



*Regulations of Student Professional Internships
in the fields of general academic studies at MANS
in Warsaw, adopted by Resolution
No. 27/04/2023 of the Senate of MANS in
Warsaw of April 26, 2023.*

**REGULATIONS OF STUDENT INTERNSHIPS
IN THE FIELDS OF STUDY WITH A GENERAL ACADEMIC PROFILE
AT THE MANAGERIAL ACADEMY OF APPLIED SCIENCES IN
WARSAW**

**CHAPTER I
GENERAL**

§ 1

1. The legal basis for the Regulations of Student Professional Internships in the fields of general academic profile at the Managerial Academy of Applied Sciences in Warsaw are:
 - a) Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended);
 - b) *Statute of the Managerial Academy of Applied Sciences in Warsaw, constituting an Annex to the Ordinance of 1 October 2022 No. 1/10/2022 of the Founder – President of the Management University in Warsaw on granting the Statute to the Management Academy of Applied Sciences in Warsaw;*

- c) Regulations of studies of the Management Academy of Applied Sciences in Warsaw;
2. Whenever the regulations refer to:
 - a) university – this means the Managerial Academy of Applied Sciences in Warsaw;
 - b) workplace – this means the place where the student carries out the internship;
 - c) university supervisor of internships - this means a selected academic teacher exercising substantive supervision over the practice;
 - d) company internship supervisor – this means a student's supervisor in the workplace, supervising the performance of tasks by students resulting from the internship program.
 3. The Regulations of Student Professional Internships shall apply to student internships carried out at first-cycle, second-cycle and long-cycle studies carried out in full-time and part-time modes at the Managerial Academy of Applied Sciences in Warsaw in general academic profiles.
 4. The internship can take place within the country or outside it.
 5. Internships may take place using the database of offers of the competent Faculty, the electronic database of offers of the Career Office or in workplaces with which the university has concluded long-term contracts. The list of workplaces in which the internship can be carried out is available to the Student in the Virtual Dean's Office. The basis for the implementation of such a practice is the Referral for practice (the *Referral* template is attached as Annex 4 to these Regulations) on the basis of an agreement concluded between the university and the workplace (the model *Agreement* is attached as Annex 5 to these Regulations). The internship agreement is signed on behalf of the University by the Rector.
 6. The student may indicate the workplace in which he wants to carry out the internship, provided that the institution enables him to achieve the objectives and achieve learning outcomes consistent with the specificity of the field of study, included in the subject card of professional

internships. The basis for the implementation of the internship is the Referral for practice (the *Referral* template is attached as Annex 4 to these Regulations) on the basis of an agreement concluded between the university and the workplace (the model *Agreement* is attached as Annex 5 to these Regulations). The internship agreement is signed on behalf of the University by the Rector.

7. An internship completed as part of a mobility organized by the Erasmus+ program may be counted towards the internship, if the internship program was agreed with the Dean of the relevant Faculty / Branch.
8. The student can carry out the internship through participation in a program financed from the structural funds of the European Union and from other domestic and foreign financial resources; in this case, in addition to the rules set out in the Regulations, the relevant provisions and principles resulting from the concluded contracts shall apply.
9. The referral is submitted by the student to the Internship Office, then signed it is presented at the workplace where he carries out the internship. The contract with the workplace is a condition for starting the practice.
10. The workplace where students carry out their apprenticeships must meet the following criteria:
 - a) conducts – for at least three years – activities consistent with the field of study of the student applying for a professional internship;
 - b) ensures the implementation of professional internships, consistent with the student's field of study, undergoing professional internships, while ensuring an appropriate level of their implementation;
 - c) ensures the achievement of the objective of the apprenticeship set out in Paragraph 2(2);
 - d) complies with health and safety rules

