

INTERNSHIP Regulations **WSB University**

§1. **Basic definitions**

The terms used in the Internship Regulations mean:

1. **University**– WSB University
2. **Student internship** – any internship regardless of the type or field of study, if it results from the curriculum and is included in the schedule for the implementation of the curriculum.
3. **Internship**—internship conducted **in the course of the first and second-cycle studies or long-cycle studies with the practical profile**.
4. **Internship logbook** — a document describing and confirming the course of the internship.
5. **Organization** —an enterprise, institution, school, center, research unit or other which accepts a student for the purpose of the internship.
6. **Internship Agreement**— a internship document signed between the University and the Organization.
7. **The Rector’s Proxy for Student Internships** — a university teacher appointed by the Rector of WSB University to supervise the student internship process. Previously appointed Internship Supervisors are the Rector’s Proxies for Student Internships.
8. **Company internship supervisor** —an organization employee selected to supervise students.

§2. **General provisions**

1. The general internship principles shall be consistent with the provisions of relevant documents related to higher education, including: The Law on Higher Education and Science, the relevant regulations of the Minister responsible for higher education and science.
2. Internships are compulsory during first and second-cycle studies and long-cycle studies with a practical profile as defined in the curriculum, but not shorter than a total of six months in first- and long-cycle studies and three months in second-cycle studies.
3. Six months of the internship referred to in Article 67 par.5(1) of the Law on Higher Education and Science of 20 July 2018 (i.e. Journal of Laws 2020, item 85 as amended) corresponds to 720 clock hours and three months of the internship referred to in Article 67 par.5(2) of the Law on Higher Education and Science of 20 July 2018 (i.e. Journal of Laws 2020, item 85 as amended) corresponds to 360 clock hours. This is equivalent to 960 teaching hours for the 6-month internship, 480 teaching hours for the 3-month internship.
4. The duration of internships in the fields of study preparing for the pursuit of professions referred to in Article 68(1) of the Law on Higher Education and Science (doctor, dentist, pharmacist, nurse, midwife, laboratory diagnostician, physiotherapist, paramedic, veterinary surgeon, architect, and a teacher) is according to educational standards.
5. The internship may be conducted in studies with a general academic profile, provided that the curriculum provides for them.
6. Internships form an integral part of the curriculum and are credited.

7. The substantive scope of the internship for particular fields of study and the documents in force describing the organization and course of the internship define the internship program as required in the curriculum.
8. The internship program in the fields of study preparing for the pursuit of professions referred to in Art. 68 (1) Law on Higher Education and Science and listed in Par. 4 fulfill the conditions specified for the internship in the educational standards.
9. Internship learning outcomes for individual fields of study are included in the internship programs and syllabuses.
10. Internship learning outcomes are in line with the Polish Qualifications Framework and the learning outcomes for the relevant curriculum.
11. Learning outcomes for internships which prepare for professions referred to in Art. 68 (1) of the Law on Higher Education and Science are consistent with the results specified in educational standards.

§3.

Objectives of the internship

1. The objective of the internship is to:
 - 1) verify the theoretical knowledge acquired during the learning process in relation to its practical aspects of professional activity,
 - 2) develop skills to apply knowledge acquired during the internship,
 - 3) develop skills to solve problems encountered in professional activities,
 - 4) develop the psychosocial skills needed for future work,
 - 5) prepare for responsibility in the performance of a professional role,
 - 6) gain experience in the performance of professional duties independently,
 - 7) develop teamwork skills,
 - 8) shape ethical professional attitudes,
 - 9) familiarize oneself with the Organization and functioning of the company/institution and their needs and requirements in relation to graduates.
2. The objective of the internships may also be to collect the material necessary for writing the thesis.
3. The specific objectives of the internship:
 - 1) develop and improve practical skills related to professional activities relevant to the field of study,
 - 2) prepare for a specific profession in the case of fields of study preparing for the pursuit of professions referred to in Art. 68 (1) of the Law on Higher Education and Science and listed in section 3,
 - 3) gain knowledge of the specific functioning of the Organization, company or institution,
 - 4) improve student self-assessment so that he/she could improve the ability to compete effectively in the labor market,
 - 5) broaden knowledge with practical aspects and develop the ability to use them in defining the scope of the thesis in the specialization chosen by the student in a specific field of study in order to increase the possibilities for the practical applications of thesis results.

§4.

