Regulation No. 82
of the Rector of the University of Lodz
of 20 January 2021

on: organisation of student internships at the University of Lodz

Pursuant to: Article 23(2)(2) in conjunction with Article 67(5) and (6) and Article 107(2)(2) of the Act of 20 July 2018 – Law on Higher Education and Science (consolidated text, Dz. U. - Journal of Laws of 2020, item 85, as amended), Section (§) 3.1.8 of the Regulation of Ministry of Science and Higher Education of 27 September 2018 on studies (Dz. U. - Journal of Laws of 2018, item 1861, as amended) I hereby resolve as follows:

§ 1
General provisions

1. The University of Lodz organises internships as foreseen in study curricula.
2. Internship is an integral part of a curriculum of every study programme with practical profile.
3. In the case of a study programme with general profile, internship may be an integral part of a curriculum in so far as it is provided for curricula of those studies / pertaining to the said study programme(s).
4. Internships are organised in accordance with/ pursuant to the provisions of the Rules of Study at the University of Lodz and pursuant to the rules of participation in internships prepared by the Faculties of UL and approved by Deans’ Representatives for Internships and pursuant to the provisions on the protection of personal data including provisions of Regulation (EU) 2016/679 of the European Parliament and the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46/EC (General Data Protection Regulation) and the Act of 10 May 2018 on personal data protection (consolidated text, Dz.U. - Journal of Laws of 2019, item 1781).

§ 2

1. W As regards student internship, the following are distinguished:
   1) internship preparing to perform a profession related to the studied field;
2) teaching internship preparing to perform a profession of a teacher;
3) teacher training practical classes carried out as part of the teaching internship.

2. Internship (also teaching internship) may be carried out in the following modes:
   1) continuous – in consecutive weeks;
   2) part-time – in selected days of the week.

3. Internship shall not interfere with other classes provided for study curriculum and schedule.

4. Internship course may be documented in an internship journal which is passed by the field-specific internship supervisor to the student’s personal file upon the internship completion.

5. Teaching internship shall be carried out in Lodz or in the student’s place of residence. Other internships may be carried out in the entire country and abroad.

6. In case of studies with practical profile, the internships are carried out over a period of at least 6 months on first-cycle studies and long-cycle MA studies and over the period of at least 3 months on second-cycle studies and in case of general academic profile studies, over a period specified in study curriculum.


§ 3

1. Internships may be carried out on the basis of:
   1) an Agreement concluded between the University of Lodz and the entity to which the student is directed, and a referral for internship issued by the UL or
   2) a referral if the internship is conducted at the student’s home faculty, or
   3) an employment contract concluded between the student and the employing unit.

2. Agreements on carrying out internships with (external) units are signed by Deans. Agreements may be prepared for individual students or in the form of long-term agreements concluded with institutions and signed by the Rector of UL. With the latter case, only the list of students who will participate in internship in a given period shall be sent to the institution.

3. Appendixes 1-3 to the hereby Regulation include templates of the Agreements on carrying out internships. They may be subject to modifications after prior opinion of the Team of Attorneys-at-law of the University of Lodz.

4. Template of the internship referral form, which constitutes the Appendix 4 to the hereby Regulation, may be subject to modifications after prior opinion of the Team of Attorneys-at-law of the University of Lodz.
1. The organization and course of internships is supervised in particular by:
   1) Rector’s Representative for Internships;
   2) Deans’ Representatives for Internships;
   3) Field-specific internship supervisors.

2. Functions stipulated in point 1 may be held by the academic teachers of UL.

§ 5

1. Deans’ Representatives for internships are appointed and dismissed by the Rector of the UL upon the request of Deans. Field-specific internship supervisors are appointed and dismissed by Deans. The Service Centre for Students and PhD Candidates of the University of Lodz (COSiD) should be notified of any change in this regard.

2. In the event the appointment of a Dean's Representative for Internships is rescinded, these tasks are performed by the Dean.

§ 6

1. Field-specific internship supervisors shall submit reports on the course of internship to the Dean’s Representative for Internships immediately after the end of the academic year according to the template in Appendix No. 5 or/and No. 6 respectively to the hereby Regulation.

2. Deans' Representatives for Internships shall submit a report on the course of internship for the previous academic year according to the template as in Appendix No. 7 and/or No. 8 respectively to the hereby Regulation by November 30, including:
   1) 1 copy to the Dean;
   2) 1 copy to the Service Centre for Students and PhD Candidates of the University of Lodz (COSiD).

§ 7

Responsibilities of the Rector’s Representative for Internships

1. The responsibilities of the Rector’s Representative for Internships include, in particular:
   1) coordination of the organization of internships at the University of Lodz;
   2) co-preparation of regulations and provisions concerning internships at the University of Lodz;
   3) cooperation with Deans' Representatives for Internships at the University of Lodz;
   4) cooperation with the UL Rector’s Representative for Education preparing for teaching profession as part of teaching internship.
2. The responsibilities of the UL Rector’s Representative for Education preparing for the teaching profession are defined in Section (§) 2 of the Regulation No. 168 of the Rector of the University of Lodz of 11.09.2020.

§ 8
Responsibilities of the Dean's Representative for Internships

The responsibilities of the Dean's Representative for Internships include, in particular:
1) coordinating and monitoring work of field-specific internship supervisors at the Faculty;
2) cooperation with the Dean in the execution of tasks resulting from carrying out the internships and remuneration of field-specific internship supervisors and supervision over the proper circulation of documents;
3) preparing reports referred to in Section (§) 6.2;
4) approving rules of participation in internships developed by field-specific internship supervisors and updating internship information on the Faculty website.

