



MONITOR

OF THE JOHN PAUL II CATHOLIC UNIVERSITY OF LUBLIN

Item 253/2023

**ORDINANCE NO. ROP-0101-150/23
OF THE RECTOR
OF THE JOHN PAUL II CATHOLIC UNIVERSITY OF LUBLIN**

of 26 June 2023

on the definition of the rules for the organization and completion of compulsory and non-compulsory internships as part of the higher education curriculum at the John Paul II Catholic University of Lublin

Pursuant to Article 23(2)(2) of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended), hereinafter referred to as the "Act" and § 25(2)(2a) of the Statutes of the Catholic University of Lublin, the rules of organization and completion of internships covered by the curriculum and non-compulsory internships as part of a higher education program at the University of Lublin John Paul II shall be as follows:

GENERAL PROVISIONS

§ 1

The definitions concerning the completion of internships by students of the Catholic University of Lublin shall be as follows:

- 1) Internship – activities carried out by the Intern in a selected Host Institution, enabling the achievement of the intended learning outcomes, performed in a specified period of time and number of hours;
- 2) Intern – a student of BA/BSc, supplementary MA/MSc, or uniform master's studies covered by the obligation to undergo an internship resulting from the curriculum or undergoing an internship additionally, in order to broaden their qualifications;
- 3) Faculty Internship Coordinator – an employee of the Faculty appointed by the Vice-Rector responsible for internships at the request of the Dean to coordinate and supervise activities related to undergoing internships at the Faculty;
- 4) Internship Supervisor – an academic teacher conducting classes, appointed by the Dean to supervise internships done by the students within the field, group of majors or specialties (in the case of a small number of students undergoing internships at the Faculty, the function of the Internship Supervisor may be performed by the Faculty Internship Coordinator);
- 5) Host Institution – an entity or organizational unit, domestic or foreign, in which the Intern is undergoing an internship;
- 6) Intern's Mentor – a person appointed by the Host Institution, responsible for organizational and

substantive supervision over the implemented internship in accordance with the expected learning outcomes;

- 7) Declaration of the Host Institution – a written declaration of the Host Institution on the readiness to accept the Intern for their internship, prepared if required by the Internship Rules and Regulations for the field or fields of studies (a model declaration of the Host Institution is attached as Annex 5 to the Ordinance);
- 8) Contract with the Host Institution – a document defining the principles of organization and undergoing internships (a model agreement is attached as Annex 1 and Annex 1a to the Ordinance);
- 9) Agreement with the Host Institution – a document confirming the establishment of cooperation within the scope of the possibility of student internships between the Host Institution and the Faculty represented by the Dean, which may be prepared by the Faculty Internship Coordinator;
- 10) Learning outcomes – knowledge, skills and social competences acquired in the course of the internship;
- 11) Compulsory internship documentation – documents being the basis for undergoing and being awarded credits for internships, i.e. contract with the Host Institution, Internship Rules and Regulations, certificates of internship and an electronic or paper copy of the internship journal – collected and archived in the faculty's secretariat, as well as the internship journal owned by the Intern;
- 12) Non-compulsory internship documentation – documents confirming the completion of non-compulsory internship, i.e. contract with the Host Institution and a certificate of internship;
- 13) Internship Rules and Regulations – a document constituting a part of the program documentation prepared by the Internship Supervisor, adopted by the competent faculty commission for the quality of education and approved by the Vice-Rector responsible for education, specifying detailed rules for the internship resulting from the curriculum as well as the conditions for the crediting of internships. The Internship Rules and Regulations shall specify in particular:
 - a) the duration of the internship and the number of hours of the internship,
 - b) requirements for the place of the internship and a description of the type of host institutions where the internship can be completed,
 - c) the specific objective and scope of the internship,
 - d) a list of learning outcomes that the intern should achieve during the internship, including the symbols of the outcomes, the content of the outcomes and a reference to the field-related outcomes,
 - e) Intern's duties,
 - f) conditions for being awarded credits for the internship,
 - g) deadlines for the completion of and being awarded credits for the internship,
 - h) method of supervising the internship by the Internship Supervisor;
- 14) Internship journal – a document owned and maintained by the Intern, describing in detail the course of the internship held in the Host Institution, containing information on the activities carried out and:
 - a) Intern's full name and student book number;
 - b) field, year, level and form of education as part of which the Intern is undergoing the internship;
 - c) the name and address of the Host Institution (together with an indication of the organizational unit) in which the Intern is undergoing their internship;

- d) the number of hours of the internship;
- e) the date of commencement and completion of the internship;
- f) a list of the learning outcomes achieved by the Intern;
- g) opinion and confirmation of the implementation of the expected learning outcomes by the Intern's Mentor.

