

Regulation No R – 62/2015

issued by the Rector of the Lublin University of Technology

on 24<sup>th</sup> November 2015

concerning the announcement of the Organisational Statute of Student Internships  
included in the educational program of LUT

On the basis of paragraph 22, section 2 of the Statute of Studies -an Annex to the Resolution No 15/2015/IV of the Senate of LUT issued on 30<sup>th</sup> April , 2015, art. 66 sections 1 & 2 of the Act of 27<sup>th</sup> July 2005, the Law on Higher Education [ i.e. the Journal of Laws, 2012, item 572, as amended ]

I resolve as follows:

Paragraph 1.

LUT announces an Organisational Statute of Student Internships included in the educational program, further called the Statute which is an Annex to the current Resolution

Paragraph 2.

I, hereby , designate the supervisor of the accomplishment of the current Regulation i.e. the Deputy Rector for Student Affairs

Paragraph 3.

The Regulation No R-8/2009 issued by the Rector of LUT on 19<sup>th</sup> January 2009 concerning the announcement of the Internship Statute concerning the students of LUT presently expires

Paragraph 4

The current Regulation becomes valid on the day when it has been signed, on 1<sup>st</sup> October 2015

Rector

Prof.Ph.D.Sc.( Eng) Piotr Kacejko

Organisational Statute of Student Internships included in the educational program

Paragraph 1.

1. Student internships included in the educational program, further called internships form an integral part of the educational program of every course performed in LUT, with a reservation concerning section 3 and are liable to crediting. Obtaining credit for internship equals obtaining the education results determined in the educational program for a given module.
2. The kind, time and duration of internships along with the number of ECTS points ascribed to them are determined by the programs for the particular courses of studies formed by the appropriate Faculty Boards.
3. With respect to second-cycle studies of a general-academic profile internships may form an integral part of the educational program as far as they are provided for in the program for a given course of studies.
4. Internships concerned with practical profile studies are usually at least three-month long.
5. A particular objective of internship is: broadening and verifying the knowledge acquired in the process of studying and the development of skills of its practical use; getting acquainted with the rules of organisation as well as the mechanisms of functioning of enterprises, institutions the organs of state administration and self-government units; creating the conditions for improving the professional activity at the labour market; preparing the student to work in a team but also to accomplish the allocated tasks themselves.

Paragraph 2.

1. The Dean of the Faculty is responsible for the organisation of internships at a given course of studies.
2. The organisation of internships within the common responsibility of two faculties falls within the scope of duties of the Dean of the faculty that provides documentation.
3. The Dean determines the particular rules of organisation and crediting internships within the scope of the courses provided at a particular Faculty after asking about the opinion of the Faculty Board.
4. The Dean designates his deputy for the matters concerning internships from among the university teachers in order to organise internships at the Faculty and supervise their progress. The Dean can also designate an internship supervisor(s) and determine his/her/their duties.
5. The particular duties of the Dean's Plenipotentiary for internships are as follows:
  - 1) To prepare and announce on the faculty internet site the syllabus of the internship, to acquaint the student with the objective and program of the internship as well as the rules and procedures of accomplishing and crediting of the internship.

- 2) To approve of the institutions accepting students for internships as far as their potential abilities to accomplish the internship program and achieve the assumed education results,
- 3) To supervise the agreements of internship organisation
- 4) To check the internship progress;
- 5) To control the internship journal or the report of the internship completion and its confirmation, summing up the student's accomplishment as far as achieving the education results and giving credit for the internship ( giving one's signature in the student's record-book and the transcript of academic records.)
- 6) The duties of an internship supervisor include the tasks mentioned in section 5, except point 1 and 5.

#### Paragraph 3

1. Student internships in the form determined in the educational program of a given course of study may be accomplished in enterprises, organizations and institutions both in the country and abroad, whose educational profile gives an opportunity to meet the assumed internship targets.
2. The internships abroad performed within the Erasmus+ Scheme are accomplished according to the rules of the current program.
3. Internships of a duration which can't be shorter than the standard internship time determined in the educational program for particular study courses and levels of education may be regarded as credited if the student is able to prove his professional experience or performing the kind of activity which creates the opportunity of accomplishment of the educational effects assumed for the internship.

#### Paragraph 4

1. The work which is performed during student internship is unpaid, unless the institution accepting the student for internship resolves to grant them some remuneration, in which case an appropriate agreement is signed both by the student and the host enterprise without any intermediation of the University
2. The student completes the internship on the basis of an agreement (except for section 1)between the University and the host enterprise. The framework pattern of agreement concerning the organization of student internship is an Annex No 1 to the current Statute.
3. On behalf of the University the agreement mentioned in section 2 is signed - by virtue of full powers granted by the Rector – by the Dean or a respective Deputy Dean.

