

REGULATION
by the Rector of the Cracow University of Economics
No R.0211.16.2022
of 23 March 2022

on
the particulars of student internships' organization

Based on Article 23 clause 1 of the Act of 20 July 2018 – Law on Higher Education and Science (consolidated text: Journal of Laws of 2022, item 574, as amended), and on Article 16 clause 7 item 2 of the By-Laws of the Cracow University of Economics (CUE/UEK), it is instructed as follows:

§ 1

1. The present Regulation defines the particulars of student internships' organization and the principles of internship completion (receiving credit for the internship), in the scope that has not been already regulated in the Study Regulations of the Cracow University of Economics.
2. Whenever in this Regulation, reference is made to:
 - 1) The University – it signifies the Cracow University of Economics (CUE);
 - 2) Internship Organizer – it is an external entity, accepting the Student for the student internship placement (work experience);
 - 3) Internship Tutor – he/she is an employee of the University delegated by the Director of Institute to supervise student internships;
 - 4) Student internships – these should be understood as internships and student work placements, as well as work experience, apprenticeship, or volunteer placement that can be credited as student internship placement in accordance with the provisions of the present Regulation;
 - 5) Dean's Office – it should be understood as Dean's Office of the given College or another organizational unit dealing with student affairs or student services, indicated in the current organizational Regulations of the University.

§ 2

1. From among academic teachers of the given department, the Heads of Departments select candidates for the function of Internship Tutors for a given academic year, and provide relevant information in writing to the appropriate Dean's Office by November 30 of each year.
2. For the field of study in which there are more than 100 internship-holding students, two (or more, respectively) Internship Tutors may be appointed.
3. On the basis of the information received pursuant to section 1, the Dean's Office lists the candidates for Internship Tutors from all departments operating at the Institute of the given College, which it then forwards to the Director of the relevant Institute.
4. The Director of Institute informs the Unit for Teaching Administration about the academic teachers of his/her Institute appointed as Internship Tutors.

5. The Internship Tutor receives a salary supplement, specified in the Remuneration rules.
6. The salary supplement referred to in section 5 is due after the end of the academic year, after the following tasks have been completed by the Internship Tutor:
 - 1) Introducing required entries to the online student support system, creating an online report on student internships' completion, signing the report, and submitting it to the relevant Dean's Office,
 - 2) Submitting to the relevant Dean's Office and the Unit for Teaching Administration the lists of names of students whose internships were supervised, signed by the Internship Tutor and the Head of Department, and confirmed by the relevant Dean's Office.

§ 3

1. Student internship is carried out based on an agreement concluded between the University, the Internship Organizer, and the Student, subject to items 3-4 and 10-12.
2. The following official forms (templates) are introduced:
 - 1) The agreement for the organization of student internship referred to in section 1 – as set out in Appendix 1 to the present Regulation;
 - 2) The report on the course of student internship – in the wording set out in Appendix 2 to the present Regulation;
 - 3) The application requesting that work experience / apprenticeship / volunteer service be recognized as student internship – in the wording set out in Appendix 3 to the present Regulation;
 - 4) The referral to the internship mentioned in section 10 – in the wording specified in Appendix 4 to the present Regulation.
3. In cases where – due to the requirements of the Internship Organizer – the agreement that is signed has not been prepared according to the template referred to in section 2 point 1, the following apply:
 - 1) If the content of the agreement does not differ significantly from the content presented in the template – then the Head of Department in consultation with the Internship Tutor decides to approve it, and signs it on behalf of the University,
 - 2) If the content of the agreement significantly differs from the content presented in the template – then it is necessary to obtain the opinion of the Legal Counsel Team, subject to section 4.
4. The Internship Tutor takes into account the bilateral agreement concluded between the Internship Organizer and the Student or a tripartite agreement, provided that the student internship corresponds to the nature of the studies and meets the objectives referred to in the Study Regulations, the study curriculum, and the course sheet – primarily with regard to the learning outcomes indicated in the "Internship" course sheet. In such case, the opinion of the Legal Counsel Team is not required.
5. The obligatory appendices to the internship agreement referred to in section 1 include:
 - 1) The printed "Internship" course sheet, downloaded by the Student from the PRK (Polish Qualifications Framework) system;
 - 2) A document confirming the Student's purchase of a third party liability insurance (Polish: "OC") and accident insurance (Polish: "NNW") covering the period of student internship.
6. After the content of the agreement is conclusively determined, the Student presents it for signature to the persons representing the Internship Organizer; then the Student co-signs it, and

