



Ordinance No. 66/2021
of the Rector of Lodz University of Technology
of 29 October 2021
on the Regulations for student internships
at Lodz University of Technology

Based on Article. 23 (1) and (2)(2) of the Act of July 20, 2018 - Law on Higher Education and Science (i.e. Journal of Laws of 2021, item 478, as amended) and § 14(1) and (2) of the Statute of Lodz University of Technology - Resolution No. 88/2019 of the Senate of Lodz University of Technology of July 10, 2019, I hereby order the following:

§ 1

The Regulations for student internships at Lodz University of Technology, hereinafter referred to as the "Regulations", which constitute an Attachment to this Ordinance, are hereby established.

§ 2

1. The hitherto provisions shall apply to internships commenced before the date of entry into force of this Ordinance.
2. The following lose power:
 - 1) Ordinance No. 3/2007 of the Rector of Lodz University of Technology of June 11, 2007, on the principles of organizing student internships and remuneration for managing and supervising student internships;
 - 2) Ordinance No. 9/2008 of the Rector of Lodz University of Technology of August 25, 2008, amending the Ordinance No. 3/2007 of the Rector of Lodz University of Technology on the principles of organizing student internships and remuneration for managing and supervising student internships.

§ 3

The ordinance comes into force on October 29, 2021.

REGULATIONS FOR STUDENT INTERNSHIPS AT LODZ UNIVERSITY OF TECHNOLOGY

Chapter 1 **General provisions**

§ 1

1. The regulations define the rules for the organization, manner and mode of carrying out compulsory student internships provided for in the study programs, hereinafter referred to as "internships".
2. The aim of internships is to enable students to acquire professional skills and social competences in conditions appropriate for a given scope of professional activity by independently performing practical activities, in particular:
 - 1) learning about the specifics of working in various positions in various industries related to the field of study;
 - 2) expanding the knowledge acquired during the studies and developing the skills of its practical application;
 - 3) learning about practical issues related to working in positions appropriate for the field of study;
 - 4) learning about one's own abilities on the labour market, developing skills: organization of own and teamwork, time management, responsibility for entrusted tasks and establishing professional contacts.
3. The duration, rules and form of internships, the total number of ECTS credits to be obtained by a student for an internship, the period in which it is possible to complete an internship, as well as the means of verification and assessment of the learning outcomes achieved in work placements are specified in study programs appropriate to the field, level and profile of study.

Chapter 2 **Principles of supervision and organization of internships**

§ 2

1. The following are responsible for the supervision, organization and implementation of internships:
 - 1) Rector's Proxy for Student Internships and IAESTE¹, appointed by the Rector;
 - 2) the Dean or the Faculty Proxy for Student Internships, appointed by the Rector at the request of the Dean, from among academic teachers. In the unit organizing education in the field of study, the Head of the unit. The provisions concerning the Faculty Proxy for Student Internships, including the scope of his duties, apply accordingly to the Head of a unit;
 - 3) a supervisor of student internships appointed by the Rector at the request of the Dean, appointed in consultation with the head of the institute or the head of the department, from among academic teachers. In the unit referred to in point 2, the supervisor of student internships is appointed by the Rector, at the request of the head of the unit from among academic teachers.
2. The Dean, and in the university unit referred to in 1 (2), the Head of the unit entrusts the supervisor of student internships with didactic and educational supervision over the group of students undergoing internships in writing, on the form, a template of which is attached as Appendix 1 to these Regulations.

¹ The International Association for the Exchange of Students for Technical Experience

§ 3

The tasks of the Rector's Proxy for Student Internships and IAESTE in the field of supervising internships include in particular:

- 1) cooperation with the Centre for Teaching and Learning and the Careers Office in the organization of internships;
- 2) supervision over the course of internships;
- 3) cooperation with Faculty Proxy for Student Internships;
- 4) preparing a report on the course of internships in the academic year within four months of its completion and submitting this report to the Senate of Lodz University of Technology within the time limit specified in the work plan of the Senate of Lodz University of Technology.

§ 4

The tasks of the Faculty Proxy for Student Internships include in particular:

- 1) organization and coordination of internships at the faculty/unit, including:
 - a) cooperation with the Centre for Teaching and Learning in matters of control over internship programs and their compliance with the study program for a specific field, level and profile,
 - b) supervision over the course of internships and keeping their documentation, including records of concluded agreements and issued referrals;
- 2) preparing and submitting to the Dean and the Rector's Proxy for Student Internships and IAESTE a report on the course of apprenticeships at a faculty/unit during the academic year within two months from the end of the academic year.