Appendix 2 to the Ordinance constitutes the model of the internship journal.

15) Certificate of internship – a document confirming that the internship has been completed by the Intern (a model certificate is attached as Appendix 3 to the Ordinance) issued by the Host Institution that contains:

- a) Intern's full name and student book number;
- b) field, year, level and form of education as part of which the Intern underwent the internship;
- c) the name and address of the Host Institution (together with an indication of the organizational unit) in which the Intern is undergoing their internship;
- d) the date of commencement and completion of the internship;
- e) signature of the Intern's Mentor;

16) Host institution database – record of Host Institutions willing to accept Interns for the purpose of the internship, including the name and contact details of the Host Institutions. Databases can be created for the faculty, field or fields of studies.

§ 2

1. The Dean may appoint a Practical Training Coordinator for a field of studies with a practical profile or run based on the standard of education that provides for a significant number of hours of compulsory training.
2. In the case of appointment of a Practical Training Coordinator, no internship supervisors are appointed for that field of studies. The Practical Training Coordinator shall perform the duties of the internship supervisor.
3. An additional Practical Training Coordinator may be appointed if the number of people under the care of the Practical Training Coordinator exceeds 50 students.
4. The detailed duties of the Practical Training Coordinator and the rules for conducting practical training shall be laid down in the Regulations of Practical Training for the field of studies approved by the Vice-Rector responsible for education.

§ 3

The purpose of the internship shall be in particular:

- 1) expanding the knowledge acquired during studies and developing the skills of its practical use;
- 2) developing the skills necessary to carry out tasks in future professional work;
- 3) learning and understanding the principles of organization and functioning of potential employers;
- 4) professional activation of students on the labor market.

§ 4

1. Internships are conducted based on the expected learning outcomes in the Host Institution whose activity profile allows to achieve the expected learning outcomes.
2. The Intern may undergo internship in the organizational units of the University meeting the conditions referred to in paragraph 1 after prior agreement with the head of the unit and with the Internship Supervisor and signing an internal agreement between them.

RIGHTS AND OBLIGATIONS OF THE UNIVERSITY

§ 5

1. The obligations of the Faculty Dean include in particular:
 - 1) applying for the appointment of a Faculty Internship Coordinator;
 - 2) appointment of Internship Supervisors;
 - 3) acceptance of reports submitted to the Faculty Internship Coordinator by the Internship Supervisors;
 - 4) consideration of appeals concerning reports submitted by the Internship Supervisors.
2. The Internship Supervisor shall be appointed for a field or fields of studies or specializations in the field or at the Faculty. An additional Internship Supervisor for a given field or specialization may be appointed if the number of people under the supervision of the Internship Supervisor exceeds 30 students.

§ 6

The obligations of the Faculty Internship Coordinator shall include in particular:

- 1) coordination of activities related to carrying out internships at the Faculty;
- 2) establishing communication and preparing draft agreements with Host Institutions;
- 3) supplementing the faculty database of host institutions, if any;
- 4) defining the scope and elements of the reports of Internship Supervisors on the implementation of supervision over internships;
- 5) holding Internship Supervisors accountable for their work on the basis of submitted reports.

§ 7

1. The obligations of the Internship Supervisor shall include in particular:
 - 1) providing full information to Interns on their internships;
 - 2) referring Interns to internships;
 - 3) preparation of draft internship rules and regulations;
 - 4) preparing and sharing internship journal;
 - 5) supervision of the proper conduct of internships;
 - 6) verification of the documents applicable to the Interns;
 - 7) awarding credits for internships;
 - 8) preparing a report on the supervision of internships according to the model (Annex 6 to the Ordinance) at the end of the academic year and submitting it to the Faculty Internship Coordinator;
 - 9) forwarding to the faculty's secretariat the documentation on the progress of compulsory internships;
 - 10) being available to Interns during office hours;
 - 11) contact with the Intern with regard to receiving information on planned internships;
 - 12) establishing communication with new Host Institutions to find places for internships.
2. In justified cases, the Internship Supervisor shall have the right to assess the course of the internship at the place where it is taking place.
3. They should conduct an evaluation of the internship based on the opinion of the Intern's Mentor.

§ 8

The obligations of the faculty's secretariat shall include in particular:

- 1) handling agreements on compulsory internships on the basis of the information received from the Internship Supervisors;
- 2) contact with Internship Supervisors regarding their Interns completing all formalities resulting from the curricula, related to the obligation be awarded credits for internships and their course;
- 3) preparation of referrals for medical examinations, if required by the Host Institution;
- 4) collection and archiving of documentation related to the course and implementation of compulsory internships.

