9

1. The tasks of the University's Internship Supervisor include:

- 1) Providing ongoing supervision of the organization and implementation of internships by individual students;
- 2) designation of dates and times and place of office hours, during which they are available to students for consultation on matters related to internships;
- 3) verifying that internship sites meet quality criteria;
- 4) representing UEHS on the basis of a power of attorney, granted by the Rector, to conclude student internship agreements;
- 5) approval of the internship site selected by the student;
- 6) qualification and referral of the student to the internship;
- 7) verification of the student's achievement of the learning outcomes assumed for the internship;
- 8) transfer to the the documentation of the student's internship to the Student Affairs Office, along with a record of whether the internship was passed or failed;

- 9) cooperating and communicating with sites' Internship Supervisors;
- 10) maintaining good relations and cooperation with sites with which the University has signed permanent agreements on the organization of internships;
- 11) establishing cooperation concerning the organization of student internships with new sites;
- 12) informing students about the rules related to the internship;
- 13) supervision of the timeliness of information regarding the rules of internships made available to students on the University's website and Extranet system;
- 14) submitting to the Dean a Report on the tasks completed by the Supervisor for the academic year within 30 days after the end of the academic year.

2. The Dean approves the Report, and if there are deficiencies in it, he calls on the University's Internship Supervisor to supplement it or provide additional explanations within 14 days.

3. The Vice-Rector for Education will determine the specimen of the Report referred to in § 9 sec. 1 point 14.

§ 10

The student is admitted to the internship on the basis of:

1. *Internship Agreement* concluded between the University and the site where the internship takes place (the specimen of the agreement constitutes **Appendix No. 1** to these Regulations) and
2. individual *Internship Referral* (the specimen of the referral constitutes **Appendix No. 2** to these Regulations).

§ 11

A student may carry out an internship in more than one site. The total scope of internships carried out in more than one unit may not be less than that required by the "Internship Program" for a given field of study.

§ 12

During the internship, the student is obliged to:

1. represent the University in a dignified manner,
2. comply with the site's required data protection and document confidentiality clauses,
3. treat the employees and property of the site with respect,
4. appear at the site at the dates and times designated by the company's Internship Supervisor,
5. stay at the site and participate according to the schedule set by the company Internship Supervisor,
6. wear attire appropriate to the situation and customs of the internship site,
7. control the implementation of the internship program and clarify any deviations with the site's Internship Supervisor and, in turn, with the University's Internship Supervisor.

III. Internship Credit

§ 13

1. Internship attendance is obligatory.
2. Absence will result in course failure.

§ 14

The student is obliged to complete the missed internship hours on an individual basis, agreed with the site's Internship Supervisor.

§ 15

1. The prerequisite for passing the internship is the fulfillment of the tasks assigned to the student by the site's Internship Supervisor, the completion of the internship program content, the achievement of the learning outcomes assumed for the internship, and the delivery to the University's Internship Supervisor of correct and complete documentation of the internship and the tasks carried out during the internship.
2. The method of verification of learning outcomes' achievement is specified by the "Internship Program"

§ 16

1. The internship shall be credited by the University's Internship Supervisor within 14 days of receiving from the Student the documentation concerning the internship and the tasks performed in its scope.

2. Documentation of the course of the internship, together with the report card, is transferred by the University’s Internship Supervisor to the Student Affairs Office, without delay.

§ 17

1. The obligatory way of documenting the course of the internship and the tasks carried out during the internship is the “Internship Progress Report” kept by the Student (the specimen of the Journal constitutes **Appendix No. 3** to these Regulations).

2. The following information must be included in the “Internship Progress Report”:

- the beginning and end dates of the internship,
- the name of the internship site (company),
- name, surname, position, and contact information of the site’s Internship Supervisor,
- name, surname, position, and contact information of the University’s Internship Supervisor,
- a list of the learning outcomes to be achieved by the student during the internship, with codes assigned to them,
- the scope of the student's assigned duties or tasks and functions,
- a daily record of the tasks assigned to the student, along with the corresponding learning outcomes, the achievement or non-achievement confirmed by the signature of the site’s Internship Supervisor or other person who controls their performance,
- the final opinion and comments of the site’s internship supervisor.

3. “Internship Program” in a particular field of study may specify other mandatory categories of entries in the “Internship Progress Report” in addition to those listed in point 2.

4. “Internship Program” may also determine other ways, in addition to the “Internship Progress Report”, to document the course of the internship and the learning outcomes achieved, taking into account the specifics of work in the profession related to the field of study.

