

Internship rules and regulations for students of the Faculty of Political Science and International Studies, University of Warsaw

General provisions

1. Acting pursuant to Articles 11, 68(1)(2), and 166 of the Act of 27 July 2005 – Law on Higher Education (Polish Journal of Laws of 2016, item 1842, as amended), the Regulation of the Minister of Science and Higher Education of 26 September 2016 on terms and conditions of study programmes (Polish Journal of Laws of 2016, item 1596), and the Rules of Study at the University of Warsaw (Resolution No. 351 of the Senate of the University of Warsaw of 22 April 2015 on the adoption of the Rules of Study at the University of Warsaw (Monitor UW of 2015, item 71)), the Faculty of Political Science and International Studies, hereinafter referred to as the Faculty, organises internships within the curriculum which constitute an integral part of the degree programme.
2. Internship duration is set forth in the curricula for respective degree programmes.
3. The student receives credit for participating in internships for the duration adequate for their degree programme.

Purpose of internships

4. The purpose of internships is for students to:
 - broaden their knowledge gained during the studies and develop skills that allow its practical application;
 - learn the specifics of the professional environment;
 - develop concrete professional skills directly related to the internship provider's workplace;
 - gain and develop effective communication and interpersonal skills;
 - understand the functioning of the internship provider's organisational structure, learn about working arrangements, principles of division of labour, procedures, and work planning;
 - practice individual work management, teamwork, effective time management, as well as conscientiousness and responsibility for the duties the student is entrusted with;
 - improve foreign language use in a professional environment;
 - learn how to negotiate in the working environment;
 - prepare for the independent performance of professional duties;
 - create conditions for professional activation;
 - learn about the functioning of the labour market.

Internship organisation

5. The Representative of the Dean of the Faculty of Political Science and International Studies for Internships, hereinafter referred to as the Faculty Representative, supervises internships in terms of their organisation and course.
 - 5a. The Faculty Representative is appointed and removed by the Faculty Dean.
 - 5b. The Faculty Representative receives powers of attorney from the Faculty Dean, empowering them to:
 - conclude any and all agreements on behalf of the University of Warsaw concerning internships provided for respective students (individual agreements);
 - draft agreements on behalf of the University of Warsaw concerning internships provided by a specific employer for a group of Faculty students (collective agreements).

The power of attorney to conclude agreements concerning internships expires upon the Representative's removal.

6. The Head of the Institute may appoint an Institute Representative for internships. The Institute Representative may be appointed for one or multiple specific degree programmes.

7. The Faculty Representative's duties include:

- 1) drafting and signing individual agreements;
- 2) drafting collective agreements;
- 3) awarding internship credit in specific cases;
- 4) contacting potential internship providers;
- 5) coordinating the efforts of Institute Representatives;
- 6) supervising the creation and use of the Faculty's internship posting database;
- 7) drafting yearly reports on internship completion for the Faculty Dean;
- 8) considering appeals brought against Institute Representatives' decisions concerning internship credit.

8. The Institute Representative's duties include:

- 1) collecting data on internship providers;
- 2) cooperating with the Faculty Representative on the use of the Faculty's internship posting offering;
- 3) recognising the needs of students with respect to internships;
- 4) accepting the internship provider selected by the student if they do not avail themselves of the Faculty's database or the University of Warsaw's Career Office;
- 5) approving the internship programme, as agreed between the internship provider, student, and Institute Representative;
- 6) holding the student accountable for the completion of their internship programme;
- 7) awarding internship credit in line with the rules adopted by the unit;
- 8) providing the Faculty Representative with information on internship completion for students of a given Faculty unit.

9. If no Institute Representative is appointed, the Faculty Representative performs all duties related to ensuring that internships are provided for students of the given degree programmes.

The Internship Provider

10. Internships may be provided by both domestic and foreign entities, such as businesses, public administration authorities, local government administration bodies, non-governmental organisations, educational establishments, healthcare providers, cultural institutions, scientific and research institutions, as well as other entities, on the condition that the internship they provide for the student corresponds with the purpose of internships and yields the desired results.

11. Internships may be part of European Union programmes and international exchange programmes directed at students.

12. Students may participate in internships at institutions of their own selection, in line with their degree programme's profile, and for the number of teaching hours mandated by their curriculum.

13. Students may avail themselves of the internship offering presented by Institute Representatives, Faculty Representative, or the electronic database created by the University of Warsaw's Career Office. The database is available at the Career Office's website.

14. If the student rejects the offering of University of Warsaw's Career Office and suggests no intern provider of their own selection, they are obliged to justify in writing why they do not wish to select the postings available.

Forms of internships

15. Internships may take following forms:

- organised internships, where the student selects the internship offering available at the University of Warsaw's Career Office, as prepared by the University, which arises from the long-term agreements concluded by the University; the student may also select offerings prepared by Faculty units within the collective agreements concluded with internship providers;
- individual internships, where the student initiates the execution of an individual agreement between the Faculty and the internship provider, and the Faculty supervises the internship in terms of its organisation and substantive essence; this form of internship requires the approval of the Institute Representative. The student may also participate in an internship based on a referral letter issued by the Institute Representative. For such instances, an authorised employee of the internship provider should provide written confirmation that the student completed the internship.

16. Internships do not have to take place in consecutive days and weeks.

17. Internships may be completed at multiple internship providers, in accordance with the rules adopted in the curriculum. For the purpose of awarding credit for internships completed at different internship providers, the hours worked at all internship providers are added up.

Interns' obligations

18. Before they commence their internships, students should read the internship rules, and especially familiarise themselves with the conditions for internship credit.

