*Appendix No. 1 to resolution No. 576/2024 of the Senate of the Academy of Pedagogy in Lublin of June 26, 2024*

**RULES AND REGULATIONS FOR STUDENT PROFESSIONAL INTERNSHIP**

**THE UNIVERSITY COLLEGE OF ENTERPRISE AND ADMINISTRATION IN LUBLIN**

**Chapter 1**

**General provisions**

**§1.**

**[Glossary]**

The terms used in the Regulations mean:

1. "WSPA" – the University College of Enterprise and Administration in Lublin;
2. "Unit accepting internship" – an enterprise accepting a student for the purpose of completing an internship;
3. “Regulations” – these Regulations;
4. “internships” – compulsory student professional internships provided for in the study program;
5. “Institution” – an entity where internships take place or may take place.

**§2.**

**[Adjustment range]**

The regulations define the scope and procedure for organizing and carrying out the internships provided for in the WSPA study programs.

**§3.**

**[Organ]**

1. The system of organizing student professional internships at WSPA is supervised by the Rector.
2. The following persons are responsible for organizing the student internship system at WSPA:
	1. Professional Internship Assistant (hereinafter "Assistant");
	2. WSPA Educational and Career Advisor (hereinafter referred to as the “Advisor”);
	3. Representatives for Professional Internship (hereinafter referred to as the "Representative").
3. The internship supervisor is responsible for the organisation and supervision of student internships at the unit hosting the internship.

**§4.**

**[Assistant]**

1. The assistant is appointed by the Rector from among the WSPA employees by means of an ordinance.
2. The Assistant's duties include:
3. preparation of documentation referring to internships necessary for students to complete their internships;
4. supervision and maintenance of documentation related to the implementation of the internship for the purposes of maintaining documentation of the course of studies;
5. entering the internship credit into the student's achievement cards.

**§5.**

**[Counselor]**

1. The advisor is appointed by the Rector from among WSPA employees by means of an ordinance.
2. The tasks of the Advisor in the organization of student internships include:
3. cooperation with entities from the socio-economic environment of WSPA in order to organize internships and placements for students and graduates of WSPA;
4. maintaining documentation of cooperation with entities referred to in point 1,
including the register of Institutions;
5. concluding agreements with institutions, pursuant to the power of attorney from the Rector;
6. presenting students with opportunities and offers of professional internships;
7. providing students with individual advice on the appropriate selection of the internship location for the educational process being carried out;
8. verification of the compliance of the internship locations indicated by students with regard to the possibility of achieving the intended goals and learning outcomes specified for vocational internships;
9. conducting control activities regarding the proper implementation of professional internships by students;
10. evaluation of the vocational training system among students and entities
referred to in point 1.

**§6.**

**[Proxy]**

1. The Proxy is appointed by the Rector or a person authorized by him, separately for each field of study. Proxies are appointed by order from among the academic teachers conducting classes in a given field of study.
2. The tasks of the Representative for a given field of study include:
3. verification and approval of internship locations chosen independently by students;
4. verification and approval of the internship supervisor in the given organizational unit where the student is to complete the internship;
5. conducting control activities regarding the proper implementation of professional internships by students;
6. verification of the student’s achievement of the learning outcomes assumed for professional internship in a given field of study;
7. making decisions regarding recognition of internships.
8. The first to be inspected are new internship places (i.e. those with which the University has not cooperated before and where no student has previously completed an internship) and internship places indicated by the WSPA authorities or the Deans of the fields of study.

**§7.**

**[Internship supervisor]**

1. The entity accepting the internship appoints a internship supervisor from among its employees who will directly supervise the student undergoing the internship.
2. The tasks of the internship supervisor include:

1) substantive supervision of the trainee;

2) issuing an opinion on the implementation of the internship by the intern;

3) verification of internship documentation completed by the intern.

1. The Educational and Career Advisor is obliged to submit the internship program to the internship supervisor no later than the first day of the internship.

**§8.**

**[Forms of internship]**

1. Professional internship is organised by an Assistant at an Institution that conducts activities consistent with the profile of the field of study and ensures the possibility of achieving the learning outcomes specified for internships in that field;
2. The Rector or a person authorized by him may establish a different form of carrying out the internship
in the case of disabled persons whose type of disability prevents it from being recognized in the form specified in paragraph 1.

**§9.**

**[ Internship Goals]**

The purpose of student internships is specified in the Study Regulations.

