

The Order No 6/2023

of the Dean of the Faculty of Applied Studies of DSW University of Lower Silesia in Wrocław

dated 3rd April 2023

on amendments to the introduction of the Procedure of conducting internships by students of the first cycle studies, the second cycle studies, and the uniform studies on the fields of the study conducted by the Faculty of Applied Studies

Acting under Article 20 (7)(4) to the Statutes of DSW University of Lower Silesia in Wrocław (awarded by a resolution No. 1/4/2023 of the Management Board of Pro Universitates LLC of 3rd April 2023 on amendments to "the Statutes of the University of Lower Silesia in Wrocław") it is ordered as follows. I hereby give introduced by Regulation No. 18/2022 of 14th September 2022 of the Dean of the Faculty of Applied Studies the Procedure of conducting internship by students of the first cycle studies, the second cycle studies, and uniform studies on the fields of a study conducted on the Faculty of Applied Studies the following wording:

§ 1

1. This *Procedure of conducting an internship by students of the first cycle studies, the second cycle studies and uniform studies on the fields of a study conducted by the Faculty of Applied Studies* specifies objectivities and detailed conditions of conducting an internship, specifically including:
 - 1) rules and completion time
 - 2) assessment
 - 3) dates
 - 4) and duties of students conducting such internship and their supervisors
2. Terms used in this procedure have the following meaning:
 - 1) an internship – mandatory internship covered by the study program related to major learning outcomes, for which is created a syllabus and assigned ECTS points that correspond to the execution of the student's workload.
 - 2) The Host Institution is an entity (i.e., a company, local authority unit, or community organization) in which a student conducts an internship.
 - 3) The Internship Supervisor on behalf of the Host Institution– a person employed by the internship organizer and appointed by it to correctly conduct the internship.
 - 4) The University's Internship Supervisor– a person responsible on behalf of the University for preparation and confirmation of conducting internship according to their program and supervising this process.
 - 5) University – DSW University of Lower Silesia in Wrocław
 - 6) **The Career and Internship Office** – a department of the University responsible for the coordination process of student internship (DSW University of Lower Silesia in Wrocław, **ul. Strzegomska 55, 53-611 Wrocław**; the ground floor (assembly main hall), **tel.: +48 71 356 15 74; e-mail: praktyki@dsw.edu.pl**).

§ 2

1. **The term Internship** is an integral part of the study program, and is mandatory for students of all fields of study and forms - students of the first cycle studies, the second cycle studies, and uniform

studies on the practical profile. The term professional practice should be understood as a period envisioned by the study program and intended for expanding knowledge and improving student's practical skills and social competencies in the Host Institution which:

1. corresponds to the nature of studies on the determined field of study,
2. allows to achieve assumed learning outcomes indicated in the syllabus for a given field of study.

2. The purpose of an internship is to:

- 1) deepen and expand the knowledge acquired in courses, as well as develop skills to use it.
- 2) prepare a student to enter the job market by shaping skills necessary in future professional work, (analytical skills, organizational skills, teamwork skills, establishing contacts) as well as preparing a student for independence and responsibility for tasks entrusted to him/her.
- 3) deepen knowledge of the branch in which the Employer acts
- 4) create conditions for the professional activation of students on the job market.

3. The primary objective of an internship at the Host Institution is to:

- 1) get familiar with the Host Institution and become a student familiar with the characteristic features of work in that institution.
 - 2) enable to apply in practice knowledge and skills gained during classes.
 - 3) gain and development of professional competencies.
 - 4) conduct learning outcomes in the frame of knowledge, skills, and social competencies assigned to an internship.
 - 5) prepare students to take up a job in institutions related to the studied field of study/scope of education.
4. An internship will be conducted under the Council's Recommendations of 10th March 2014 on internship quality frames (Official Journal of the European Union 2014, C 88.1) and will be organized while considering the preservation of:
- 1) selecting an internship location, which is carried out in a clear manner that ensures the acquisition of new skills and experience in a work environment that is new for a student.
 - 2) compliance between the scope of the internship and the educational objectives (learning outcomes) of educating a student.
 - 3) fulfilling real needs of employers accepting for an internship through tasks performed during an internship.
 - 4) appropriate work conditions and workplace equipment to conduct an internship.
 - 5) real and effective role of the University's Internship Supervisor
 - 6) summing up the results of the internship which will be defined and confirmed.
- The option of including a pro-ecological subject in an internship - raw resource management/negative environment impact method - will additionally reinforce an internship quality frame.
5. During the implementation of an internship the student is obliged to have accident insurance gained individually.
6. DSW University of Lower Silesia in Wrocław will not refund the student any costs related to conducting an internship.