§ 9

The obligations of the Education Department shall include in particular:

- 1) coordinating activities related to the implementation of internships at the University;
- 2) maintaining a website on the implementation of internships at the University;
- 3) monitoring and verifying the implementation of the provisions arising from these rules for organizing and undergoing compulsory internships;
- 4) formal verification of the documentation for the payment of salaries for the Internship Supervisors and Faculty Internship Coordinators;

§ 10

The obligations of the Student Career Center shall include in particular:

- 1) coordination of activities related to undergoing non-compulsory internships at the University;
- 2) maintaining a website on the implementation of non-compulsory internships;
- 3) assisting Interns in finding a suitable place for non-compulsory internships;
- 4) ensuring that the rules governing internships are consistent with the laws and internal regulations of the University;
- 5) drafting agreements on non-compulsory internships;
- 6) informing Interns of their rights and obligations under the contracts of non-compulsory internship and of the procedures adopted in the course of the internship;
- 7) analysis of evaluation surveys after the end of the internship;
- 8) collection and archiving of documentation related to the course and implementation of non-compulsory internships.

§ 11

The obligations of the International Cooperation Department shall include in particular:

- 1) coordination of activities related to undergoing internships as part of the ERASMUS+ program;
- 2) preparation of recruitment rules and criteria for the selection of students for internships as part of the ERASMUS+ program;
- 3) preparation of templates of documents necessary for undergoing internships as part of the ERASMUS+ program;
- 4) collection and archiving of documentation related to the course and implementation of internships.

RIGHTS AND OBLIGATIONS OF THE INTERN

§ 12

The Intern shall have the right to:

- 1) reliable information on the course and organization of internships from the Internship Supervisor
- 2) obtain assistance in preparing a detailed internship schedule from the Internship Supervisor;
- 3) seek advice and receive support and assistance during the internship from the Internship Supervisor; If necessary, in the absence of the Internship Supervisor, the student contacts the faculty's secretariat.
- 4) expressing an opinion on the course of internship;
- 5) apply for the dean's consent to count towards the whole or part of the internship another professional activity (e.g. volunteering, professional work, non-compulsory internships) carried out during studies, provided that they performed activities allowing to meet the expected learning outcomes. The Dean makes a decision on the basis of the opinion of the Internship Supervisor, issued after analyzing the documentation presented by the Intern according to the model constituting Annex 7 to the Ordinance.

§ 13

1. The Intern shall have the obligation to:

- 1) select, in agreement and after the approval of the Internship Supervisor, the Host Institution in order to undergo the compulsory internship;
 - 2) provide the Internship Supervisor before the commencement of the internship with a contract (in accordance with the applicable model) for the acceptance for the internship concluded between the University and the Host Institution and present both the University and the Host Institution with the relevant documents necessary to undertake the internship resulting from generally applicable regulations concerning the protection of minors, in particular information from the National Criminal Register;
 - 3) have insurance against accidents for the period of the internship;
 - 4) comply with the rules resulting from the Internship Rules and Regulations;
 - 5) reliably perform the tasks entrusted to them by the Host Institution;
 - 6) have the necessary medical examinations done, if required by the Host Institution;
 - 7) observe the order and discipline of work in the Host Institution;
 - 8) comply with health and safety rules and fire safety rules in the Host Institution;
 - 9) comply with the rules of professional secrecy and protection of classified information and protection of confidentiality of data to the extent specified by the Host Institution;
 - 10) document reliably and systematically the internship in the internship journal in accordance with the Internship Rules and Regulations;
 - 11) after completion of the internship, obtain Intern's Mentor's opinion and confirmation that the expected learning outcomes have been achieved;
 - 12) submit the required documentation to the Internship Supervisor within the specified deadline, including in particular the internship journal and the internship certificate, in order to be awarded credits for the internship.
2. The Intern shall represent the University with dignity and take care of its good name.

RIGHTS AND OBLIGATIONS OF THE HOST INSTITUTION

§ 14

The Host Institution shall have the right to:

- 1) read the Internship Rules and Regulations and the list of learning outcomes expected by the University;
- 2) inform the Internship Supervisor about problems related to the course of the internship;
- 3) decline to award credits for the internship if the Intern fails to perform the activities they are tasked with as part of the internship.