**§10.**

**[Organization of optional internships]**

1. The student has the right to do an internship not resulting from the study program. The Assistant is responsible for organizing these internships at WSPA.
2. The purpose of completing optional student internships is to:
	1. expanding the knowledge acquired during studies, developing the ability to use it and social competences;
	2. learning about the structures and mechanisms of functioning of enterprises and institutions;
	3. deepening knowledge about specific sectors of the economy;
	4. developing skills necessary in future professional work, including: analytical, organizational, teamwork, establishing contacts, conducting negotiations, etc.;
	5. preparing the student for independence and responsibility for the tasks assigned to him;
	6. creating favorable conditions for the professional activation of students on the labor market.
3. The principles of conducting, the form and the program scope of optional internships are established by the Representative or a person authorized by him. The template of the program scope of optional internships constitutes Annex No. 9 to these Regulations.
4. The student completes the internship based on an agreement concluded between the University, the internship organizer and the student, which specifies, among other things, the date, amount and rules for completing the internship. The template of the agreement for organizing optional internships constitutes Annex 10 to these Regulations.
5. Voluntary internships can be completed in enterprises, organisations and institutions in Poland and abroad.
6. A student interested in completing a non-compulsory internship completes the internship agreement form and submits it (in triplicate) to the Proxy sufficiently in advance before the internship begins.
7. The Authorised Representative grants consent for the student to undertake a non-obligatory internship provided that the internship does not interfere with the student's fulfilment of obligations resulting from the pursuit of studies.
8. After completing the internship, the student is obliged to provide the Representative with confirmation of the non-obligatory student internship issued by the internship organizer.
9. Information about completing a non-compulsory student internship may be included in the diploma supplement at the student’s request.

**§11.**

**[Report on the achievement of learning outcomes for vocational training]**

1. No later than 31 December each year, the Proxies prepare a synthetic report on the achievement of learning outcomes in the field of professional internship.
2. When preparing the report, the supervisors take into account in particular:
3. analysis of internship reports from the past academic year;
4. comments and information obtained during conversations with students applying for credit for their professional internships;
5. opinions of internship supervisors with whom students of a given field completed their internships.
6. submit a report on the achievement of the learning outcomes provided for in the professional internship, with particular emphasis on any potential problems and irregularities along
with proposed solutions, to the dean of the relevant field of study, the field-specific ZJK and UZJK.
7. The report is used by:
8. the dean for the purposes of developing a comprehensive assessment of the achievement of learning outcomes in the field of study;
9. the specialization team for the quality of education in the process of improving the system for implementing professional internships in the field of study;
10. the university team for the quality of education in the process of improving the internal system for ensuring the quality of education.

**§12.**

**[ Storing documentation related to completing and completing the internship]**

1. Documents related to the student’s implementation of the internship are kept by the Assistant until the end of the study period.
2. After the deadline specified in paragraph 1, the Assistant shall transfer the WSPA Archive in accordance
with separate regulations.

**Chapter 2**

**Organization of internships**

**§13.**

**[Internship remuneration]**

1. The internships are unpaid. WSPA does not cover the costs associated with completing the internship.
2. If the entity hosting the internship decides that the student may receive remuneration for the internship, an appropriate agreement is concluded between the entity hosting the internship and the student, without the mediation of WSPA.

**§14.**

**[Accident insurance]**

1. During the internship, the student is required to have accident insurance (NNW). A student who is not insured by the University should insure themselves against accidents (NNW).
2. The student may take out his/her own civil liability insurance (OC) for the duration of the internship.

**§15.**

**[ Obligation to complete internship]**

1. Student internships are obligatory and result from the adopted study programs. Student professional internships are an integral part of the study program
and preparation for professional work.
2. Failure by a student to comply with the procedures related to the crediting of the internship, including failure to report the place of implementation of the internship, is equivalent to failure to credit the professional internship.
3. Failure to obtain credit for the internship is equivalent to the obligation to complete it again
and failure to obtain credit for the semester in which the internship should have been completed.
4. Internships are carried out both in full-time and part-time studies.
5. The internship programme specifies the learning outcomes to be achieved during the internship and should be consistent with the field of study and its intended learning outcomes.
6. The internship program should be developed in cooperation with the Assistant, Advisor and Representative appropriate to the given field of study.

**§16.**

**[Place of internship]**

1. A student may complete an internship in an organizational unit if:
2. the nature of the activity conducted by this entity and the internship undertaken by the student is consistent with his/her field of study, and completing an internship there will enable the achievement of the learning outcomes specified for that internship in the education programme;
3. entity consents to the student completing the internship;
4. entity undertakes to provide conditions enabling the internship to be carried out in accordance with these requirements, in particular by appointing a internship supervisor responsible for the substantive supervision of the intern;
5. entity will undertake to prepare and issue to the student a certificate
of completion of the internship referred to in §21 section 2 item 1 of the Regulations and to initially verify the learning outcomes achieved during the internship and to certify the authenticity of the internship evaluation report prepared by the student-intern.
6. A student cannot do an internship in a foreign organizational unit. The following are exceptions:
7. internships completed as part of the Erasmus programme;
8. other foreign internships organized by the International Cooperation Department of WSPA in Lublin.
9. In justified cases, at the request of a student, the Rector of WSPA may consent to the implementation of an internship abroad.

**§17.**

**[Period of internship]**

* 1. Students complete an internship during the period specified in the study program.
	2. An intern’s working time may not exceed 8 hours per day or 40 hours per 5-day working week.

