ORDINANCE

**Rector of the Krakow University of Economics**

**No. R.0211.4.2025**

from 27 January 2025

on

# detailed organization of student internships

Acting pursuant to Article 23(1) of the Act of 20 July 2018 – Law on Higher Education and Science (i.e. Journal of Laws of 2024, item 1571, as amended) and §16(7)(2) of the Statute of the Krakow University of Economics, the following is ordered:

# § 1

1. The Ordinance specifies the detailed organization of student internships and the rules for their completion (crediting), to the extent not regulated in the Study Regulations.
2. The terms used in the ordinance have the following meanings:
	1. University – Krakow University of Economics,
	2. Study Regulations – Study Regulations at the Krakow University of Economics,
	3. Internship organizer – an external entity accepting a student for a student internship,
	4. Internship supervisor – an employee of the University appointed by the Director of the Institute to take care of student internships,
	5. Student internships – professional internships, as well as professional work, volunteering or apprenticeships, which can be counted as student internship, in accordance with the provisions of the Study Regulations and this Ordinance,
	6. EOD system – an electronic document circulation system operating at the University, by means of which the procedure of completing student professional practice is carried out,
	7. Student Service Centre (SSC) – an organizational unit dealing with tasks related to the handling of student affairs in the course of studies, indicated in the binding Organizational Regulations of the University.

# § 2

1. Heads of departments, from among academic teachers of a given department, indicate candidates for the function of internship supervisors for a given academic year and submit appropriate information in writing to the Director of SSC by 30 September each year.
2. For a degree where more than 150 students undergo internships, two internship supervisors may be appointed in a given year.
3. On the basis of the information received in accordance with paragraph 1, the SSC lists all candidates for Internship Supervisors at the Institute of a given College, which is then forwarded to the Director of the relevant Institute.
4. The Director of the Institute approves and informs the Teaching Department about the academic teachers of this Institute appointed as Internship Supervisors.
5. The internship supervisor receives additional remuneration specified in the Remuneration Regulations. In the case of appointing two Internship Supervisors, the total amount of additional remuneration may not exceed the sum of the remuneration for supervising student internships specified for the number of more than 100 students and the allowance appropriate for the number exceeding 150 students. The division of additional remuneration determined in this way among the Internship Supervisors is made according to the number of students over whom each of the Internship Supervisors actually supervises.
6. The additional remuneration referred to in paragraph 5 is due after the end of the academic year and after:
	1. creating an electronic protocol for completing student internships using the USOS system,
	2. submitting to the Teaching Department a completion (credit) report signed by the Supervisor of student internships with a list of names of students and a report generated from the EOD system with a list of names of students who were supervised during the student internships.

# § 3

1. Student internship is carried out on the basis of an agreement concluded between the University, the Internship Organizer and the student.
2. A detailed procedure for preparing documentation as part of the procedure for crediting student professional practice is described in the *Instruction for completing student internship in the EOD system* (Appendix No. 5).
3. Document templates are introduced, automatically generated as part of the procedure of completion (crediting) student internships in the EOD system:
	1. the agreement for the organization of student internship referred to in paragraph 1 – in the wording specified in Appendix No. 1,
	2. a report on the course of student internship or professional work/volunteering/apprenticeship as an internship – in the wording specified in Appendix No. 2,
	3. referral for an internship (if applicable) – in the wording specified in Appendix No. 3,
	4. a questionnaire for the assessment of the learning outcomes achieved during the student internship and the identification of factors conducive to its implementation at a given Internship Organizer, carried out by the student – in the wording specified in Appendix No. 4.
4. If, due to the requirements of the Internship Organizer, an agreement not drawn up in accordance with the template referred to in section 3 point 1 is presented for signature in the EOD system:
	1. if its content does not differ substantially from the content presented in the template – its acceptance and signing by the University is decided by the Internship Supervisor,
	2. if its content is substantially different from the content presented in the template – it is necessary to obtain the opinion of the University’s Team of Attorneys-at-Law, subject to paragraph 5.
5. The internship supervisor takes into account a bilateral agreement concluded between the Internship Organizer and the student or a tripartite agreement, provided that the student internship corresponds to the degree pursued by the student and meets the objectives referred to in the Study Regulations, the curriculum and the syllabus, primarily in relation to the learning outcomes indicated in the "Internship" syllabus. In such a case, the opinion of the Team of Legal Advisors is not required.
6. An obligatory attachment to the internship contract is a document confirming the student's purchase of civil liability insurance (OC) and accident insurance (NNW) for the period of student internship, which, in accordance with the procedure for crediting student professional practice, should be attached to the EOD system.
7. The internship supervisor is authorized to sign the documents referred to in paragraphs 3-5 on behalf of the University.

# §4

1. After completing the procedure of crediting the student internship, the documentation is stored in the EOD system, from which the internship supervisor can generate a report with the register of completed internships on a given degree at any time. The student is obliged to download and print two sets of documentation: one for themselves and one that will be handed over to the Internship Organizer.
2. The register referred to in paragraph 1 shall contain at least:
	1. Item number in the register,
	2. a reference number consisting of the "PRST" marking, identified as student internships, the calendar year and month of commencement of the procedure for crediting student professional internships in the EOD system, and the subsequent number of the procedure commenced in a given month of that year at the University *(e.g.* ***PRST/2025/05/00003*** *– marks the launch of the third procedure for crediting student internship registered in May of the calendar year 2025 (i.e. academic year 2024/2025) at the University*,
	3. student's name and surname, student ID number, year and degree,
	4. naming the Internship Organizer,
	5. other elements of the register, in accordance with the reporting capabilities in the EOD system.

9. The period of storage of documentation in the EOD system, and then the method of archiving them, is determined by the information retention instruction in force at the University.

# § 5

1. The University does not reimburse the student for any costs incurred for the implementation and completion of the student internship, therefore the student is not entitled to financial claims against the University for the internship.
2. The work of a student undergoing a student internship for the Internship Organizer is unpaid, subject to paragraph 3.
3. If the Internship Organizer decides on the possibility of receiving remuneration by the student for the work performed during the student internship, an appropriate agreement is concluded between the Internship Organizer and the student, without the participation and mediation of the University.
4. The student is obliged to purchase civil liability insurance (OC) and accident insurance adequate to the type of internship for the period of student internship.

# § 6

1. The ordinance comes into force on February 24, 2025.
2. On the date indicated in paragraph 1, the Rector's Ordinance No. R.0211.16.2022 from 23 March 2022 on the detailed organization of student internships, subject to paragraph 3, is repealed.
3. Student internships commenced before the date of entry into force of this Ordinance shall be carried out in accordance with the ordinance referred to in paragraph 2.

RECTOR

Dr Habil. Bernard Ziębicki, Associate Professor