#### Paragraph 5

1. The student can obtain credit for the internship:
  - 1) Taking advantage of the internship offer prepared by the University;
  - 2) Presenting his own idea of doing internship in an individually chosen unit;
  - 3) On the basis of performed work or other kind of activity of the type that makes it possible to accomplish the internship objectives.

2. The student is usually directed for the internship by the Faculty Dean or the Dean's Plenipotentiary for internships. The Internship Referral Form I the Annex No 2 for the current Statute.
3. Before starting the internship the student is obliged to present the confirmation of the valid accident insurance (PAI). The student will also be obliged to present the confirmation at the internship site at the possible request of the enterprise representative. The Confirmation form is the Annex No 4 of the current Statute.
4. Before starting an internship the student is obliged to fill in the declaration concerning the internship. The declaration form is the Annex No 3 of the current Statute.

#### Paragraph 6

1. Performing professional duties by the student may be regarded as doing the internship, if the character of the work allows to accomplish the objectives of the internship mentioned in paragraph 1 of section 5, provided that the student writes an application and presents a certificate from the host enterprise confirming his duration of performing professional duties or doing internship which cannot be shorter than the internship duration demanded by the educational program at a given course.
2. Various documented forms of professional activities are acceptable, e.g. :employment contract, commission contract to perform a complete task, mandatory contract, the work performed within the confines of one's own economic activities, work for the scientific research units of the University within the confines of grants or other agreements signed by the University ,or internship completed as a result of winning the competitions organised by an institution.
3. The work performed as one's own economic activity may be credited as internship, as far as the character of the activity allows to accomplish the objectives of the internship, provided that the student applies for obtaining credit for the internship and present documentation confirming their running a business.
4. A detailed list of the necessary documents to obtain credit for the student internship on the basis of one's professional activities mentioned in `sections 1-3 is determined by the Dean according to the specific character of a given field of study and educational program
5. The student's application concerning the credit for internship should be presented after the internship completion except for the internships credited on the basis of professional activities in the forms mentioned in sections 1-3.
6. The student's application concerning the internship crediting on the basis of the regulations included in the current paragraph is individually considered in each case.
7. In case of foreign internships accomplished within the confines of international projects the procedure of undertaking the internship assignment as well as documentation pattern are determined by those projects.

#### Paragraph 7

1. The condition of obtaining credit for internship is achieving the assumed education results determined by the Faculty Board as well as fulfilling the duties determined in the internship syllabus which form an integral part of the educational program.
2. Internship will be credited by the Dean's Plenipotentiary for internships or a supervisor designated by the Dean on the basis of :
  - 1) A report of the internship assignment or an internship journal or another kind of documentation determined by the Faculty Dean in the internship rules, or
  - 2) The Dean's agreement to credit the student's professional work or other activity of the character giving the possibility of achievement of the assumed education results.
3. Documentation of the internship credit is accomplished by the signature in the transcript of academic records and the record book.

#### Paragraph 8

1. Giving credit for an internship is made on the basis of internship record, the pattern of which is Annex No. 5 of the current statute ,or the internship journal, the pattern of which is determined by the Dean in the internship regulations in a given field of study within the confines of a Faculty.
2. The internship record or internship journal is presented in the host enterprise where the student is accomplishing his/her internship assignment and in the Faculty in order to obtain credit for the internship.
3. In the documents mentioned in item 2 the student notes down the progress of the internship.
4. The failure to obtain credit for the internship amounts to a failure to obtain credit for the module.
5. The student who is accomplishing internship does not deserve any financial or material services from the University.
6. The host enterprise of the internship may determine a certain remuneration for the activities performed by the student. The condition of the remuneration will be stated by the agreement between the student and the host enterprise of the internship.

#### Paragraph 9

The current statute becomes valid on the day of its signing and obtains legal force on 1 October 2015.

To the Organisational Statute of Internship

Included in the educational program

AGREEMENT ON THE ORGANIZATION OF STUDENT INTERNSHIP

Signed on.....in.....between:

.....

Based in.....hereinafter referred to as "The Host Enterprise"

And

Lublin University of Technology further called "The University", represented by:

.....

And

.....

Based in.....

Further called "the Intern".

Paragraph 1

LUT directs the Intern to compete the internship in the location and under the supervision of the Host Enterprise of the internship from.....

To.....

Paragraph 2

1.The Host Enterprise is committed to ensure the necessary conditions to carry out the student internship according to the educational results assumed in the Syllabus Card of the internship.

