



**Rules and Regulations of obligatory student internships
at the Faculty of Polish and Classical Philology at the
University of Adam Mickiewicz in Poznań**

§ 1 General provisions

1. Compulsory student internships constitute an integral part of the study plan and the educational process. The student internship is subject to the assigning of ECTS credits.
2. Failure to obtain credit for the completion of the internship makes it impossible to obtain a diploma of graduation from the University of Adam Mickiewicz.
3. The Rules and Regulations when it comes to completing the internship apply to full-time and part-time students studying in the Departments of the Faculty of Polish and Classical Philology at University of Adam Mickiewicz (hereinafter referred to as the Faculty).
4. There are two types of internships at the Faculty – the pedagogical (didactic) internship assigned exclusively to the teaching specialisation and the professional internship (belonging to other specialisations and majors).
5. These Rules and Regulations determine the organisation of internship, including the objectives, forms and time span of the internship, credit qualification requirements and the responsibilities of students and intership supervisors.
6. Detailed Rules and Regulations of each and every intership are regulated in the intership programmes of each specialisation and major.

§ 2 Legal basis

1. As of the Act of 27th July 2005 on the Law of Higher Education (Journal of Laws No. 164, item 1365 as amended/ Journal of Laws of 23rd May 2012 item 572).
2. Regulation of the Minister of Science and Higher Education of 16th September 2016 on the documentation of the course of studies (Journal of Laws 2016 item 1554).
3. Regulation of the Minister of Science and Higher Education of 25th July 2019 on the standard of education when it comes to fulfilling the requirements for the teaching profession (Journal of Laws 2019 item 1450).
4. The Rules and Regulations of the University of Adam Mickiewicz in Poznań (consolidated text based on Resolution No. 222/2018/2019 of the University of Adam Mickiewicz Senate of 29th April 2019 and Resolution No. 296/2018/2019 of the University of Adam Mickiewicz Senate of 29th June 2019).
5. Order No. 144/2020/2021 of the Rector of University of Adam Mickiewicz in Poznań of 12th October 2021 on the organisation of compulsory student internships.

§ 3 Internship objectives

1. Student internships are primarily aimed at:
 - a. the practical application and verification of the knowledge acquired during the studies, taking into account the realisation of all the learning outcomes stipulated in the educational programme for the field, specialisation and level of study, as well as the acquisition of new knowledge and new skills useful in future professional work;
 - b. learning about the organisational structure and functioning mechanisms of the Institution/ Company;
 - c. shaping skills necessary for future professional work, including but not limited only to organisational, interpersonal and communication skills;
 - d. improving own working skills, independence and responsibility for assigned tasks;
 - e. collecting - with the consent of the authorities of the hosting Institution - materials and information for the diploma thesis;
 - f. creating favourable conditions for students' professional activation in the labour market.

§ 4 Time frame and amount of hours for the realisation of internships

1. Internships shall be carried out in a time period not shorter than that specified in generally applicable laws, provided that such laws stipulate such requirements.
2. The type and amount of hours of the internship and the period of study which it should be completed in are specified in the curricula and study plans for a given specialisation/ major.
3. The time frames and dates of the internships are communicated to students: in the semester (full-time studies) or academic year (part-time studies) when the internship has started.
4. The completion of the internship must not interfere with other classes in the course of study.

§ 5 Manner and place of realising the internship

1. The internship may take the form of:
 - a) An organised internship - the student completes the internship in an institution/ organisation indicated by the Supervisor of the specialisation/major.
 - b) An individual internship - the student chooses the internship location on his/her own (or uses the faculty internship database) and initiates the signing of a professional practice agreement with the Institution/ Company employer, and the faculty exercises substantive and organisational supervision over the course of the internship;
 - c) Being employed on the basis of an employment contract or civil-law agreement for a period of at least one month at the Institution/ Company on a position consistent with the profile of the field of study and the specialisation/ professional specialisation pursued.
 - d) Being a sole trader in accordance with the educational profile of the field of study;
 - e) An internship or volunteer work, if the nature is consistent with the requirements of the internship programme.
2. The internship may be completed at home and abroad in Institutions and Companies engaged in activities that make it possible to achieve the assumed learning outcomes.
3. The internship may also be carried out in organisational units of the University, provided that the nature of the activities performed by the student is consistent with the requirements of the internship programme corresponding to the profile of the field of study and the specialisation/ professional specialisation and make it possible to achieve the assumed learning outcomes.
4. In justified cases, the student may apply for a change of the date of the internship or postpone the internship to a different year than the one envisaged by the study programme.
5. The approval for a change of the internship or postponement is given by the Vice-Dean

for Student Affairs and Education.

