

Regulations for organising, undergoing and crediting internships at Wrocław University of Environmental and Life Sciences

General provisions

Art. 1

These Regulations specify rules for organising, as well as the manner and mode of undergoing internships at Wrocław University of Environmental and Life Sciences, hereinafter referred to as 'internships'.

Art. 2

1. Internships are obligatory for students of all first-cycle, second-cycle and integrated master's degree programmes of general academic and a practical profile, both full-time and part-time.
2. The primary objective of internship is the acquisition of practical skills, complementing and deepening the knowledge acquired by the student during didactic classes at the University, as well as shaping attitudes towards potential employers and associates.
3. The scope, rules and form of an internship along with the number of ECTS credits allocated are specified in the curriculum of a given field, level and profile of studies.
4. Internships are subject to credit grade.
5. Internships are subject to surveying according to the rules set out in separate regulations.
6. Internships are held in particular in business entities, plants, service companies, laboratories, institutions, associations, social and professional organizations, foundations, agricultural holdings, research and didactic stations of Wrocław University of Environmental and Life Sciences, veterinary clinics, hereinafter referred to as 'Internship Providers'.
7. Internship provider's scope of activity must be consistent with the field of study.
8. Internships are conducted based on a memorandum of understanding between the university and the internship provider (Appendix No. 1) together with a referral (Appendix No. 2).
9. The student does not receive compensation for the internship.
10. The University does not reimburse any costs to the student for the internship.

Internship objectives

Art. 3

1. Internships are an important part of students' education.
2. The aim of an internship is, in particular:

The programme is co-financed by the European Social Fund under the Operational Programme "Knowledge Education Development", a non-competitive project 'Podniesienie kompetencji kadry akademickiej i potencjału instytucji w przyjmowaniu osób z zagranicy [Increasing competencies of the academic staff and the institutions' potential to receive people from abroad] – Welcome to Poland' implemented under the Measure and defined in the application for funding of the project no. POWR.03.03.00-00-PN 14/18.

- 1) learning about the organisation, functioning principles and specifics of work in individual positions at the internship provider;
- 2) learning about technologies used in a production company or other institution whose activities are related to the field of study;
- 3) combining theoretical knowledge with practical experience in order to develop the ability to apply learning outcomes acquired during studies in practical functioning in internship provider's environment, including solving practical tasks for the internship provider;
- 4) verifying one's own abilities and skills in the labour market, making evaluations and formulating conclusions about work performed;
- 5) establishing professional contacts that can be used when preparing a thesis and looking for a job;
- 6) working with a team of specialists in a given field.

Organisation of internships

Art. 4

1. Supervision of the organisation and course of internships is the responsibility of the dean.
2. The internship manager and substantive supervisor appointed by the dean are responsible for organising and undergoing internships.
3. The internship manager or substantive supervisor is a person employed by the university.
4. Internship manager function shall be performed by an academic teacher, an administrative employee or an engineering and technical employee, acting on the basis of rector's authorisation.
5. The role of the internship substantive supervisor is performed by an academic teacher.
6. The functions referred to in sections 4 and 5 may be performed by the same person.
7. The internship manager is responsible for:
 - 1) looking for new internship sites, taking into account the demand and curriculum specifics of individual fields of study to broaden the base of potential internship providers;
 - 2) determining the possibility of organising and rules of undergoing internships at a potential internship provider and submitting the internship site verification cards (Appendix No. 3), filled in by potential internship providers, for the approval of the internship substantive supervisor, especially in the case of internship sites independently indicated by students;
 - 3) organising meetings with students in order to provide them with information on the rules of undergoing internships, formal requirements for undergoing internships, including the obligation to have personal accident insurance, third-party insurance or medical record book for sanitary and epidemiological purposes if required due to the nature of activities of internship provider;

The programme is co-financed by the European Social Fund under the Operational Programme "Knowledge Education Development", a non-competitive project 'Podniesienie kompetencji kadry akademickiej i potencjału instytucji w przyjmowaniu osób z zagranicy [Increasing competencies of the academic staff and the institutions' potential to receive people from abroad] – Welcome to Poland' implemented under the Measure and defined in the application for funding of the project no. POWR.03.03.00-00-PN 14/18.

- 4) concluding memoranda of understanding (Appendix No. 1) and agreements concerning the organisation and course of internships (Appendix No. 4) and submitting declarations of intent concerning cooperation for the organisation and course of internships,
- 5) keeping a register of the agreements and memoranda of understanding referred to in point 4;
- 6) supervising compliance with formalities related to referring students for internships, in particular the preparation of memoranda of understanding with internship providers and issuing internship referrals.

