

Ordinance No. 45/2025
of the Dean of the Faculty of Applied Studies
of University of Lower Silesia DSW in Wrocław
of September 11, 2025

regarding the introduction of changes to the Procedure for the implementing internships by Students of first and second-cycle studies and uniform master's studies in the programs conducted at the Faculty of Applied Studies

Pursuant to § 20 sec. 7 item 4 of the Statute of the University of Lower Silesia DSW in Wrocław (adopted by Resolution No. 1/8/2023 of the Pro Universitate sp. z o.o. Management Board of August 30, 2023, regarding: amendments to the "Statute of the University of Lower Silesia DSW in Wrocław"), I hereby introduce the following content to the Procedure for the implementation of internships by Students of first and second-cycle studies and uniform master's studies in the programs conducted at the Faculty of Applied Studies, as outlined below:

§ 1

- 1) This Procedure for the implementation of internships by Students of first and second-cycle studies and uniform master's studies in the programs conducted at the Faculty of Applied Studies defines the objectives and detailed conditions for the organization of internships, including:
 - 1) rules and duration of implementation,
 - 2) assessment criteria
 - 3) deadlines,
 - 4) obligations of Students undertaking such internships and their supervisors
1. Terms used in this procedure mean:
 2. **Internships** –mandatory internships as per the study program, associated with program-specific learning outcomes for which a course syllabus is created and ECTS credits are allocated corresponding to the workload related to their completion,
 3. **Host Institution for the internship** - the entity (facility, business entity, institution, organization, etc.) where the Student undertakes the internship,
 4. **Internship Supervisor from the Host Institution** – a person employed by the internship provider, appointed by them to ensure the proper execution of the internship,
 5. **University Internship Supervisor** –a person responsible on behalf of the University for preparing and confirming the implementation of internships in accordance with their program and overseeing the process,
 6. **University** – University of Lower Silesia DSW in Wrocław,
 7. **Career and Internship Office** – unit responsible for coordinating the process of student internships (University of Lower Silesia DSW in Wrocław, ul. Strzegomska 55, 53-611 Wrocław; ground floor (main hall), tel.: +48 71 356 15 74; email: praktyki@dsw.edu.pl).

§ 2

- 1) **The internship** is an integral part of the study program, mandatory for Students of all first- and second-cycle programs and uniform master's programs with a practical profile. An internship should be understood as the period provided for in the study program aimed at deepening knowledge and improving practical skills and social competences in the Host Institution, which:
 - a) corresponds to the nature of the studies in a given field,
 - b) enables the achievement of the intended learning outcomes specified in the course syllabus for the given field of study.
- 2) **The main purpose of an internship is to :**
 - a) deepen and broaden the knowledge acquired in didactic classes and develop the skills to apply it,
 - b) prepare students for entering the labor market by developing skills necessary in their future professional work (analytical, organizational, teamwork, establishing contacts), as well as preparing students for independence and responsibility for their assigned tasks,
 - c) deepen knowledge about the industry in which the internship provider operates,
 - d) create conditions for the activation of students in the labor market.
- 3) The primary goal of the internship at the Host Institution is:

- a) familiarizing the student with the specifics of work in the institution,
 - b) enabling the practical application of knowledge and skills acquired during university courses,
 - c) acquiring and developing professional competences,
 - d) achieving learning outcomes in the areas of knowledge, skills, and social competences assigned to internships,
 - e) preparing students for work in institutions related to their field of study.
- 4) Internships will be conducted in accordance with the Council Recommendation of March 10, 2014, on quality framework for traineeships (Official Journal of the European Union C.2014.88.1) and organized with respect to:
- a) the selection of the internship site in a transparent manner ensuring the acquisition of new skills and experience in a new work environment for the student,
 - b) alignment of the scope of the internship and educational goals (learning outcomes) of the student,
 - c) the tasks performed during the internship meeting the real needs of the employer,
 - d) appropriate working conditions and equipment at the internship site,
 - e) an effective role of the University Internship Supervisor,
 - f) summarizing the results of the internship, which will be defined and confirmed.