11. The documents completed and signed by the workplace, i.e. the contract and the referral for an internship, the student is obliged to submit to the Academic Career Office and Student Internships no later than two weeks before the start of the internship. After the deadline, documents will not be accepted, which may result in failure to complete the practice.
12. In the case of internships carried out abroad, documents directing for practice are issued in Polish, English and Russian.
13. In special cases, the Dean of the relevant Faculty/Branch may, at the request of the workplace, agree to sign the contract according to the template presented by the workplace, however, the final content must be approved by the Dean of the relevant Faculty/Branch. The internship agreement is signed by the Rector of the University.
14. The costs of additional insurance required by the workplace accepting the internship are covered by the student.
15. The study programme with a general academic profile, with the exception of study programmes preparing for the professions referred to in Article 68(1) of the Law on Higher Education and Science, provides for professional traineeships of at least:
 - a) 100 clock hours – in the case of first-cycle studies in the field of administration
 - b) 120 clock hours - in the case of first-cycle studies in the field of management
16. The length of apprenticeships for fields of study preparing for the professions referred to in Article 68(1) of the Law on Higher Education and Science may not be less than required by the applicable standards.
17. An hour of practice is a clock hour, i.e. 1 hour of practice = 60 minutes.
18. The detailed size, rules and form of professional traineeships and the number of ECTS credits that a student must obtain as part of an internship are specified in the programme,

including the study plan for a given field of study.

19. During the internship, students are subject to the regulations and regulations in force at the place of the internship, the provisions of the labour law, the protection of women's work, the work discipline, the occupational health and safety and working time.

CHAPTER II

ORGANIZATION OF INTERSHIPS

CHAPTER II

INTERNSHIP ARRANGEMENT

§ 2

1. Traineeships may be undertaken by students who have completed the first semester of first-cycle, second-cycle or long-cycle studies.
2. The aim of the internship is to verify the theoretical and practical knowledge gained during the studies, familiarize the student with the specificity of the professional environment, shape the skills of effective communication in the organization, learn about the functioning of the organizational structure, improve the skills of organizing own work, teamwork and effective management, as well as enable students to acquire the qualifications necessary to perform the profession, which can be performed after graduation of a given field of study.
3. The internship is carried out within the 1st stage, which includes:
 - a) an internship in which the student obtains knowledge, skills and competences regarding the field of study pursued by him/her;
 - b) An internship in which the student obtains knowledge, skills and competences that will allow him to prepare a diploma thesis on his own, consistent with the specialty studied by the student.

In the case of a field of study preparing for the teaching profession, the traineeship is carried out in accordance with the applicable standards of education.

§ 3

1. Internships take place according to the content indicated in the course-program card, which takes into account m.in.:
 - a) description of the activities performed during the traineeship together with the learning outcomes assigned to them in the field of knowledge, skills and social competences, while maintaining the nature of the internship;
 - b) the method of verification of the assumed learning outcomes.
2. The model of the item card-praktyk program, referred to in paragraph 1, constitutes *Annex 1* to the Regulations.
3. The model form for the verification of the assumed learning outcomes referred to in paragraph 1 constitutes *Annex 2* to the Regulations.

§ 4

1. Completion of internships is a condition for the implementation of the plan and program applicable to a given field of study.
2. Traineeships cannot be subject from the pool of 'elective courses'.
3. Internships cannot take place at the University. Exceptions are emergency situations independent of the student and resulting from the epidemic situation in the country, in which professional practice may be carried out at the University by a person whose knowledge, professional experience and qualifications will allow to achieve all the assumed learning outcomes for the stage of professional practice.
4. In special cases, professional practice may be carried out using distance learning methods and techniques. In this situation, the condition for passing the internship is the completion of all assumed learning outcomes for the stage of professional practice.

§ 5

1. For the purpose of documenting the course of the practice, the Internship Diary is used, the template of which is *attached as Annex 3* to the Regulations.
2. The following parts of the Practice Diary are used to assess learning outcomes:
 - a) a part for the preparation of the student's apprenticeship assessment (self-assessment);
 - b) part for the preparation of apprenticeship evaluation by the Supervisor of Student Internships at the place of internship, hereinafter referred to as the company internship supervisor.

§ 6

1. For the duration of the internship, the student is obliged to insure himself against accidents.
2. The internship is a one-stage practice and can be carried out in one institution. Documentation of the internship - after its completion - is submitted to the directional supervisor of the internship, in order to verify the compliance of the implementation with the internship program and the assumed learning outcomes for the field of study / specialty.
3. The directional supervisor of internships, based on the analysis of the practice diary, the form of verification of the achieved effects and the opinion of the company's supervisor of internships, issues a final opinion, under which:
 - a) assesses whether and to what extent the student's learning outcomes assumed for Student Professional Internships in the field of study/specialty studied by the student have been achieved;
 - b) considers the traineeship to have been completed by the student or considers the traineeship to be not completed by the student.
4. After completing the internship, the student submits to the Academic Career Office and Student Internships:
 - a) form for the verification of learning outcomes as part of the Student Professional Practice (general academic profile) – assessment carried

out by the Supervisor of Professional Internships in the workplace, constituting *Annex 2* to these Regulations;

