

**WSG University
in Bydgoszcz**



**RULES AND REGULATIONS FOR
STUDENT INTERNSHIPS**

Bydgoszcz, 01.10.2024

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LEGAL BASIS

§ 1

1. Internships applicable at the WSG University are regulated by the present Rules and Regulations for Student Internships, hereinafter referred to as the Rules and Regulations, drawn up on the basis of the following legal acts:
 - 1) Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws from 2018, item 1668, as amended),
 - 2) Act of 13 May 2016 on Counteracting Sexual Crime Threats and Protection of Minors (Journal of Laws of 2016, item 862, as amended),
 - 3) Minister of Science and Higher Education Directive of 27 September 2018 concerning studies (Journal of Laws from 2018, item 1861, as amended).
 - 4) The Statute of the WSG University,
 - 5) The Rules and Regulations for Studies of the WSG University.

GENERAL PROVISIONS

§ 2

1. The terms used throughout the Rules and Regulations shall mean:
 - 1) University – WSG University,
 - 2) Internship – student internship,
 - 3) Internship Provider – e.g. institution, firm, the place where the internship is conducted ensuring conditions for a given scope of vocational activity.
2. Internship is an integral part of the program of studies and is obligatory for the students of the first and second cycle of studies, as well as of the long-cycle of studies.
3. Internship stipulated in the program of studies, plays a significant role in the process of vocational preparation of the future graduates, contributing to the development of activity and entrepreneurship of students, as well as practical application of the acquired knowledge.
4. The students of the University realize internship in the course of studies depending on the chosen area and field of study. The document stipulating the type of

internship, detailed objectives, required documentation for the recognition of internship, is the internship program.

5. It is admissible to introduce separate rules and regulations for internship in view of external formal requirements and the specifics of the field of study.
6. The term of realization, the scope of internship, and the number of ECTS awarded for the recognition of internship, is stipulated by the program of study.
7. The hours of internships are calculated according to teaching hours, that is, one hour of internship lasts 45 minutes.

OBJECTIVES OF INTERNSHIPS

§ 3

1. Internship fulfils the following objectives:
 - 1) Acquiring knowledge by the student, shaping skills and social competences indispensable for the future professional work, including analytical and organizational skills, teamwork, self-presentation, interpersonal skills, negotiation skills, and also preparing the student for self-reliance and responsibility for tasks entrusted with them, as well as building readiness for learning.
 - 2) Deepening knowledge within specific branches of economy, getting to know the principles of organization and mechanisms of functioning of companies and institutions, state government and local government administration, European Community organs and other entities. Internship can be conducted at an economic entity or institution of the student's choice, in the home country or abroad, the profile of activity of which makes it possible for the student to realize the learning objectives/outcomes pertaining to internship.
 - 3) Creating conditions for vocational activation of students on the labor market.

SUPERVISION AND RECOGNITION OF INTERNSHIP

§ 4

1. Supervision of the course and recognition of internship is conducted by the University, whose obligation during the course of internship by the student is

establishing the internship program and making it available for students, didactic, educational and organizational supervision over the course of internship, as well as evaluation of the course of internship and its recognition.

2. The person directly responsible for the substantive level and recognition of internship is the substantive internship supervisor on behalf of the University, hereinafter referred to as the supervisor.
3. It is admissible to introduce detailed requirements concerning educational background, professional experience or eligibility of supervisors for given areas of study.
4. Additional form of supervision over the course of internship is inspection conducted by the internship supervisor within a given area of study. The principles governing the course of inspection are stipulated in separate internal regulations.

FORMS OF INTERNSHIP REALIZATION

§ 5

5. The student of the WSG University may choose one of the three possibilities of realizing of any type of internship:
 - 1) internship at the place of the student's choice, after prior acceptance by the internship supervisor,
 - 2) internship at the place indicated by the internship supervisors or by the Section of Practical Education, including University units fulfilling the conditions proper for a given scope of professional activity,
 - 3) the University may recognize professional work performed by the student, conducted traineeship or the student's own economic activity, as internship, provided that the scope of duties at a given position enables the student to gain learning outcomes stipulated in the internship program.