Inclusion of an environmentally friendly theme in the internship program, such as resource management or reducing negative environmental impact, will additionally strengthen the quality framework of internships

- 5) During the internship period, the student must have personal accident insurance (NNW), obtained individually.
- 6) The University of Lower Silesia DSW in Wrocław does not reimburse any costs associated with the student's internship.
- 7) If the host institution offers the student payment for the work performed during the internship, a relevant contract is concluded between the institution and the student – without the University's involvement
- 8) In cases other than those mentioned in § 2 sec. 7, the student is not entitled to any payment for completing the internship.

§ 3

- 1. The University provides the Host Institution with the Internship Program and regulations (the template is attached as Annex 1 to this ordinance) for the program pursued by the Student at the University of Lower Silesia DSW in Wrocław.
- 2. Regardless of the type of entity being the Host Institution, the internship program should include familiarization with, among others:
 - 1) the functioning of the institution and its organizational structure,
 - 2) the legal foundations of the institution's operations,
 - 3) management and work organization principles,
 - 4) occupational health and safety (OHS) training,
 - 5) tasks related to the student's field of study and the learning outcomes specified in *the Internship Program and regulations*.
- 3. With the consent of the Host Institution, the Student may collect data and information to prepare a bachelor's/master's thesis.

§ 4

1. The internship should be completed within the dates specified by the study program, academic calendar, and regulations, unless otherwise specified by separate regulations
2. Internships may be conducted in the country or abroad in the following forms:
 - 1) individual internships,
 - 2) employment under an employment contract or civil law agreements,
 - 3) running one's own business,,
 - 4) other forms of activity – internships, volunteering.
3. With the consent of the University Internship Supervisor, internships may also be conducted at the University of Lower Silesia DSW in Wrocław, in a manner allowing the achievement of the objectives and learning outcomes of the internship for the given field of study. This may particularly include:
 - 1) participation in scientific and research work carried out under the supervision of academic teachers at the University of Lower Silesia DSW in Wrocław
 - 2) participation in projects commissioned to the University of Lower Silesia DSW in Wrocław
 - 3) work in the administrative units of the University of Lower Silesia DSW in Wrocław
4. Students must submit documentation of their internship progress to the Career and Internship Office within 14 days of its completion
5. The University Internship Supervisor is responsible for verifying and assessing the internship documentation submitted to the Career and Internship Office at least once a month in the last week of the month. If any errors or incomplete documentation are identified, the supervisor will contact the students via email, indicating necessary corrections. The corrected documentation will be available for collection by students at the Career and Internship Office.
6. The internship must be recorded as "passed" or with a grade, in accordance with the applicable study program, in the USOSweb system by the last day of the semester to which the internship applies.
7. The University Internship Supervisor is responsible for granting the final approval mentioned in § 4 sec. 6.
8. The Career and Internship Office submits approved internship documentation from the University Internship Supervisors to the Dean's Office once a month.

§ 5

1. The tasks to **the University Internship Supervisor** include, in particular:
 - 1) introducing students to the internship,
 - 2) familiarizing students with the goals and program of the internship, as well as the rules for completing and passing it,
 - 3) considering *Declarations of internship organization* (Annex No. 2 to this Regulation) submitted directly to the University Internship Supervisors by students before the start of the internship,
 - 4) resolving, together with the Student and the Host Institution, matters related to the organization and course of the internship as well as any disputes arising
 - 5) checking the formal and substantive correctness of *the Internship Logbook* or *the Application for internship recognition based on a certificate of employment / conducting business activity / undertaking other forms of professional activity* (Annexes No. 4 and 8 to this Regulation), as well as the correctness of verification.
2. entering the credit for the course "internship" (referred to in § 4 sec. 6) into the USOSweb system on the basis of *the Application for internship recognition based on a certificate of employment / conducting business activity / undertaking other forms of professional activity* (Annexes No. 4 and 8 to this Regulation). In the event that a Student reports to the University Internship Supervisor a situation in which one of the parties involved in the internship process acts contrary to the Internship Program and Regulations and/or the Agreement and/or the internship contract, the Supervisor is obliged to contact the Internship Supervisor at the Host Institution and specify recommendations, indicating the deadline for their implementation. This process remains under the supervision of the University. If necessary, to verify the implementation of the recommendations, an on-site visit to the place of the Student's internship may be carried out. In the case of a negative evaluation, the University Internship Supervisor forwards the information to the Career and Internship Office, which records this fact in the register of agreements.
3. In the case of gross violations, the University Internship Supervisor submits a request to the Director of the Career and Internship Office to terminate the contract/agreement. If it is possible to recognize part of the