7. In the case where the Host Institution offers the student remuneration for carried work during an internship then the necessary agreement is concluded between the Host Institution and the student – without the assistance of the University.
8. In cases other than those referred to in Article 7, the remuneration for conducting an internship is not provided to the student.

§ 3

1. The University will provide to the Host Institution *the Program and Regulation of Conducting Internship* (a specimen of which appears in Appendix No. 1 hereto) on the field conducted by a student of DSW University of Lower Silesia in Wrocław.
2. Regardless of the type of the unit constituting the Host Internship Institution, the program should consider familiarization with the following:
 - 1) functioning of the entity and its organizational structure
 - 2) legal basis for the entity's business activity
 - 3) rules of managing and organizing work
 - 4) OHS training
 - 5) substantive tasks related to the field of study and learning outcomes indicated in *the Program and Regulation of Internship*
3. With the Host Institution's consent, a student can collect data and information to prepare a thesis – bachelor's / engineering/master's.

§ 4

1. The internship should be conducted within deadlines provided by the study program, the organization of the academic year, and the regulation of study, except where express provisions exist to the contrary.
2. An internship must take place in the country or abroad in the following forms:
 - 1) individual internship,
 - 2) based on an employment contract or civil law contract,
 - 3) running own business activity,
 - 4) taking up other business activities– professional experience, volunteering – according to the studied field.
3. With the consent of the University Internship Supervisor, there is a possibility to undergo an internship at DSW University of Lower Silesia in Wrocław in a form enabling to achieve the internship's purposes and effects on the studied field, including in particular:
 - 1) participation in the implementation of research work conducted under the guidance of academic teachers at DSW University of Lower Silesia in Wrocław
 - 2) participation in projects requested by DSW University of Lower Silesia in Wrocław
 - 3) some work in administrative units of DSW University of Lower Silesia in Wrocław
4. Students deliver documentation from the internship to the Career and Internship Office within 14 days of ending an internship.
5. The University's Internship Supervisor is obliged to provide checking and assessment of an internship delivered in the Career and Internship Office not less frequently than once a month in the last week of a month. In the event of incomplete data or errors in delivered documents, the University Internship Supervisor contacts a student via email to make the necessary changes.

Documents for the purposes to be changed/adjusted will be available for students to take in the Career and Internship Office

6. Passing an internship from a subject that is certified with „zal" entry or a grade under the applicable study program should be acquired at the latest on the last day of a semester in the USOS system.
7. Passing referred to in § 4 (6) is completed by the University's Internship Supervisor.
8. The Career and Internship Office on the last Friday of each month provides approved documents by the University's Internship Supervisor to the Dean's Office.

§ 5

1. **The University's Internship Supervisor** duties cover in particular:
 - 1) entering students to conduct an internship.
 - 2) familiarize students with the purpose and framework of internship as well as the rules of its conducting and passing.
 - 3) considering applications for entering a new host institution into the database of internships in a given academic year.
 - 4) settling along with a student and the Host Institution issues related to the organization and course of practice and disputes arising from it.
 - 5) formal and substantive checking of the Journal of Internship or *Application for approval of an internship based on employment certificate/ running business activity/taking up other forms of activity (Appendix No 8 hereto)* and reviewing correctness of achieving learning outcomes done by the Host Supervisor in the Host Institution.
 - 6) entering information on passing an internship as a subject (referred to in Article 4(6)) into the USOS system based on the *Internship Journal or Application for approval of an internship based on employment certificate/ running business activity/taking up other forms of activity (Appendix No. 8 hereto)* delivered by the student.
2. In the event a student reports to the University Internship Supervisor a situation of contrary acting by either party of the process of implementing internship according to the Program and Regulation of Conducting Internship or/and internship agreement, a student is obliged to contact the Internship Supervisor from the Host Institution and determine recommendations indicating the deadline of their implementation. This process is under the University's supervision. To verify the implementation of recommendations it is more likely to visit the place where a student implements the internship. In case of a negative assessment, the University Internship Supervisor passes the information to the Career and Internship Office, and the internship entity will be excluded from the professional internship base for the following academic year.
3. In case of gross violations, the University Internship Supervisor submits to the Head of the Career and Internship Office an application concerning the termination of the agreement. Where there is a possibility to credit the internship partially (learning outcomes) from the first place where the internship was conducted, the following program of the internship may involve a part of learning outcomes (not unrealized before). It is essential that the student achieves in the result of a combined implementation of the internship process all planned learning effect for a given field of study.