§ 6 Costs and insurance

1. The Faculty does not reimburse any costs to the student for the internship.
2. If the hosting Institution decides that the student may receive a remuneration for the work performed during the internship, a relevant agreement is concluded between the Institution/Company and the student without the intermediation of the Faculty.
3. During the period of the internship, the student is obliged to have valid accident insurance providing, inter alia, protection against the consequences of accidents at work. The document confirming the possession of accident insurance should be submitted to the Institution/ Company at the time of the student's admission for the intership.
4. If the student does not have the aforementioned insurance, he/she is obliged to notify the Academic Supervisor of the internship at the beginning of the academic year when the internship is to be realised.

§ 7 Realisation of the internship

1. The basis for the realisation of the internship shall be an agreement concluded between the University and the Institution/ Company hosting the intern.
 - a. The agreement is signed in two copies;
 - b. The agreement shall be signed on behalf of the Faculty by the Vice-Dean for Student Affairs and Education, and on behalf of the workplace by the Director or a representative of the Institution authorised to represent it in matters related to student internships;
 - c. One completed and signed copy of the agreement remains with the employing establishment, while the other should be handed over to the Dean's Representative for Student Internships prior to the commencement of the internship;
 - d. The agreement is not concluded in the case of internships undertaken in organisational units of the University of Adam Mickiewicz - in such case, written information on the unit of the University where the internship is being carried out should be provided to the Proxy.
2. Detailed aims and conditions of student interships are included in the internship programmes appropriate for individual majors, specialisations and fields of study.
3. Prior to the commencement of the internship, the student should agree the conditions of the internship with the supervisor at the hosting Institution, which will enable the achievement of the learning outcomes set for the internship.
4. The student is subject to the Rules and Regulations of the host Institution/ Company.
5. During the internship, the student's immediate supervisor is the supervisor appointed by the management of the Institution/ Company.
6. The student is obliged to complete the internship in accordance with the agreed programme, and moreover to:
 - a. observe the work order and discipline established in the workplace;
 - b. to observe the principles of safety at work and fire protection;
 - c. observe the principles of official and state secrecy and protection of confidentiality of data to the extent defined in the workplace,
 - d. observe the principles of student ethics adopted by the community of the Faculty of Polish and Classical Philology.
7. At the request of the Institution/ Company where the student is carrying out his/her internship, the University may dismiss the student from the internship if he/she violates the rules of the Institution/ Company.

§ 8 Internship approval conditions

1. The credit is awarded on the basis of fulfilment of the tasks and programme of a specific internship.

2. The student obtains credit on the basis of the submitted documentation and an interview with the Academic Supervisor, which allows confirmation of the learning outcomes set for the internship.
3. The credit for the internship is confirmed by the supervisor's entry of the grade in the USOS system and the signing of a confirmation of the internship.
4. The final credit for the internship is awarded once in the course of the study, after the internship supervisor provides the Proxy with a signed confirmation of completion of the obligatory number of hours of the internship, including a full list of the Institutions/ Companies where the internship was carried out. Information on the place and duration of the internship is taken note of in the Diploma Supplement.
5. A student applying for credit for part or all of the internship listed in § 5 item 1 from c-e is required to submit an application:
 - a. and – if work/volunteer work/internship has been carried out in the past - documents confirming employment, evaluation and description of duties and responsibilities;
 - b. in the case of work/volunteer work/internship not completed, a certificate of employment must be attached.

The Academic Internship Supervisor assesses the extent to which the learning outcomes have been achieved when it comes to the realisation of the internship.
6. Failure to pass the internship - in accordance with the study programme - is tantamount to the necessity of repeating it and failing the year.
7. A student who has not completed or documented all of the internship required in the study plans is not admitted to the diploma examination.