§ 15

The Host Institution shall be obliged to:

- 1) ensure that the internship can be completed in accordance with the Internship Rules and Regulations in order for the Intern to achieve the expected learning outcomes;
- 2) appoint the Intern's Mentor;
- 3) ensure safe and hygienic conditions for the internship in accordance with the provisions of the Labor Code;
- 4) inform the Internship Supervisor of the need to terminate the agreement for the organization of internship with the University, should such circumstances arise.

COMPULSORY INTERNSHIPS

§ 16

1. Professional internships, if provided for in a curriculum, are an integral part of it and their completion is one of the conditions for graduation. Internships are assigned a certain number of ECTS credits.
2. The legal basis for the organization and course of professional internship is Article 107(2)(2) of the Act.
3. The internships are compulsory and free of charge.

§ 17

During their professional internships, the Intern should:

- 1) become familiar with the specifics of the professional environment and the nature of the work entrusted to them;
- 2) broaden the knowledge gained during classes, oriented on its practical application in the selected area of professional activity;
- 3) learn the objectives of operation, methods of organization and functioning of institutions related to the selected area of professional activity (principles of work organization, division of competences, procedures and process of work planning and control);
- 4) apply in practice the acquired knowledge for the needs of a specific place of the internship;
- 5) gain basic professional experience and become acquainted with the ethical requirements related to their professional work;
- 6) achieve the expected learning outcomes resulting from the curriculum.

§ 18

1. Professional internships have the form of continuous internships and must not prevent the student

from participation in their classes at the University.

2. Professional internships may take place in the form of:
 - 1) Organized internship – the Intern uses the University’s offer of internships resulting from long-term contracts; the Intern can select one of the University’s organized activities in order to achieve the objectives of the professional internship in accordance with the expected learning outcomes (e.g. implementation of projects as part of academic circles, participation in cultural or sports life of the University or in actions promoting the University or in projects commissioned to the University);
 - 2) Individual internship – the Intern initiates the signing of an agreement with the Host Institution, and the Internship Supervisor exercises substantive and organizational supervision over the course of the internship.

§ 19

1. Teaching specialization internships are an integral part of the learning process and are subject to mandatory credit.
2. The number of hours of internships is determined by the regulations issued on the basis of Article 68(3)(4) of the Act.
3. The manner of organizing the internship and the specificity of professional internships within the teaching specialization correspond to the requirements specified in the Internship Rules and Regulations applicable in individual fields of study. Psychological and pedagogical internship takes place in accordance with the regulations of the university-wide teaching specialization.
4. Two Internship Supervisors are appointed for students studying on a teaching specialization preparing for the profession of teacher of a subject, separately for psychological-pedagogical internships and didactic internships. The Supervisor of psychological and pedagogical internships shall be appointed by the Dean of the Faculty of Social Sciences after the recommendation of the Head of Teaching Specialization. The Supervisor of didactic internships shall be appointed by the Dean of the Faculty responsible for the field of study. One Internship Supervisor shall be responsible for every 50 students of specialization undergoing psychological and pedagogical internships.

§ 20

The objective of teaching internship shall be in particular:

1. Interns acquiring knowledge, skills and competences related to:
 - 1) care, educational and didactic work;
 - 2) managing the group and diagnosing the individual needs of students;
2. confronting the acquired psychological and educational and didactic knowledge with the pedagogical reality in practice;
3. assisting the Interns in the process of professional self-definition.

§ 21

1. Interns who are employed in schools or other educational institutions may apply for the Dean’s consent for this to count towards the psychological and pedagogical internship (30 hours), provided that the tasks performed allow them to achieve the expected learning outcomes.
2. Such activities are counted towards psychological and pedagogical internships by the Dean on the basis of the opinion of the supervisor of psychological and pedagogical internships issued after

analyzing the documentation presented by the Intern according to the model constituting Annex 7 to the Ordinance.

NON-COMPULSORY INTERNSHIPS

§ 22

1. Non-compulsory internships:
 - 1) are of a professional nature;
 - 2) are organized in order for the student to acquire the practical competences required by employers;
 - 3) have high flexibility (the date, length and number of hours of the internship depend on the Host Institution and the Intern);
 - 4) May take place during the academic year, in particular during periods free from didactic classes in Poland and abroad;
 - 5) last from 3 weeks to 6 months;
2. Intern may complete an unlimited number of internships during their studies in order to gain work experience and acquire practical competences.

§ 23

1. The offer of non-compulsory internships provides an opportunity to gain experience in various areas, e.g. in sales, customer service, finance, accounting, legal, IT, administration, HRM, marketing, training, logistics, control, audit departments, etc. The offers for non-compulsory internships are posted on the website of the Student Career Center of the Catholic University of Lublin.
2. Intern can use the internship database of the Student Career Center of the Catholic University of Lublin or individually and independently search for a Host Institution.
3. The non-compulsory internship program does not provide for the possibility of internships in places where there is a risk to the health or life of the Intern.