§ 18

Failure to complete the internship within the timeframe provided in the study plan or failure to obtain credit for it by the University’s Internship Supervisor within this timeframe will result in the student failing the academic year. In such a situation, the student may issue a written request for a re-sit year to the Dean.

IV. Internship credit based on work in the profession

§ 19

1. The Dean may credit a Student's paid work, also carried out abroad, as Internship, if its nature coincides with the "Internship Program" and learning outcomes of the field of study.
2. A student applying for internship credit on the basis of their professional work shall submit the following documents to the Student Affairs Office:
 - an application to the Dean with a request for credit for internship on the basis of professional work performed, with the opinion of the University's Internship Supervisor,
 - a copy of the employment contract (and certificate of employment - in case of termination of employment) or contract of mandate (umowa-zlecenie) with information on the period of employment, the position held, and working time,
 - a document certifying the scope of professional duties and tasks performed,
 - in the case of work provided on the basis of a contract of mandate (umowa-zlecenie) – an invoice or bills confirming the performance of the commissioned tasks,
 - the opinion issued by the superior or supervisor of the company, describing the manner in which the student has carried out tasks and the knowledge, skills and social competencies obtained by the student as a result of their work.
3. It is recommended that a student intending to apply for internship credit on the basis of past work should consult the University Internship Supervisor in advance.
4. The Dean in may specify additional requirements necessary to receive credit for the internship based on prior work, taking into account the specifics of professional activities related to the field of study.

V. Credit for Internships Under the Erasmus + Program

§ 20

A student may complete their internship in a foreign institution under the Erasmus + program, according to terms determined for a given academic year by the Rector's Ordinance. Students for whom professional practice is provided for in the program of study, and who complete it within the framework of the Erasmus + program,

will receive credit for mandatory practice under the rules set forth in these Regulations.

VI. Credit for Internship on the Basis of Involvement in a Student Research Club

§ 21

1. The Dean may credit a student's internship as the work performed within the scope of a student research club operating at the University, if its nature coincides with the "Internship Program" in a given field of study, including the learning outcomes established for it.

2. A student who applies for internship credit on the basis of work in the student research club shall submit the following documents to the Student Affairs Office:

- application addressed to the Dean, reviewed by the University's Internship Supervisor,
- a certificate from the research club Supervisor containing the following information:
 - timeline of the student's research club activity,
 - examples of the student's research club activity
 - responsibilities/tasks that the student carried out independently,
 - number of hours the student devoted towards these responsibilities/tasks.
- opinion of the research club Supervisor describing how the student carried out the responsibilities/tasks, and the knowledge, skills and social competencies achieved by the student as a result of these activities.

3. For students applying for internship credit on the basis of work within the activities of the student research club, the Dean shall appoint an academic staff member other than the supervisor of the research club as the University's Internship Supervisor.

4. If the supervisor of the research club is the Dean of a student's field of study, then the decision on the credit for the internship is made by the Rector or the Vice-Rector for education.

5. It is recommended that a student intending to apply for internship credit on the basis of work within the framework of the activities of the student research club should consult the University's Internship Supervisor in advance.

6. The Dean, in the "Internship Program", may specify additional requirements necessary for internship credit based on student research club activity, taking into account the specifics of activities related to the field of study.

VII. Credit for Internships Carried out at the University of Economics and Human Sciences in Warsaw

§ 22

1. Internships may take place at UEHS as part of an activity organized by the University to achieve the goals and learning outcomes established for internships in a particular field of study.

2. All provisions of the Regulations apply to students doing internships at UEHS respectively as to students doing internships at other units, with the exception of § 10.

3. The student shall carry out the internship at UEHS on the basis of an individual agreement between the Student and the University, the model of which is constitutes **Appendix No. 4** to these Regulations.

4. For students completing their internship at UEHS, the site's Internship Supervisor cannot be the University's internship supervisor, the Dean of the student's field, the Vice-Rector for Education, or the Rector.

VIII. Appeal Against a Negative Decision Concerning Internship Credit

§ 23

The student has the right, within 14 days from the date of delivery of the decision, to appeal a negative decision concerning internship credit, to the Dean or the Rector or the Vice-Rector for Education - if the decision was issued by the Dean.

IX. Final Provisions

§ 24

The Vice-Rector for Education will approve a procedure for evaluation of internship education, taking into account student evaluations, which will allow continuous improvement of the internship program and its implementation.

§ 25

1. In matters not covered by these Regulations, the Rector makes the final decision.
2. The provisions of these Regulations shall come into force as of the date of their adoption.