

## **Rules and regulations for student internships at Poznan University of Technology**

### **General provisions**

#### **§ 1**

The Rules and regulations of student internships at Poznan University of Technology, hereinafter referred to as the Rules and Regulations, define the principles of organizing and the detailed manner and procedure of carrying out student internships, hereinafter referred to as internships, at Poznan University of Technology, hereinafter referred to as the University.

#### **§ 2**

1. Internships are a set of activities which enable students to acquire social skills and competences in conditions appropriate for a given scope of professional activity through the independent performance of practical tasks.
2. The size, principles and form of carrying out internships and the total number of ECTS credits that students must obtain as part of these internships are determined by the programme of studies for a given field of study, level and profile.
3. The ways of verifying and assessing the learning outcomes achieved by students as part of internships are determined by the programme of studies for a given field of study, level and profile.
4. The semester of study in which an internship is carried out is determined by the study plan.

#### **§ 3**

Internships are carried out in domestic or foreign organizational units, hereinafter referred to as Enterprises.

#### **§ 4**

Carrying out an internship cannot lead to the violation of students' obligations, in particular related to the participation in other classes specified in the programme of studies.

### **Supervision over the organization and implementation of internships**

#### **§ 5**

1. Supervision over the organization and implementation of internships rests with:
  - 1) at the faculty level - an internship coordinator appointed by the dean from among academic teachers, hereinafter referred to as a coordinator;
  - 2) at the field of study level – a field-related internship supervisor appointed by the dean from among academic teachers conducting classes in this field of study, hereinafter referred to as an internship supervisor;
  - 3) at the Enterprise level – an internship supervisor from an Enterprise appointed by an Enterprise decision maker.
2. The function of a coordinator does not exclude the possibility of simultaneously acting as an internship supervisor.
3. A coordinator is appointed for a period of 4 years starting on 1 January of the year following the year in which the rector's term of office commenced.

4. Internship supervisors are course lecturers as specified in the provisions of the *Study Rules and Regulations*.
5. The process of organizing and carrying out internships is supported by the Careers Service Centre, hereinafter referred to as the CSC.

## § 6

1. A coordinator's scope of responsibilities includes in particular:
  - 1) preparing an internship schedule;
  - 2) preparing guidelines for internship supervisors;
  - 3) preparing faculty internship principles, taking into account the specific character of the fields of study run by the faculty;
  - 4) organizing meetings with internship supervisors;
  - 5) exercising substantive control over the work of internship supervisors;
  - 6) settling disputes related to internships at the faculty;
  - 7) cooperating with Enterprises in the area of organizing internships;
  - 8) preparing an annual report on the implementation of internships at the faculty.
2. An internship supervisor's scope of responsibilities includes in particular:
  - 1) establishing a framework internship programme in accordance with the programme of studies for a given field of study, level, profile;
  - 2) presenting students with an internship programme as well as dates for the implementation and dates and conditions for completing an internship;
  - 3) giving opinions on the choice of a specific internship by students on the basis of the *Preliminary approval of a student's admission for an internship* (Attachment No. 1) or the *Application for crediting an internship on the basis of professional experience* (Attachment No. 2);
  - 4) supervising the implementation of an internship in accordance with its programme and providing students with assistance in solving problems related to carrying it out;
  - 5) cooperating with an internship supervisor on the part of an Enterprise in matters related to the organization of an internship;
  - 6) taking decisions related to crediting an internship and entering it into the University IT system;
  - 7) keeping internship documentation, including records of the *Preliminary approval of a student's admission for an internship*;
  - 8) submitting internship documentation to the dean's office or the Integrated Service Centre after it has been settled by a student;
  - 9) preparing an annual report on carrying out an internship in a given field of study.
3. The scope of responsibilities of an internship supervisor on the part of an Enterprise includes in particular:
  - 1) familiarizing students with the position and working tools in accordance with the internship programme;
  - 2) familiarizing students with health and safety regulations which are in force in an Enterprise, regulations regarding the protection of professional secrecy and determinant factors related to an Enterprise;
  - 3) supporting students in carrying out the internship programme;
  - 4) issuing a *Certificate of internship completion* (Attachment No. 3);
  - 5) enabling an internship supervisor to control the progress of internships;
  - 6) supervising the performance of practical tasks by students resulting from the programme.
4. A coordinator's and an internship supervisor's remuneration is governed by separate provisions.
5. The CSC's tasks include in particular:
  - 1) assisting students in contacts with Enterprises regarding the organization of internships;
  - 2) referring students to internships by issuing appropriate documentation, e.g. referrals,

- a tripartite agreement, an internal commitment;
- 3) concluding agreements and contracts regarding the organization of internships;
- 4) searching for new Enterprises;
- 5) updating the records of Enterprises and institutions and the database of offers at <https://cpk.put.poznan.pl/>;
- 6) preparing templates of documents in force necessary for the implementation of internships such as: an agreement, a referral, a contract, a commitment, etc.