internship (learning outcomes) from the first placement, the subsequent internship program may cover the remaining learning outcomes (not previously achieved). It is essential that, as a result of the combined implementation of the internship process, the Student achieves all the learning outcomes planned for the given field of study.

§ 6

1. The tasks of the **Career and Internship Office** include, in particular
 - 1) preparing the necessary internship documentation for University Internship Supervisors to conduct introductory classes on internships for each field of study (Annex 3 to this ordinance),
 - 2) upon receiving from the Student the Agreement on the Implementation of the Internship (Appendix No. 5 to the Regulation), if such a need arises from the content of the agreement:
 - a) preparing a Contract for the Verification of Learning Outcomes (with the Internship Supervisor from the Host Institution – Appendices No. 6a, 6b, 6c, 6d to the Regulation – or with the company – Appendices No. 7a and 7b to the Regulation) and forwarding it to the Internship Supervisor in the Host Institution,
 - b) verifying the student in the Register of Sex Offenders, in accordance with the University's applicable Standards for the Protection of Minors.
 - 3) upon receiving from the student the Agreement on the Implementation of the Internship (Appendix No. 5 to the Regulation), signed by the Host Institution, forwarding the document for signature by the Director of the Career and Internship Office, and then returning it to the Host Institution.
 - 4) settling "learning outcomes verification agreements" after formal verification of internship documentation,
 - 5) creating a database of Host Institutions for each field of study in the USOS system based on the agreements
 - 6) cooperating with University Internship Supervisors and Host Institution Supervisors
 - 7) maintaining records of internships for each field of study and providing them to University Internship Supervisors and Program Managers as needed and by October 30 of each year
 - 8) assisting students in finding internship placements
 - 9) Supporting the educational and professional careers of Students and Graduates of the University
 - a) acquiring and disseminating up-to-date offers of internships, traineeships, employment, and volunteering for Students and Graduates,
 - b) disseminating information and providing guidance regarding competitions, scholarships, and non-formal educational opportunities addressed to Students and university Graduates,
 - c) supporting University Students in difficult life, psychological, and professional situations by providing them with lifelong career counseling services.
 - 10) Supporting the education process of Students with disabilities
 - a) the needs of Students in terms of educational support,
 - b) providing support for Students with disabilities (e.g., lending equipment, commissioning tasks to subcontractors),
 - c) delivering educational and career counseling services for Students with disabilities.
 - 11) Publishing on the Career and Internship Office's website the **Internship Evaluation Survey** for students. The template for the survey is provided as Annex 9 to this ordinance.
 - 12) In a situation where a student will undertake an internship involving contact with minors, as indicated by the Host Institution in the Agreement on the Implementation of the Internship, the Career and Internship Office is obliged to carry out the tasks specified in Rector's Orders No. 46 and No. 47 of the Lower Silesian University DSW regarding the introduction of Standards for the Protection of Minors.
2. The Career and Internship Office prepares **an annual report on the implementation of internships in a given academic year** for the period from October 1 to October 30.
3. The Career and Internship Office submits the internship implementation report to the Dean no later than November 15.

