

INTERNSHIPS REGULATIONS
at the 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 incorporate student internships as an integral component of the curriculum for a given field of study, pursuant to the provisions of the Act of July 20, 2018 - Law on Higher Education and Science, as well as the internal regulations of the University.

§ 2

The primary purpose of student internships is to provide students with practical, hands-on training in a professional setting, enabling them to apply and validate their acquired knowledge, develop practical skills, cultivate relevant social competencies, and gain insight into the nature and requirements of their prospective profession.

§ 3

The purpose of student internships is to facilitate the consolidation of theoretical knowledge acquired during academic instruction and to provide opportunities for gaining practical experience and applied expertise. These competencies contribute to the effective implementation of educational content during university coursework and support the professional development of students in their future careers.

II. Organization of Internships

§ 4

1. The University organizes internships and supervises their implementation.
2. The University designates “Internship” as a distinct component within the curricula of a given field of study, incorporates it into the study plan, specifies its hourly requirements, and assigns it an appropriate number of ECTS credits.
3. Tasks related to the organization and supervision of internships are coordinated by the Student Affairs Office.
4. The University assigns students to complete their internship at an organizational unit with which it has established a formal internship agreement or approves independently selected internship sites, subject to compliance with the University's requirements.

5. The University does not cover the costs associated with the internship.

§ 5

The Dean appoints university internship supervisors for a given field of study. The university internship supervisor may be an academic teacher or other instructor employed by the University, who has the competence and experience to properly supervise the implementation of internships.

§ 6

For internships in a particular field of study, the Dean approves the „Internship Program”, including:

1. Internship objectives,
2. Learning outcomes assumed to be achieved by students during the internship,
3. Program content,
4. The dimension of internship, consistent with the requirements for the level, profile and field of study,
5. Placement of internships in the study plan,
6. Methods of verification and assessment of the achievement of learning outcomes set for student internships.
7. The method of documenting the course of internship and the tasks carried out in the course of internship,
8. Criteria that must be met by the units where internships are held,
9. Rules for approval of the internship site independently selected by the student,
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 conflict with the classes organized at the University.

§ 8

The student is required to complete a professional internship in accordance with the field of study, totaling:

- 1) 6 months - in the case of undergraduate studies and long-cycle master's studies with a practical profile;
- 2) 3 months - in the case of graduate studies with a practical profile;
- 3) A specific duration approved by the Dean in the „Internship Program” - for programs with a general academic profile, if the curriculum of such studies includes a professional internship.

§ 9

1. The tasks of the university internship supervisor include:

- 1) Exercising day-to-day supervision over the organization and implementation of internships by individual

students;

- 2) Designating the dates, times, and location of availability during which they are accessible to students for consultations on matters related to the internship;
 - 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 independently selected by the student;
 - 6) Evaluating the student's qualifications and authorizing their internship;
 - 7) Verification of the student's achievement of the learning outcomes assumed for the internship;
 - 8) Submitting the verified documentation of the student's internship to the Student Affairs Office, including a record of its completion status (pass or fail);
 - 9) Cooperate and communicate with company internship supervisors, including making hospitalizations of internship sites where reasonable and possible;
 - 10) Maintaining good relations and cooperation with units with which the University has signed agreements on the organization of internships;
 - 11) Establishing cooperation in arranging student internships with new entities;
 - 12) Informing students about the rules related to the internship;
 - 13) Overseeing the accuracy of information regarding the rules of internship on the University's website and information systems;
 - 14) Submitting a report to the Dean detailing completed tasks for the academic year within 21 days of its conclusion.
2. The Dean reviews the report and, if any deficiencies are identified, requests the university internship supervisor to provide additional information or corrections within 14 days.

§ 10

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

1. *Internship Program Agreement* concluded between the University and the unit in which the internship takes place (a model agreement is **attached** as **Appendix 1** to these Regulations) and
2. *Individual Internship Referral* (the template of the referral is **attached** as **Appendix No. 2** to these Regulations).

§ 11

A student may complete the internship at multiple entities. However, the total duration across all entities must meet or exceed the minimum requirements specified in the program for the respective field of study.