- b) internship diary, in which the Company Internship Supervisor includes/does not include the student's professional internship, The Directional/Specialty Internship Supervisor accepts and the Dean of the relevant faculty/branch approves the student's professional internship, *Appendix No. 3* to these Regulations
5. The *average unsatisfactory* grade obtained by the student in the scope of professional practice in the area of knowledge, skills and social competences does not include student internship.

§ 7

1. Practices are supervised by the Dean of the relevant Faculty/Branch.
2. The Dean of the relevant Faculty/Branch appoints a directional supervisor of student internships, hereinafter referred to as a directional internship supervisor for each field of study functioning at the Faculty/Branch.
3. The tasks of the directional supervisor of practices referred to in paragraph 1 include in particular:
 - a) developing internship programs;
 - b) developing a traineeship subject card;
 - c) coordination and substantive supervision over the course of internships and acceptance of the course of practice in the practice diary;
 - d) monitoring practices;
 - e) providing assistance to students undergoing an internship;
 - f) implementation of tasks resulting from § 6 sec. 3, 4, 5 of these Regulations.
4. The directional supervisor of internships – with the consent of the Dean of the relevant Faculty / Branch – may entrust the tasks specified in paragraph 3 to an academic employee with knowledge, skills and competences in a given specialty, who becomes a specialty supervisor of professional internships for a given specialty in a given field of study.

§ 8

1. A person acting as an internship supervisor at the place of internships, hereinafter referred to as the company internship supervisor, meets the following conditions:
 - a) has professional qualifications confirmed by appropriate documents, in accordance with the field of education of the student undergoing professional practice;
 - b) the scope of duties and competences of the traineeship supervisor at the place of the traineeship is consistent with the field of education of the student undergoing the traineeship;
 - c) has at least 3 years of professional experience, consistent with the field of education of the student undergoing professional practice;
 - d) has a current certificate of completion of OHS training and periodic examinations.

The conditions specified in paragraph 4 shall be confirmed by a person acting as a company internship supervisor by a statement, the template of which is attached *as Annex 6*.

2. The tasks of the company's internship supervisor include, among others:
 - a) familiarizing the student with the profile of activity and organization of work in the company/institution/institution;
 - b) implementation of the internship program and ensuring that the student achieves learning outcomes specified for the field of study/specialty;
 - c) familiarizing the student with the principles of health and safety applicable to employees, regulations on the protection of professional and state secrets, current work regulations;
 - d) the organisation of professional practice for students each day, including the schedule, assignment of tasks, supervision over the performance of activities and their documentation, and determining the scope of independence and responsibility;

- e) providing students with support in the implementation of the process of conducting individual documentation and participation in the evaluation of documentation;
 - f) ongoing discussion of problematic issues arising during the implementation of the practice;
 - g) supplementing the missing knowledge, updating it and correcting improper habits and professional attitudes;
 - h) ongoing documentation of the student's professional skills in the student's professional skills journal of achieved learning outcomes in accordance with the adopted criteria.
3. Detailed tasks of the company supervisor of the internship referred to in paragraph 6 are specified in the agreement referred to in paragraph 1.
 4. If difficult situations arise during the traineeship, e.g.: absence of a student, occurrence of professional exposure, problems with crediting learning outcomes or student behavior inconsistent with the regulations, the tutor immediately informs the rector's representative for student internships or the scientific supervisor of the internship.

§ 9

1. The student is not entitled to any financial claims against the University and the workplace for the activities performed during the internship.
2. The workplace may award remuneration to a student for activities performed as part of the internship. In this case, the terms of payment are specified in a separate agreement concluded between the student and the workplace.
3. Students are required to have no more than an 8-hour internship day. The start and end time of the internship day is determined by the workplace.