1. **The Career and Internship Office** duties cover in particular:

- 1) preparing documents of an internship necessary to conduct by the University's Internship Supervisor classes on introducing an internship on the given fields of study – Appendix No. 3 hereto.
- 2) after receiving from a student approval of the Internship, preparing a contract on the internship (*Contract on an internship with the Internship Supervisor from the Host Institution* – Appendix No. 6 hereto or *Contract with the company on conducting the internship* – Appendix No. 7 hereto) and delivering them to the Internship Supervisor from the Host Institution.
- 3) delivering after receiving from a student signed by the Host Institution "Agreement on conducting internship" (Appendix No. 5 hereto) to the signature of the Manager of the Career and Internship Office and passing it to the Host Institution.
- 4) settling all duties resulting from „the contract" regarding an internship
- 5) based on concluded agreements creating a database of the host institutions for specified fields of study in the USOS system
- 6) cooperating with the University's Internship Supervisor and the Internship Supervisors in the place of conducting an internship.
- 7) keeping records of conducted internships in the specified fields of study according to the level and mode of study to prepare reports and share them with the University's Internship Supervisors and Programming Directors of the Field of Study according to the current needs and until 30th October of each year.
- 8) supporting students in looking for a place for conducting an internship,
- 9) supporting educational-employment careers of students and graduates by:
 - a) gathering and disseminating current internships, apprenticeships, employment offers, and voluntary jobs for students and graduates.
 - b) disseminating information and consulting in the scope of competitions, scholarships, and unofficial educational offers addressed to students and graduates of higher education.
 - c) supporting students in difficult life, psychological, and employment situations by supplying them with services of lifelong guidance.
- 10) Supporting the educational process of students with disabilities by:
 - a) Identifying the needs of students in the scope of educational support.
 - b) Implementation of support for students with disabilities (i.e., renting equipment, subcontracting tasks)
 - c) supplying services in the frame of educational-employment guidance for students with disabilities.
- 11) Publication of survey specimen on evaluating internship for students on the website of Career and Internship Office of DSW University of Lower Silesia. A specimen of survey is attached to Appendix No.10 to this Order.

2. The Career and Internship Office prepares an annual report on internship implementation in the given year covering conclusions from surveying students and internship supervisors from the host institutions. The report shall be forwarded to the Departmental Assessment of Quality of Education Committee by 15th November each year. The report includes the following conclusions:

- 1) compatibility of internship with the nature of studies on the given field of study,

- 2) compatibility of implementing professional internship with the date determined in the agreement,
 - 3) the nature of tasks assigned to students, their importance, purpose, and compliance with the internship program,
 - 4) student 's compliance with work orders and discipline adopted in the internship place,
 - 5) carry out by the Host Institution for the internship duties accepted under the internship agreement.
3. The Career and Internship Office delivers to the Dean of Faculty a report on assessing the implementation of the internship after the academic year ends.

§ 7

1. The student performing an internship is obliged to:

- 1) deliver the Approval of the Internship to the Career and Internship Office at least 7 days before the beginning of an internship
- 2) deliver "Agreement on conducting internship" (Appendix No. 5 hereto) to the Career and Internship Office (Appendix No. 5 hereto) signed by the Host Institution at least 7 days before the beginning of an internship
- 3) download and print from the University website Journal of Internship
- 4) regular, reliable, and clear keeping of *Internship Journal* enabling a student to fulfill formal and substantive requirements on implementing internship in the determined fields of study in the *Program and Regulation of Internship*.
- 5) broaden gained during the studies knowledge and their practical usage
- 6) get familiar with the nature, regulation, and organizational structure, tasks, and rules of functioning in the Host Institution
- 7) get familiar with the scope of activities conducted by the employees employed at the Host Institution, used by their methods, forms, and tools of work
- 8) observe the determined by the Host Institution's work order and discipline
- 9) the unequivocal fulfillment of given duties during an internship
- 10) observe the determined by the Host Institution's work order and discipline
- 11) observe the OHS and fire protection rules
- 12) observe the rules of keeping professional and national secrecy and protect the confidentiality of data in the scope set by the Host Institution
- 13) observe and active participation in various types of actions carried up consistently or occasionally by the Internship Supervisor on behalf of the Host Institution and their employees
- 14) get familiar with records maintained by employees of the Host Institution
- 15) conduct tasks delegated by the Internship Supervisor on behalf of the Host Institution
- 16) improve skills necessary to further professional work (i.e., analytical, organizational, work team, communicational) as well as prepare a student to be autonomous and independent when conducting given tasks
- 17) develop the autonomous activity of a student
- 18) be ready to random check and class observations conducted by the University's Internship Supervisor
- 19) deliver the completed Internship Journal to the Career and Internship Office within 14 days from the date of ending an internship