§ 12

During the internship, the student is required to:

1. Represent the University in a professional and responsible manner,
2. Comply with the hosting entity's data protection policies and document confidentiality requirements,
3. Treat the employees and property of the hosting entity with respect,
4. Arrive at the designated internship site on the dates and times specified by the company's internship supervisor,
5. Be present at the internship site and actively participate in assigned activities in accordance with the schedule established by the company's internship supervisor,
6. Wear attire appropriate to the professional setting and customs of the internship site,
7. Monitor the implementation of the internship program and address any discrepancies with the company's internship supervisor, and if necessary, the university's internship supervisor.

III. Crediting Internships

§ 13

1. Internship attendance is mandatory.
2. Absence from internship will result in failure to obtain credit.

§ 14

Students must make up any missed internship hours individually, as agreed upon with the company's internship supervisor.

§ 15

1. The prerequisite for obtaining credit for the internship is the fulfillment of the tasks assigned to the student by the company internship supervisor, the completion of the internship curriculum, the achievement of the learning outcomes assumed for the internship, and the delivery to the university internship supervisor of correct and complete documentation of the internship and the tasks carried out during the internship.
2. The method for verifying the achievement of learning outcomes is specified in the Internship Program.

§ 16

1. The student is obliged to provide the university internship supervisor with full the documentation of the internship and the tasks carried out during the internship no later than 30 days from the date of completion of the internship.
2. The university internship supervisor shall review and credit the professional practice within 14 days of receiving the required documentation from the student.

3. Documentation of the course of the internship, together with the credit report, is provided by the university supervisor of internships to the Student Affairs Office without undue delay.

§ 17

1. The primary method of documenting the completion of the internship and the tasks performed is the „Internship Progress Report” maintained by the student (a template of the **Internship Progress Report is attached as Appendix No. 3 to these Regulations**).
2. The following entries must be recorded in the „Internship Progress Report”:
 - The start and end dates of the internship,
 - The name of the hosting entity where the student is completing their internship,
 - Name, surname, position and contact details of the company internship supervisor,
 - Name and position and contact details of the university's internship supervisor,
 - A list of the learning outcomes to be achieved by the student during the internship with the corresponding codes,
 - The scope of the student's assigned duties or tasks and functions,
 - A record of the tasks or activities assigned to the student for each day or period of the internship, along with the corresponding learning outcomes, with confirmation of achievement (or non-achievement) signed by the company's internship supervisor or another authorized individual overseeing the student's performance,
 - The final opinion and comments from the company's internship supervisor.
3. If a student is assigned repetitive tasks over multiple days, they may be documented collectively in the „Internship Progress Report,” provided that the recorded period does not exceed five days.
4. „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 paragraph 2.
5. The professional practice program may also define alternative documentation methods, in addition to the „Internship Progress Report,” to verify the completion of the internship and the achievement of learning outcomes, considering the specific nature of the professional activities related to the field of study.

§ 18

Failure to complete an internship within the timeframe provided in the study plan or failure to obtain credit for it from the university internship supervisor within this timeframe will result in the student failing to pass the year. In such a situation, the student may apply to the Dean with a written request to repeat the year.

IV. Credit for Internships Based on Activities Performed as Part of Employment, Internship or Volunteer Work

§ 19

1. In the cases and under the conditions specified in the rules of study, the Dean, at the request of the student, may credit for professional internship the activities performed by the student in the

in particular through employment, internship or volunteer work, if they enabled the achievement of the learning outcomes specified in the study program for professional internship.