§ 7

1. The tasks of the Student during the internship include

1. Submitting the Internship Organization Declaration (Appendix No. 2 to the Regulation) to the University Internship Supervisor in order to obtain approval of the chosen internship placement.
 2. Collecting the Internship Referral (Appendix No. 3 to the Regulation) from the University Internship Supervisor and delivering it to the Host Institution together with the Agreement on the Implementation of the Internship (Appendix No. 5 to the Regulation), which the student downloads from the Career and Internship Office website.
 3. Submitting the Agreement on the Implementation of the Internship (Appendix No. 5 to the Regulation), signed by the Host Institution, to the Career and Internship Office no later than 7 days before the start of the internship.
 4. Independently downloading and printing the Internship Logbook from the University website.
 5. Keeping the Internship Logbook regularly, reliably, and legibly, allowing the Student to meet the formal and substantive requirements of the internship as defined in the Internship Program and Regulations.
 6. Expanding the knowledge gained during studies and applying it in practice.
 7. Learning about the nature, regulations, organizational structure, tasks, and operating rules of the Host Institution.
 8. Becoming familiar with the scope of duties performed by employees of the Host Institution, as well as the methods, forms, and tools they use.
 9. Complying with the organizational regulations of the Host Institution.
 10. Conscientiously and carefully performing the duties assigned during the internship.
 11. Adhering to the order and work discipline established by the Host Institution.
 12. Observing health and safety as well as fire protection regulations.
 13. Respecting the rules of professional and state secrecy, and maintaining data confidentiality as required by the Host Institution.
 14. Observing and actively participating in various activities carried out regularly or occasionally by the Internship Supervisor from the Host Institution and other employees.
 15. Becoming familiar with the documentation maintained by the employees of the Host Institution.
 16. Carrying out tasks assigned by the Internship Supervisor from the Host Institution.
 17. Developing skills essential for future professional work (e.g., analytical, organizational, teamwork, communication), as well as preparing the Student for independence and responsibility for assigned tasks.
 18. Developing the Student's ability to work independently.
 19. Submitting to random inspections and on-site visits carried out by the University Internship Supervisor.
 20. Submitting the completed Internship Logbook to the Career and Internship Office within 14 days after the end of the internship.
 21. Submitting the printed Internship Evaluation Survey for students, downloaded from the Career and Internship Office website of the Lower Silesian University DSW in Wrocław, to the Career and Internship Office. This obligation applies from the academic year 2023/2024.
 22. Preparing and completing additional tasks/projects/portfolio if they are included in the program of the given internship.
 23. Presenting documentation confirming the fulfillment of additional requirements of the Director of the Host Institution, if such are required. Any costs related to fulfilling such requirements are covered by the Student.
 24. If the student will have contact with minors during the internship, as indicated by the Host Institution in the Agreement on the Implementation of the Internship, the student is obliged to provide additional documents specified in Rector's Orders No. 46 and No. 47 of the Lower Silesian University DSW concerning the introduction of Standards for the Protection of Minors.
2. During the internship, the student is subject to both the workplace regulations and university regulations.
 3. At the internship site, the student is required to maintain exemplary personal conduct and behavior appropriate to the place and professional situation.

§ 8

The student carries out the internship according to the following principles

1. The University Internship Supervisor sends a request via email to the Career and Internship Office for the preparation of "Internship Referrals" (Annex 3 to this Ordinance) for each group of students. The University Internship Supervisor distributes these documents to the students. Templates of these documents can also