§ 9
Responsibilities of the field-specific internship supervisor

The responsibilities of the field-specific internship supervisor include, in particular:
1) preparing the rules of participation in internships for the relevant study programme/specialisation;
2) organising an information meeting for students;
3) entering data concerning internships in USOSweb;
4) preparing Agreements (2 copies) and referrals (1 copy) for internships and lists of students for long-term agreements with institutions and submitting them to the Dean;
5) random control of the course of internships;
6) crediting completed internships in USOSweb;
7) completing documentation concerning the course of internships;
8) organizing and supervising the course of internship for a designated group of students;
9) issuing opinions on students' applications concerning other forms of activity recognised as an internship;
10) preparing reports referred to in Section (§) 6.1 of the hereby Regulation.

§ 10
Guidelines for drafting rules of participation in internships
1. Rules of participation in internships should be drawn up separately for study programme/specialisation.

2. The rules of participation in internships are binding for both the student and the internship supervisor at the institution.

3. The document specifying the rules of professional practice shall include:
   1) the name of the study programme/specialisation, in relation to which the internship is conducted;
   2) legal basis;
   3) study effects achieved after completion of the internship;
   4) internship duration (number of hours or weeks);
   5) internship mode (continuous or part-time);
   6) responsibilities of the student during the internship (e.g., learning about the organization and functioning of the institution, occupational health and safety regulations, personal data protection law, compliance with the applicable work regulations, performance of tasks under the internship programme, etc.);
   7) responsibilities of the internship supervisor at the institution where the internship is carried out;
   8) conditions for the internship completion by student, for example:
      a) entries in the internship journal certified by the institution,
      b) student's report on the completed internship or school teacher's review of teaching internship - to be entered in the internship journal,
      c) student's referral for internship certified by the institution,
      d) the field-specific internship supervisor’s entry in the periodic achievement sheet,
      e) the deadline for the submission of internship journals/reports or other documents required to complete the internship,
      f) the procedure of recognition of other forms of activity of the student as an internship,
      g) other information at the discretion of the field-specific internship supervisor.

4. While drafting the rules of participation in teaching internships, the current standards of teacher’s education should be taken into account.

§ 11

Conditions for recognising other activities of a student as an internship

1. The Dean, after consultation with the field-specific internship supervisor, may recognise as an internship another activity of the student, taken or completed at a given level of study, provided that it was taken or completed in accordance with the student’s study programme and it took place within the required amount of time, for example:
   1) voluntary work;
   2) different forms of employment;
   3) participation in the work of a research trip;
4) traineeships and internships as part of Erasmus+ programme or other exchange programmes.

2. In the case of a student employed prior to the commencement of studies, the date of commencement of the internship should be entered into USOSweb as the date of commencement of studies.

3. A student seeking recognition of another activity as an internship must submit a properly documented request to the Dean with the opinion of the field-specific internship supervisor.

4. The Dean's consent to recognise another activity as an internship, along with the student's documented request, shall be kept in the student's personal file.

§ 12
Responsibilities of administration staff at UL

1. The administrative support for the organization and documentation of internships is the responsibility of the Deans' Offices at the Faculty level, and at the university level it is the responsibility of the Students and PhD Candidates Service Centre of the University of Lodz (COSiD) and the UL Payroll Department.

2. The responsibilities stipulated in part 1 above are fulfilled in close cooperation with, as appropriate, the field-specific internship supervisors, Deans’ Representatives for Internships, and the UL Rector’s Representative for Internships.

§ 13
Rules of remuneration for academic staff for internships

1. The UL Rector’s Representative for Internships receives remuneration for performing his/her responsibilities in the amount of PLN 2600 gross once a year with the pay for December.

2. The rules of remuneration for the Dean’s Representative for Internships for performing his/her responsibilities are included in the Remuneration Regulations of UL.

3. Upon the consent of the Dean, the supervisor of a group of up to 30 students is credited 20 hours per academic year for supervising a group of up to 30 students, and upon the consent of the Dean, 40 hours per academic year for supervising a group of between 31 and 60 students. The field-specific internship supervisor may supervise a maximum of 120 students per academic year.

4. With the consent of the Dean, the supervisor of the teaching internships for supervising a group of up to 15 students is credited 20 hours per academic year; with the consent of the Dean, the supervisor of a group of 16 to 30 students is credited 40 hours per academic year. The field-specific internship supervisor of a teaching internship may supervise a maximum of 60 students per academic year. This provision does not apply to part-time teaching internships carried out as teacher training practical classes.
§ 14

1. The Dean determines the amount of remuneration and concludes contracts for specific work with teachers (this should be understood as teachers according to the Act on the System of Education) who hold functions of supervisors of students participating in teaching internships.

2. The Dean may conclude contracts for specific work with other persons who supervise students participating in internships (in which case he/she determines the amount of remuneration).

§ 15

1. Regulation No. 5 of the Rector of the University of Lodz of 1.10.2019 on the organisation of student internships at the University of Lodz is repealed.

2. The hereby Regulation enters into force on the day of signing.

Rector of the University of Lodz

Prof. dr hab. Elżbieta Żądzińska