

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 - for undergraduate programs and long-cycle Master's degree programs with a practical profile
- 2) 3 months - in the case of graduate programs with a practical profile;
- 3) approved by the Dean in the “*Internship Regulations*” – in the case of studies with a general academic profile, if the program envisions internships and placement.

§ 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 company internship supervisors, which includes visitations to places where internships take place, where it is reasonable and possible;
 - 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 the University's information systems;
 - 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, they call on the University's Internship Supervisor to supplement it or provide additional explanations within 14 days.

§ 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 failure to obtain credit for the course.

§ 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 Report 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. Credit for internships based on activities performed as part of employment, placement, or volunteer work

§ 19

1. In the cases and under the conditions specified in the Study Regulations, the Dean may, at the student's request, give credit for internship for activities carried out by the student, particularly in the course of employment, placement, or volunteer work, if they have enabled the student to achieve the learning outcomes specified in the internship's program.

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 civil-law contract with information on the period of employment, the position held, and the hourly rate of work,
- a document certifying the scope of duties, tasks, and work activities performed,
- in the case of work provided on the basis of a civil-law contract – a bill or bills with confirmation of 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. A student applying for internship credit on the basis of other placement or volunteer activities shall submit to the Student Affairs Office:

- an application to the Dean with a request for credit for internship on the basis of activities performed as part of other placement or volunteer work, with the opinion of the University's Internship Supervisor,
- a copy of the placement or volunteer agreement with information on the period and hourly duration of the placement or volunteer work,
- a document certifying the scope of duties, tasks, and activities performed,
- A statement from the employer or company supervisor describing how the student performed the professional activities and the knowledge, skills, and social

competencies acquired by the student as a result of the placement or volunteer work.

4. It is recommended that a student intending to apply for internship credit on the basis of activities performed as part of employment, placement, or volunteer work should consult the University's Internship Supervisor in advance.

5. The Dean, in the "Internship Program" may specify additional requirements necessary to obtain credit for the internship on the basis of activities performed in the course of employment, placement, or volunteer work taking into account the specific nature 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 internship is provided for in the study program, and who complete it within the framework of the Erasmus + program, will receive credit for obligatory internship under the rules set forth in these Regulations.

VI. Credit for internship on the basis of involvement in the student research club

§ 21

1. In the fields of study with a general academic profile, the Dean may recognize as an internship the work of a scientific nature carried out by the student within the framework of student research clubs operating at the University, if its nature is consistent 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 University conducts an evaluation of internships, taking into account student evaluations, which allows for continuous improvement of the internship program itself and also its implementation.

§ 25

The provisions of these regulations do not apply to internships within the pharmacy program.

§ 26

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.

Warsaw, on 20.....

Internship Agreement

concluded on between

University of Economics and Human Sciences in Warsaw, hereinafter the “University” or
“UEHS”, represented by the Rector dr hab. Konrad Janowski
and

.....
represented by, hereinafter the
“Company”

Pursuant to the Act of 20 July 2018 - Law on Higher Education and Science (i.e., Journal of
Laws 2023, item 742), this agreement is concluded.

1. The agreement is concluded for the period from to
2. The University refers the following person to the Company for internship:
Mr./Mrs.

.....
(student's full name, field of study, level and year of study)

3. The Company undertakes to accommodate the aforementioned student(s) referred for
internship in accordance with the educational program in force in the given field of study,
and in particular to:
 - a. Provide a suitable workstation, equipment, and materials necessary to perform tasks
during the internship,
 - b. Familiarize students with the company's work regulations, occupational health and
safety regulations, and other internal regulations of the Department,
 - c. Provide students with proper working conditions and social conditions to which

regular employees at the Company are entitled,

- d. Supervise the student's performance of assigned tasks in accordance with the internship program.

4. As the Company's internship supervisor, the Company appoints:

.....
(employee's name, position, phone number and/or e-mail)

5. The Company may condition the student's admission on the student's accident insurance (the student insures themselves).
6. The Company may condition the admission of a student to the internship on the student's needs and skills, as well as their suitability for the tasks assigned by the Company.
7. All costs associated with the internship (including travel, accommodation, food) are paid by the student.
8. A student who grossly violates work discipline may be dismissed from the internship by the Company. The Company shall immediately inform the University of the fact that the student has been dismissed.
9. The provisions of the Act of 23 April 1964 of the Civil Code (i.e., Journal of Laws 2022, item 1360) and the Act of 26 June 1974 of the Labor Code (i.e., Journal of Laws 2022, item 1510) shall apply to matters not regulated in the Agreement.

**On behalf of The Rector
Representative of the
University**

Company Representative

.....
Date and signature

.....
Date, stamp, and signature

Warsaw, on 20.....

Internship referral

In accordance with the agreement between the **University of Economics and Human Sciences in Warsaw**

and

..... concluded on we refer
our student

..... to your establishment to take part in an
internship program

over the period from to

Field of study:

Level of education

Year of study:

The scope of tasks and duties assigned to the Intern and the detailed schedule for their implementation is determined by the company's internship supervisor appointed on behalf of the institution where the internship is carried out, after reviewing the “Internship Program” for a particular course of study.

.....
Name of the University's Internship Supervisor

.....
Phone number or e-mail

.....
Signature of the University's Internship Supervisor

UNIVERSITY OF ECONOMICS AND HUMAN SCIENCES
IN WARSAW

[Field of study]

[Specialty]

INTERNSHIP PROGRESS
REPORT

.....
(Student's full name)

.....
(student ID no.)