§ 5

1. Supervisor of student internships, who also manages the "Internship" classes:
 - 1) is the superior of students undergoing internships;
 - 2) is responsible for the implementation of internships in accordance with their goals and the agreed program;
 - 3) is authorized to settle, together with the management of the workplace, matters related to the course of internships.
2. The tasks of the student internship supervisor include in particular:
 - 1) establishing contacts with workplaces and institutions regarding the admission of students to internships;
 - 2) preparation of agreements for internships;
 - 3) organizing information meetings for students undergoing internships and presenting the student's obligations necessary to complete the internship;
 - 4) presenting students with a framework program of internships and approval of detailed programs developed by the student in consultation with the workplace, as well as deadlines for completion as well as deadlines and conditions for completing internships;
 - 5) determining the demand for places in a dormitory for non-resident students in the event that their internship will take place during the holiday period;
 - 6) supervising the submission to the workplace, in good time before the start of the apprenticeship, of the documents relating to the internship and the lists of participants;
 - 7) supervising the implementation of the obligation to train students in the field of occupational health and safety before commencing internships, including:
 - a) verification whether the student has completed training at Lodz University of Technology in the field of general principles of occupational health and safety during internship,

- b) verification whether the student has completed initial training in the field of occupational health and safety at the workplace,
 - c) verification whether the student has received the "Certificate of completion of training in the field of general principles of occupational health and safety during internship", confirming participation in the training referred to in (a) and whether it was delivered to the Dean's office before the commencement of internship in the workplace,
 - d) verification whether the student has received the "Initial training card in the field of occupational health and safety during the internship in the workplace", confirming participation in the training referred to in (b) and whether it was delivered to the Dean's office.
- 8) exercising didactic and educational supervision over the course of internships;
 - 9) cooperation with the management of the workplace in the implementation of the internship program;
 - 10) making decisions, authorized by the Rector, in accordance with § 15 (1) of the Study Rules, on the completion of an internship;
 - 11) preparing and submitting written reports on the course of apprenticeships to the Dean or the Faculty Plenipotentiary for Student Internships by October 31 of the calendar year in which the given academic year ended.

§ 6

1. Internships in workplaces are based on an agreement concluded before their commencement, the template of which is attached as Appendix 2 to these Regulations.
2. Students may undertake internships in groups or individually, on the basis of a referral from the University, the template of which is attached as Appendix 3 to these Regulations.
3. The agreement referred to in 1 is concluded by an authorized person on the basis of a written power of attorney granted by the Rector.
4. The agreement referred to in 1 is concluded within the time limit enabling the proper implementation of the internship program, before the University sends students to the workplace.
5. If the content of the agreement changes in relation to the model included in Appendix 2 to these Regulations, it should be agreed with the workplace, the Data Protection Officer and the University's legal advisor.
6. The provisions of the agreement may not violate the provisions of these Regulations.
7. It is possible to conclude a agreement drawn up in accordance with the template specified by the workplace, provided that its provisions meet the requirements of these Regulations.
8. 5 shall apply mutatis mutandis to the agreement referred to in 7.

§ 7

1. The student is not entitled to remuneration from the university for the implementation of internships. This remuneration is also not payable from the workplace, subject to 2.
2. The workplace may conclude a contract with the student, including an employment contract or a civil law contract, for the duration of the internship. Detailed terms of the contract, including possible remuneration, are specified by the parties to the contract.
3. The university is not obliged to cover the costs incurred by the student and the workplace related to the organization and implementation of the internship.
4. The university is not responsible for any damages caused by the student in the workplace.
5. The student is not entitled to any financial claims against the university in connection with the undergoing internship.

6. The workplace has the right to refer the student to medical examinations on admission to work in the scope and on the position provided for internship.
7. In the case of a medical certificate, referred to in 6, which makes it impossible for the student to undertake an internship in the workplace to which he/she has been referred, the supervisor of student internships, in consultation with the student, takes measures to enable the student to undertake the work placement in another workplace or to undertake another activity that allows the student to achieve the assumed learning outcomes under the rules laid down in the Study Rules.

