

**Rules and Regulations
of Students Internships
at the International University of Logistics and Transport
in Wrocław**

§1

General Provisions

1. Studies at the International University of Logistics and Transport in Wrocław include, according to educational standards, students internships, which constitute an integral part of the tuition process.
2. Rules and Regulations define the conditions for organizing students internships, their forms and kinds, time and locations, conditions for crediting, duties of participants and organizers of professional internships.
3. Students internships should be related to the tuition profile of the International University of Logistics and Transport in Wrocław.

§ 2

The objective of Students Internships

1. Internships aim at verifying theoretical knowledge acquired in the tuition process.
2. The objective of internships is to make students familiar with practical rules of a company as a business entity and a future place of work. It also aims at acquiring experience on the labour market and contacts with prospectus employers.
3. As a result of internships students should develop the ability to independently define problems in the areas of the company's operations, and to be able to solve them and evaluate the results.

§ 3

The Program of Internships

Students should use their time during internships in order to get familiar with the following aspects of operations inside a company where his/her internship takes place:

- Area of operations
- Structure of a company
- Statute activities
- Organization and management system
- Scope of tasks and duties for posts
- Organization of documents flows
- Rules for keeping business secrets
- Health and safety standards and fire regulations

§ 4

The Organization of Internships

1. The scope of internships is defined in the Regulations of the Studies.
2. The times of internships are selected by students, and agreed on with the work establishment.
- 3.1. Students may use the offers of the Careers Office of MWSLiT as far as locations of internships are concerned.
- 3.2. Students may apply at the Careers Office and request the University to organize internships.
- 3.3. Students internships Rector's plenipotentiary signs an agreement with an employer, which defines the term, form, internships requirements and responsibilities of parties.

An example of such an agreement constitutes annex 1 to these rules and regulations.

4. Students can individually start an internship on the basis of a bilateral agreement between a student and a work establishment with acknowledgement of §1 point 3 of these rules and regulations.
5. In both cases, p. 3.1. and 3.2. , students can demand a referral to an internship issued by the Careers Office of MWSLiT, in order to forward it to the employer where the internship takes place.

An example of such a referral constitutes annex 2 to these rules and regulations.

6. Students can choose an internship abroad on condition they speak the language of the country where the internship takes place.

§ 5

1. The basis for crediting an internship is a report on the completed internship. A report should include the following information:
 - a) employer's data,
 - b) student's data: first name, surname, address, the number of the student's book of registration of courses,
 - c) the date of the internship beginning and end,
 - d) a description (a report) from the completed internship including:
 - the company's profile,
 - a description of completed tasks,
 - a description of new experiences and acquired new skills,
 - e) a student's signature,
 - f) an employer's stamp and signature.

An example of such a report constitutes annex 3 to these rules and regulations.

2. In case a student is not able to leave the original of his/her report in order to receive the credit, in justified situations a copy can be left, confirmed as identical to original by the Students Internships Rector's Plenipotentiary.

3. A report including the information described in p.1 can be prepared in whole on employer's forms.
4. Internships are credited and a signature is given by the Students Internships Rector's Plenipotentiary or by the Careers Office staff appointed by him.

§ 6

1. Any work, including working abroad, can be treated as completed internships on condition it complies with requirements set in students internships program. Such work can be credited as internship on the basis of attestation from an employer, which should include appropriate information as mentioned in § 5 p. 1, or a certificate of employment.
2. In case of abroad internships, attestations can be written in the employer's mother tongue.
3. Students can be exempted from internships if they operated a business whose profile complied with the studies major and program. The basis for crediting internships would be the entry into the register of employers (KRS) or the confirmation of closing such business operations.
4. Activity in a scientific circle, participation and organization of scientific camps and seminars can be the basis for partial exemption from internships, if such activities comply with the field of studies.

In such case internships are credited by the Students Internships Rector's Plenipotentiary or by the Careers Office staff appointed by him.

§ 7

Students are obliged to undergo internships and to provide appropriate documentation till the last semester i.e. the 6th semester of daily/extra-mural studies.

§ 8

The University's Obligations Referring to Internships

The University is obliged to:

- 1) Supervise the educational and organizational aspects of internships,
- 2) Evaluate internships.

§ 9

The Obligations of Students Internships Rector's Plenipotentiary

1. The Students Internships Rector's Plenipotentiary supervises the educational aspects of internships,
2. Students Internships Rector's Plenipotentiary is responsible for internships, together with the support of the Careers office at MWSLiT.
3. The obligations of Students Internships Rector's Plenipotentiary include:
 - handing out and recording of the required documentation,
 - serving and consulting students in all internship matters,

- signing internships agreements with employers,
 - controlling internships, if required,
 - crediting internships by means of a pass in a student's books,
 - archiving internship documentation,
 - appointing internship supervisors in case the University finds it necessary for the proper course of internship, if there are a lot of students.
4. The Students Internships Rector's Plenipotentiary, as the University's representative, is a supervisor of all students taking part in internships, is responsible for the internship realisation according to its goals and to a program; is authorised to deal with all matters relating to internships, together with the employers' representatives.

§ 10

The Obligations of Students at Internships

1. Students are obliged to become familiar, prior to starting the internship, with The Rules and Regulations of Students Internships at the International University of Logistics and Transport in Wrocław, and that need to be confirmed in writing.
2. Students are obliged to be in the possession of a personal accident insurance for the duration of the internships.
3. Students who participate in internships have to:
 - a) respect the working hours set by the employer,
 - b) carry out the tasks resulting from their duties with due diligence and conforms to orders of the employer and the supervisor, if they are not illegal,
 - c) respects the rules for the employees of the work establishment in question, especially those of the workplace regulations, of the state and official secrets, health and safety standards, and fire code,
 - d) prepare a report of their internships, in compliance with § 5, p. 1.

§ 11

The Obligations of the Employer towards Students at Internships

The employer where students undergo their internships is obliged to:

1. enable students to realise the internship program,
2. make students familiar with their duties and rights,
3. provide preventive health protection as provided for employees,
4. train students according to health and safety standards designed for employees, to rules of the state and official secrets,
5. enable the University internship supervisor to oversee and control the internships, as far as educational aspects are concerned,
6. appoint the patron who guides and helps students as they carry out tasks appointed to them,
7. confirms with his own signature the truthfulness of information included in a report from the internship.

§ 11

Cancelling Internships

1. In case students drastically violate any workplace regulations, the employer may request the University to dismiss them from internships.
2. Students dismissed from internships as a result of the employer's request may be called to appear in front of disciplinary students commission.
3. In case the employer drastically violates the Rules and Regulations of the Internships, safety standards, workplace rules, the University calls off students from such internships, and denies the employer the right to further internships.