§ 9 Responsibilities of organisers and interns

1. The organisation of student internships is supervised by the Dean's Representative for Student Internships.

In particular, the duties of the Proxy include:

- a. supervising the organisation and conduct of the internship in terms of its compliance with the agreement, the internship programme and the regulations in force in this regard, in particular these Rules and Regulations;
- b. coordinating the work of academic supervisors;
- c. keeping records of agreements,
- d. keeping records of students who have completed internships;
- e. creating and systematically supplementing the database of internship sites;
- f. compiling documentation when it comes to the organisation, conduct and completion of student internships;
- g. updating information on internships posted on the Faculty's website;
- h. submitting an annual report on the completion of student internships, within one month before the end of the academic year (by 30th November), to the Dean of the Faculty.

2. The Head of the Department/ Faculty shall appoint an academic teacher responsible for the supervision of internships carried out within the specialisation/major.

The duties of the Academic Internship Supervisor include in particular:

- a. developing an internship programme in line with the learning outcomes for the course of the study and specialisation;
 - b. organising and conducting an information meeting (familiarising students with the Rules for Compulsory Student Internships at the Faculty; with the internship programme; and with the applicable circulation of documents);
 - c. verifying the statements on accident insurance and passing the information to the Dean's representative;
 - d. accepting the internship proposed by the student;
 - e. monitoring the course of the professional internship and randomly participating in the classes conducted by students;
 - f. holding the student accountable for the achievement of learning outcomes in accordance with the student professional internship programme;
 - g. receiving and processing and recording applications for credit for the internship or part of it;
 - h. entering grades into the USOS system and signing confirmations of successful completion of the internship;
 - i. submitting an annual report on the completion of the internship, within one month before the end of the academic year (by 31st October), to the Dean's Representative for Student Internships.
3. The Director of the Institution/Company shall appoint the employee under whose supervision the internship is carried out.

The responsibilities of the Company Internship Supervisor include, in particular:

- a. arranging a detailed internship plan that allows the student to achieve the learning outcomes set out in the internship programme and to gain a multidimensional understanding of the work in the Institution;
 - b. discussing with the student the tasks performed by the student;
 - c. supervising the implementation of the internship plan and providing assistance in the preparation and implementation of the student's activities;
 - d. drawing up an opinion on the course of the internship and to issue an assessment taking into account the degree to which the student has achieved the objectives and tasks specified in the internship programme, allowing the student to achieve the assumed learning outcomes;
 - e. reporting irregularities in the course of the internship to the Academic Supervisor or the Company Supervisor.
4. The responsibility of the student completing the internship includes, in particular:

- a. participating in the meeting organised by the Academic Supervisor of the internship concerning the organisation of the internship, documentation of the internship and the conditions for passing the internship;
- b. choosing the place/location for the internship;
- c. downloading the relevant attachments from the Faculty website (Internships tab);
- d. systematically completing the necessary documents of the course of the internship in

the internship logbook;

- e. submitting to the academic counsellor of the internship an application and appropriate attachments if the student applies for partial or full credit for the internship in the form specified in § 5 point 1/from c-e;
- f. submitting to the counsellor of the internship (by the date designated by the counsellor) correctly completed documentation constituting the basis for the student's credit for the internship;
- g. submitting to the Proxy a confirmation of the completion of the internship - including all the places where the internship has been completed - with the approval of the Academic Supervisor;
- h. worthy representation of the Faculty at the Institution where the internship was carried out.

§ 10 Interim provisions and final provisions

1. The provisions of these Rules and Regulations apply to all students of the Faculty.
2. Matters not covered by these Rules and Regulations and matters in dispute shall be decided by the Dean of the Faculty.
3. The Rules and Regulations enter into force on the day of publication.

Attachments:

1. Declaration of insurance.
2. Agreement concerning the organisation of student internship.
3. Information about the internship in an organisational unit of the University of Adam Mickiewicz.
4. Confirmation of completion of internship.
5. Questionnaire for the employer.
6. Questionnaire for the student.
7. Application for credit for internship on the basis of professional work/volunteer work/business activity.
8. Certificate of employment.
9. Confirmation of successful completion of internship (for the Diploma Supplement).
10. Annual Internship Progress Report of the Academic Internship Supervisor.