8. Internship substantive supervisor is responsible for:

- 1) evaluating the internship site in substantial terms in consultation with internship manager,
- 2) providing substantive, didactic and educational supervision of the internship,
- 3) supervising the course of the internship and its implementation in accordance with the rules set out in the curriculum and these Regulations, by means of visitations to the internship site (at least 5% of companies/institutions accepting students for the internship), additional telephone and remote visitations, preparing visitation reports (Appendix No. 5),
- 4) verification of internship books (Appendix No. 6),
- 5) crediting the internship in accordance with the curriculum for the field of study, organising credits and exams, making an appropriate entry in the documents, including in the University Study-Oriented System (USOS),
- 6) developing internship survey results in accordance with the rules laid down in separate regulations,
- 7) deciding on matters related to the conduct of internship in consultation with internship manager.

9. It is acceptable to conclude an agreement on the organisation and course of internship, referred to in sec. 7 point 4, and an agreement referred to in Art. 2 point 8 of a different content. Any exceptions to the content of the agreement or memorandum of understanding must be approved by the University's legal counsel and may be concluded only on the basis of a power of attorney granted by the Rector.

Internship site

Art. 5

1. Students may choose the internship site on their own or take advantage of the university's offer as well as offers from interested worksites or other sources.
2. Internships can be held in Poland or abroad.

The programme is co-financed by the European Social Fund under the Operational Programme "Knowledge Education Development", a non-competitive project 'Podniesienie kompetencji kadry akademickiej i potencjału instytucji w przyjmowaniu osób z zagranicy [Increasing competencies of the academic staff and the institutions' potential to receive people from abroad] – Welcome to Poland' implemented under the Measure and defined in the application for funding of the project no. POWR.03.03.00-00-PN 14/18.

3. At the internship site, the student is subject to the rules and regulations of the internship provider. Students' immediate supervisor at the internship site and during the internship is the internship supervisor representing the internship provider or a person indicated by the internship provider.

Internship credit

Art. 6

1. The form of crediting the internship is determined by the curriculum.
2. The entry of the grade in the USOS serves as confirmation of obtaining the internship credit.
3. Internship credit is given by the internship substantive supervisor.
4. Internships may be credited on the basis of the experience gained in the course of study, e.g. professional work, confirming the achievement of learning outcomes envisaged for them in the curriculum, documented in accordance with the rules of the university and specified in the General Regulations for Students.
5. Internship documentation is kept in the student's personal file folder.
6. Documentation of the organisation and credit for internships as well as documentation providing the basis for the remuneration of the academic teacher acting as supervisor shall be kept at the Dean's Office.

Student's responsibilities

Art. 7

1. A student is obliged to undergo an internship according to the rules set out in the curriculum and these regulations, and shall:
 - 1) comply with the work order and discipline established by the internship provider;
 - 2) comply with OHS and fire protection rules;
 - 3) report and justify absences from internships to the supervisor assigned by the internship provider;
 - 4) comply with the principles of official and state secrecy and the protection of data confidentiality to the extent specified by the internship provider.
2. Before starting the internship, the student is obliged to submit all required documents to the internship manager (mainly memoranda of understanding, referrals, personal accident and third-party insurance, valid sanitary-epidemiological examination if required).
3. Against a student who, during the internship, breaches the rules referred to in sec. 1 or the principles of social coexistence or commits any other act detrimental to the good name of the university, disciplinary proceedings may be initiated.

The programme is co-financed by the European Social Fund under the Operational Programme "Knowledge Education Development", a non-competitive project 'Podniesienie kompetencji kadry akademickiej i potencjału instytucji w przyjmowaniu osób z zagranicy [Increasing competencies of the academic staff and the institutions' potential to receive people from abroad] – Welcome to Poland' implemented under the Measure and defined in the application for funding of the project no. POWR.03.03.00-00-PN 14/18.

4. The student is liable for any damage caused by his/her fault on the premises of the internship provider.

Final provisions

Art. 8

1. Additional rules concerning organising, undergoing and crediting internships in a given faculty or field of study may be introduced by a separate order of the Rector.
2. These regulations shall also apply to organising and undergoing internships included in the curriculum, in particular for studies of practical profile.
3. The rules for the remuneration of academic teachers acting as managers or supervisors of internships shall be laid down in separate regulations.
4. Students undergoing internships may apply for student benefits under the rules laid down in separate regulations.
5. Agreements and memoranda of understanding concerning organising and undergoing internships, concluded before these Regulations enter into force, shall remain in force.

The programme is co-financed by the European Social Fund under the Operational Programme "Knowledge Education Development", a non-competitive project 'Podniesienie kompetencji kadry akademickiej i potencjału instytucji w przyjmowaniu osób z zagranicy [Increasing competencies of the academic staff and the institutions' potential to receive people from abroad] – Welcome to Poland' implemented under the Measure and defined in the application for funding of the project no. POWR.03.03.00-00-PN 14/18.