

The statute on the organisation
of student internships planned in the educational process
at the Institute of Political Science (University of Wrocław)

The internship at the Institute of Political Science is an integral part of the educational program.

1. Legal regulations

The internship at the Institute of Political Science is implemented in accordance with:

- I. The 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.
- II. The specific teaching programs enacted by the Council of the Department.
 - A. According to directives No 31/2021, §2, and §5, the Dean of the Department is responsible for organizing the internship.
 - B. The supervision of the internship is exercised by the coordinator appointed by the Dean.

2. Detailed procedures

- I. Finding the company/ institution
 - A. The students can undertake the internship in national as well as international public or private institutions that can prepare them for their future careers.
 - B. This may include state offices, NGOs, business companies, foundations, regional or local media, or other institutions that can provide the student with the opportunity of completing the internship program.
 - C. Before receiving a referral for an internship (annex No. 4 to directive No. 31/2021), the student can choose a company in which he/she is willing to undertake the internship or contact the coordinator, who provides the student with the necessary assistance.
 - D. The character, as well as nature of work, has to be in line with the teaching program as well as specialization undertaken by the student.
 - E. It is up to the coordinator of the internship and the Dean to assess whether the nature of the internship as well as tasks undertaken meet the requirements and the educational aims of the educational program.
 - F. The coordinator can either provide assistance in the process of contacting the companies or institutions in which the student is willing to undertake the internship or directs the student to one of the partner institutions of the Institute of Political Science.
 - G. A list of partner companies/institutions is available on the official website of the Institute of Political Science. The list is updated on a yearly basis.
- II. Submission of the necessary documentation
 - A. The student is obliged to submit two copies of the following documents to the dean's office and one copy to the internship coordinator (the copy for the coordinator can be an electronic version sent via email or MS Teams):

1. The contract signed with the company/institution (Annex No. 3 the directive No 31/2021)
 2. The referral for internship (Annex No. 4 the directive No 31/2021)
 3. The declaration (Annex No. 5 the directive No 31/2021)
 4. A document prepared by the company indicating the schedule, tasks as well as nature of the internship
 5. The Internship Completion Certificate (Annex No.6 the directive No. 31/2021) or other document certifying the completion of the internship
- B. Documents specified in points II-A, 1-4 have to be accepted by the internship coordinator and later submitted and signed by the Dean before the beginning of the internship.
- C. The Internship Completion Certificate (or other document clarifying the completion of the internship) mentioned in point II A 5. has to be submitted after the completion of the internship before the end of the VI semester. The document has to indicate the number of working hours of the internship completed by the student.

III. The duration and nature of the internship

- A. The student has to complete at least 120 hours of work during the internship program.
- B. The internship should not collide with the student's responsibilities connected to the educational process.
- C. The students are obliged to complete the internship till the VI semester of the educational program.
- D. As the internship is an integral part of the educational process, the nature of the undertaken work should be compatible with the learning outcomes associated with the degree the student is taking as well as the educational program.
- E. The coordinator, based on the documentation provided by the student, assesses the compatibility of the internship with the learning outcomes associated with the degree the student is taking.

IV. *Assessment and final grade for the internship*

- A. The final grade for the internship is given by the coordinator based on the documentation issued by the company/institution in which the student undertook the internship.

V. Inspections during the Internship

- A. The coordinator can decide to inspect and monitor whether the student is fulfilling the tasks outlined in this document.
- B. The time, nature, as well as character of inspections, have to be planned consulted, and prepared in cooperation with the representatives of the company/ institution in which the student is taking the internship.
- C. The nature of the character of inspections may vary depending on the tasks given to the student as well as the character of work.