§ 24

1. The conditions for undergoing non-compulsory internships shall be as follows:
 - 1) the Intern must have a student status for the entire duration of the non-compulsory internship (the internship may end no later than on the day of the diploma exam);
 - 2) The duration of the internship, the internship program and the organizational details shall be agreed by the Intern with the Host Institution;
 - 3) the Intern referred to a non-compulsory internship for the duration of the internship is obliged to fulfill the obligation to get accident insurance and, if necessary, third-party insurance and to present relevant documents both to the University (upon receipt of the non-compulsory internship agreement) and to the Host Institution;
 - 4) the Intern shall be obliged to have the necessary medical examinations done, if required by the Host Institution; the documents confirming the medical examinations shall be presented by the Intern to the Host Institution at the latest on the first day of the internship;
 - 5) the non-compulsory internship shall be evaluated in the form of an on-line questionnaire, both by the Intern and by the Host Institution.
2. The procedure for concluding contracts for non-compulsory internships in Poland and abroad is

specified in Annex 4 to the Ordinance.

INTERNSHIPS UNDER THE ERASMUS+ PROGRAM

§ 25

Erasmus+ Internships:

- 1) provide students with the opportunity to travel to a company or other institution abroad (in EU Member States and third countries belonging to the program) and to pursue an internship directly related to the preparation for a particular profession, and in the case of compulsory traineeships, allow for the achievement of the learning outcomes;
- 2) are addressed to students at all stages of study, as well as to graduates (so-called *recent graduates*). In the case of graduates, the internship must be completed within 12 months of graduation;
- 3) last from 3 to 6 months (within one academic year).

§ 26

1. A student who wants to undergo Erasmus+ internships should have:
 - 1) foreign language skills at least at B1 level,
 - 2) the average grade for all credited semesters of the current stage of study of at least 3.5;
2. A student qualified for an Erasmus+ internship shall receive a program scholarship for the entire duration of the internship, in accordance with the rates applicable in a given academic year (additional funding is provided for disabled students and students entitled to receive a social scholarship at the University).

§ 27

1. Students can use the contact database of the International Cooperation Department or search for a Host Institution in which they would like to undergo internship. The Host Institution selected by the student signs a Letter of Intent, which constitutes an acceptance of the student's admission to the internship.
2. An Erasmus+ internship cannot take place in the European Union institutions and other bodies of the European Union, including specialized European Union agencies, as well as in organizations managing European Union programs, such as national agencies (in order to avoid possible conflicts of interest or double funding).
3. The detailed rules for undergoing Erasmus+ internships shall be governed by separate provisions.

INTERNSHIP FUNDING

§ 28

1. The Intern does not receive a salary from the University.
2. The Intern may be remunerated by the Host Institution on the basis of a separate agreement between the Intern and the Host Institution.
3. The University shall not reimburse the Intern for any costs incurred for the internship.
4. The University shall not pay remuneration for the organization of internships at the Host Institution or remuneration for the Mentors of compulsory and non-compulsory internships.
5. If it is not possible to organize and undergo the internship free of charge, the Vice-Rector

responsible for internships may agree to conclude an agreement with the Host Institution for the organization of the internship for a fee. The cost of organizing the internship is included in the cost of conducting the course.

6. The Vice-Rector responsible for internships may agree to provide mutual services (e.g. organization of lectures for students at schools in which Interns undergo internships, etc.) under internship agreements, if justified by economic calculation.
7. The rules for remunerating Faculty Internship Coordinators and Internship Supervisors, Supervisors of Psychological and Pedagogical Internships or Practical Training Coordinators shall be governed by separate provisions.
8. The rules for financing internships subsidized from other sources, including EU funds, shall be governed by separate provisions.

§ 29

The Intern shall bear the costs of possible additional requirements of the Host Institution, including:

- 1) accident insurance;
- 2) possible medical examinations;
- 3) possible liability insurance;
- 4) possible translation of the contract into a foreign language;
- 5) possible purchase of work clothes and personal protective equipment (unless this cost is covered by the Host Institution).

FINAL PROVISIONS

§ 30

The rules of organization and undergoing internships shall be interpreted by the Vice-Rector responsible for education.

