**FACULTY PROCEDURE PW-02:**

**Principle of organization and realization and passing of internship by students of the Faculty of Food Technology**

**(UR/USZJK/WTŻ/PW-02)**

**TABLE OF CONTENTS**

PART I – GENERAL PROVISIONS

CHAPTER 1: Legal basis

CHAPTER 2: Purpose and scope of the procedure

PART II – SPECIFIC PROVISIONS

CHAPTER 1: General assumptions

CHAPTER 2: Organization of an internship

CHAPTER 3: Credit for an internship

PART III – APPENDICES

1. Appendix 1 to faculty procedure PW-02 (UR/USZJK/WTŻ/PW-02/Z-1): Student declaration

2. Appendix 2 to faculty procedure PW-02 (UR/USZJK/WTŻ/PW-02/Z-2): Framework programme for an internship

3. Appendix 3 to faculty procedure PW-02 (UR/USZJK/WTŻ/PW-02/Z-3): Application for an internship

4. Appendix 4 to faculty procedure PW-02 (UR/USZJK/WTŻ/PW-02/Z-4): Internship plan

5. Appendix 5 to faculty procedure PW-02 (UR/USZJK/WTŻ/PW-02/Z-5): Agreement – model

6. Appendix 6 to faculty procedure PW-02 (UR/USZJK/WTŻ/PW-02/Z-6): Internship log

7. Appendix 7 to faculty procedure PW-02 (UR/USZJK/WTŻ/PW-02/Z-7): Final internship report

8. Appendix 8 to faculty procedure PW-02 (UR/USZJK/WTŻ/PW-02/Z-8): Application for the internship credit

9. Appendix 9 to faculty procedure PW-02 (UR/USZJK/WTŻ/PW-02/Z-9): Survey

**PART I – GENERAL PROVISIONS**

**CHAPTER 1: Legal basis**

**§ 1**

1. Act of 20 July 2018 – Law on higher education and science (consolidated text Polish Journal of Laws of 2021, item 478 as amended).
2. Study Regulations – Resolution No. 30/2023 of the Senate of the University of Agriculture in Kraków of 26 April 2023.
3. Rector’s Order No. 168/2021 of 27 October 2021 on the introduction of the Quality and Education Policy and the University Educational Quality Assurance System (USZJK).
4. Rector’s Order No. 170/2021 of 9 November 2021 on the introduction of general procedures for the handling of documents of the University Educational Quality Assurance System (USZJK).

**CHAPTER 2: Purpose and scope of the procedure**

**§ 2**

1. The purpose of the procedure is to define the rules for the organization of internships and the way in which they are carried out and passed by students of the Faculty of Food Technology.
2. The scope of this document covers internships realised in all fields of study conducted by the Faculty of Food Technology, regardless of their level and form.
3. In this procedure, the term “internship” is used to refer to a work internship during a bachelor’s degree course and a diploma internship during a master’s degree course.

**PART I – SPECIFIC PROVISIONS**

**CHAPTER 1: General assumptions**

**§ 3**

1. All students of the Faculty of Food Technology studying full-time and part-time, bachelor’s and master’s degree courses for which the study programme provides for an internship are required to complete the internship during the study period.
2. The internship is an integral part of the study programme and is designed to prepare the student for professional work. Failure to pass the internship is treated on a par with failure to pass a subject or course.
3. The implementation of the internship cannot be postponed until after the studies.
4. The duration of the internship and the number of ECTS credits allocated are determined by the study programme for the course, taking into account the level and form of study.

**§ 4**

1. Prior to the commencement of the internship, students are required to have an appropriate medical examination (referral to be collected from the Dean’s Office).
2. Persons with medical contraindications cannot realise the internship. Such persons may apply for a medical leave of absence or an Individual Organization of Studies (IOS) for a change in the form in which the internship is realised (Study Regulations §8 paragraph 1 item 1). The IOS is determined by the Dean at the request of the student, and the individual organization in this respect must enable the student to achieve all the learning outcomes of the internship programme.

**§ 5**

An academic teacher, appointed by the Rector on the request of the Dean of Faculty of Food Technology, hereinafter referred to as the **Dean’s Representative for Student Internships**, is responsible for organizing internships.

**§ 6**

1. Students complete their internship in specific types of public or private institutions
and in the scope of hours in accordance with the Framework Internship Programme (Appendix 2).
2. During the realisation of the internship, the regulations under the current Labour Code apply.