19. Before they commence their internships, students:

- agree on the internship programme and its conditions with the internship supervisor who represents the internship provider;
- obtain approval of the internship programme and internship dates from the Institute Representative;
- deliver the agreement on internship provision to the internship provider.

20. Student are obliged to complete their internships in line with the programme that is agreed upon, and, furthermore, to:

- comply with internship rules that have been set forth by the University;
- comply with the Internship Provider's work organisation and discipline principles;
- observe OHS and fire protection regulations;
- observe professional and state secrecy and ensure data confidentiality within the scope specified by the internship provider;
- protect the reputation of the University of Warsaw.

21. As appropriate, the student should download the following relevant files from the Faculty's website:

- the form for the *Agreement on internship provision* between the University and the Internship Provider – Appendix No. 1;
- the form for the *Framework internship programme* – Appendix No. 2;
- the form for the *Internship certificate* – Appendix No. 3;
- the form for the *Request to receive internship credit based on employment or other forms of activities* – Appendix No. 4.

Conditions for receiving internship credit

22. Internship credit is awarded by the Institute Representative based on relevant documents.

23. The internship certificate attesting to the completion of an internship at the internship provider should include:

- details concerning the student;
- details concerning the internship provider;
- internship dates and duration (in hours);
- issues the student became familiar with or professional responsibilities they performed during the internship;
- information concerning the degree to which learning outcomes assigned for internships within the curriculum have been achieved - for degree programmes with a practical profile;
- a general opinion on the intern;
- a general assessment of the internship completed;
- a signature of the person authorised to confirm that the student completed their internship.

24. If the certificate does not include a list of issues the student became familiar with during the internship, the student should present a personally drafted written account of professional responsibilities they performed, signed by the internship provider.

25. The student is obliged to receive internship credit (or receive approval to consider their internship completed) within the time period specified in the curriculum.

26. In accordance with Section 30 hereof, internship credit based on approval to consider an internship completed is awarded by the Faculty Representative after they obtain the opinion of the Institute Representative.

27. Internship credit is conditional on performing the responsibilities and satisfying the internship programme, and on presenting a relevant certificate or report. The template internship report is set forth by the Institute Representative.

28. Internship credit is formally awarded by the Faculty Representative or Institute Representative who makes relevant entries in accordance with University regulations.

29. If required by the curriculum, internship credit is a condition the student must satisfy to have their degree programme completion acknowledged.

30. Students who satisfy any of the following conditions may request that they be awarded internship credit:

- 1) (adequately documented) ongoing employment or voluntary work at an institution that guarantees obtaining relevant practical skills;
- 2) (adequately documented) employment for a period which corresponds to at least the minimum internship duration within the three years before the commencement of studies at an institution that guarantees obtaining relevant practical skills;
- 3) (adequately documented) voluntary work for a period which corresponds to at least the minimum internship duration within the three years before the commencement of studies at an institution that guarantees obtaining relevant practical skills;
- 4) the status of being a student or graduate of other higher education institution, where they are participating or participated in internships which satisfy the conditions set forth herein;
- 5) ongoing or past participation in traineeships and internships (also as voluntary work) that guarantee obtaining relevant practical skills within the past five years, as evidenced by adequate internship documentation;
- 6) activities undertaken for the benefit of the University and other institutions which allow the student to achieve internship purposes that correspond with the degree programme's profile, in particular:
 - activities as an assistant of the Faculty Representative or Institute Representative;
 - implementation of projects within science clubs;
 - participation in scientific and research activities;
 - participation in projects entrusted with the University, e.g. implementation projects;
 - organisation of and participation in meetings with high school students;
 - participation in activities that promote the University, Faculty, or Faculty unit;

- participation in the management of the University's or Faculty's cultural and economic life;
 - participation in the management of the University's or Faculty's scientific and sports life;
 - participation in the organisational efforts of the University's or Faculty's admission committees;
 - participation in the efforts of the University's or Faculty's administration units;
- 7) sole proprietorship or membership in supervisory boards or management boards of businesses for a duration which corresponds to at least the minimum internship duration (in hours) for the given degree programme;
 - 8) prior internship during studies at another educational unit of the University of Warsaw, especially as a student of another degree programme at the Faculty of Political Science and International Studies;
 - 9) ongoing voluntary or professional military service or employment as an officer in national safety and defense authorities;
 - 10) service as a public or social official for a duration which corresponds to at least the minimum internship duration (in hours) for the given degree programme.

Final provisions

31. Students are obliged to have personal injury insurance during their internships.

32. Insurance rules for students during internships are set forth by the Rector of the University of Warsaw.

33. The Faculty does not reimburse students with any costs incurred in respect of their participation in internships.

34. If the internship provider decides that the student may receive remuneration in respect of the work they perform during the internship, a relevant agreement should be concluded directly between the internship provider and the student, without the University's participation.

35. The internship rules for foreign students are identical to those for students who are Polish citizens, unless the Faculty's Dean stipulates otherwise, as mandated by international agreements.

36. For internships financed from European Union structural funds or other domestic and foreign funds, relevant provisions and regulations arising from the agreements concluded by the University apply.

37. Students may participate in internships which do not arise from their degree programme's curriculum. The Career Office and Faculty units are responsible for the organisation of such internships at the University of Warsaw. The provisions hereof apply accordingly.

38. In specific cases not regulated herein, decisions are made by the Faculty's Dean, at the request of the Faculty Representative.

Appendices hereto:

(available at the Faculty units' websites)

1. Agreement on internship provision;
2. Framework internship programme;
3. Internship certificate (to be completed by the internship provider);
4. The form for the Request to receive internship credit based on employment or other forms of activities;

5. Internship report (the form of the report is set forth by the unit/Faculty - it may, e.g., be a separate report or an internship journal).