§ 31

1. The Ordinance of the Rector of the Catholic University of Lublin of 19 December 2017 on the definition of the rules for organizing and undergoing compulsory and non-compulsory internships as part of a higher education program at the John Paul II Catholic University of Lublin (ROP-0101-116/17, as amended) expires.
2. Internships in the academic year 2022/23 are implemented according to the hitherto prevailing rules.
3. The Ordinance shall become effective on the day of signing.

Under the authority of Rector of the Catholic
University of Lublin:

Dr hab. Ewa Trzaskowska, prof. KUL

**Annex 1 to the Ordinance
Model Student Internship Agreement**

AGREEMENT ON THE ORGANIZATION OF STUDENT INTERNSHIP

Concluded on between:

Katolicki Uniwersytet Lubelski Jana Pawła II w Lublinie, Al. Raławickie 14,
represented by

.....
(function, full name)

hereinafter referred to as "KUL,"

and

.....
(name, address)

.....
represented by

.....
(function, full name)

hereinafter referred to as the Host Institution.

§ 1

1. Under this agreement, KUL refers to internship the following student:
(full name, field of study, student book number)
hereinafter referred to as the Intern.

2. The internship will be conducted at the premises of the Host Institution under the direction of a designated Intern's Mentor.
3. This Agreement shall be concluded for the period from
to

§ 2

1. The Host Institution undertakes to:
- 1) appoint the Intern's Mentor, meaning a person responsible for organizational and substantive supervision of the internship in accordance with the expected learning outcomes,
 - 2) ensure an appropriate place of internship,
 - 3) familiarize the Intern with the provisions on the protection of professional secrecy and with the provisions on occupational health and safety,
 - 4) enable the Internship Supervisor on behalf of the KUL to exercise didactic leadership over the internship and control over their course,
 - 5) issue a certificate confirming the completion of student internship in accordance with the applicable model.
2. KUL undertakes to:
- 1) develop an internship program and familiarize the student with it,
 - 2) prepare learning outcomes that the Intern should achieve during the internship,
 - 3) present the internship program to the Host Institution,

4) exercise didactic supervision over the internship and to give credit for the internship.

§ 3

1. Student internship is free.
2. KUL declares that the Intern is obliged to comply with generally applicable regulations as well as regulations internally applicable at KUL, in particular to have accident insurance during the internship.

§ 4

Matters not covered by this Agreement and arising in the course of the internship shall be determined by the agreement between the Parties.

§ 5

If one Party fails to comply with its obligations under this agreement, the other Party may terminate the agreement with immediate effect after being summoned and given a 7-day deadline to remedy the violations.

§ 6

The Host Institution may request KUL to dismiss the Intern from the internship in the event that they grossly violate the discipline of work, including when they do not perform the tasks resulting from the internship program.

§ 7

The agreement was drawn up in two identical copies, one for each of the Parties.

Stamp and signature of the representative of
The Host Institution

Stamp and signature of the representative of
John Paul II Catholic University of Lublin

Annex 1a to the Ordinance
Model agreement for the organization of student internship requiring contact with minors
(pedagogical specialization)

AGREEMENT ON THE ORGANIZATION OF STUDENT INTERNSHIP

Concluded on by and between:

Katolicki Uniwersytet Lubelski Jana Pawła II w Lublinie, Al. Raławickie 14,

represented by,

(function, full name)

hereinafter referred to as “KUL,”

and.....

..... represented by

(name, address)

.....,

(function, full name)

Hereinafter referred to as the Host Institution.

§ 1

1. Under this agreement, KUL refers to internship the following student:, hereinafter referred to as the Intern.

(full name, field of study, student book number)

2. The internship will be conducted at the premises of the Host Institution under the direction of a designated Intern's Mentor.

3. This Agreement shall be concluded for the period from to

§ 2

1. The Host Institution undertakes to:

- 1) appoint the Intern's Mentor, meaning a person responsible for organizational and substantive supervision of the internship in accordance with the assumed learning outcomes,
- 2) ensure an appropriate place of internship,
- 3) familiarize the Intern with the provisions on the protection of professional secrecy and with the provisions on occupational health and safety,
- 4) enable the Internship Supervisor on behalf of the KUL to exercise didactic leadership over the internship and control over their course,
- 5) issue a certificate confirming the completion of student internship in accordance with the applicable model.

2. KUL undertakes to:

- 1) develop an internship program and familiarize the student with it,
- 2) prepare learning outcomes that the Intern should achieve during the internship,
- 3) present the internship program to the Host Institution,
- 4) exercise didactic supervision over the internship and to give credit for the internship.

