

**DIRECTIVE No 31/2021**  
**of the Rector of the University of Wrocław**  
**of 17 march 2021**  
**on the organization of student internships planned in the educational process**  
**at the University of Wrocław**

On the basis of Art. 23. Sections 1 and 2 of the Higher Education Act of 20 July 2018 (consolidated text: Journal of Laws [Dz. U.] of 2020, item 85, as amended), as well as § 17 of the employee remuneration regulations of the University of Wrocław, that came into force with the directive No 28/21 of the Rector of the University of Wrocław of 17 march 2021, the following has been ordered:

§ 1

1. The internship planned in the educational process and the teaching practice (tutoring and educational) are implemented in accordance with the plan and educational process for a given degree and approved by the Council of the Department.
2. Internship for students of a given Department is organised by the Department on the basis of Rules and Regulations of Internships enacted by the Council of the Department.
3. Teaching practices are organized and overseen by the Centre for Teacher Education in accordance with the rules laid down in this directive and in the directive of the Rector on the organisation and conduct of education of teachers at the University of Wrocław, hereinafter referred to as a separate order of the Rector.

§ 2

1. The Dean of the Department is responsible for organising internships.
2. Dean's tasks with respect to the organisation of internships or teaching practices included in the educational process entail:
  - 1/ determining the form, place and deadline for the start of internships after obtaining the opinion of the Council of the Department, and, in the case of teaching practices, in consultation with the Director of the Centre for Teacher Education, in accordance with a separate directive of the Rector,
  - 2/ granting permission for internships outside the period specified in a current study plan, provided that the internships will not interfere with the student's obligations arising from the course of study,
  - 3/ appointment of internship coordinator, subject to § 5 section 2 item 1,
  - 4/ dealing with payment orders for internship coordinators on the basis of provided reports,
  - 5/ specifying the number of students in groups taking part in internships, with the exception of teaching practices referred to in a separate directive.

§ 3

1. The duration of internships is specified in the educational programme for a given degree and, in the case of teaching practice, in a separate directive of the Rector.
2. Teaching practice takes place in the same town where the University is located or in the town where the student lives.
3. In justified cases, the Dean may agree for the teaching practice to take place in another location other than those referred to in paragraph 2.
4. The Dean may agree for the practice to take place in a company chosen by the student if the nature of the student's work is consistent with the programme of the internship.

§ 4

1. Teaching practice for full-time students shall be financed from the resources assigned annually from specific subsidies on teaching activities. Those resources are intended to cover the remuneration of teachers in schools and educational institutions where students are undertaking the teaching practices and classes in practical methodology.
2. The rate of remuneration for teachers who are the coordinators in schools and other educational institutions are settled by the Rector.

§ 5

1. Supervision of teaching practices is exercised by the coordinator appointed by the Dean from the academic teachers of the given Department.

2. On behalf of the University the internship coordinators could be:

- 1/ a teacher of the Centre for Teacher Education appointed by the Director of the Centre for Teacher Education, in case of educational and care providing practice;
- 2/ a teaching coordinator from the primary organisational unit, in the case of educational teaching practice (concerning a course).

3. A list of practice coordinators is provided by the Dean for the Centre for Teacher Education not later than a month prior to the commencement of the practice.

4. Responsibilities of internship coordinator are specified in **Appendix 1**, while those of the teaching practices coordinator are defined in a separate directive of the Rector.

#### § 6

For the internship coordinator and teaching practices coordinator who are not doing enough teaching hours, 6 hours of teaching per week are added to the workload.

#### § 7

Salary of the coordinator is paid from the funds of the Department after the end of internships. This is done on the condition that a report on the course of internships is provided within 3 weeks after their completion.

Template form for payment orders for practices constitutes **Appendix 2** to this directive.

#### § 8

1. Internships are free of charge, however, the company may decide on remuneration for the actions performed by the student within the confines of the internship. Terms and conditions of remuneration shall be determined in a separate agreement between the student, and the company where the practice is taking place.

2. Student undertakes the practice on the basis of a contract signed between the University and the company. The template of the contract is **Annex No. 3** to this management.

3. On behalf of the University, the contract referred to in paragraph 2, shall be signed by the Dean or a person authorised by the Rector.

#### § 9

1. Student is referred to practice by the Dean or a person authorised by him or her. The template for the referral constitutes **Annex No. 4**.

2. Prior the commencement of internships a Student is required to take out an insurance against accidents and civil liability for the duration of the practice.

3. Students collecting social scholarships during the period of practices retain the right to this scholarship.

4. Prior the commencement of internships planned in the educational process the student is required to complete the declaration of practice, **Annex 5** to this regulation.

5. The following information regarding the student's internship are noted in the University Study-Oriented System (USOS):

1/ name of the Company/institution in which the internship will take place

2/ a detailed timeframe regarding the internship

3/ information regarding the coordinator of the internship

6. Those responsible for the filing of the internship are appointed by the Dean.

#### § 10

1. Student's professional work can be recognised as practice, provided that the character of the work is consistent with the degree the Student is taking and the period of employment is not shorter than the required amount of time dedicated to practice.

2. The acceptable forms of professional work include: contract of work, contract to perform a specified task, casual work contract, self-employment.

3. In order for the professional work to be recognised as practice a student is obliged to hand in the application to the Department Administration along with documentation confirming this fact.

4. The application and supporting documentation should be submitted before the start of practice.

5. The student's application on the recognition of internship is dealt with individually. The decision is taken by the Dean.

#### § 11

1. Research work done by the student may be recognised as practice provided that the area of research is linked to the subject of the practice.
2. The decision in the aforementioned cases is taken by the Dean at the request of the Director (Manager) of the appropriate Department unit.

#### § 12

1. The internships are an integral part of the plan of study and educational process. They shall be recognised on the condition that the student meets the obligations laid down by the Council of the Department and specified in the plan and programme of internships.
2. The internships are recognised by the practice coordinator in the documentation of study on the basis of the documentation provided by the student. A template of internship completion certificate constitutes Annex 6 to this regulation.
3. The completion of the internship is noted in the University Study-Oriented System (USOS).

#### § 13

In connection with the internships the student is not entitled to any form of benefits, neither financial nor in kind.

#### § 14

1. On all matters related to the internships the student shall contact the coordinator.
2. Any matters arising from the course of internships are adjudicated by the coordinator in consultation with his or her counterpart on the side of the educational organisation or company where the internship is taking place. The coordinator's decisions shall be binding for the student.
3. A student may turn to the Dean to verify the decisions of the coordinator.
4. The decision of the Dean is final.

#### § 15

Supervision of the implementation of this directive shall be entrusted to the Pro-Rector of Education.

#### § 16

The contents of Annexes 3 and 6 can be adapted to the specific needs of a specific unit of the Department.

#### § 17

Students undergoing an educational programme (programmes and plans of study) based on existing provisions shall follow that programme until graduation.

#### § 18

The directive shall enter into force on the 1 of April 2021.

**REKTOR**