§ 8

1. The supervisor of student internships conducts an initial assessment of the work placement site and its observation.
2. An initial assessment is carried out before concluding an agreement with the workplace.
3. As part of the assessment of the internship site, it is checked in particular whether the equipment and infrastructure prepared for students enable the correct implementation of the internship program and the achievement of the assumed learning outcomes by the student.
4. The observation of the internship evaluates its implementation and the place where it takes place, the quality of the cooperation with the University, the support given to the students in the implementation of the internship programme, the training and the performance by the company of other obligations under the signed agreement.
5. A negative result of the apprenticeship observation is the basis for the University to terminate the agreement concluded with the workplace.

Chapter 3 **Student obligations**

§ 9

The student is obliged in particular to:

- 1) participate in organizational meetings for students undergoing internships;
- 2) training at Lodz University of Technology in the field of general principles of occupational health and safety during apprenticeship and providing a certificate confirming its completion to the dean's office before its commencement in the workplace;
- 3) undergoing initial training in the field of occupational health and safety at the workplace before commencing apprenticeship and providing a training card confirming its completion to the dean's office;
- 4) to take out personal accident insurance at their own expense for the duration of the internship on pain of not being permitted to do an internship;
- 5) providing the supervisor of student internships with a detailed program of internship and obtaining their consent for its implementation in a selected place;
- 6) providing the workplace with all documents required for the implementation of the professional internship;
- 7) obtain, at the request of the workplace, a medical certificate confirming that he / she is allowed to work in the scope and at the position provided for in the course of the professional internship, under pain of not being allowed to complete the internship by the workplace;
- 8) fulfilment of all tasks resulting from the professional internship program;
- 9) reliable fulfilment of entrusted duties in the place of professional internship;

- 10) maintaining contact with the Faculty Proxy for Student Internships, or a supervisor of student internships, including reporting deviations and irregularities in the process of implementing the internship;
- 11) compliance with occupational health and safety and fire safety regulations, required data protection clauses and confidentiality of documents and internal regulations at the place of professional internship;
- 12) submission of a complete set of documents confirming the completion of professional internship within the required deadline.

§ 10

At the request of the workplace where the student is undergoing the internship, the supervisor of the student internship may recall the student if he / she breaches the applicable company regulations or fails to perform his / her duties.

Chapter 4

Conditions for completing a professional internship

§ 11

1. The student receives credit for the work placement once the following conditions are jointly fulfilled:
 - a) completing a professional internship within the set time limit and in the period provided for by the study program,
 - b) submitting a confirmation of professional internship, in accordance with the template set out in Appendix 4 to these Regulations,
 - c) submitting the documentation on the course of professional internship, in particular a report on its course, in the form specified in the study program for the field of study, level and profile and in the course card, proving the implementation of the professional internship program and tasks set at the place of its completion and the achievement of learning outcomes assumed for the internship, signed by the student internship supervisor appointed by the workplace,
 - d) verifying by the student apprenticeship tutor that the student has achieved the assumed learning outcomes for the completed apprenticeship.
2. A student cannot obtain a credit for a completed professional internship on the basis of past professional work or other activities.
3. A student may complete the internship in the place of current employment or as part of his business activity enabling the achievement of the assumed learning outcomes on the principles set out in the Study Rules and submit an application for credit for the completed internship, the template of which is attached as Appendix 5 to these Regulations.
4. The credit for the internship is given by the supervisor of student internships.

§ 12

Full documentation of the internship is archived in the student's personal file and consists of:

- a) a copy of the agreement for the organization and conduct of professional internship,
- b) referral to professional internship,
- c) a detailed professional internship program,
- d) "Certificate of completion of training in the field of general principles of occupational health and safety during apprenticeship", which the student completed at Lodz University of Technology,
- e) "Initial training card in the field of occupational health and safety during internships at the workplace" confirming participation in the training,
- f) confirmation of completing a professional internship,
- g) documentation from the course of professional internship referred to in § 11 (1c).

Chapter 5

Organization of non-compulsory internships

§ 13

1. Students may pursue non-compulsory internships, not included in the study program applicable for a given field of study.
2. The decision on the organization of non-compulsory internships is made by the Dean.
3. The principles, form and scope of non-compulsory internships are accepted by the student internship supervisor in agreement with the Dean.

Chapter 6

Final Provisions

1. Agreements with workplaces may be concluded in the form of a document.
2. In matters not covered by the provisions of these Regulations, the provisions of the Study Rules shall apply.