§ 10

1. The student undertakes to complete the internship in accordance with the established program, and also to:

- a) comply with the rules of practice specified by the University; compliance with the order and discipline established by the workplace;
 - b) compliance with the principles of health and safety and fire protection; observance of the principles of maintaining official and state secrecy and protection of confidentiality of data to the extent specified by the workplace;
 - c) comply with the instructions of superiors or the company's internship supervisor; implement the internship program;
 - d) immediately notify the workplace of the absence and its reasons;
2. keeping systematically and reliably the Practice Journal referred to in § 5 of the Regulations. The rules for internship can be determined individually in the case of an individual course of study.

§ 11

1. For improper behavior during the internship, the student bears disciplinary responsibility before the Disciplinary Committee in accordance with separate regulations.
2. The disciplinary liability referred to in paragraph 1 shall not preclude the student from being held liable on the basis of generally applicable regulations and the regulations in force at the workplace where the student completed the internship.

§ 12

The rules for internships by foreign students studying at the University are analogous to those of Polish students, unless the Dean of the relevant Faculty/Branch obliged by international agreements decides otherwise.

§ 13

The Student Traineeship Representative and the Department for Didactic Service, Planning and Control of Classes register the internship in order to supplement the data in the supplement; Documents certifying the completion of the internship are stored in the personal files of students.

§ 14

1. The place of internship is supervised by the university supervisor of internships, at least once a year, in special cases every six months; the model form of the internship supervision is attached as *Annex 7* to the Regulations. Monitoring of the place of practice can be carried out by means of electronic communication.
2. Subject to paragraph 1, the supervision of internships shall take place in the year following the postpitation in the event that the university supervisor of the internship has doubts as to the quality of the internships carried out by the workplace.
3. If the result of the monitoring referred to in paragraph 2 did not bring the desired results, the University shall be obliged to terminate cooperation with the given workplace.
4. Within 30 days after the end of the professional practice, the student is obliged to complete an anonymous appraisal questionnaire, constituting *Appendix 8*. The survey is made available using the BASUS system in the Virtual Dean's Office.

§ 15

1. Pursuant to Article 71 of the Law on Higher Education and Science, an HEI may confirm the learning outcomes in the field of practice obtained in the learning process outside the study system to persons applying for admission to studies in a specific field, level and profile, if in this field it has a positive assessment of the quality of education at these studies or the A+ scientific category, A or B+ in the scope of the discipline referred to in Article 53(1) of the Act on Higher Education and Science, or the leading discipline to which this field of study is assigned.

2. The validation of learning outcomes referred to in paragraph 1 takes place at the stage of admission to studies.

§ 16

1. Pursuant to Article 67 of the Act No. 7 – Law on Higher Education and Science, an HEI, at the student's request, may count towards professional practice activities performed by him/her, in particular as part of employment, internship or volunteering, if they enabled the achievement of learning outcomes specified in the study programme for apprenticeships.
2. Subject to § 1 points 7 and 8, students who:
 - a) are engaged or have been gainfully employed by an institution guaranteeing the acquisition of appropriate practical skills, if the nature of the work meets the requirements of the traineeship programme;
 - b) for at least 3 years they have been conducting or having conducted an independent business related to the field of study;
 - c) for at least 3 years they have been active in non-governmental organizations whose scope of activity is consistent with the field of study;
 - d) engage in volunteering activities if the nature of the volunteering meets the requirements of the internship program;
 - e) are or have been students of other universities who have completed or are undergoing an internship that meets the requirements of the Regulations;
 - f) participate or have participated in traineeships and traineeships (including volunteering) providing appropriate practical skills and provide appropriate documentation of such a traineeship.
3. In order to credit the activities referred to in paragraphs a - e for the internship, the student submits to the competent Dean of the Faculty / Branch an application for crediting the student professional internship, the model of which is attached as Annex 9 to the Regulations. The application shall also be accompanied by the following points if the following points are indicated:
 - a) or b) attaches Annex 9a,
 - (c), (d), (f) Annex 9b shall be attached,
 - e) Annex 9c.

4. The dean of the relevant faculty/branch, after consulting the Directional Supervisor of Professional Internships, shall or shall not include student internships.

§ 17

1. Matters not covered by the Regulations are resolved by the Dean of the relevant Faculty/Branch. .
2. The Regulations enter into force on the day of their adoption.
3. The regulations will be made known to the academic community by placing on the university's website in the public information bulletin.

Rector

dr hab. h.c. Zbigniew Ciekanowski, prof.

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