- be downloaded from the University's website – "Student and Doctoral Zone" / "Career and Placement Office" / "Internships – rules and documents."
2. The Student selects an internship placement and completes the Internship Organization Declaration (Appendix No. 2 to this Regulation), which is submitted to the University Internship Supervisor
 3. The University Internship Supervisor verifies the employer indicated in the Internship Organization Declaration in terms of the possibility of achieving the learning outcomes provided for the Student's internship
 4. After approval of the internship placement (positive consideration of the Internship Organization Declaration) by the University Internship Supervisor, the Student collects the Internship Referral (Appendix No. 3 to this Regulation) from the University Internship Supervisor and downloads the Agreement on the Implementation of the Internship (Appendix No. 5 to the Regulation) and the Internship Logbook (Appendix No. 4 to this Regulation) from the University's website – "Student and Doctoral Student Zone" / "Career and Internship Office" / "Internships – rules and documents" or submits an Application for internship recognition based on a certificate of employment / conducting business activity / undertaking other forms of professional activity (Appendix No. 8 to this Regulation).
 5. Internship completion in the form provided for in § 4 section 2 point 1 or § 4 section 3 is carried out by the University Internship Supervisor on the basis of the Internship Logbook (Appendix No. 4 to this Regulation).
 6. Internship completion in the form provided for in § 4 section 2 points 2–4 is carried out by the University Internship Supervisor on the basis of a written Application for internship recognition based on a certificate of employment / conducting business activity / undertaking other forms of professional activity (Appendix No. 8 to this Regulation).
 7. Together with the Internship Logbook (Appendix No. 4 to this Regulation), the Student submits confirmation of completing the Internship Evaluation Survey for students (Appendix No. 9 to this Regulation) available on the website of the Career and Internship Office of the Lower Silesian University DSW in Wrocław.
 8. The Host Institution (selected employer), on the basis of the Internship Referral (Appendix No. 3 to this Regulation), decides whether to accept the Student for the internship.
 9. If the decision is positive, it completes, signs, and returns to the Student the Agreement on the Implementation of the Internship (Appendix No. 5 to this Regulation).
 10. The Student submits the signed Agreement on the Implementation of the Internship (Appendix No. 5 to this Regulation) to the Career and Internship Office at least 7 days before the start date of the internship
 11. On the basis of the Agreement on the Implementation of the Internship (Appendix No. 5 to this Regulation), the Career and Internship Office enters the employer's data into the agreement records and, if required by the content of the agreement, concludes an Internship Contract (with the Internship Supervisor from the Host Institution – Appendices No. 6a, 6b, 6c, 6d to the Regulation – or with the company – Appendices No. 7a, 7b to the Regulation).
 12. A Student who will have contact with minors during the internship, as indicated by the Host Institution in the Agreement on the Implementation of the Internship (Appendix No. 5 to this Regulation), is obliged to provide additional documents specified in Rector's Orders No. 46 and No. 47 of the Lower Silesian University DSW concerning the introduction of Standards for the Protection of Minors
 13. The Student undertakes a non-paid internship in accordance with the study program of the given field and keeps the Internship Logbook (Appendix No. 4 to this Regulation), in which:
 - a) they record the schedule of the internship indicating the tasks that enable the achievement of the intended learning outcomes for the internship program in the field of study;
 - b) they obtain confirmation of its commencement and completion (stamp of the institution and signature of the Internship Supervisor from the Host Institution)
 - c) they document the achievement of learning outcomes (knowledge, skills, and social competences) established for the internship program in the field of study
 14. Before accepting the Student for the internship, the Host Institution may present additional requirements. These may include the necessity for the Student to have: valid liability insurance (OC) for the duration of the internship (confirmed, e.g., by presenting the policy); valid sanitary and epidemiological tests, a certificate of no criminal record, a declaration regarding claims for post-exposure medical treatment costs, and others. A prerequisite for the Student to begin the internship in the institution is meeting the

requirements specified by the Host Institution

15. No later than 14 days from the date of completion of the internship, the Student submits the Internship Logbook together with confirmation of completing the Internship Evaluation Survey on the Office's website to the Career and Internship Office.
16. The University Internship Supervisor enters the grade or pass mark for the internship course into the record in the USOSweb system. On this basis, the Career and Internship Office records the internship in the USOS system, Internship module, thus confirming the completeness of the internship documentation
17. The Career and Internship Office forwards the documents checked in terms of formal and substantive correctness to the Dean's Office. The Agreements on the Implementation of Internships are archived in the Career and Internship Office for a period of 1 year; after this period they are transferred to the University archive. Settlement documents are forwarded to the Bursar's Office (internship contract with invoice).