.....
Stamp of a faculty / unit

Lodz, on

Supervision of students on internships and settlement of internship completion

Mr. / Mrs.
Institute / Department
Position

I entrust you with the supervision of a group of internship students as listed below. The internship should take place in the period

The remuneration of the student internship supervisor is set out in Appendix 6 to the Remuneration Regulations at Lodz University of Technology of March 25, 2020 established by Ordinance No. 25/2020 of the Rector of Lodz University of Technology of March 25, 2020 on the remuneration regulations at Lodz University of Technology.

The remuneration will be paid after the official submission of 1 copy of this document with the completed and signed internship settlement to the Dean's office.

Commission					Settlement	
No.	Register number	Name and surname of the student	Place of the internship	Period	Number of days	Supervisor's signature
Average number of days:						

.....
*Signature of the Dean of the faculty /
Head of a unit*

.....
*Signature of the Head of the institute /
Head of the department*

.....
Employee's signature

.....
Stamp of a faculty / unit

Łódź, on

AGREEMENT No.
for the organization and conduct of internships

concluded in Łódź on between:

Lodz University of Technology with its registered office in Lodz, ul. Żeromskiego 116, 90-924 Łódź,
hereinafter referred to as the "University", represented by:

.....
.....

authorized to make declarations of will on behalf of the University on the basis of the Rector's power
of attorney.

and

.....
.....

hereinafter referred to as "Workplace/Company", represented by

.....
.....

the following agreement was concluded:

§ 1

The University refers the following students to the Workplace/Company for an internship and the
Company undertakes to accept the students referred for internships according to the data in the table
regarding the number of students and the period of internship:

No.	Name and surname of the student	Student's register number	The period of the internship from ÷ to	Comments

§ 2

1. The Workplace/Company is not obliged to pay the student remuneration for the internship.
2. The Workplace/Company may conclude a contract with the student for the duration of the internship. Detailed terms of the contract, including any remuneration, are specified by the parties to the contract.
3. The University does not cover the costs incurred by the Workplace/Company related to the organization and implementation of internship.
4. The University is not responsible for any damage caused by students at the Workplace.

§ 3

1. The Workplace/Company undertakes to ensure safe and hygienic conditions necessary for the professional internship, in particular to:
 - a) appoint a person responsible for the implementation of the professional internship,
 - b) provide appropriate workstations and tools in accordance with the internship program,
 - c) familiarize students with the regulations in force at the workplace, in particular with the work regulations, regulations on the protection of classified information and on the protection of personal data,
 - d) conduct an initial training in the field of occupational health and safety to students before commencing internships at the Workplace based on the "Workplace health and safety training program during internship at the Workplace" prepared by the Workplace on the basis of the "General training framework program" and " Framework training program on the job ", in accordance with the applicable regulations in the field of health and safety at work, in particular those resulting from the Regulation of the Minister of Economy and Labour of 27 July 2004 on training in the field of health and safety at work (Journal of Laws of 2004, No. 180, item 1860, as amended),
 - e) issue students with "Initial training cards in the field of occupational health and safety during apprenticeships at the workplace", confirming participation in the above-mentioned training,
 - f) inform students about the obligation to immediately report to the person responsible for the implementation of apprenticeships any threats to life or health that are noticeable in the workplace,
 - g) prepare the necessary documents confirming the training of students,
 - h) supervise the proper implementation of the internship program by students,
 - i) enable teaching tutors/supervisors on the part of the University to supervise vocational internships,
 - j) provide students with safe and hygienic working conditions, as well as the necessary clothing, footwear and protective measures provided for in the provisions on health and safety at work at the workplace,
 - k) enable students to independently perform practical activities resulting from the internship program,
 - l) issue the certificate "Confirmation of completing the internship" (in accordance with Appendix 4 to the Regulations of student internships at Lodz University of Technology, constituting Appendix 3 to this agreement) and confirmation of the documentation on the course of internship prepared by students.
2. The Workplace will allow the University to carry out observations of internships in agreement with the management of the Workplace. A negative result of the internship observation is the basis for termination of the agreement by the University.

§ 4

The Workplace/Company may request the University to recall a student from professional internship if he / she violates the regulations in force at the Workplace. If the breach caused a threat to life or health or property of significant value, the Workplace may prevent the student from continuing the professional internship, notifying the student internship supervisor about it.

