

RULES OF STUDENT INTERNSHIP PROGRAMMES At WSB University

§ 1 Basic definitions

The terms used in the regulations mean:

- 1) **University** - WSB University.
- 2) **Student internship** - any internship regardless of the type and field of study, if it results from the study program and is included in the study plan.
- 3) **Professional internship** - internship implemented as part of first- and second-degree studies with a practical training profile
- 4) **Record of student internships** - a document describing and confirming the course of internships.
- 5) **Agreement on the organization of student internships** - a document signed between the University and the Department on the implementation of student internships.
- 1) **Rector's Proxy for Student Internships** - an academic teacher appointed by the Rector of the WSB University to supervise the apprenticeship process.
- 2) **Workplace** - enterprise, company, institution, school, institution, scientific unit receiving a student for the purpose of internship.
- 3) **Company internship supervisor** - an employee of an enterprise selected to look after students.

§ 2 General provisions

1. General principles for the implementation of internships are in accordance with the provisions of the relevant documents relating to education at universities, including: Higher Education Act, relevant ordinances of the Minister of Science and Higher Education.
2. Internships are mandatory in first- and second-degree studies with a practical profile in the dimension specified in the study program, however not shorter than a total of three months. Internships can be implemented in general academic studies as long as the study program provides for them.
3. Internships apply in various hours and in different forms, according to the study program.
4. The general principles for the implementation of internships set out in these regulations also apply to post-graduate students and third-degree students, provided that the study program includes internships.
5. Internships are an integral part of the curriculum and are subject to credit.
6. The substantive scope of internships for individual fields of study and binding documents describing the internship are defined in the internship programs.
7. Separate internship regulations may be established for pedagogy, faculties representing medical sciences, health sciences, and physical culture sciences.

§3. Goals of internships

1. The purpose of internships is, among others:
 - 1) verification of theoretical knowledge acquired during the current educational process,
 - 2) developing the skills of practical application of acquired knowledge,
 - 3) shaping the skills necessary for future professional work,
 - 4) preparation for independence and responsibility for the tasks entrusted,

- 5) acquiring experience in the independent implementation of professional duties,
- 6) shaping teamwork skills,
- 7) shaping ethical professional attitudes,
- 8) getting to know the organization and functioning of the enterprise as well as their needs and requirements for graduates.

The purpose of the internship may also be to collect materials necessary to prepare the thesis.

§4. Learning outcomes

1. The assumed effects of learning after completing internships are:
 - 1) expanding practical skills of students,
 - 2) preparing students to perform a particular profession,
 - 3) acquiring knowledge specific for functioning of a given enterprise or institution,
 - 4) development of psychological and social skills necessary in their future careers,
 - 5) gaining experience in competing in the labour market and improvement of student self-assessment in order to enhance chances to compete effectively in the labour market,
 - 6) being able to determine a subject or scope of the thesis realized in the specialty chosen by the student in order to enhance the possibility of applying them in real life.
2. Detailed learning outcomes assumed to be implemented as part of internships in a given field of study contained internship syllabuses.

§5. Organization and forms of internships

1. The internship can be carried out in Poland or abroad, in an enterprise or institution after agreeing the place with the Rector's Proxy for Student Internships.
2. The dates of completing the internships are specified in the study plan.
3. A student may do an internship in the workplace indicated by him, provided that the nature of the work performed will be consistent with the internship program appropriate to his field of study.
4. The following forms of internships are allowed
 - 1) internship organized by the University - a student uses the offer presented to him by the University;
 - 2) the internship implemented in the workplace reported by the student, provided that the nature of the work performed there complies with the internship program appropriate for the field of study;
 - 3) employing a student in an establishment or carrying out a professional internship in a position corresponding to the internship program appropriate for the field of study;
 - 4) running one's own company, if this corresponds to the internship program in a given field of study;
 - 5) individual projects in the form of research and implementation works in the appropriate department (in the case of internships in a general academic profile).

§ 6. Supervision of internships

1. Supervision over the organization and conduct of internships is exercised by the Rector's Proxy for Student Internships appointed by the Rector from among academic teachers.
2. The Rector's Proxy for Student Internships is responsible for the implementation of internships in accordance with their objectives and the program set and supervises the internship. The tasks of the Rector's Proxy for Student Practices include in particular:
 - 1) informing students about the rules of the organization, the internship program, the conditions of its completion and crediting,
 - 2) acceptance of the workplace chosen by the student as a place to undergo internship,
 - 3) developing internship programs and other documents necessary for organizing internships,

- 4) establishing contacts with workplaces in order to organize places for internships,
- 5) preparing internship offers,
- 6) coordination of internships at the university,
- 7) keeping internship documentation,
- 8) adaptation (together with the student) of the tasks contained in the internship program to the profile of the establishment in which the student will do the internship,
- 9) establishing an individual internship program in consultation with the student and supervising its implementation,
- 10) providing assistance to students undergoing internships,
- 11) cooperation with the company's internship supervisor,
- 12) observation of internships,
- 13) monitoring the internship in the workplace and supervising the implementation of the internship program in consultation with the internship supervisor,
- 14) improving internship programs in relation to the expectations of employers representing a given industry,
- 15) analysis of the learning outcomes assumed and implemented during the internships and preparation of reports on internships completed in the completed academic year and forwarding them to the Rector's Proxy for Quality by September 15 of the given academic year

§ 7. Financing of internships

1. The university does not cover the costs of organizing internships (meals, accommodation, commuting). Internships implemented in the fields of medical sciences, health sciences and physical culture sciences may be subject to different provisions.
2. The university does not reimburse students for internships.
3. In connection with point 2 students are not entitled to any financial claims against the University and the workplace for activities performed during the internship program.
4. The rules and details of paid internships financed from external funds are governed by separate provisions.

