

Powiślańska Academy of Applied Sciences

Faculty of Economic and Social Sciences

Regulations for Practical Training in ECONOMICS for Academic Year 2025/2026

First Cycle Studies

Practical Profile

§ 1
GENERAL PROVISIONS

1. Students at the Faculty of Economic and Social Sciences at Powiślańska Academy of Applied Sciences are required to complete a mandatory student professional internship (hereinafter referred to as the “internship”) and obtain credit for it in accordance with the study program.
2. The primary purpose of the internship is to develop the ability to apply acquired knowledge to solving practical problems, establish direct contact with potential employers, understand the functioning of various economic and social institutions, and cultivate the ability to identify emerging issues. The internship aims to provide conditions for deepening knowledge acquired during classes, confronting it with practice, enabling direct information gathering, developing skills, and gaining experience.
3. The internship may be completed at an institution chosen by the student (hereinafter referred to as the “Internship Organizer”), whose scope of activity allows the student to achieve the objectives described in point 2 and in the Internship Logbook (Appendix 1).
4. When selecting the organization where students will undertake their professional internship, priority should be given to the alignment of the organization’s processes with the student’s chosen specialization, as well as the following criteria:
 - Size of the organization – micro-enterprises, SMEs, large economic entities;
 - Minimum period of operation – at least 1 year;
 - Type of activity – economic entities, non-profit organizations, public institutions, and healthcare units;
 - Territorial scope – domestic and/or international activity.
5. The basis for conducting the internship is an Agreement on the Organization of Student Professional Internship (hereinafter referred to as the “Agreement”) concluded between the University and the Internship Organizer (Appendix 2).

§ 2
ORGANIZATION AND ADMINISTRATIVE SUPPORT OF THE INTERNSHIPS

1. Substantive supervision of internships, as required by the study programs, is provided by the Vice-Rector for Practical Education and the internship supervisor from the Internship Organizer.
2. The University places strong emphasis on the proper selection of the person supervising the student

during the professional internship at the organization. The supervisor is required to demonstrate:

- knowledge of the organizational structure and the procedures implemented,
- an unimpeachable reputation and excellent interpersonal skills,
- employment in the appropriate area of the organizational structure, ensuring that the internship program aligns with the student's specialization.

3. Administrative support for internships is provided by the Dean's Office staff and the Vice-Rector for Practical Education.

4. The duties of the Vice-Rector for Practical Education include:

- a) supporting internship supervisors in fulfilling their assigned responsibilities,
- b) resolving student issues related to the start, execution, or completion of internships,
- c) continuously monitoring regulations regarding internships at Powiślańska Academy of Applied Sciences, as well as the requirements and recommendations of the Polish Accreditation Committee, and taking appropriate actions to ensure proper internship implementation at the Faculty,
- d) preparing and posting on the University website the framework internship programs for the Faculty's study programs no later than 30 days after the programs are approved by the PANS Senate,
- e) updating the framework internship programs on the University website,
- f) updating the University guidelines for internship implementation,
- g) overseeing the internship survey process, including preparing and updating the survey, analyzing its results, and submitting them to the Committee for Quality of Education,
- h) cooperating with the Dean's Office to ensure high-quality administrative support for internships,
- i) approving internships based on the relevant documents submitted by the student.

5. The duties of the Internship Organizer include:

- a) providing an appropriate place for the internship, in accordance with the assumptions of the Framework Internship Program,
- b) familiarizing the student with occupational health and safety regulations and confidentiality requirements,
- c) designating an internship supervisor,

- d) supervising and evaluating the student's completion of the tasks specified in the program,
- e) enabling the University to participate in the educational process, particularly regarding the coordination of learning objectives and the methods by which students acquire professional skills,
- f) allowing the Vice-Rector for Practical Education to exercise substantive supervision over the internship (e.g., internship observations).

§ 3

DURATION AND SCHEDULING OF THE INTERNSHIP

1. The duration of the internship is specified in the study program for the given field of study. The number of hours is calculated according to the formula: number of weeks of internship as per the study program \times 24 weeks \times 40 clock hours \times 45 minutes per class / 60 minutes.
2. The professional internship for first-cycle (bachelor's) studies must be completed according to the study program within days and periods free from other classes.
3. Students must apply for the internship no later than 30 days before the planned start date.
4. Students are required to submit a declaration to the Dean's Office no later than 14 days before the planned start of the internship, based on which the Dean's Office staff issues the official internship referral.
5. In exceptional cases, the Vice-Rector for Practical Education may grant a student permission to complete the internship at a date different from that specified in point 2, upon review of a written request. However, approval for an alternative internship date does not exempt the student from participating in classes scheduled in the regular timetable.

§ 4

COMPLETION OF THE INTERNSHIP

1. The type of internship should correspond to the educational profile of the chosen field of study.
2. If there are justified doubts regarding the alignment of the proposed internship with the educational profile of the program, approval for the internship will be denied. Such decisions are made by the Vice-Rector for Practical Training.
3. The internship is conducted based on an Agreement concluded between the University and the institution hosting the student (hereinafter referred to as the "Internship Organizer").
4. Completing the internship does not exempt the student from fulfilling the requirements of courses included in the Individual Study Program (ISP) or Individual Organization of Studies (IOS) for the

given semester and academic year.

5. The internship cannot be used as a justification for absence from classes.
6. During the internship, the student is required to have accident insurance (NNW).
7. No remuneration is provided to students for the time spent completing the internship at the Internship Organizer.

§ 5

INTERNSHIP COMPLETION

1. The condition for passing the internship is the fulfillment of the tasks specified in the internship program and the submission of the relevant documentation (journal of practical training) to the Dean's Office immediately after completing the internship, within the deadlines of the regular and resit sessions. Submission of the logbook after the resit session deadline will result in a conditional entry in the Virtual Dean's Office system.
2. The internship is officially approved by the Vice-Rector for Practical Education via an appropriate entry in the internship logbook, and by the Dean's Office staff in the Virtual Dean's Office system, which serves as confirmation of the learning outcomes.

§ 6

CANCELLATION OR REMOVAL FROM THE INTERNSHIP

1. A student may be removed from the internship at the request of the Internship Organizer to whom the student was specifically assigned, for reasons attributable to the student, in particular in the case of failure to complete tasks specified in the internship program or gross violation of work discipline.
2. Removal of a student from the internship is equivalent to failing the internship.
3. Failure to complete the internship in the circumstances described in point 1, as well as failure to submit the documentation required for passing the internship within the designated deadline, is also considered a failure of the internship and results in the student being required to repeat it.

§ 7

This Regulation enters into force on October 1, 2025.