**CHAPTER 2: Organization of an internship**

**§ 7**

1. The Dean’s Representative for Student Internships is formally responsible for the organization and
 giving credit for the internship and supervision of its realisation.
2. The Dean’s Representative for Student Internships is responsible for organizing the internship information meeting, monitoring the correct selection of the internship location and date, and supervising the internship content.
3. Verification of the achievement of the learning outcomes and credit for the internship is carried out by the Dean’s Representative for Student Internships or other teachers appointed by the Dean for this task.
4. The internship should begin no earlier than the first day of the start of the semester to which it is assigned and should end no later than the last day of that semester.
5. In justified cases, other dates for the internship may be possible, with prior approval of the internship plan by the Dean’s Representative for Student Internships. In particular, the internship may last longer than specified in paragraph 4 or may be carried out on a discontinuous basis, with the proviso, that the completion of the internship should not interfere with the student’s participation in classes.
6. By the end of the semester preceding the semester in which the student is required to complete the internship, the Dean’s Representative for Student Internships, together with the Representative of the students of the course and year of study concerned, organise an information meeting.
7. During the meeting referred to in paragraph 6, students are provided with information on how the internship will be carried out and deadlines will be set, in particular the deadline for notifying the internship site, submitting applications accepted by the host institution and obtaining credits. A representative of the Careers and Practical Training Office may attend the meeting. The meeting can take the form of a real-time online meeting.
8. By the end of the semester preceding the semester in which the internship should take place, the student is obliged to familiarise themselves with this procedure and the associated appendices, which they certify by signing the relevant Student Declaration (Appendix 1).
9. Students choose the internship site themselves, following the guidelines in the Framework Internship Programme (Appendix 2). In justified cases, the internship site may be indicated to the student by the Dean’s Representative for Student Internships or another teacher.
10. The student must notify the Dean’s Representative for Student Internships of the internship no later than the date set during the information meeting.
11. Students individually apply to the selected Host Institution for an internship. To this end, they complete an Internship Application (Appendix 3), and their proposed internship site must be approved by the Dean’s Representative for Student Internships. The criteria for verification of an institution accepting a student for an internship are: business profile in line with the student’s field of study, operation in the labour market for at least 2 years, appointment of a Company Internship Supervisor.
12. The exact time of the internship is determined by the student in consultation with the internship host institution, the Company Internship Supervisor, and the Dean’s Representative for Student Internships.
13. Upon acceptance of the site and proposed date of the internship by the Dean’s Representative for Student Internships, the student submits the Internship Application to the office of the Institution hosting the internship.
14. Approval for the internship is obtained by having the Internship Application signed by the person authorised to represent the Institution hosting the internship.
15. The student then submits to the Dean’s Representative for Student Internships the signed Internship Application with the Internship Plan (Appendix 4) no later than the date specified at the information meeting. On this basis, they are included in the list of students of a specified course undergoing an internship in a given academic year.
16. The list of students undergoing internships in a given academic year, together with the list of Host institutions and the accepted date on which they will undergo their internships, is forwarded by the Dean’s Representative for Student Internships to the Careers and Practical Training Office of the University of Agriculture in Kraków in order to prepare the Agreement between the University and the Host institution (Appendix 5).
17. The Agreement between the University and the Institution hosting the internship is drawn up in duplicate, one for each party, and signed by an employee of the Careers and Practical Training Office under the authority of the Rector. The Agreement is sent in hard copy to the Host Institution, which sends one signed copy back to the University.
18. Throughout the internship period, the student should systematically and carefully keep an Internship Log (Appendix 6).
19. The student is obliged to start and complete the internship on time. Confirmation of the date of arrival at the internship site is required in the Internship Log.
20. In the case of long-term illness, the student has the right to apply for a medical leave with the need to realise an internship in the following year.
21. It is the student’s responsibility to inform the Dean’s Representative for Student Internships of any incidents that may adversely affect the internship.

