**Ordinance No. 59/2024**

**of the Dean of the Faculty of Applied Studies**

**of University of Lower Silesia DSW in Wrocław**

**of September 30, 2024**

 *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:
2. rules and duration of implementation,
3. assessment criteria
4. deadlines,
5. obligations of Students undertaking such internships and their supervisors
6. Terms used in this procedure mean
7. **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,
8. **Host Institution for the internship** - the entity (facility, business entity, institution, organization, etc.) where the Student undertakes the internship,
9. **Internship Supervisor from the Host Institution** – a person employed by the internship provider, appointed by them to ensure the proper execution of the internship,
10. **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,
11. **University** – University of Lower Silesia DSW in Wrocław,
12. **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:
2. corresponds to the nature of the studies in a given field,
3. enables the achievement of the intended learning outcomes specified in the course syllabus for the given field of study.
4. **The internship aims to:**
	1. deepen and broaden the knowledge acquired in didactic classes and develop the skills to apply it,
	2. 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,
	3. deepen knowledge about the industry in which the internship provider operates,
	4. create conditions for the activation of students in the labor market.
5. **The primary goal of the internship at the Host Institution is:**
	1. familiarizing the student with the specifics of work in the institution,
	2. enabling the practical application of knowledge and skills acquired during university courses,
	3. acquiring and developing professional competences,
	4. achieving learning outcomes in the areas of knowledge, skills, and social competences assigned to internships,
	5. preparing students for work in institutions related to their field of study.
6. 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:
	1. 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,
	2. alignment of the scope of the internship and educational goals (learning outcomes) of the student,
	3. the tasks performed during the internship meeting the real needs of the employer,
	4. appropriate working conditions and equipment at the internship site,
	5. an effective role of the University Internship Supervisor,
	6. 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.

1. During the internship period, the student must have personal accident insurance (NNW), obtained individually.
2. The University of Lower Silesia DSW in Wrocław does not reimburse any costs associated with the student's internship.
3. 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.
4. 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:
3. the functioning of the institution and its organizational structure,
4. the legal foundations of the institution’s operations,
5. management and work organization principles,
6. occupational health and safety (OHS) training,
7. tasks related to the student’s field of study and the learning outcomes specified in *the Internship Program and regulations*.
8. 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:
3. individual internships,
4. employment under an employment contract or civil law agreements,
5. running one's own business,,
6. other forms of activity – internships, volunteering.
7. 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:
8. participation in scientific and research work carried out under the supervision of academic teachers at the University of Lower Silesia DSW in Wrocław,
9. participation in projects commissioned to the University of Lower Silesia DSW in Wrocław,
10. work in the administrative units of the University of Lower Silesia DSW in Wrocław.
11. Students must submit documentation of their internship progress to the Career and Internship Office within 14 days of its completion
12. 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.
13. 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.
14. The University Internship Supervisor is responsible for granting the final approval mentioned in § 4 sec. 6.
15. 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 of **the University Internship Supervisor** include, in particular:
2. introducing students to the internship,
3. familiarizing students with the goals and program of the internship, as well as the rules for completing and passing it,
4. reviewing requests to add a new Host Institution to the internship database for the academic year,
5. jointly resolving organizational and procedural issues related to the internship with the student and the Host Institution, as well as resolving any disputes that may arise
6. checking the formal and substantive correctness of the Internship Log or the Request for Internship Approval based on a certificate of employment/operating a business/engaging in other forms of activity (Annex 8 to this ordinance), including verifying the achievement of learning outcomes by the Host Institution's Internship Supervisor,
7. recording the internship approval (as mentioned in § 4 sec. 6) in the USOSweb system based on the Internship Log or the Request for Internship Approval submitted by the student Studenta.
8. If a student reports any non-compliance with the Internship Program and regulations or the internship agreement by any party involved, the University Internship Supervisor is required to contact the Internship Supervisor at the Host Institution and provide recommendations, indicating a deadline for their implementation. This process is supervised by the University. If necessary, an inspection of the internship site may be conducted to verify the recommendations. If a negative evaluation is given, the University Internship Supervisor informs the Career and Internship Office, and the organizer is excluded from the professional internship database for the following academic year.
9. In case of serious violations, the University Internship Supervisor may submit a request to the Director of the Career and Internship Office to terminate the internship agreement. If it is possible to approve part of the internship based on achieved learning outcomes from the first site, the next internship program may cover the remaining outcomes. It is crucial that the student achieves all the intended learning outcomes 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. after receiving from the student the "Internship Agreement" (Annex 5 to the ordinance), preparing the "learning outcomes verification agreement" (with the Internship Supervisor from the Host Institution – Annex 6 to the ordinance or with the company – Annex 7 to the ordinance) and forwarding it to the Host Institution's Internship Supervisor,
	3. after receiving from the student the signed "Internship Agreement" (Annex 5), submitting it for signature by the Director of the Career and Internship Office and forwarding 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: a) obtaining and distributing current offers for internships, traineeships, employment, and volunteer work for students and graduates, b) providing information and advice on contests, scholarships, and non-formal educational opportunities aimed at students and graduates, c) offering support for students in difficult personal, psychological, or professional situations through lifelong career counseling services.
	10. supporting the education process for students with disabilities: a) identifying the educational support needs of students with disabilities, b) providing support to students with disabilities (e.g., lending equipment, outsourcing tasks), c) offering educational and career counseling services for students with disabilities.
2. Publishing on the Career and Internship Office’s website the Internship Evaluation Survey for students. The template for the survey is provided as Annex 10 to this ordinance.
3. In cases where a student will have contact with minors during the internship, as indicated by the Host Institution in the "Internship Agreement," the Career and Internship Office is responsible for fulfilling the tasks outlined in the University Rector's Ordinances No. 46 and 47 regarding the implementation of the Standards for the Protection of Minors.
4. The Career and Internship Office prepares an annual report on the implementation of internships for the academic year, including conclusions from student and supervisor evaluations from Host Institutions. The report is submitted to the Faculty Commission for the Evaluation of Teaching Quality by November 15 each year and includes conclusions regarding:
	1. the compatibility of the internship with the character of studies in the given field,
	2. compliance with the internship schedule as specified in the agreement,
	3. the nature of tasks assigned to students, their importance, relevance, and consistency with the internship program,
	4. the student’s adherence to workplace discipline and order at the internship site,
	5. the Host Institution’s fulfillment of obligations under the internship agreement.
5. The Career and Internship Office submits the report on the completion of internships to the Dean at the end of each academic year.