§ 5

1. The university undertakes to:
 - a) develop, in consultation with the Workplace, detailed internship programs on the basis of the framework internship program,
 - b) provide the Workplace, within the time limit enabling the proper implementation of the internship program, documents concerning internships, including lists of their participants,
 - c) familiarize students with the internship program as well as their rights and obligations,
 - d) exercise didactic and organizational supervision over the course of internships.
2. The supervisor of student internships is responsible for the implementation of internships in accordance with the agreed program and is authorized to decide, together with the person responsible for the internship at the Workplace, on matters related to the course.

§ 6

1. Students are required to have valid accident insurance, and the Workplace has the right to verify the fact of taking out the insurance under the pain of not allowing students to carry out internships.
2. The Workplace/Company has the right to refer the student to medical examinations on the admission to work in the scope and on the position provided for professional internship.

§ 7

1. Each party to the Agreement declares that it is the administrator of personal data within the meaning of Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 / EC (Journal of UE L 119/1 of 4 May 2016) (general regulation on data protection), hereinafter referred to as the GDPR, in relation to the personal data of persons indicated in the Agreement.
2. Personal data of the persons referred to in 1, will be processed by the parties only for the purpose and scope necessary to perform the tasks related to the implementation of the concluded Agreement.
3. The parties undertake to protect personal data shared with each other in connection with the performance of the Agreement, including the implementation and application of technical and organizational measures ensuring an appropriate level of security of personal data in accordance with the law, in particular with the Act of May 10, 2018 on personal data protection (i.e. Journal of Laws of 2019, item 1781) and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 / EC (general regulation on data protection). The parties have fulfilled the information obligation under Article 13 and 14 GDPR.
4. The GDPR information clause is attached as Appendix 4 to this agreement.

§ 8

The agreement is concluded for the period from to

§ 9

Neither of the Parties shall have any financial obligations for the performance of this agreement.

§ 10

Either party may terminate the agreement with a 1-month notice period.

§ 11

Any changes to the agreement must be made in writing in the form of an annex.

§ 12

In matters not covered by this agreement, the relevant provisions of the Civil Code shall apply.

§ 13

This agreement has been drawn up in two counterparts, one for each party.

Attachments:

1. Internship framework program.
2. "Initial training card in the field of occupational health and safety during internship at the workplace".
3. Confirmation of completing the internship (form).
4. GDPR information clause.

.....
*Signature of the person authorized by the
Rector*

.....
*Signature of the Director of the
Workplace/Company or an authorized
person*

.....
Stamp of a faculty / unit

Łódź, on

REFERRAL No
for an internship

Lodz University of Technology directs students of year of first / second cycle *
general academic / practical * studies in the field of to
complete a professional internship in
hereinafter referred to as the Workplace, in accordance with the attached detailed professional
internship program attached to this referral.

Proposed period of professional internship: from to

Lodz University of Technology refers the following students to the Workplace/Company for
internship:

No.	Name and surname of the student	Student's register number	Comments

I consent / do not consent * to the organization of a professional internship within the above-
mentioned period.

The person responsible for the implementation of the internship on the part of the Workplace will be

.....
(name and surname, position, contact telephone number)

.....
*Signature of the manager of the
Workplace
or an authorized person*

.....
*Signature of the supervisor of student
internships*

This referral was made in two identical copies, one for each party.

* delete as appropriate

Attachments:

1. Detailed program of the internship.

APPLICATION
**for credit for the completion of an internship on the basis of other activity of a nature enabling
the implementation of the assumed learning outcomes**

Student data:

First name and last name:

Register number:

Field of study:

First-cycle / second-cycle studies *

General academic / practical profile *

Full-time / part-time studies *

I am asking for a credit for completing the professional internship in the dimension of implemented during semester of study on the basis of the activity indicated below:

a) Economic entity / unit organizing the activity:

b) start and end date of activity:

c) scope of activities or tasks:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

I attach to the application (documents confirming the above-mentioned activity and obtaining the learning outcomes assumed for the professional internship, in accordance with the basis of the application):

- 1.
- 2.
- 3.

..... On

.....
Student's signature

Learning outcomes assigned to the internship in the study program in the field of	Assessment of the degree of achievement of learning outcomes (please select appropriate)		
	fully achieved	partly achieved	not achieved
1.			
2.			
3.			
...			

..... On

.....
Signature of the supervisor of student internships

Decision of the Vice-Dean / an employee of the University authorized by the Rector. *

I award credit for the internship and give ECTS credits/ I do not award credit for the internship.*

....., day

.....
Authorized signature

* delete as appropriate