- submits the agreement to be signed by a representative of the University. The Head of Department is authorized to sign the internship agreement on behalf of the University.
7. After the agreement has been signed on the part of the University, one copy of that agreement, together with the "Internship" course sheet, is kept at the Office of the Department, which is required to keep the register of internship agreements. The Student keeps the second set of the documents. The third set of the documents is transferred – via the Student – to the Internship Organizer.
 8. The register referred to in section 7 must contain the following information at the minimum:
 - 1) The record number in the register;
 - 2) The reference number consisting of the designation "XXX_P", where "XXX" is the symbol of the Department (in accordance with Appendix 1 to the Organizational Regulations of the University), followed by the designation of the academic year, and the consecutive number of the agreement for the given academic year (*for example: EFA_P-2021/2022-3 – signifies the third internship agreement signed in the academic year 2021/2022 at the Department of Public Finance, in the Institute of Finance, at the College of Economics, Finance, and Law*);
 - 3) The date when the agreement is signed;
 - 4) The name and surname of the Student, his/her album number, year and field of study;
 - 5) The specification of the Internship Organizer
 - 6) A field for possible comments – please note that if any comment is entered, it must be accompanied by the date of its entry.
 9. The period of storing the agreements in the Offices of Departments, and after that, the method of their archiving, are specified in the office procedure instructions applicable at the University.
 10. Student internship may also take place on the basis of the referral mentioned in section 2 point 4, issued by the Head of Department or the Internship Tutor on the basis of framework agreements/contracts for the organization of student internships concluded by the University with Internship Organizers. The Director of Institute is authorized to sign a framework agreement/contract for the organization of student internships on behalf of the University. The documents indicated in section 5 must be attached with the referral. The provisions concerning the registration of agreements shall apply accordingly.
 11. In the case of crediting the Student's work experience or professional apprenticeship as internship on the basis of the application referred to in section 2 point 3, the Internship Tutor – in case of any doubts – may request the Student to present (for inspection) an employment contract / internship or apprenticeship agreement / voluntary service agreement, or the list of tasks performed as part of the work / internship / apprenticeship / volunteering, confirmed with an appropriate signature and seal.
 12. It is a necessary condition for the completion of student internship on the basis of the application referred to in section 2 point 3, that the implementation of the submitted agreement or list of tasks referred to in section 11 must fulfill the learning outcomes specified in the "Internship" course sheet, which is a compulsory attachment to the application, downloaded by the Student from the PRK (Polish Qualifications Framework) system.

§ 4

1. The University shall not reimburse the Student for any costs related to the implementation and completion of the student internship, therefore the Student is not entitled to any financial claims against the University for the said internship.

2. The Student, who is undertaking student internship, is working for the benefit of Internship Organizer is free of charge, subject to section 3.
3. If the Internship Organizer decides that the Student may receive remuneration for work performed during the student internship, an appropriate contract is concluded between the Internship Organizer and the Student, without the participation or agency of the University.
4. The Student is required to purchase civil liability insurance (Polish: "OC") and accident insurance (Polish: "NNW"), appropriate for the given type of internship, for the duration of the student internship.

§ 5

1. This Regulation comes into effect as of the date of issue.
2. At the date specified in section 1, the Rector's Regulation No. R-0201-26/2018 of 13 June 2018 on the particulars of student internships' organization shall expire.

RECTOR

dr hab. Stanisław Mazur, prof. UEK