§ 9

1. **The Host Institution** does not bear any financial costs related to the student's internship
2. The Host Institution is an entity/employer corresponding to the field of study in which the student is completing the internship according to the "Internship Program and Regulations (Annex no 1 hereto)
3. The Host Institution agrees to:
 - a) familiarize itself with and comply with the "Internship Program and Regulations";
 - b) provide appropriate workstations (premises, workshops, equipment, tools, and materials) necessary for the internship according to the Internship Program and Regulations for the given field of study;
 - c) enable the student to acquire the intended learning outcomes (knowledge, skills, and social competences) according to the "Internship Program and Regulations";
 - d) familiarize students with the institution's work regulations and OHS rules;
 - e) inform the student of the obligation to maintain data confidentiality as specified by the entity where the internship is conducted, and to maintain state and/or professional confidentiality;
 - f) appoint an Internship Supervisor at the Host Institution who has the appropriate competences to fulfill this role and verify the learning outcomes;
 - g) allow students to use the Host Institution's library, if available, during the internship.

§ 10

The tasks of **the Internship Supervisor** at the Host Institution include:

Assigning tasks to the student consistent with the "Internship Program and Regulations," necessary to achieve the intended learning outcomes for the field of study.

1. Confirming the tasks performed by the student during the internship (as recorded in the Internship Progress Card, part of the Internship Log).
2. Verifying the student's achieved learning outcomes (Assessment of the extent to which the student achieved the learning outcomes, part of the Internship Log).
3. Providing a brief evaluation of the student during the internship, indicating any reservations or lack thereof (included in the Remarks and Opinions of the Internship Supervisor from the Host Institution, part of the Internship Log).
4. Preparing a report on the internship progress, including the confirmation of the internship's start and end (in the Internship Progress Card, part of the Internship Log).

§ 11

Assessment and completion of the internship

1. The assessment of the Student's work during the internship is carried out by the supervisor at the Host Institution where the internship is conducted.
2. The student may receive a "pass" or a grade on a scale of 2.0/3.0/4.0/5.0 according to the study program, depending on the level of fulfillment of the assessment criteria established for the given field and level of study.
3. The Internship Supervisor enters the assessment and opinion into the Internship Logbook (Appendix No. 4 to this Regulation) or into the Application for internship recognition based on a certificate of employment / conducting business activity / undertaking other forms of professional activity (Appendix No. 8 to this Regulation).

4. The internship is recognized (entered into the USOSweb system) by the University Internship Supervisor based on the Internship Logbook submitted by the Student or the Application for internship recognition based on a certificate of employment / conducting business activity / undertaking other forms of professional activity.
5. Recognition is granted within the deadlines consistent with the academic year schedule: in the winter semester by February 28, in the summer semester by September 30

§ 12

Employees who fail to comply with the procedures outlined in this Ordinance are subject to disciplinary action under Article 108 § 1 of the Labor Code.

§ 13

1. This Ordinance comes into effect upon signing
2. *Ordinance No. 51/2024 of the Dean of the Faculty of Applied Studies of the University of Lower Silesia in Wrocław dated April 3, 2023, regarding the introduction of changes to the Procedure for the realization of internships by Students of first- and second-cycle studies and integrated master's studies in the programs conducted at the Faculty of Applied Studies, is repealed.*

§ 14

This Ordinance comes into effect as of 1st October 2025

Dean of the Faculty of Applied Studies

A handwritten signature in blue ink, appearing to read 'J. Minta'.

dr Joanna Minta, prof. UD DSW

List of Annexes to the Regulation:

Annex No. 1. Internship Program and Regulations

Annex No. 2. Internship Organization Declaration

Annex No. 3. Internship Referral

Annex No. 4. Internship Logbook

Annex No. 5. Agreement on the Implementation of Internships

Annex No. 6a. Internship Agreement with the Internship Supervisor from the Host Institution

Annex No. 6b. Internship Agreement with the Internship Supervisor from the Host Institution

Annex No. 6c. Internship Agreement with the Internship Supervisor from the Host Institution

Annex No. 6d. Internship Agreement with the Internship Supervisor from the Host Institution

Annex No. 7a. Internship Agreement with a Company

Annex No. 7b. Internship Agreement with a Company

Annex No. 8. Application for Internship Recognition based on a Certificate of Employment / Conducting Business Activity / Undertaking Other Forms of Professional Activity

Annex No. 9. Template of the Internship Evaluation Survey for Students (available on the University of Lower Silesia DSW website)

Annex No. 10. Template of the Internship Register for the Program