

The Rules and Regulations of Student Internships at the University of Economics in Katowice

Mandatory student internships

§ 1

1. Mandatory student internship (hereinafter referred to as "mandatory internship") is part of the educational process at the University of Economics in Katowice (hereinafter referred to as the "University") and is subject to credit. The mandatory internship is directly related to the curriculum of each study program.
2. Supervision of a mandatory internship shall be exercised by a thesis supervisor (hereinafter referred to as supervisor) or a person appointed by the Dean (in the absence of a supervisor).
3. Students with special needs (with a disability certificate or equivalent) shall specify with a supervisor and a host institution the internship program, considering the degree of their disability.
4. The organizational supervision of a national internship is carried out by the Office for School of Undergraduate and Graduate Studies (Student Services), hereinafter referred to as Student Services.
5. Whenever these Rules and Regulations refer to:
 - 1) a Dean, the Dean of the School of Undergraduate and Graduate Studies is meant,
 - 2) Student Services, the Office for School of Undergraduate and Graduate Studies (Student Services) is meant,
 - 3) internship host, institution or organizational unit of the University that accepts the student as an intern is meant.
6. Withdrawal of a student from a mandatory internship at the request of an internship host, for reasons attributable to the student, equals to obtaining no credit.
7. Withdrawal from a mandatory internship for reasons beyond the control of a student should be reported by the student in writing or via e-mail to Student Services, immediately after the occurrence of such an event.
8. Failure to pass an internship equals the necessity to repeat it at a time appropriate with a curriculum.
9. In case the student has contact with minors during the placement, the student is obliged to comply with the requirements under the Act of 13 May 2016. on counteracting the threat of sexual offences and the protection of minors.

Organization and course of an internship

§ 2

1. Student chooses an institution or organizational unit of the University that is willing to accept them as a mandatory intern.
2. The duration of a mandatory internship is:
 - 1) one month (at least 120 hours) – for general academic courses,
 - 2) 6 months (at least 720 hours) – for practical courses during undergraduate studies,
 - 3) 3 months (at least 360 hours) – for practical courses during graduate studies,
 - 4) 3 months (at least 300 hours) – for International Business graduate study program,
 - 5) 1 month (at least 120 hours) – for Finance and Accounting for Business graduate study program,
 - 6) 2 months (at least 240 hours) – for Financial Auditing graduate study program.
3. Mandatory internships in general academic courses are held during the period free from teaching. In justified cases, the Dean may give permission for the internship to take place during a different period.
4. A student is required to prepare an "Agreement on mandatory student internship", hereinafter referred to as an Agreement (the template of the document can be downloaded from the Student Services website after completing an electronic form), which is the basis for an internship. It is a three-party agreement. The parties to the Agreement are the University, the internship host and the student. The Agreement, signed by the student and the internship host, the student then delivers to Student Services to obtain a signature from the University. The student is required to obtain the approval of their supervisor before submitting the Agreement to Student Services.
5. In the event an internship host uses a different agreement template, it may still be grounds for the internship, provided the student is able to provide such a document to Student Services for formal and legal verification of the agreement by the University's legal counsel.
6. Internship host may enter into a separate agreement with a student for the duration of a mandatory internship. The detailed terms of the contract, including any remuneration, shall be determined by the parties to said contract.
7. If an internship takes place in the organizational units of the University, then the basis for a student's internship is the "Declaration of an organizational unit of the University on the admission of the student to a mandatory internship."
8. The statement referred to in (7) shall be signed by the Head of the receiving unit.

Conditions for successful completion of an internship

§ 3

1. To pass a mandatory internship, a student must fulfill the tasks formulated in the Agreement. In addition, the student should achieve the required learning outcomes during the internship, specific to their study program (list available on Student Services website).
2. The basic document required to pass an internship is the Internship Completion Form.