§ 3

1. Student internship is free.
2. KUL declares that the Intern is obliged to comply with generally applicable regulations as well as regulations internally applicable at KUL, in particular to have accident insurance during the internship.
3. KUL declares that the Practitioner is not listed in the Register of Perpetrators of Sexual Crimes.

§ 4

Matters not covered by this Agreement and arising in the course of the internship shall be determined by the agreement between the Parties.

§ 5

If one Party fails to comply with its obligations under this agreement, the other Party may terminate the agreement with immediate effect after being summoned and given a 7-day deadline to remedy the violations.

§ 6

The Host Institution may request KUL to dismiss the Intern from the internship in the event that they grossly violate the discipline of work, including when they do not perform the tasks resulting from the internship program.

§ 7

The agreement was drawn up in two identical copies, one for each of the Parties.

Stamp and signature of the representative of
The Host Institution

Stamp and signature of the representative of
John Paul II Catholic University of Lublin

John Paul II Catholic University of Lublin

Faculty

Field of study:, form of
studies*

Internship Journal

.....
Full name of the Intern

.....
student book number

seal of the Faculty

*signature of the Internship Supervisor/Practical
Training Coordinator*

**Form (full-time, part-time) and level (BA/BSc, supplementary MA/MSc and uniform master's studies) of education*

Compulsory Internship

Host Institution

address:

.....

.....

Name of the unit/organizational units of the Host Institution in which the Intern is undergoing their internship:

.....

Intern's Mentor

Full name:

Function / Position:

Date of commencement of the internship:

Date of completion of the internship:

Stamp of the Host Institution

Signature of the Intern's Mentor

Instructions

Detailed rules and instructions for internships resulting from the curriculum, as well as the conditions for being awarded credits for internships are specified in the Internship Rules and Regulations approved by the Rector of the Catholic University of Lublin.

Number of hours of the internship:

Learning outcomes to be achieved during internship*

Outcome symbol	Description of the outcome	Reference to the field-related outcome (symbol)
In terms of knowledge		
In terms of skills		
In terms of social competence		

** For the field / specialization / major to be prepared by the Internship Supervisor / Practical Training Coordinator on the basis of the learning outcomes approved by the Senate and to be made available to students for printing; the number of rows in the table should be changed depending on the needs*

INTERNSHIP RECORD¹

Date ² and the number of hours	Description of the work performed, the duties assigned, and the functions performed	Reference to the expected learning outcomes ³	Confirmation of the achievement of the expected learning outcomes and the Mentor's signature	Notes
1	2	3	4	5
			I confirm / I do not confirm	

¹ Columns 1-3 to be filled by the Intern, columns 4-5 to be filled by the Intern's Mentor, the number of rows of the table should be changed depending on the needs

² In the case of repeatability of the performed tasks and functions, it is possible to present the assigned duties in a weekly system

³ The tasks performed must relate to all learning outcomes demonstrated in the instruction

Intern's full name, student book number

Descriptive assessment by the Intern's Mentor

.....

.....

.....

.....

Intern's Mentor
(date and signature)

Descriptive assessment by the Internship Supervisor / Practical Training Coordinator

.....

.....

.....

.....

Internship Supervisor/Practical Training Coordinator
(date and signature)

Annex 3 to the Ordinance
Model of the internship completion certificate

.....
Name of the Host Institution

.....
place, date

.....
street, number

.....
postal code, city

.....
telephone number

INTERNSHIP COMPLETION CERTIFICATE

I hereby certify that a student of the John Paul II Catholic University of Lublin:

.....,
(full name)

student book number

Faculty, Field of study

.....
(form and level of study)

from to underwent a
professional internship

in
(name of Host Institution)

in
(name of the Host Institution's organizational unit)

during which they achieved the expected learning outcomes specified in the Internship Journal.

.....
Seal of the Host Institution

.....
(signature of the Intern mentor)

Annex 4 to the Ordinance

Procedure for concluding contracts for non-compulsory internships

- 1) The University has model contracts approved by legal teams (with an external entity and with an organizational unit of KUL). In the case of external entities, a bilateral agreement is concluded: meaning between the Host Institution and the University.
- 2) In the case of internships in the organizational units of the University, a model agreement between the student and the University applies (the agreement is signed by the student, the head of the KUL Student Career Center and the head of the organizational unit of KUL, in which the internship will take place).
- 3) In order to receive a contract of non-compulsory internship, the student fills in the form available on the website of the KUL Student Career Center <http://www.kul.pl/praktyki-nadobowiazkowe,11961.html>.
- 4) The completed form with the signed consent to the processing of personal data for the purpose of the internship program is to be sent by the student in electronic form to the KUL Student Career Center to the following address: kariera@kul.pl.
- 5) The form must be received by the KUL Student Career Center before the start date of the internship.
- 6) The contract for non-compulsory internships in two copies is prepared by an employee of the KUL Student Career Center after verifying the student's status in the university database.
- 7) The Intern receives the contract for non-obligatory internship in two copies personally at the KUL Student Career Center after prior telephone or e-mail information from an employee of the Center. Upon the receipt of the contract, the student is obliged to present a valid student ID card.
- 8) Upon the completion of the internship, the Intern returns one copy of the internship agreement signed by the Host Institution to the KUL Student Career Center.