§ 7

1. **The tasks of the Student during the internship include**
2. Collecting the "Internship Referral" (Annex 3 to the ordinance) from the University Internship Supervisor and submitting it to the Host Institution.
3. Submitting the signed "Internship Agreement" (Annex 5 to the ordinance) to the Career and Internship Office at least 7 days before the start of the internship.
4. Downloading and printing the "Internship Log" from the University’s website.
5. Keeping a systematic, thorough, and legible record of the "Internship Log," allowing the student to meet the formal and substantive requirements of the internship as specified in the "Internship Program and Regulations."
6. Expanding the knowledge gained during studies and applying it in practice.
7. Familiarizing oneself with the nature, regulations, organizational structure, tasks, and operating principles of the Host Institution.
8. Familiarizing oneself with the scope of work performed by employees at the Host Institution, as well as their methods, forms, and tools of work.
9. Complying with the organizational regulations of the Host Institution.
10. Performing the assigned duties diligently and carefully during the internship.
11. Adhering to the established work discipline and order at the Host Institution.
12. Following occupational health and safety (OHS) and fire safety rules.
13. Maintaining confidentiality regarding business and state secrets, as well as the protection of data confidentiality as specified by the Host Institution.
14. Observing and actively participating in the activities conducted by the Internship Supervisor from the Host Institution and other employees.
15. Familiarizing oneself with the documentation handled by employees of the Host Institution.
16. Carrying out tasks assigned by the Internship Supervisor from the Host Institution.
17. Developing skills necessary for future professional work (e.g., analytical, organizational, teamwork, and establishing contacts) and preparing for independence and responsibility for assigned tasks.
18. Enhancing one’s ability to work independently.
19. Submitting to random inspections and observations carried out by the University Internship Supervisor.
20. Submitting the completed Internship Log to the Career and Internship Office within 14 days of completing the internship.
21. Completing and submitting the Internship Evaluation Survey for students available on the website of the Career and Internship Office.
22. Preparing and completing additional tasks/projects/portfolios if required by the specific internship program.
23. Presenting documentation confirming the fulfillment of additional requirements set by the Host Institution’s Director, if necessary. Any costs related to fulfilling these requirements are borne by the Student.
24. If the student will have contact with minors during the internship, as indicated by the Host Institution in the "Internship Agreement," the student must submit additional documents specified in the University Rector’s Ordinances No. 46 and 47 regarding the Standards for the Protection of Minors.

During the internship, the student is subject to both the workplace regulations and university regulations.