Internship start date:

<div></div>	-	<div></div>	-	<div></div>	<div></div>	<div></div>
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Internship end date:

<div></div>	-	<div></div>	-	<div></div>	<div></div>	<div></div>
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Total number of completed internship hours:

Name of the company at which the internship takes place:

.....
.....

University's Internship Supervisor:

.....
(Full name)

.....
(Position)

.....
(Contact information)

.....
(Signature)

Company Internship Supervisor:

.....
(Full name)

.....
(Position)

.....
(Contact information)

.....
(Signature)

Company stamp

Learning outcomes assumed for the internship (placement)

1. Knowledge

Code	Description of the learning outcome

2. Skills

Code	Description of the learning outcome

3. Social competencies

Code	Description of the learning outcome

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DAILY INTERNSHIP REPORT

Date:

Working hours:

Number of working hours:

.....

from to

.....

List of activities performed by the student	Reference to the learning outcome (with code)	Confirmation of the achievement of the outcome (pass / fail)

Stamp and signature of the Company's Internship Supervisor
or any other person who controls the student's work on that day:

.....

The signature and seal of the Company's Internship Supervisor are required after each day of internship!

[illegible]

.....

(Signature and stamp of the supervisor)

UNIVERSITY INTERNSHIP

AGREEMENT

concluded on in Warsaw between:

University of Economics and Human Sciences in Warsaw with its registered office in Warsaw (address: ul. Okopowa 59, 01-043 Warszawa), NIP: 525-22-08-719, Regon: 017280390, entered in the register of non-public higher education institutions kept by the Minister of Education and Science under number 261, represented by dr. hab. Konrad Janowski, UEHS professor – Rector, hereinafter referred to as the “**University**” or “**UEHS**” and

.....,

residing at,

ID series and no....., student ID no.....,

hereinafter referred to as “Intern”

which reads as follows:

§ 1.

The subject of this agreement is the regulation of the mutual rights and obligations of the parties in connection with the opportunity for the Intern to carry out student internship at the University.

§ 2.

1. The internship consists of..... hours and takes place at:

1)
(name of administrative unit of the University)

2) from to

2. The performance of the obligations under this Agreement shall take place outside of the hours of teaching at the University which are obligatory for the Intern as a student.

3. The Internship is unpaid, that is, the Intern is not entitled to any financial claims against University for its completion.

The University's responsibilities include:

- § 4.**

1) systematically updating the "Internship Progress Report",

§ 5.

1. The Intern declares that they have familiarized themselves with the University's health and safety regulations, have been informed of the obligation of professional secrecy, and furthermore undertake to keep confidential all information concerning the business activities of the University and its cooperating institutions obtained during the internship.

2. The Intern declares that they have accident insurance.

§ 6.

Either party shall have the right to terminate this Agreement upon 7 days written notice under pain of nullity; however, termination of the Agreement by the intern prior to completion of the internship hours required by the Agreement shall result in no credit for the student's internship.

§ 7.

Failure by the Intern to comply with the provisions of this Agreement by the Intern may be grounds for termination by the University with immediate effect, which may result in no credit for the student's internship if the termination occurred prior to completion of the number of internship hours required by the Agreement.

§8.

Any amendment to this Agreement must be in writing under pain of nullity.

§ 9.

The Agreement has been drawn up in two identical copies, one for each Party.

.....

University

.....

Intern

STUDENT INTERNSHIP CREDIT REPORT

Student data:

Full name:

Student ID no.:

Form of study: full-time* / part-time*

Field of study:

Year of study:

Opinion of the University Internship Supervisor

- | | | |
|---|-----|----|
| 1. The practice was carried out in a suitable facility. | YES | NO |
| 2. The student submitted a properly completed <i>Internship Progress Report</i> . | YES | |
| NO | | |
| 3. Student has completed at least the minimum number of hours required to obtain credit | YES | NO |
| 4. The student has achieved all the learning outcomes envisioned in the <i>Internship Program</i> | YES | |
| NO | | |
| 5. The activities performed by the student during the internship corresponded to the program described in the <i>Internship Program</i> . | YES | NO |
| 6. The student received a positive opinion from the Internship Supervisor. | YES | |
| NO | | |

Comments:

.....
.....
.....

I approve* / I do not approve* the internship completed by the student required by the program of studies in the field of

.....
Full name of the University's Internship Supervisor

.....
Date

.....
Signature of the University's Internship Supervisor

* - delete as appropriate

.....
Full name of the University's Internship Supervisor

.....
Field of study

Report on the tasks carried out by the University's Internship Supervisor in the academic year

1. In the academic year 20.../20... I was responsible for the day-to-day organization and execution of the internships of the following students:

	Full name	Student ID no.
1		
2		
3		
4		
5		
6		
7		
8		

2. Student could consult me on internship issues for hours in the winter semester and hours in the summer semester.
3. I forwarded to the Student Affairs Office the documentation related to the Internship, including:

..... internship pass reports,
..... internship failure reports.

Failing grade reasoning (if any):

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4. I gave an opinion on the documentation related to the crediting of internships on the basis of:
professional work: students,
work within the activities of the student research club: students

5. I have contacted Company Internship Supervisors or other representatives of the institutions where students are interning about the following issues:

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.....

6. I took care to maintain good relations with the units with which the University has signed permanent agreements on the organization of internships, through the following activities:

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.....

7. I obtained for cooperation and led to the signing of internship agreements with the following new units:

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8. Other activities I have undertaken in connection with my role as a University Internship Supervisor:

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9. I make the following requests for changes that could improve the quality of internship training and the quality of student internship services:

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10. Other comments:

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.....

.....

Date

.....

Signature