Internship Abroad

- 1) The Intern is obliged to provide a model of the agreement for non-compulsory internship applicable in a given entity, an internship program and other documents required by the Host Institution, translated into Polish.
- 2) The contract is checked for correctness by the legal office before submitting for signature.
- 3) If the Host Institution located abroad requires a contract in a language other than Polish, the Intern shall cover the costs of sworn translation of the contract and additional documents.
- 4) The Intern shall be obliged to comply with the obligation of the necessary insurance required by the Host Institution.

**Annex 5 to the Ordinance
Model Declaration of the Host Institution**

.....
Name of the Host Institution

.....
place, date

.....
street, number

.....
postal code, city

.....
telephone number

**Declaration of acceptance of John Paul II Catholic University of Lublin student
for an internship**

.....
(Host Institution)

declares that they will accept from

to

for student internship the following student of the John Paul II Catholic University of Lublin:

..... ,

album number

(full name)

Faculty

field of study

The Intern's Mentor:

(full name, position)

.....
phone/fax:, email:

Person authorized to sign an agreement on the organization and conduct of student internship by the

Host Institution

.....
(stamp and signature)

Annex 6 to the Ordinance
Model of the report on the supervision of internships

Full name:

Department:

Unit:

Telephone:.....

Email address:

REPORT ON THE SUPERVISION OF INTERNSHIPS
in the academic year

Field, form, and level of study	
The semester in which the credit was awarded	
Specialization/ Major	
Number of hours of internship	
Completion date (summer vacation/academic year)	
Number of students supervised (a copy of the internship credit report is attached)	
Number of students who completed their internship on the basis of other professional activities (list of students attached)	
Objectives of the internship	
A list of institutions in which internships took place (name, address) together with a recommendation to which institutions it is worth to refer students in the future	
Examples of activities carried out by students as part of internships	

Did all students got the credit, and if not why?	
Evaluation of internships/Visits/Observations (data and conclusions)	
Other tasks carried out in the context of the internship supervision	
*Opinions of students	
*Problems identified	
*Final conclusions/other comments	

.....
 Internship Supervisor / Supervisor of
 Psychological and Pedagogical Internships /
 Practical Training Coordinator
(date and signature)

.....
 Faculty Internship Coordinator
(date and signature)

.....
 Dean of the Faculty
(date and signature)

Annex 7 to the Ordinance
Model of documentation required to count other professional activity towards student
internship Annex 7A
Lublin,

.....
on
(full name)

.....
(field of study)

.....
(student book number)

Dean of the Faculty

APPLICATION FOR CREDIT
ON THE BASIS OF OTHER PROFESSIONAL ACTIVITY

I would like to request to be given credit for my work done from

to

in

.....
(enter the full name and address of the establishment/company)

as an internship
(name of internship)

provided for in the curriculum
(year, semester).

I performed the tasks as part of

.....
(type of professional activity)

Moreover, after reading the applicable Internship Rules and Regulations, I declare that the nature of my duties corresponds to the tasks listed in the Regulations, both in terms of quantity and quality. The application shall be accompanied by appropriate documents confirming:

- professional activity,
- learning outcomes acquired during professional activity in accordance with the regulations of the course internships,
- other

.....
(date and legible signature of the student)

CERTIFICATE

It is hereby certified

that

living under

address

born

in

during the period from to carried
out professional activity in

.....
.....

(name and address of the institution)

As part of their professional activity, the student performed the following duties:

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

.....
*(date and signature of the authorized
person)*

**Confirmation of the achievement of the learning outcomes provided for in the Internship
Rules and Regulations**

.....
(name of internship)

at the field

of
(name of the field, year, and semester of study)

Full name of the student:		
Student book number:		
Symbol of the effect	Description of the learning outcome	Mentor's confirmation of achieving the expected learning outcomes
In terms of knowledge		
In terms of skills		
In terms of social competence		

.....
Internship Supervisor / Supervisor of Psychological and
Pedagogical Internships / Practical Training
Coordinator
(date and signature)