ORGANIZATION, COURSE AND DOCUMENTATION OF INTERNSHIP

§ 6

1. The basis for commencing the internship is an agreement concluded between the University and the Internship Provider.
2. The basis for recognizing the internship is:
 - 1) the report from the conducted internship approved by the Internship Provider, the so called Internship Form, which the student fills in by means of his account in the Internet System of Study Process Administration (iSAPS),
 - 2) submitting documents, which result from detailed internship programs within a given area and field of study, to the internship supervisor acting on behalf of the University.
3. In the case of lack of possibility of submitting in person the original version of the Internship Form and other documents required by the internship program in order to obtain the credit, the substantive supervisor may agree for sending the documents by traditional post or via electronic mail. In the case of sending the documents via electronic mail, the student is obliged to deliver the original documents to the internship supervisor without delay.
4. In the case of internship abroad, the documentation of conducted internship, including the Internship Form, should be issued in a language accepted by the Internship Provider (the English language being preferred) and in a language in which the studies are conducted.
5. The student undertakes to realize the internship in accordance with the stipulated program, and moreover to:
 - 1) observe the principles of internship realization stipulated by the University,
 - 2) observe the work order and discipline established by the Internship Provider,
 - 3) observe occupational safety and fire protection regulations,
 - 4) observe the principles of keeping trade and state secret,
 - 5) observe the provisions of personal data protection which result from the Act on personal data protection of 10 May 2018 (Journal of Laws from 2018, item 1000, as amended), provisions which result from the Act of 13 May 2016 on Counteracting Sexual Crime Threats and Protection of Minors (Journal of Laws

2016, item 862, as amended) and other regulations within the scope stipulated by the Internship Provider.

§ 7

1. In the case of internships in the scope of activities related to upbringing, education, recreation, treatment, provision of psychological counseling, spiritual development, practicing sports or pursuing other interests by minors, or caring for them, the student is obliged to submit to the Internship Provider information from the National Criminal Register regarding crimes specified in Chapter XIX and XXV of the Penal Code, in Article 189a and Article 207 of the Penal Code and in the Act of 29 July 2005 on Counteracting Drug Addiction (Journal of Laws of 2023, item 1939), or for prohibited acts corresponding to these crimes specified in the provisions of foreign law.
2. Detailed rules for obtaining the information referred to in paragraph 1 are included in the internship programmes.

FINAL PROVISIONS

§ 8

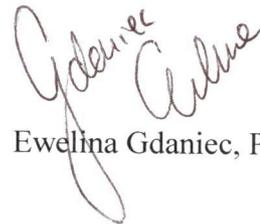
1. In the case of gross violation of work discipline by the student, the Internship Provider may demand the University to dismiss the student from the internship, which may result in submitting the case to the Disciplinary Committee of the University.
2. In the case of gross violation by the Internship Provider of the Rules and Regulations for Student Internships, safety rules, the rules and regulations applicable at the place of conducted internship, the University dismisses the student from the internship.
3. The University does not cover the costs connected with the organization of internship.
4. In exceptional situations, when the Internship Provider introduces fees for internship, the student is additionally obliged to obtain the University permission to commence the internship at a given entity.
5. Student internship is free of charge.

6. In the case when the Internship Provider decides about the possibility of remuneration for work done by the student during the course of internship, appropriate agreement shall be concluded between the Internship Provider and the student, without the University involvement.
7. In the matters not stipulated by the present Rules and Regulations, the Rules and Regulations for Studies shall apply.

§ 9

The provisions of the present Rules and Regulations come into force on 1 October 2024.

Vice-Rector for Education

A handwritten signature in black ink, appearing to read 'Ewelina Gdaniec', written in a cursive style.

Ewelina Gdaniec, PhD