2. Internship credit may be granted for activities undertaken within the framework of employment (including self-employment), other internships, or volunteer work, provided that the period of such activities falls within the student's course of study at the University.
3. A student applying for internship credit on the basis of their professional work shall submit to the Student Affairs Office:
 - A formal request to the Dean with a request for internship credit on the basis of the professional work performed, reviewed by the university internship supervisor,
 - A copy of the employment contract (and certificate of employment - in case of termination of employment) or a civil-law contract with information on the period of employment, the position held, and hours worked, or a document confirming the conduct of business (so-called self-employment),
 - A document certifying the scope of duties, tasks, and professional activities performed, or a statement from the student outlining the tasks carried out in the course of their self-employment,
 - For work performed under a civil law contract, invoices or other documents confirming the completion of assigned tasks,
 - An opinion from a superior or workplace supervisor describing the student's performance, as well as the knowledge, skills, and social competencies acquired, or, in the case of self-employment, a statement from the student on the professional competencies gained.
4. A student applying for internship credit on the basis of internship or volunteer activities shall submit to the Student Affairs Office:
 - A formal request to the Dean with a request for credit for internship on the basis of activities performed as part of the internship or volunteer work, reviewed by the university internship supervisor,
 - A copy of the internship or volunteer agreement with information on the period and hourly duration of the internship or volunteer work,
 - A document certifying the scope of duties, tasks, and activities performed,
 - An opinion from the internship or volunteer supervisor assessing the student's performance, as well as the knowledge, skills, and social competencies acquired.
5. It is recommended that students intending to apply for credit based on employment, internship, or volunteer work consult with the university internship supervisor in advance.
6. The Dean, as part of the „Internship Program,“ may specify additional requirements necessary to obtain credit for the internship based on employment, other internship, or volunteer work, taking into account the specific nature of professional activities related to the field of study.

V. Internship Credit Under the Erasmus+ Program

§ 20

A student may complete an internship in a foreign institution under the Erasmus + program, according to the rules determined for a given academic year by an ordinance of the Rector. Students for whom internship is provided for in the curriculum, and who complete it within the framework of the Erasmus + program, will receive credit for mandatory internship under the rules set forth in these Regulations.

VI. Credit for Internship on the Basis of Student Research Club Participation

§ 21

1. In fields of study with a general academic profile, the Dean may grant credit for professional practice based on scientific work conducted by a student within the framework of student research clubs at the University, provided that the nature of such work aligns with the „Internship Program” for the given field of study and fulfills the prescribed learning outcomes.
2. A student applying for internship credit on the basis of student research club work shall submit to the Student Affairs Office:
 - A formal request to the Dean, reviewed by the university internship supervisor,
 - A certificate from the supervisor of the student's research club containing the following information:
 - The duration of the student’s active participation in the research club,
 - The projects or research activities the student participated in,
 - The responsibilities and tasks the student carried out independently,
 - The total number of hours dedicated to these tasks,
 - An opinion from the research club supervisor describing the student’s performance, as well as the knowledge, skills, and social competencies acquired as a result of their participation.
3. For students applying for internship credit on the basis of work within the activities of the student research circle, the Dean shall appoint an academician other than the supervisor of the research circle as the university's internship supervisor.
4. If the supervisor of the research club also serves as the Dean of the student’s field of study, the decision regarding credit for professional practice shall be issued by the Rector or the Vice-Rector for Education.
5. Students intending to apply for credit based on participation in a research club are advised to consult the university internship supervisor in advance.

6. The dean in the „Internship Program” may specify additional requirements necessary for credit for internship on the basis of work within the framework of the student research club, taking into account the specifics of professional 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 be conducted at UEHS as part of a university-organized activity designed to achieve the learning outcomes and objectives established for professional practice in a particular field of study.
2. All provisions of these Regulations apply to students completing internships at UEHS in the same manner as they apply to students completing internships at external units, with the exception of § 10.
3. The student shall carry out internship at UEHS on the basis of an individual agreement between the Student and the University, the model of which is attached as **Appendix No. 4** to these Regulations.
4. For students completing their internship at UEHS, the company's internship supervisor cannot simultaneously serve as the university internship supervisor, the Dean of the student's field of study, the Vice-Rector for Education, or the Rector.

VIII. Appeal Against a Negative Internship Credit Decision

§ 23

The student has the right to appeal a decision that denies credit for the internship within 14 days from the date of receipt of the decision. The appeal must be submitted to the Dean.

IX. Final Provisions

§ 24

The University conducts evaluations of professional practice training, incorporating student feedback to facilitate continuous improvement of the professional practice program and its implementation.

§ 25

These Regulations do not apply to fields of study where internship is governed by separate regulations.

§ 26

1. In matters not covered by these Regulations, the final decision shall be made by the Rector.
2. The provisions of these Regulations shall come into force on March 1, 2025.

