

CONDUCTION AND FULFILMENT OF STUDENTS' INTERNSHIPS

1. Documents related to the procedure

- Regulations of Studies
- Study plans for degree programmes
- Resolution of the Faculty Council no. 35/1/45/2012 of January 25, 2012
- Internal Directive 72/2017 of June 12, 2017

2. Scope of the procedure

The procedure applies to all 1st cycle full-time and part-time students who commenced their degree programmes after October 1, 2012. The subject of the procedure is the method of selection of the internship organisation, the manner in which the internship is conducted, and the manner in which the internship is deemed to be fulfilled.

3. Description of actions to be taken according to the procedure

- 3.1. Students conduct their internships individually. Internships should take place during holidays. In justified cases, the Dean can grant their consent for an internship to be held during a semester on condition that the internship does not interfere with the student's participation in classes.
- 3.2. The minimum duration of an internship is specified in the degree programme plan.
- 3.3. The faculty does not incur the cost arising from students' conducting their internships. The student is obliged to take out a casualty insurance for the duration of their internship.
- 3.4. An internship can take place at a workplace (a domestic or foreign company or a scientific and research institution) indicated by the Plenipotentiary for Students' Internships or proposed by the student.
- 3.5. Before commencing an internship taking place during a holiday, the student should submit the following documents to the Plenipotentiary for Internships by June 30:
 - agreement on the organisation of internship made in two identical copies (one for each party),
 - framework plan of the internship agreed on with the company where the internship is to take place, including an engineering aspect,
 - copy of a personal document of casualty insurance taken out for the duration of the internship (original copy to be inspected by the Plenipotentiary for Internships).

The student can commence their internship after the framework plan of the internship has been approved by the Plenipotentiary for Internships relevant to the student's specialisation and after an agreement has been signed by the Workplace and the relevant Vice-Dean. The student's failure to submit the documents within the specified time-frame will prevent the conclusion of the agreement on the organisation of internship.

- 3.6. The Plenipotentiary for Internships submits the agreement on the organisation of internship to the Dean's Office. Upon inspection of the document, an employee of the Dean's Office gives it a number in accordance with ZW 72/2017, enters it in the register of agreements, and presents it to the Dean for signing.

- 3.7.** After completing the internship, no later than by October 31 of the year when the student conducts their internship, the student is obliged to submit the following documents to the Plenipotentiary for Internships:
- application for a credit for the internship,
 - opinion on the student who conducted the internship and confirmation of completing the internship,
 - report on the internship (2-3 pages).
- 3.8.** Based on the opinion with respect to the student conducting their obligatory internship and the report on the internship, the Plenipotentiary for Internships assesses the internship, taking the following aspects into account:
- skills acquired by the student during their internship,
 - solutions proposed/developed by the student during their internship,
 - timeliness of the student's submission of the set of documents to the Plenipotentiary for Internships.

The Plenipotentiary grants a credit for the internship in the electronic grade book and attests to it with their own signature on the student's application for a credit for the internship.

- 3.9.** Based on the opinion on the student conducting an additional internship and the report on the internship, the Plenipotentiary for Internships grants a credit for the internship in the electronic grade book and attests to it with their own signature on the student's application for a credit for the internship. Upon the student's request, the internship may be entered into a supplement to their diploma as an additional achievement.
- 3.10.** The student's conducting their own business operation may constitute grounds for granting them a credit for the obligatory internship on condition that the business operation is related to their field of study. In such an event, the student is obliged to submit to the Plenipotentiary for Internships an application for a credit for the internship along with documents attesting to the fact of their conducting business operation as well as the scope of this activity. Based on the documentation submitted, the Plenipotentiary makes a decision with respect to the possibility of granting a credit for the obligatory internship, and in the event the decision is positive, makes a relevant assessment.
- 3.11.** The student's gainful employment may constitute grounds for granting a credit for the internship on condition that the work is related to the student's field of study and has been performed by them for at least 3 months. In such an event, the student is obliged to attach to their application a certificate of employment or a document signed by their employer including information such as the company details, tenure, position held, and range of duties performed. Based on the documentation submitted, the Plenipotentiary makes a decision with respect to the possibility of granting a credit for the obligatory internship, and in the event the decision is positive, makes a relevant assessment.
- 3.12.** The documents concerning the internship conducted by the student are conveyed by the Plenipotentiary for Internships to a relevant employee of the Dean's Office.

4. Internship assessment criteria

The final grade for internship:

$$P = 0.4 * F1 + 0.4 * F2 + 0.2 * F3$$

where

F1 – forming grade given on the basis of the opinion about the student

F2 – forming grade given on the basis of the internship report

F3 - forming grade with respect to the timeliness of submitting a correct set of documents before and after the internship

4.1. In cases which are not regulated by this procedure, the decision is made by the Dean.

5. Persons in charge

- Vice-Dean for Internships
- Plenipotentiary for Internships in the Field of Study / Specialisation
- Appointed employee of the Dean's Office

6. Appendices

- Agreement on the organisation of the students' internships,
- Application for a credit for the internship,
- Form for the opinion with respect to the student who conducted the internship and confirmation of completing the internship,

Wrocław, (date)

.....
student's first name and surname

.....
address of residence

.....
field of study, specialization, year of study

.....
student's ID no.

**Vice-Dean
of the Faculty of Electronics
of Wrocław University of Science and Technology**

I kindly request for a credit of the internship carried out on the basis of (select appropriate):

- internship (i.e. Erasmus) (required attachments: B1, B2)
- gainful employment (required attachments: C1, C2)
- business activity (required attachments: D1, D2, D3)

Internship/work was carried out from to

Number of hours:

I declare that Wrocław University of Science and Technology did not incur any costs related to the internship.

Yours faithfully

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Attachments:

D3 - references (at least from one company)

B1 - internship certificate
B2 - report on the internship

C1 - certificate of employment or a document signed by employer with the requirements of point 3.11 of the regulations of student internships
C2 - report describing the work performed

D1 - documents attesting to the fact of operating business as well as describing its scope (i.e. excerpt from CEIDG/KRS/Regon)
D2 - report describing the business activities