§8. Student insurance

1. During the internship the student should be insured against the consequences of accidents and civil liability for the duration of the internship.
2. The student should insure himself (the university does not refund insurance costs).

§ 9. Student rights and obligations

1. In connection with the internships, students have the right in particular to:
 - 1) assistance from the Rector's Proxies for Student Internships in matters concerning internships;
 - 2) full implementation of the internship program in an established institution in conditions meeting the requirements of occupational health and safety,
 - 3) applying for a change in the date of the internship or postponing its implementation to a different year of studies than provided for in the study plan. Such change is approved by the Vice-Dean competent for the given field of study,
 - 4) looking for institutions on their own, demonstrating independence and entrepreneurship, which is an important element of starting professional activity.

2. In connection with the internship, students are required to:
 - 1) before starting the internship: - to read the regulations and the internship program,
 - 2) insure against accident (NNW) for the duration of the internship and show a copy of the insurance policy at the request of the institution where the internship takes place,
 - 3) actively participate in the implementation of the internship program,
 - 4) inform the Rector's Proxy for Student Practices about irregularities noticed during the internship,
 - 5) proudly represent the University,
 - 6) prepare documentation to complete the internship in accordance with the guidelines described in the current internship program.
1. The student's direct superior during the internship on the part of the workplace is the company internship supervisor or a person appointed by him. At the workplace, the student is subject to the rules and regulations of the establishment.
2. The university may dismiss a student from the internship if he / she violates the regulations in force in the institution where the internship takes place. An appeal is made at the request of the Supervisor of the workplace (Internship programme supervisor).

§10. Organization of the internship implementation process

1. A student, independently or in cooperation with the Rector's Proxy for Student Internships or an employee of the Academic Career Office chooses the place of internship. He submits an application form for professional internship to the Rector's Proxy for Student Internships.
2. After the Rector's Proxy for Student Internships accepts the place of internship, the student transfers the Agreement between the University and the workplace to the chosen internship place. Next, the student passes on the agreement signed by the workplace to the Rector's Proxy for Student Internships.
3. The internship is documented by the student by describing it in the Internship Record Book.
4. After completing the internship, the student provides the Internship Record Book to obtain credit.
5. The internship supervisor, based on the internship report and assessment of the Internship supervisor, enters the credit into the electronic Virtual University system.

§11. Completion of the internship - credits

1. The internship is subject to a credit without an evaluation, except for internships implemented within the fields representing medical sciences as well as health and physical culture sciences.
2. The internship can be carried out by the student once, then it covers the entire internship programme specified in the study program, or in parts. Each change in the scope of internships requires the consent of the Rector's Proxy for Student Internships.
3. A student is granted a credit for internships by the Rector's Proxy for Student Internships on the basis of documents confirming the internship.
4. In the case of foreign students studying at the University in fields of study in English or students undergoing internship abroad, the student may provide documents confirming the completion of the internship in English.
5. A student is awarded ECTS points for the completed internship, in accordance with the study program for the given field of study.
6. Students pursuing a professional activity or running their own business activity, and at the same time taking part in a professional internship programme, may apply for internship credit provided that the scope of their professional activities is consistent with the learning outcomes planned to be achieved as part of the internship. The condition is to present:
 - 1) a copy of a document confirming employment or apprenticeship (employment contract / work

certificate / certificate of performed duties / certificate of professional internship) or - in the case of own business activity - a certificate of entry in the business register;

2) declarations of taking part in internship programme / professional activity.

3) confirmation of the compliance of the scope of professional activities with the learning outcomes provided for in the internship program.

1. The Rector's Proxy for Student Internships or - in special cases - the Dean decide about the fact of obtaining internship credits under the conditions specified in paragraph 5.
2. A student implementing an individual project is required to agree on the project details with the Rector's Proxy for Student Internships, present the project of the proposed undertaking or scientific research as well as the form and manner of implementation. After the project is approved by the Rector's Proxy for Student Internships, it will be implemented by the student as part of the university's activities or research and implementation work in the appropriate department. To complete the internship, the project must be implemented from the idea phase to the partial or total settlement of effects.
3. Failure to meet the deadline for passing the internship or dismissal of the student from the internship is tantamount to obtaining no credit for internship.
4. A student who, due to the reasons beyond his influence, failed to complete the internship, may obtain the dean's permission to do it on another date, which does not collide with the classes resulting from the study plan.
5. Completing the internship is a prerequisite for completing a given semester

§12. Improving the internship process

1. Rector's Proxy for Student Internships, deputy deans competent for a given field, dean, academic teachers and Rector's Proxy for Quality of Education are responsible for improving the internship implementation process.
2. In the process of improving the internship process, the results of internships observations, results of quantitative and qualitative research conducted among students, analytical studies of the labour market, research conducted among employers are taken into account.
3. The Internship assessment questionnaire is used to assess internship during education process. It is completed by the student after the internship is completed and is a part of the internship documentation.

§ 13 Closing Provisions

1. In matters not covered by these regulations, the University's internal regulations and generally applicable law shall apply.
2. These Regulations shall enter into force on 01.10.2017.

§14. Related documents

1. Study regulations
2. Verification system of learning outcomes
3. Internship programs for individual fields of study
4. Internship regulations for the field of pedagogy
5. Internship regulations for the field of physiotherapy
6. Internship regulations for the medical rescue department