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 the internship location, e.g., from the database of employers (Host Institutions) of the Career and Internship Office available at the Career and Internship Office and/or in the USOS system (Career Office module – www.biurokarier.edu.pl) or proposes an employer (Host Institution) to the University Internship Supervisor.
3. The University Internship Supervisor verifies the proposed employer for the possibility of achieving the learning outcomes required for the internship. The University Internship Supervisor may suggest adding the employer to the database (Host Institutions) on the "Employer Submission Form" (Annex 2 to this Ordinance). In Part B of the "Employer Submission Form," the University Internship Supervisor assesses the new employer in terms of the student's ability to achieve the intended learning outcomes for the internship.
4. After the internship location is approved by the University Internship Supervisor, the student collects the "Internship Referral" (Annex 3 to this Ordinance) and downloads the "Internship Agreement" (Annex 5 to the Ordinance) and the "Internship Log" (Annex 4 to this Ordinance) from the University's website – "Student and Doctoral Zone" / "Career and Internship Office" / "Internships – rules and documents" or submits the "Request for Internship Credit based on employment certification / conducting business activity / engaging in other forms of professional activity" (Annex 8 to this Ordinance).
5. Internship credits, as specified in § 4 sec. 2 item 1 or § 4 sec. 3, are granted by the University Internship Supervisor based on the "Internship Log" (Annex 4 to this Ordinance).
6. Internship credits, as specified in § 4 sec. 2 items 2–4, are granted by the University Internship Supervisor upon submission of the written "Request for Internship Credit based on employment certification / conducting business activity / engaging in other forms of professional activity."
7. Along with the "Internship Log," the student submits proof of completing the Student Internship Evaluation Survey available on the Career and Internship Office website at the University of Lower Silesia DSW.
8. The Host Institution (selected employer) reviews the "Internship Referral." It fills out, signs, and returns the "Internship Agreement" (Annex 5 to this Ordinance) to the student.
9. The student submits the signed "Internship Agreement" to the Career and Internship Office no later than 7 days before the internship start date.
10. Based on the "Internship Agreement," the Career and Internship Office enters the Host Institution's details into the USOS system's Internship module and concludes the "Internship Agreement" (with the Internship Supervisor from the Host Institution – Annex 6 to the Ordinance or with the company – Annex 7 to the Ordinance).
11. Students who will have contact with minors during their internships, as indicated by the Host Institution in the "Internship Agreement," must provide additional documents specified in the Rector's Ordinances No. 46 and No. 47 of the University of Lower Silesia DSW concerning the implementation of the Standards for the Protection of Minors.
12. The student completes the unpaid internship according to the study program for the respective field of study and maintains the "Internship Log" (Annex 4 to this Ordinance), in which the student: a) records the internship schedule with tasks allowing for the achievement of the intended learning outcomes for the internship program in the field of study; b) obtains confirmation of the start and end of the internship (stamp of the institution and the signature of the Internship Supervisor from the Host Institution); c) documents the achievement of the learning outcomes (knowledge, skills, and social competences) assigned to the internship program in the field of study.
13. The Host Institution may impose additional requirements before accepting a student for the internship. These may include the necessity for the student to have current insurance (e.g., presented by an insurance policy) valid during the internship or current sanitary-epidemiological examinations. The student must meet the requirements set by the Host Institution to start the internship.
14. No later than 14 days after the end of the internship, the student submits the Internship Log to the Career and Internship Office, along with proof of completing the Student Internship Evaluation Survey.
15. The University Internship Supervisor enters the grade or approval for the internship into the USOSweb protocol. Based on this, the Career and Internship Office approves the internship in the USOS system's Internship module, confirming the completeness of the internship documentation.
16. The formally and substantively checked internship documents are submitted to the Dean's Office by the Career and Internship Office. The Internship Agreements are archived at the Career and Internship Office for six years and then transferred to the University Archives. Settlement documents are submitted to the Bursar's Office (internship agreement with an 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
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.

1. The Host Institution is not in liquidation or bankruptcy

§ 10

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

1. Assigning tasks to the student consistent with the "Internship Program and Regulations," necessary to achieve the intended learning outcomes for the field of study.
2. Confirming the tasks performed by the student during the internship (as recorded in the Internship Progress Card, part of the Internship Log).
3. Verifying the student's achieved learning outcomes (Assessment of the extent to which the student achieved the learning outcomes, part of the Internship Log).
4. 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).
5. 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).
6. Compiling a report on the verification of the student's learning outcomes at the Host Institution, following the completion of the internship

§ 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 grade and opinion are recorded by the Internship Supervisor in the Internship Log.
4. The University Internship Supervisor approves the internship (by recording it in the USOSweb system) based on the Internship Log submitted by the Student within the deadlines set by the academic calendar: by February 28 for the winter semester and by September 30 for the summer semester.

§ 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 upon signing.

Dean of the Faculty of Applied Studies



dr Joanna Minta, prof. UD DSW

**List of attachments to the ordinance**

Attachment No. 1. Program and regulations for the internship

Attachment No. 2. Employer registration form

Attachment No. 3. Internship referral

Attachment No. 4. Internship logbook

Attachment No. 5. Agreement on the implementation of the internship

Attachment No. 6. Internship agreement with the Internship Supervisor from the Receiving Institution

Attachment No. 7. Internship agreement with the company

Attachment No. 8. Application for the recognition of the internship based on a certificate of employment / running a business / engaging in other forms of professional activity

Attachment No. 9. Sample internship register for the field of study

Attachment No. 10. Sample internship evaluation questionnaire for students on the University of Lower Silesia DSW website