

Regulations Governing Student Internship

§ 1. The current versions of the following documents regulate the organization, completion and evaluation of student internships: Regulations Governing Studies at Wrocław University of Science and Technology, Internal Regulation on the Organization of Student Internships at Wrocław University of Science and Technology, and the Study Programs relevant to the fields offered by the Faculty of Electronics, Photonics and Microsystems, WUST. The Regulations shall enter into force on the publication date of a relevant Directive of the Dean.

§ 2. Student professional internships in the forms listed in § 4 pp. a) and b) should be carried out during summer holidays, and related documents submitted to the internship supervisor by June 30. In clearly justified cases, in response to the student's application, the Dean may agree for the internship to be carried out during the semester provided that it is demonstrated that the internship will not interfere with the student's organised classes. The minimum duration of an internship is defined in the Study Program. All internships must be completed by the end of the 7th semester.

§ 3. The internship is carried out under the supervision of internship supervisors relevant to the field of study and specialization together with the faculty coordinator.

§ 4. The following forms of internship are allowed:

- a) based on the "Agreement on the Organization of Student Internship";
- b) other form in line with the study profile (e.g. employment in a Wrocław University of Science and Technology unit, as part of the Erasmus program, graduate apprenticeship, voluntary work, etc.);
- c) professional work (including abroad) in line with the study profile;
- d) own business in line with the study profile.

The documents required to organize, carry out and complete the internship are listed in Attachment No. 3: "Application for Internship Crediting".

§ 5. The institutions offering internships in the form regulated by the Agreement shall meet the following criteria, as verified by the internship supervisors:

1. The institution is located or has legal personality in the Republic of Poland;
2. The profile of the institution is in line with the field of study;
3. The infrastructure of the institution allows the student to successfully complete the internship and to achieve all of the learning outcomes for the particular internship;
4. The institution shall appoint a representative who cooperates with the internship supervisor at the Faculty, offers help in preparing the Framework Internship Plan, ensures that the student follows the program of the internship and evaluates the student after the internship has been completed.

§ 6. The organization, completion and evaluation of student internship carried out on the basis of the "Agreement on Organization of Student Internship" (Attachment No. 1) are in accordance with the following procedure:

1. The student contacts the internship supervisor relevant to a particular field of study or specialization in order to decide on the formalities regarding the internship.
2. The student, in cooperation with a selected institution, prepares the "Framework Internship Plan" in line with the profile of a particular field of study and then submits it

to the internship supervisor for acceptance. The "Framework Internship Plan" agreed with the institution should start with a short description of the infrastructure and apparatus used during the internship and shall include at least: a Health and Safety training, an on-the-job training, an introduction to the structure of the institution and the planned engineering activities in line with the profile of the field of study.

3. After the Plan is accepted, the student downloads the following documents from the Faculty website: "Agreement on Organization of Student Internship" (Attachment No. 1) – to be printed and filled in 2 copies and if required by the institution, the "Referral to Internship" (Attachment No. 2) – to be printed and filled in 1 copy.
4. The student contacts the institution in order to obtain the required signatures on the 2 copies of the "Agreement on Organization of Student Internship" and then submits them to the internship supervisor together with the Internship Appointment and a document confirming insurance against personal injury in order to obtain a reference number on the Agreement from the internship supervisor and the relevant signatures from the Plenipotentiary of the Dean.
5. After the documents: the "Referral to Internship" and 1 copy of the "Agreement on Organization of Student Internship" are signed, they are given to the student who shall return them to the institution.
6. After completing the internship, the student fills in and signs the "Application for Internship Crediting" – Parts A and C (Attachment No. 3), and then submits it for completion (Part B) and signature (Part B and C) by a supervisor from the company responsible for overseeing the student.
7. In addition, the student completes the "Opinion Regarding Internship" (online form, Attachment No. 4) at the address provided by the internship supervisor and prints confirmation of its completion sent to the e-mail address, and then delivers all documents to the internship supervisor.
8. The internship supervisor confirms that the documents have been verified and are correct with a signature and a stamp on the "Application for Internship Crediting" – Part A, and enters the grade for the subject Professional Internship at the stage consistent with the Study Program into the IT system. Information about the place of internship and the number of hours is provided by the supervisor in an appropriate online document prepared by the Dean's Office.

§ 7. In the case of other internship forms the procedure is agreed with the relevant internship supervisor, while observing the regulations described in § 1 and § 2.

§ 8. Attachments to the internship procedure:

- Attachment No. 1 "Agreement on Organization of Student Internship"
- Attachment No. 2 "Referral to Internship"
- Attachment No. 3 "Application for Internship Crediting"
- Attachment No. 4: "Internship Feedback"
- Attachment No. 5 "Obowiązki opiekunów praktyk zawodowych"
- Attachment No. 6 "Semestralny raport opiekuna praktyk"

§ 9. The final decision in all matters related to student internship but not regulated in this document shall belong to the Dean.