Warsaw, on

Internship Program Agreement

concluded on between

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

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

Pursuant to art. 23 sec. 1 of the Act of 20 July 2018 - Act on Higher Education and Science
Journal of Laws 2018, item 1668, as amended) this agreement is hereby concluded.

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

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

-
3. The Company undertakes to accommodate the aforementioned student (or students)
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 Company.

Appendix No. 1

ul. Okopowa 59

01-043 Warsaw

- 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 make the student's admission conditional 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. The Company may terminate the student's internship in the event of a serious violation of workplace discipline. The Company shall immediately inform the University of the fact that the student's internship has been terminated.
9. The provisions of the Polish Civil Code Act of 23 April 1964 (Journal of Laws 1964 No. 16 item 93, as amended) and the Polish Labor Code Act of 26 June 1974 (Journal of Laws 1974 No. 24 item 141, as amended) shall apply to matters not regulated by this Agreement.

**On behalf of
the Rector**

Company Representative

.....
Date and signature

.....
Date, stamp, and signature

Warsaw, on 20

Internship Referral

Consistent with the Internship Program Agreement between the **University of Economics and Human Sciences in Warsaw**

and

.....
.....

concluded on We hereby refer our student

.....to your company to take part in an internship
program over the period from to

Field of study:

Level of study:

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 study program.

.....
Full 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]

[Specialization]

INTERNSHIP PROGRESS REPORT

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

.....
(student ID no.)

Internship start date:

		-			-				
--	--	---	--	--	---	--	--	--	--

Internship end date:

		-			-				
--	--	---	--	--	---	--	--	--	--

Total number of completed internship hours:

--	--	--

Name of the company at which the internship takes place:

.....
University's Internship Supervisor:

.....
(Full name)

.....
(Position)

.....
(Contact details)

.....
(Signature)

Company Internship Supervisor:

.....
(Full name)

.....
(Position)

.....
(Contact details)

.....
(Signature)

Company stamp

Learning outcomes assumed for the internship

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

Day / Days

Working hours:

Total number of hours:

(Date / Dates)

.....

from to

.....

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

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

.....

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.....

(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 Warsaw), 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 no. 261, represented by the Rector dr hab. Konrad Janowski, UEHS professor, hereinafter the “University”

and

.....,

resident in,

ID no....., student ID no....., hereinafter the “Intern”,

As set forth below:

§ 1

The purpose of this agreement is to establish the mutual rights and obligations of the parties concerning the Intern’s opportunity to undertake 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.

§ 3

The University's responsibilities include:

- 1) appointment of the Internship Supervisor;
- 2) familiarizing the Intern with the regulations and rules of occupational safety and health, as well as fire regulations and those relating to the protection of professional secrecy;
- 3) familiarizing the Intern, to the extent necessary, with data protection regulations;
- 4) familiarizing the Intern with the activities and tasks assigned to them and ensuring that they are performed correctly;
- 5) providing explanations requested by the Intern with regard to the internship.

§ 4

1. The Intern's responsibilities include conscientiously performing the following tasks:

- 1) systematically updating the „Internship Progress Report”,

2)

§ 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 may constitute grounds for immediate termination by the University, which may result in the denial of credit for the internship if termination occurs before the required hours have been completed.

§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 number:

.....

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

Field of study:

Year of study:

Opinion of the University Internship Supervisor

- | | | |
|---|-----|----|
| 1. The internship was carried out in a suitable company/facility. | YES | NO |
| 2. The student submitted a properly completed <i>Internship Progress Report</i> . | YES | NO |
| The student has completed at least the minimum number of hours required to obtain credit for the internship. | YES | NO |
| 4. The student has achieved all the learning outcomes prescribed 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:

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

I approve* / I do not approve* the professional practice completed by the student as required by the study program 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

University Internship Supervisor's Report for the academic year

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

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

2. I was available for students (office hours) to discuss internship-related 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 (credit) reports,
- internship failure (no credit) reports.

Reason for not crediting the internship (if any):

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4. I gave an opinion on the documentation related to the crediting of internships on the basis of:

work within the activities of a 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 managed to get the following new units to co-operate and sign internship agreements:

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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