

**Regulations for Student Internships at Powiślańska University  
at the Faculty of Economic and Social Sciences  
Field of Study – Economics  
First-cycle (Bachelor’s) studies**

**§ 1**

**General Provisions**

1. Students at the Faculty of Economic and Social Sciences at Powiślańska University are required to complete a compulsory student internship (hereinafter referred to as the “internship”) and obtain credit for it in accordance with the study program.
2. The primary objective of the internship is to develop the ability to apply acquired knowledge to solving specific practical problems, establish direct contacts with potential employers, learn how various economic and social institutions operate, and develop the ability to identify emerging problems. The purpose of the internship is also to create conditions for deepening the knowledge gained during classes and confronting it with practice, enabling the direct acquisition of information, development of skills, and gaining experience by the student.
3. The internship may be carried out in an institution selected by the student (hereinafter referred to as the “Internship Organizer”), whose scope of activity enables the student to achieve the objectives described in section 2 and in the Framework Internship Program (Appendix No. 1).
4. The basis for carrying out the internship is an Agreement on the organization of a student internship (hereinafter referred to as the “Agreement”) concluded between the University and the Internship Organizer (Appendix No. 2).

**§ 2**

**Organization and Administrative Support  
of the Internship**

1. Substantive supervision over the implementation of internships resulting from study programs is exercised by the Vice-Rector for Practical Education and the internship supervisor on the part of the Internship Organizer.
2. Administrative support for internships is provided by a Dean’s office employee and the Vice-Rector for Practical Education.
3. The duties of the Vice-Rector for Practical Education include:
  - a) supporting internship supervisors in the performance of their assigned duties,
  - b) resolving student matters in cases of problems with the commencement, implementation, or completion/settlement of internships,
  - c) ongoing monitoring of regulations regarding the organization of internships at Powiślańska University, as well as the requirements and recommendations of the Polish Accreditation Committee, and undertaking appropriate actions to ensure the proper implementation of internships at the Faculty,
  - d) preparing and publishing on the University’s website the framework internship programs for the Faculty’s fields of study no later than 30 days after the adoption of study programs by the Senate of Powiślańska University,
  - e) updating the framework internship programs for the Faculty’s fields of study on the University’s website,

- f) updating the guidelines regarding the implementation of internships on the University's website,
  - g) supervising the internship evaluation (survey) process, including preparing and updating the survey, analysing its results, and submitting them to the Teaching Quality Committee,
  - h) cooperation with the Dean's office to ensure a high quality of administrative support for internships,
  - i) granting credit for internships on the basis of appropriate documents submitted by the student.
4. 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 rules on the protection of professional confidentiality,
  - c) appointing an internship supervisor,
  - d) supervising and assessing the student's performance of tasks resulting from the internship program,
  - e) enabling the University to participate in the educational process, in particular in coordinating the achievement of learning objectives and methods of acquiring professional skills by students,
  - f) enabling the Vice-Rector for Practical Education to exercise substantive supervision over the course of the internship (including internship visits/inspections).

### **§ 3**

#### **Duration and Timing of the Internship**

1. The duration of the internship is specified in the study program for a given field of study. The total number of internship hours is determined according to the formula: number of internship weeks specified in the study program × 40 clock hours × 45 minutes of class time / 60 minutes.
2. The internship in first-cycle (Bachelor's) studies should be completed in accordance with the study program during days and periods free from scheduled classes.
3. The student must register for the internship no later than 30 days before the planned start date of the internship.
4. The student is required to submit a declaration to the University's Dean's office no later than 14 days before the planned start of the internship, on the basis of which a referral is issued by a Dean's office employee.
5. In special cases, the Vice-Rector for Practical Education may grant the student permission to complete the internship at a different time than specified in section 2, upon consideration of the student's written application. However, such permission does not exempt the student from attending classes scheduled in the timetable

### **§ 4**

#### **Completion of the Internship**

1. The type of internship should correspond to the educational profile of the field of study.
2. In the event of justified doubts as to whether the planned internship is consistent with the educational profile of a given field of study, consent for its completion shall be refused. Decisions in such matters are made by the Vice-Rector for Practical Education.
3. The internship is carried out on the basis of an Agreement concluded between the University and the institution hosting the student (hereinafter referred to as the "Internship Organizer").
4. Completion of the internship does not exempt the student from the obligation to complete

courses conducted under an Individual Study Program (ISP) or Individual Study Organization (ISO) for a given semester and academic year.

5. The internship does not constitute grounds for excusing absences from classes.
6. During the internship, the student is required to have accident insurance (NNW – insurance against the consequences of accidents).
7. No remuneration is provided for the time spent completing the internship with the Internship Organizer.

## § 5

### **Completion (Credit) of the Internship**

1. The condition for receiving credit for the internship is the fulfilment of the tasks specified in the internship program and the submission by the student of the relevant documentation confirming completion of the internship (the practical training log) to the University's Dean's office immediately after the internship, within the timeframes of the main and resit examination sessions. Submission of the log after the resit session deadline results in a conditional entry in the Virtual Dean's Office system.
2. Credit for the internship is granted by the Vice-Rector for Practical Education through an appropriate entry in the internship log, and by a Dean's office employee in the Virtual Dean's Office system (constituting confirmation of the achieved learning outcomes).

## § 6

### **Withdrawal from the Internship**

1. A student may be withdrawn from the internship at the request of the Internship Organizer to whom the student was formally assigned, for reasons attributable to the student, in particular in the case of failure to perform tasks resulting from the internship program or a gross breach of work discipline.
2. Withdrawal of a student from the internship is equivalent to failure to receive credit for it.
3. Failure to receive credit for the internship in the case referred to in section 1, as well as failure to submit the document constituting the basis for granting credit within the required deadline, is equivalent to not completing the internship and results in the student being required to repeat it.

## § 7

These Regulations shall enter into force on 1 July 2024 r.

Rektor



dr Katarzyna Strzała-Osuch, prof. PSW