Organization and forms of the internship

1. The University provides students with the places of the internship and organizes the internship.
2. The internship may be conducted in Poland or abroad, in Organizations (companies or institutions) qualified by the Rector's Proxy for Student Internships as a place of internship, on the basis of criteria adopted by the University. These criteria take into account:
 - the position of the Organization on the market,
 - credibility,
 - the possibility of achieving internship learning outcomes: the scope of activities, functions and objectives of the Organization's activities in accordance with the fields of study,

- organizational structure, qualifications of staff ensuring the appropriate competencies of the company internship supervisor, the Organization infrastructure enabling the achievement of learning outcomes, which fulfills modern technological and organizational requirements, in line with currently used in scientific research/professional activity,
- the Organization ensuring the possibility of participation of the Rector's Proxy for Student Internships in the current evaluation of the student's work.
3. Based on the results of the verification, the Academic Careers Office successively complements the WSB University internship database and draws up a list of Organizations made available to students.
 4. The student chooses the Organization (company/institution) as a place of the internship from the University internship databases.
 5. The student may seek a place of the internship themselves, undertake the internship in the public or private sector Organization (company/institution) outside the University internship database, provided that it is accepted by the Rector's Proxy for Student Internships - on the basis of the criteria adopted by the University referred to in section 3.
 6. The internship deadlines shall be specified by the curriculum timetable.
 7. The student can undertake the internship by conducting individual projects in the form of research and implementation works of the relevant department (in the case of the internship conducted in the field of study with a general academic profile).
 8. University applicants may apply for credit for the internship in accordance with the procedure in force at the University by confirming learning outcomes achieved outside the study system – Annex 7
 9. The student may undertake the internship in several stages or in full, provided that the internship does not interfere with scheduled university classes. The student may undertake the internship as a mid-semester internship or simultaneously with classes during the semester, provided that it does not clash with participation in classes covered by the curriculum, but not earlier than after the completion of the classes provided for the second semester of studies. In justified cases, at the request of the student, the Rector's Proxy for Student Internships may consent to the earlier conduct of the internship, provided that it is possible to achieve learning outcomes relevant to the various stages of the internship in a given field of study.
 10. The internship should enable the achievement of learning outcomes for a particular field of study.

§5.

Internship supervision

1. The organization and the course of the internship are supervised by the Rector's Proxy for Student Internships appointed by the Rector from among university teachers. The number of appointed proxies corresponds to the specificity of fields of studies at University and the teaching needs related to the conduct of student internships.
2. The Rector's Proxy for Student Internships is responsible for the implementation of internships in accordance with their objectives and the established program. The tasks of the Rector's Proxy for Student Internships include:
 - 1) Informing students about the possibility of selecting internship places from the University internship databases, internship program, organization rules and conditions and credits,
 - 2) accepting the Organization chosen by the student as a place of the internship, on the basis of the criteria adopted at University,
 - 3) developing internship programs and other documents necessary for the organization of the internship,
 - 4) establishing contacts with Organizations in order to organize internships,
 - 5) cooperating with the Academic Careers Office in preparing internship offers,
 - 6) coordinating the course of the internship at University,
 - 7) keeping records of internships,
 - 8) adjusting (together with the student) the tasks contained in the internship program to

- learning outcomes and the profile of the Organization where the student will undertake the internship,
- 9) defining, in agreement with the student, an individual internship program and supervising its implementation,
 - 10) providing assistance to students who undertake the internship,
 - 11) cooperating with the company internship supervisor,
 - 12) observing the internship,
 - 13) monitoring the course of the internship at the Organization and supervising the implementation of the internship program in consultation with the company internship supervisor,
 - 14) improving internship programs with regard to the expectations of employers representing the profession concerned, the University and students,
 - 15) verifying and evaluating students' achievement of learning outcomes,
 - 16) crediting internships,
 - 17) analyzing the assumed and achieved internship learning outcomes and preparing reports on internships conducted during the academic year and submitting them to the Rector's Proxy for Quality by 15 September of a given academic year.
3. The direct superior of the student during the internship on the part of the Organization is the Company Internship Supervisor or the person he or she indicates.
 4. The competences of the Rector's Proxy for Student Internships and the Company Internship Supervisor provide proper supervision and care for students' achievement of internship learning outcomes. The Rector's Proxy for Student Internships and the Company Internship Supervisor have a higher education degree and relevant professional experience related to the scope of the internship program.

§6. Student's rights and obligations

1. As regards the internship, students are entitled to:
 - 1) obtain internship-related assistance from the Rector's Proxy for Student Internships;
 - 2) to fully implement the internship program in the organization (company/institution) under conditions consistent with occupational safety and health requirements,
 - 3) to apply for a change in the period of the internship or to postpone its implementation to a different semester of study than the timetable for the implementation of the curriculum. Such amendment shall be approved by the Vice-Dean for the relevant field of study;
 - 4) search for the Organization: companies/institutions as a place of the internship on his or her own, exhibit independence and entrepreneurship, which is an important element of starting his or her professional activity.
2. As regards the internship, students are obliged to:
 - 1) familiarize themselves with the rules and program of the internship before starting the internship,
 - 2) in the case of insurance requirements laid down by the Organization where the internship takes place, insure against accidents for the duration of the internship and to provide a copy of the insurance policy,
 - 3) actively participate in the implementation of the internship program,
 - 4) inform the Rector's Proxy for Student Internships about irregularities detected during the course of the internship,
 - 5) represent the university with dignity,
 - 6) prepare documentation in accordance with the guidelines described in the current internship program to obtain the credit,
 - 7) take an active part in assessing the implementation of internship.
3. On the premises of the Organization where the internship takes place, the student shall be subject to the rules and regulations in force in that Organization.
4. The University may dismiss a student from the internship if he or she violates the rules in force in the Organization in which the internship takes place. The dismissal shall be at the request of

the head of the Organization (the company internship supervisor).