2.The people designated to specify the conditions of accomplishment of the assumed educational results of the internship are:

- on behalf of LUT – the internship supervisor / the Dean's plenipotentiary for internships.....

- on behalf of the Host Enterprise.....

3. The internship cannot be performed when the conditions are injurious to the health according to the labour legal regulations.

Paragraph 3

1. LUT is obliged to provide the essential educational supervision over the course of the internship.
2. The duties mentioned in section 1. are performed on behalf of LUT by the Dean's deputy for the matters concerning internship, or an internship supervisor who is entitled to control the accomplishment of the internship objectives as well as to settle all the matters concerning the course of the internship as coordinated with the Host Enterprise.

Paragraph 4.

The Intern is obliged to complete the internship according to the objectives assumed in the Internship Syllabus Card, as well as to conform with:

- 1) The rules of completing internship determined by the L.U.T.;
- 2) The order and discipline of work set by the Host Enterprise;
- 3) Health and Safety as well as fire regulations;
- 4) The rules of keeping secret in the matters concerning business and state as well as the protection of data confidentiality within the range determined by the Host Enterprise.

Paragraph 5

1. After completing the internship the intern will present the report of the internship or the internship journal for confirmation to the Host Enterprise and the internship supervisor / the Dean's Plenipotentiary for internships.
2. The confirmed documents mentioned in section 2. Will constitute the basis for the decision of crediting the internship.

Paragraph 6.

1. Internships will not be remunerated either by LUT or the Host Enterprise. The only reservation concerns section 2. of the current paragraph.
2. In case when the Host Enterprise takes the decision concerning the possibility of remunerating the Intern for his work performed during the internship the Host Enterprise will sign an appropriate agreement with the Intern without any intermediary on behalf of LUT.

For the Lublin University of Technology

For the Host Enterprise

.....

.....

Seal and signature

Seal and signature

To the Organisational Statute of the Internship  
Included in the educational program

.....

Faculty seal

.....

Place and date

INTERNSHIP REFERRAL

The Faculty of .....of Lublin University of Technology

Hereby directs the student.....for internship

To.....

From.....to.....

The student has presented the appropriate documents at the University, confirming his/her being in possession of the accident insurance ( PAI ) for the duration of the professional internship.

.....

Signature and seal of the Faculty Dean /

the Dean's Plenipotentiary for Internships \*

\*Cross out the unnecessary



To the Organizational Regulations of Internship

Included in the educational program

STUDENT'S DECLARATION

Student.....

Faculty.....

Course of studies.....

Major in.....

Year of studies.....

The Host Enterprise of the internship.....

Duration of the internship.....

I hereby declare that I have got acquainted with the below mentioned conditions of student internship and commit myself to abide by the rules.

1.The student commits himself / herself\* to complete the internship according to the Internship Syllabus Card, as well as to:

- 1) abide by the order and discipline regulations determined by the Host Enterprise;
- 2) abide by the health and safety as well as fire regulations;
- 3) abide by the rules of keeping secret in business and state matters as well as the rules of confidentiality within the range determined by the Host Enterprise;
- 4) abide by the rules of completing internship determined by the University.

2. The work for the Host Enterprise will not be remunerated so the student should not present any financial claims either to the Host Enterprise or to the University.

3. The basis for internship crediting is presenting the report of the internship course or the internship journal confirmed by the internship supervisor representing the Host Enterprise as well as the authorised person from the University.

.....  
Lublin, date.....

Student's signature

\*Cross out the unnecessary

To the Organizational Statute of Internship

Included in the educational program

ACCIDENT INSURANCE CONFIRMATION

The Board for Student Affairs informs that during the academic year.....  
Student .....of the .....year  
Of the Faculty.....  
Of the Lublin University of Technology ( record book No..... )  
Is insured against the results of accidents in.....  
Insurance policy No.....

.....  
Seal and signature of the person confirming the insurance

Lublin, date.....

\*Cross out the unnecessary

STUDENT INTERNSHIP REPORT

Mr /Ms \* .....group.....  
Student of the field of.....  
.....  
with major in.....  
At the Faculty of .....  
Has completed internship .....in.....

( the name of the Host Enterprise )

From.....to.....  
Short description of the educational results achieved at the time of internship completion  
( tasks, activities, range of duties ).....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

.....  
Date and student's signature

I hereby confirm the completion of all the described educational results.

.....

Signature and seal of the internship supervisor on behalf  
of the Host Enterprise

Seal of the Faculty

.....  
Signature of the Dean's Plenipotentiary for internships .