3. A student prepares the Internship Completion Form (a template can be downloaded from the Student Services website after completing the electronic form), which the student is required to complete, and then obtain confirmation of the internship by the authorized representative of a host institution.
4. A student is required to obtain credit for an internship in the Internship Completion Form (previously signed by the student and the internship host) from their supervisor or a person designated by the Dean (in the absence of a supervisor).
5. The signature of a supervisor or a person designated by the Dean (in the absence of a supervisor) equals to the passing credit for the substantive side of the internship, which allows a student to be assigned ECTS points resulting from the study program.
6. A student is required to submit to Student Services the original Internship Completion Form completed in accordance with the provisions of (3)-(4), no later than 14 days from the date of completion of their internship.

Recognition of other student activities as a mandatory internship

§ 4

Students can apply for recognition of other activities as a mandatory internship, in particular when they:

- 1) are or have been employed, if the nature of such work meets the requirements of a curriculum and a student received credit for this activity as a mandatory internship granted by a supervisor and approved by the Dean. The required period of employment amounts to at least:
 - a) 3 months – for general academic study programs,
 - b) 9 months – for undergraduate practical courses study programs,
 - c) 6 months – for graduate practical courses study programs.
- 2) is or have been self-employed, if the nature of their self-employment meets the requirements of the study program, and a student have received credit for this activity as a mandatory internship granted by a supervisor and approved by the Dean. The required duration of their business operation is similar to (1).
- 3) have completed an internship abroad organized by the University or independently, which meets the requirements of a curriculum, and have received credit for this activity as a mandatory internship granted by a supervisor and approved by the Dean. The duration of the internship abroad is as follows:
 - a) 1 month – for general academic study programs;
 - a. 3 months – in the case of International Business graduate study program,
 - b. 2 months – in the case of Financial Auditing graduate study program,
 - b) 6 months – for undergraduate practical courses study programs,
 - c) 3 months – for graduate practical courses study programs.
- 4) have completed a student internship that meets the requirements of a curriculum and have received credit for this activity as a mandatory internship granted by a supervisor and approved by the Dean. The required duration of a student internship is similar to (3).

- 1) have completed a mandatory internship as part of their studies at another higher education institution at the same level of education. The conditions for crediting such internship are determined by the Dean at the request of a student at the beginning of the semester in which the internship should be credited.

Conditions for recognizing other activities as a mandatory internship

§ 5

1. The basic document for crediting other activities as a mandatory internship is the "Completion Form recognizing other activities as a mandatory internship", hereinafter referred to as the Completion Form.
2. A student prepares the Completion Form (the template of the document can be downloaded from the Student Services website after completing an electronic form). The student is required to complete it, and then obtain confirmation from an internship host where the other activity was carried out, in addition to obtaining credit for the activity from their supervisor.
3. The next step is to receive the Dean's approval on the Completion Form, recognizing the other activity as a mandatory internship.
4. The provisions of § 3 (6) are applied accordingly.

Internships abroad

§6

1. A student may complete a mandatory internship abroad.
2. An internship abroad can be carried out within the framework of international programs and three-party agreements.
3. In the case of internships carried out under international programs, a student may receive funding.
4. Organizational supervision of internships abroad is carried out by International Relations.
5. Recruitment rules for internships abroad for a given academic year are announced on the website of International Relations.
6. An internship abroad may last from 2 to 12 months, provided that the minimum number of hours equals 30 hours per week
7. In order to apply for an internship abroad, a student is required to:
 - 1) Complete an Application Form, along with the required documents (e.g. Learning Agreement), statements and confirmation from the internship host,
 - 2) obtain written permission from the Dean,
 - 3) obtain written approval from a supervisor (in the case of final year students).
8. The documentation referred to in (3) must be submitted to International Relations, observing the deadlines indicated on the website of International Relations.
9. A student is required to submit partial reports to International Relations during their internship.

10. Upon completion of the internship, a student is required to submit to International Relations the documents required for the international program (e.g., confirmation of the internship, Europass Mobility certificate, European Commission questionnaire).
11. In the case of internships carried out under three-party agreements, the provisions of (4)-(9) apply respectively, with the provision that the internship Agreement must be signed by a student, the University and an internship host.

Final Provisions

§ 7

1. Any issues regarding an internship should be reported in writing to the Dean within 30 days of becoming aware of the incident.
2. Amendments to these Rules and Regulations shall be made following the procedure applicable to their issuance.