**§ 8**

1. The student is obliged to take out accident insurance for the duration of the internship and, if required by the Institution hosting the internship, to also take out third party liability insurance.
2. The student is obliged to present at the internship site the required types of insurance (accident insurance/third part liability insurance), the internship programme and fulfil other possible requirements given by the Institution accepting the student for the internship (e.g. signing a declaration of confidentiality, performing additional medical examinations, etc.).
3. It is the student’s responsibility to comply with the disciplinary and OHS rules adopted by the host unit. The student bears full liability for any culpable damage caused at the place and time of the internship. In the event of a student’s violation of the work order and discipline in force at the internship site, the Host Institution may request the University to dismiss the student from the internship.
4. The University does not cover any costs associated with the internship, including the student's insurance.
5. During the course of the internship, the Dean's Representative for Student Internships monitors the realisation of the internships of randomly selected students based on telephone conversations with the Company internship Supervisors.
6. With the prior knowledge of the Dean’s Representative for Student Internships and with the approval of the Dean, students may undertake internships abroad in locations organised by the University or agreed by the students on an abroad work permit basis.
7. In the case of internships abroad organised by the University, the rules resulting from the currently concluded agreement between the University and the internship host institution apply.
8. The institution hosting the internship may offer remuneration to the student for the work carried out during the internship and the relevant agreement is made directly between the student and the Institution.

**§ 9**

In an emergency situation, e.g. the occurrence of an epidemiological emergency, the circulation of all documents in electronic form is acceptable.

**CHAPTER 3: Credit for an internship**

**§10**

1. During the internship, the Student is required to keep an Internship Log (**Appendix 6**) in which they record the course of the internship, including the date, the number of hours and a description of the professional tasks and activities performed.
2. When the student has completed the internship, they submit the complete, filled in Internship Log to the Company Internship Supervisor, who summarises the internship and assesses the student’s behaviour by expressing an opinion on the student’s commitment and the learning outcomes achieved by the student, which they confirms with their signature in the Internship Log.
3. The student includes in the Final Internship Report (**Appendix 7**) a description of the professional tasks carried out during the internship in order to fulfil the Framework Internship Programme.
4. Upon completion of the internship, but no later than by the end of the semester in which the student should complete the internship, the student submits a set of documents to the Dean’s Representative for Student Internships or other designated teacher
and participates in the examination.
5. Credit for the internship is based on the verification of the documents submitted and the assessment – during an oral examination – of the learning outcomes achieved.
6. The Dean’s Representative for Student Internships or other designated teacher conducting the internship examination completes the examination sheet forming an integral part of **Appendix 7** and enters the internship grade into the USOS system.
7. The student may apply for credit for part or all of the internship, without having to complete it, on the basis of the learning outcomes achieved as a result of the student’s professional work, apprenticeship or other professional activity. In such a procedure, consent for recognition of learning outcomes is given by the Dean’s Representative for Student Internships, based on the documents provided by the student. This does not relieve the student of the obligation to take the examination on the required date.
8. The basis for giving credit for the internship under the procedure referred to in paragraph 7 may be a certificate of employment provided by the student, a certificate of employment (specifying the scope of duties performed, optionally with an opinion of the management of the workplace), a certificate of conducting a business activity.
9. Credit for internship under the procedure referred to in paragraph 7 may be applied for by a student who:
10. submits an Application for credit for the internship (**Appendix 8**) together with the relevant documents as indicated in paragraph 8;
11. works or has worked (also on a voluntary basis) in a position with responsibilities related to the field of study, with the duration of this work not being shorter than the duration of the internship specified in the study programme;
12. documents the achievement of the learning outcomes in a detailed description.
13. Credit for the internship completed abroad is given according to the same principles as for domestic internships, with the difference that the documents submitted should be drawn up in Polish or English. If the Company Internship Supervisor does not speak these languages and therefore cannot confirm the completion of the professional tasks, the documentation must be drawn up in two languages: the official language of the country in which the internship Host Institution is located and English or Polish. In this case, the content of the documentation must be identical in both languages.
14. The student communicates their observations resulting from the preparation for, conduct and completion of the internship, as well as suggestions concerning the study programme (e.g. suggestions for changes resulting from the internship) by completing an anonymous Evaluation survey (**Appendix 9**), which they give back to the examiner in accordance with the rules of confidentiality.
15. Once the student has received credit, the documentation of the internship is archived by the Dean’s Representative for Student Internships in accordance with the rules set out in the regulations for documenting the course of study. The Internship log should be kept in the student’s file.
16. After receiving credit for the internship, the Dean’s Representative for Student Internships prepares a report on the realisation of the internships during the academic year, taking into account any suggestions made by the participants of the implemented internships. The report is forwarded to the Dean’s Educational Quality Committee.