### Internship implementation

#### § 7

1. Internships are carried out in Enterprises whose scope of activity allows to achieve learning outcomes set out in the programme of studies.
2. The basis for undergoing an internship is one of the following forms of cooperation:
  - 1) *Cooperation agreement* (Attachment No. 4);
  - 2) *Tripartite agreement* (Attachment No. 5).
3. In the agreements referred to in section 2, the University is represented by the Vice-Rector for Development and Cooperation with Business and Industry.
4. On the basis of the agreement referred to in section 2 point 1, an Enterprise is entered by the CSC into the database of companies available at <https://cpk.put.poznan.pl/>. From this base, students can choose an Enterprise in which they want to carry out their internship. In this case, the implementation of an internship happens exclusively on the basis of a *Referral* (Attachment No. 6) issued by the CSC.
5. An internship supervisor in a given field of study, at a student's request, may agree to an internship to be carried out in an Enterprise selected from outside the company database, provided that the nature of an internship will be consistent with the internship programme appropriate for studies in a specific field, level and profile. In this case, it is advisable to conclude a *Tripartite agreement* referred to in section 2 point 2.
6. In exceptional situations, when doing a degree programme of a general academic profile, internships can also be carried out in organizational units of Poznan University of Technology. In this case, an internship should take place on the basis of an *Internal commitment* issued by the CSC (Attachment No. 7).
7. A student using internship documentation in a language other than Polish should provide an internship supervisor with original documents together with their translation into Polish.

#### § 8

1. A student internship may be credited on the basis of professional experience if:
  - 1) a student is employed on the basis of a contract with the specified number of hours that meet the requirements provided for an internship specified in the programme of studies for a given field of study;
  - 2) the scope of a student's responsibilities enables the achievement of course-related learning outcomes envisaged for an internship;
  - 3) prior to starting an internship, a student obtained an internship supervisor's consent to recognize professional work as an internship;
  - 4) a student performs his/her duties with control exercised by a superior or another person who acts as an internship supervisor on the part of an Enterprise.
2. An internship may be credited on the basis of previous experience, provided that the period of employment coincides with the duration of studies for a given field of study, level and profile.

## § 9

1. An Enterprise may conclude a contract with a student, including an employment contract or a civil law contract, for the duration of an internship. The detailed terms of a contract, including possible remuneration, will be specified by the parties to this agreement. Signing a contract does not exempt a student from meeting the bidding provisions of the Rules and Regulations.
2. The University does not cover the costs incurred by a student and an Enterprise related to the organization and implementation of an internship.
3. A student is not entitled to any financial claims against the University in connection with an internship.

## § 10

1. A student is obliged to:
  - 1) carry out an internship in accordance with its programme;
  - 2) adhere to the principles of carrying out an internship specified by the University;
  - 3) observe the order and discipline of work established by an Enterprise;
  - 4) comply with the rules, including health and safety at work and fire regulations applicable in an Enterprise;
  - 5) comply with the provisions on the protection of classified information, on the protection of personal data and on the confidentiality of information;
  - 6) care for the good name of the University and an Enterprise.
2. At the request of an Enterprise in which a student is carrying out an internship, an internship supervisor may withdraw a student from an internship if he/she violates the regulations applicable in an Enterprise.
3. An internship supervisor is obliged to immediately notify a coordinator of the occurrence of the circumstances referred to in section 2. A coordinator will immediately refer the matter to the rector, who will commence explanatory procedure.
4. For the period of compulsory internships, a student will hold a personal accident insurance (NNW) and third party insurance (OC) policy taken out by the University. The policy in force in the country and abroad is available for download before internships from <https://cpk.put.poznan.pl>.
5. In case the period of an internship exceeds the scope of an internship specified in the programme of studies of a given field of study, a student is obliged to take out an insurance policy individually.
6. In case a student carries out an internship at dates other than those specified in documents constituting its basis, the University insurance will not be valid, and an internship supervisor has grounds for not crediting an internship.
7. In case an Enterprise requires medical examinations from a student, referrals to an occupational medicine doctor are issued at a student's request by the CSC before the commencement of an internship.
8. Students of fields of study in which a certificate from an occupational medicine doctor is required before starting classes, will report, before an internship, to the dean's office or the Integrated Service Centre to collect a copy of this certificate.
9. The University does not refer students to specialist medical tests, including those in regional or district sanitary-epidemiological services, and does not cover the costs of such tests.
10. A student can carry out an additional internship not provided for in the programme of studies in an Enterprise of his/her choice. This internship will be recorded in the Diploma Supplement.
11. The procedure for additional internships is conducted exclusively by the CSC.

## Conditions for crediting internships

### § 11

1. The basis for crediting internships is their full-time implementation in accordance with the programme of studies and providing an internship supervisor with a *Report on internship implementation*, confirmed by an Enterprise (Attachment No. 8)
2. In case an internship has been carried out on the premises of the University, the full name of the University's organizational unit will be provided as an Enterprise.
3. An internship is credited by an internship supervisor in accordance with the rules for crediting classes, which are specified in the *Study Rules and Regulations* at Poznan University of Technology.
4. In justified cases, activities related to crediting internships may be carried out by a coordinator replacing internship supervisors or by the dean.
5. Doubts arising from the mode of crediting internships are resolved by the dean.

### § 12

Internships carried out in practical profile fields of study and in the fields of: aeronautical engineering, aviation, aerospace engineering are carried out in accordance with the provisions contained in separate agreements.

## Final provisions

### § 13

1. A student cannot be exempted from the obligation to carry out an internship.
2. An evaluation may be carried out to assess the implementation of an internship.
3. In case of matters not regulated in these Rules and Regulations, the provisions of the Study Rules and Regulations at Poznan University of Technology and the provisions of generally applicable law will be used.

### § 14

These Rules and Regulations will apply from the summer semester of the academic year 2022/2023.

Attachment No. 1 – Preliminary approval of a student's admission for an internship

Attachment No. 2 – Application for crediting an internship on the basis of professional experience

Attachment No. 3 – Certificate of internship completion

Attachment No. 4 – Cooperation agreement

Attachment No. 5 – Tripartite agreement

Attachment No. 6 – Referral

Attachment No. 7 – Internal commitment

Attachment No. 8 – Report on internship implementation