- 20) deliver to the Career and Internship Office the printed version of the survey on evaluating internships for students available on the Career and Internship Office of the ULS University of Lower Silesia in Wrocław website. The obligation would be effective as of the 2023/2024 academic year.
 - 21) prepare and elaborate on some additional tasks/projects/portfolios if they are provided in the program an internship
 - 22) deliver records confirming the fulfillment of additional requirements required by the Director of the Host Institution, if applicable. Any costs related to fulfilling requirements shall bear a student.
2. The student is subject both to the work regulations and the University regulations.
 3. The student is obliged to follow the rules of impeccable manner and proper behavior adequate to the place and employment situation at the place an internship is conducted.

§ 8

The student conducts an internship according to the following rules:

1. The University's Internship Supervisor informs via email the Career and Internship Office about some need to prepare *the Internship Referral and Internship Approval* document (Appendix No. 3 hereto, part A and part B) for each group of students. The University's Internship Supervisor delivers these documents to students. Specimen of aforesaid documents are also available to be downloaded on the university's website – „Strefa student i doktoranta” / „Biuro Karier i Praktyk” / „Staże, praktyki, praca”.
2. Student shall decide about the place of an internship for example from the employer's database (Host Institutions admitting for an internship) which is maintained and available in the Career and Internship Office or/and USOS (module the Career and Internship Office – www.biurokarier.edu.pl), or suggests the University Internship Supervisor another employer (Host Institution admitting for an internship).
3. The University's Internship Supervisor verifies indicated by a student employer in terms of the possibility to implement learning outcomes designed for an internship. The University's Internship Supervisor can submit a proposal to add an employer to the database (Host Institution admitting for an internship) giving a student *The employer's application form* (Appendix No. 2 hereto).
4. After being accepted by the University's Internship Supervisor, the place of conducting an internship, a student shall take from the University Internship Supervisor an *Internship Referral and Internship Approval* of Internship (Appendix No. 3 hereto) and download from the university's website „Agreement on conducting internship” (Appendix No. 5 hereto) and *Internship Journal* (Appendix No.4 hereto) available on - „Strefy studenta i doktoranta”/„Biuro Karier i Praktyk” / „Staże, praktyki, praca”, or applies for approval of an internship based on employment certificate/ running business activity/taking up other forms of professional activity (Appendix No. 8 hereto).
5. Crediting an internship in the form provided in Article 4(2)(1) or Article 4(3) gives the University Internship Supervisor based on *Internship Journal* (Appendix No. 4 hereto).
6. Crediting an internship in the form provided in Article 4(2) points 2-4 gives the University Internship Supervisor on the written motion *Application for approval of an internship based on employment certificate/ running business activity/taking up other forms of activity* (Appendix No 8 hereto).

7. The Host Institution approving an internship (selected employer) considers *the Internship Referral* document. Next, fills in and sign a document and return it to a student *Internship Approval* document and *Agreement on conducting the internship (Appendix No 5 hereto)*.
8. The student delivers signed "Approval of Internship" and "Agreement on conducting internship" documents to the Career and Internship Office within 7 days before the date of the internship shall start.
9. Based on the received *Internship Approval* and *Agreement on conducting the internship*" the Career and Internship Office enters the data of the Host Institution to USOS as an internship module and concludes a contract (Contract on an internship with the Internship Supervisor from the Host Institution- Appendix No. 6 hereto or Contract with the company on conducting internship- Appendix No. 7 hereto).
10. A student conducts an unpaid internship according to the program study on the given field and keeps an *Internship Journal* (Appendix No. 4 hereto), in which:
 - a. makes notes on the internship's schedule indicating tasks enabling to fulfillment of assumed learning outcomes for an internship program in the given field of study.
 - b. gains confirmation of starting and ending an internship (seal of the entity and signature of the Internship Supervisor on behalf of the Host Institution).
 - c. document achievements of learning outcomes (knowledge, skills, and social competencies) assumed for the internship program in the given field.
11. The Host Institution before admitting a student for an internship shall present some additional requirements. They may involve the necessity of having a student: valid social insurance required for the period of an internship (proved by showing for example insurance policy), and a valid sanitary-epidemiological examination. The condition of starting a student internship in the host institution is fulfilling requirements set out by Host Institution.
12. No later than 14 days after ending an internship, a student delivers an *Internship Journal* to the Career and Internship Office including the filled survey on evaluating internship for students available at Career and Internship Office website.
13. The University's Internship Supervisor enters a grade or passing a subject to the protocol into the USOS system. On that basis the Career and Internship Office approves an internship in the USOS system, confirming that internship documentation is completed.
14. The Career and Internship Office delivers verified correctly in formal and substantive terms documents of an internship to the Dean's Office. *Agreement on conducting an internship* is archived in the Career and Internship Office for 6 years, after that period documents are delivered to the University's Archived Department. Settling documents are delivered to the Bursar's Office (Contract on internship including an invoice).