**§18.**

**[Internship referral procedure]**

1. In order to obtain the documents required to commence the internship, i.e. confirmation of the advice provided, referral and contract, the Student should contact the Advisor and the Assistant for Vocational Internships no later than 2 weeks before the start of the internship and submit the internship application form, the template of which constitutes Annex No. 11 to these Regulations.
2. Before receiving a referral to do an internship, the student has an introductory interview
with the Advisor, based on which the Advisor provides advice on the choice of the internship location. When providing advice, the Advisor takes into account in particular the student's interests, the learning outcomes assumed in a given field of study and the available internship offers. In the event that the student wants to do an internship in an organizational unit other than those with which the University has signed agreements, the internship location is verified and approved by the Proxy appropriate for the given field of study, taking into account the possibility of achieving the learning outcomes intended for internships in that field in a given location;
3. After providing the advice referred to in paragraph 2, the Advisor issues the student with a confirmation of the advice along with an indication of the internship location chosen by the student. The confirmation form is provided in Annex 1 to these Regulations.
4. Based on the confirmation referred to in paragraph 3, the Assistant issues the student with documents referring him/her to the internship, i.e. a referral (Appendix No. 2 to these Regulations) and an agreement on the organization of the internship (Appendix No. 3 to these Regulations).
5. The agreement on the organisation of the internship referred to in paragraph 4 is signed on behalf of WSPA by the Rector or the Assistant on the basis of a power of attorney granted by the Rector.
6. The student is obliged to submit the referral and the internship organization agreement to the internship supervisor no later than on the first day of the internship.
7. The student is required to submit a signed referral and contract to the Professional Internship Assistant no later than the first day of the internship.

**§19.**

**[Rights and obligations of a student doing an internship]**

1. Before starting the internship, the student is obliged to familiarize himself/herself with these Regulations.
2. The internship cannot conflict with other classes during the studies. The student cannot invoke the internship as a circumstance justifying the failure to perform any other student duties.
3. The student is obliged to complete the internship in accordance with the established program and
in a way that enables the achievement of learning outcomes, in particular to:
4. compliance with the internship rules set out by WSPA;
5. compliance with occupational health and safety and fire protection rules;
6. compliance with the order and work discipline established by the institution;
7. compliance with the principles of maintaining state and official secrets and protecting the confidentiality of data to the extent specified by the institution;
8. conduct worthy of a student and appropriate to the nature of the institution;
9. performing tasks assigned by an authorized person in the institution.
10. Student rights include:
	1. obtaining explanations and answers in case of doubts regarding the content of the teaching;
	2. expressing opinions on internship issues;
	3. obtaining an ongoing and final assessment of your knowledge and skills carried out by the person responsible for the internship at the place where it is carried out.

**§20.**

**[Revocation of a student from internship]**

1. The assistant dismisses the student from the internship if the unit accepting the internship fails to fulfil any of the obligations incumbent on it under the concluded agreement on the organisation of the internship.
2. The person accepting the internship may recall the student from the internship in the event of:
	1. violation of discipline or order accepted in the institution;
	2. student conduct inappropriate for the nature of the institution;
	3. conduct that harms the good name of the institution accepting the internship;
	4. does not have accident insurance (NNW) to the extent required;
	5. unexcused absences from internship.
3. The assistant may dismiss the student from the internship at his/her request if the student’s rights are violated in connection with the internship or if objective circumstances arise that prevent the student from completing the internship.
4. The dismissal of a student from the internship is equivalent to the recognition that the student did not complete the internship.

**Chapter 3**

**Passing the internship**

**§21.**

**[Confirmation of internship completion]**

1. The student is obliged to submit to the Assistant the documents necessary to pass the internship no later than the end of the period of studies in which he or she was required to complete the internship.
2. The documents necessary to complete the internship are understood as:
	1. a written certificate of completion of the internship together with a written opinion from the internship supervisor, the template of which is provided in Annex 5 to these Regulations;
	2. correctly completed internship journal (Annex No. 4 to these Regulations).

**§22.**

**[Conditions and assessment of the internship]**

1. The condition for passing the internship is:
	1. attendance at internship;
	2. completing an internship program appropriate to a specific field of study;
	3. achieving the learning outcomes assumed for professional internship in this field.
2. The credit or refusal of the internship is made by the relevant Proxy by entering an appropriate note on the internship certificate (Annex No. 5 to these Regulations). The decision on crediting the internship is made after assessing the learning outcomes achieved by the student.
3. As part of the verification of the achievement of learning outcomes, the Representative takes into account the opinion of the internship supervisor.
4. Credit for the internship is entered on the student’s examination card.
5. The relevant Representative may grant credit for the student’s internship on the basis of:
6. conducted by the student that is closely related to the field of study, if this activity enables the realization of the learning outcomes assigned to the internship;
7. employment in an institution that guarantees the achievement of appropriate learning outcomes attributed to the internship in a given field of study;
8. completing a professional internship carried out at another higher education institution, provided that its scope, including the learning outcomes, are consistent with the requirements specified for a given field of study, in the case of a student transferring from another university;
9. completing an internship/volunteering in domestic or foreign enterprises that guarantee the achievement of appropriate learning outcomes.
10. The application form for recognition of professional internshipdria on the basis of employment/business activity/internship/volunteering constitutes Annex 8 to these Regulations.

**Chapter 4**

**Final provisions**

**§23.**

**[Final provisions]**

1. The Regulations enter into force on 1 October 2024.
2. In matters not covered by these regulations, decisions are made by the Rector.