§7. Organization of the internship

1. The Student, on his or her own or in cooperation with the Rector's Proxy for Student Internships or an employee of the Academic Careers Office, chooses a place of the internship from the University internship database or non-University internship database taking into account the conditions specified in **§4 of the Internship Regulations** and submits an internship application form to the Rector's Proxy for Student Internships.
2. After the Rector's Proxy for Student Internships has approved the place of the internship, the student transfers an agreement between the University and the Organization to the Organization where he or she intends to undertake the internship. Subsequently, he or she submits the agreement signed by the Organization to the Rector's Proxy for Student Internships.
3. The course of the internship is documented by a description of the internship in the Internship Logbook and the opinion of the Company Internship Supervisor.
4. After the internship, the student submits the Internship Logbook to the Rector's Proxy for Student Internships, the Opinion of Company Internship Supervisor and the applicable documentation of the internship to obtain a credit.

§8. Credit for the Internship

1. A condition for obtaining the credit for the internship is to achieve all assumed internship learning outcomes, as documented by the student in accordance **with the internship guidelines and procedures** - Annex 1.
2. The internship must be credited. The internship conducted within the fields of study preparing for the pursuit of the professions referred to in Article 68(1) of the Law on Higher Education is credited with a grade.
3. The internship is credited by the Rector's Proxy for Student Internships on the basis of:
 - documents submitted by the student in accordance with the **internship guidelines and procedures**,
 - the evaluation of the achievement of all student learning outcomes,
 - the opinion of the company internship supervisor, and
 - verification interviews,
4. In the case of foreign students studying at University in English or conducting the internship abroad, it is admissible for the student to provide documents certifying that he or she has completed the internship in English.
5. ECTS credits shall be awarded for the completed internship, in accordance with the curriculum for the relevant field of study.
6. The internship may be credited taking into account the principles of confirming learning outcomes, after fulfilling the conditions set out in Article 71 of the Law on Higher Education and Science.
7. Learning outcomes cannot be confirmed for the curricula, which prepare for the pursuit of the professions referred to in Article 68(1) of the Law on Higher Education and Science.
8. The student who conducts an individual project is obliged to agree the details of the project with the Rector's Proxy for Student Internships, present the proposed project or scientific research and the form and method of its implementation. After the project has been approved by the Rector's Proxy for Student Internships, it will be conducted by the student as part of the activities of the university or research and implementation works of the relevant department. A condition to obtain a credit for the internship is to complete the project from the concept phase to the partial or complete achievement of the-outcomes.

9. Failure to complete the internship or the student's dismissal from the internship is equivalent to failure to obtain the credit for the internship.
10. A student who has not completed the internship may, in justified cases, be allowed to undertake it at another time, which does not clash with classes resulting from the curriculum. The decision in this matter is made by the Dean competent for the relevant field of study.
11. Obtaining a credit for the internship is a condition for passing a given semester of studies.

§9.

Improving the internship process

1. Internships are regularly evaluated by university authorities, students and employers, and results are continuously used to improve the internship program.
2. Internships are observed by the relevant Vice-Dean or a university teacher with relevant professional experience appointed by the Dean.
3. The following are assessed: the internship program, the organization of internship, the place of the internship, competencies and fulfilment of duties by internship supervisors, Rector's Proxies for Student Internships.
4. The Rector's Proxies for Student Internships, Vice-Deans for the relevant field of study, university teachers and Rector's Proxy for the Quality of Education are responsible for improving the internship process.
5. The process of improving the internship conduct takes into account the results of observations, the results of quantitative and qualitative research conducted among students, labor market analysis, and surveys conducted among employers.
6. Internships are evaluated in the course of education by means of the student internship survey questionnaire filled in by the student after the internship has been completed, which is part of the internship documentation – Annex 6.
7. The internship assessment questionnaire completed by the employer is in Annex 5 hereto.

§10.

Final provisions

1. In matters not covered by the Internship Regulations, the internal provisions of the University and the provisions of the law generally applicable shall apply.
2. These Regulations shall enter into force on 01.10.2020

§11.

Related documents

1. Study regulations.
2. Internship programs for individual fields of study.
3. Internship Regulations for the field of study of Pedagogy.
4. Internship Regulations for the field of study of Physiotherapy.
5. Internship Regulations of for the field of study of Medical Rescue.
6. Annexes:
 - No 1 - Internship Guidelines and Procedures
 - No. 2 - Internship Application Form
 - No. 3 - GDPR Information Clause
 - No. 4 - Internship Agreement
 - No. 5 - Internship Logbook
 - No. 6 - Report on the Completion of the Internship & Internship Questionnaire
 - No. 7 – Internship Report