§ 9

1. **The Host Institution** shall not bear any financial costs related to implementing by a student the internship.
2. The Host Institution is an entity/employer according to the field of study on which the student conducts the internship and with "the *Program and Regulation of Conducting Internship*".
3. The Host Institution shall undertake to:
 - a) get familiar with and follow „*the Program and Regulation of Conducting Internship*“,
 - b) provide an appropriate working place (rooms, workshop, devices, tools, and materials) necessary to conduct by the student the internship under "the *Program and Regulation of Conducting Internship*" on the given field of study,

- c) enable the student to acquire educational effects (knowledge, skills, and social competencies) under "*the Program and Regulation of Conducting Internship.*"
 - d) get familiar students with the work regulations of the given institution and OHS rules,
 - e) inform the student about the obligation of confidentiality in the scope determined by the entity where the student conducts the internship and the obligation of confidentiality of state and official secrets protection rules,
 - f) appoint the Internship Supervisor in the Host Institution who gains appropriate competencies to realize this role and can verify learning outcomes,
 - g) enable students to use the library sources at the Host Institution while implementing the internship, if any.
4. The Host Institution is not in liquidation or bankruptcy.

§ 10

The responsibilities of **the Internship Supervisor at the Host Institution** shall include:

1. assigning tasks to the student under the Program and Regulation of Conducting Internship necessary to achieve learning outcomes in the given field of study,
2. confirmation of performing by the student activities while conducting the internship (included in Proceeding of Internship as part of Internship Journal),
3. verification of achieved by the student the educational effects (Assessment of the effective implementation of learning outcomes by the student as part of Internship Journal),
4. prepare a short assessment of the student who conducts the internship specifying any reservations either their lack (included in Notes and opinions of the Internship Supervisor as part of Internship Journal),
5. preparing a report on the internship indicating confirmation of the start and end date of the internship course (in *Proceeding of Internship* as part of *Internship Journal*),
6. after the student of the ULS University of Lower Silesia in Wrocław finished the internship to prepare a report on verifying the student's educational effect who conducts the internship in the Host Institution

§ 11

Grade and score of an internship:

1. The Internship Supervisor from the Host Institution where an internship is conducted evaluates the student's work during his/her internship.
2. A student may get the grade „*zal*” [*pass*], or a grade on the scale of the following 2,0/3,0/4,0/5,0 under the study program and depending on whether the conducted work is covered entirely or partially under the studied field.
3. The University Internship Supervisor enters the Journal of Internship grades and an opinion.
4. Entering approval of an internship (entry to the USOS) is carried out by the University Internship Supervisor of University based on delivered by a student *Internship Journal* within deadlines compatible with the organization of an academic year: in the winter semester until 15th March and in the summer semester until 30th September.

§ 12

Employers who do not comply with the provisions set out in this order are held disciplinarily liable under Article 108 (1) of the Civil Code.

§ 13

1. This Order shall enter into force on the date of signature.

2. The Order No.18/2022 of the Dean of the Faculty of Applied Studies of ULS of 14th September 2022 on amendments to the Procedure of conducting internships by students of the first cycle studies, the second cycle studies, and uniform studies in the fields of a study conducted on the Faculty of Applied Studies shall expire.

§ 14

This Order shall enter into force on the date of signature.

The Dean of the Faculty of Applied Studies



Ph.D. Joanna Minta, prof. DSW

The List of Appendixes to this order:

Appendix No. 1. *Program and Regulation of Conducting Internship*

Appendix No. 2. *The employer's application form*

Appendix No. 3. *Internship Referral. Approval of Internship*

Appendix No. 4. *Internship Journal*

Appendix No. 5. *Agreement on conducting internship*

Appendix No. 6. *Contract on an internship with the Internship Supervisor from the Host Institution*

Appendix No. 7. *Contract with the company on conducting internship*

Appendix No. 8. *Application for approval of an internship based on employment certificate/ running business activity/taking up other professional forms of activity*

Appendix No. 9. *Specimens register on an internship in a given field of study*

Appendix No. 10. *Survey specimen on evaluating internships for students on the website of DSW University of Lower Silesia in Wrocław*