

## **RULES AND REGULATIONS OF INTERNSHIP**

### at the Warsaw School of Economics

#### § 1

1. Student internship (hereinafter "the internship") which forms a part of the study curriculum may be undertaken by students who have completed the first year of first cycle study programme and students who have completed the first semester of cycle study programme.
2. The mandatory or voluntary nature of the internship, its duration, hourly dimension and the number of ECTS credits to be obtained shall be determined in the study plan and curriculum. The minimum dimension of internship for studies with a practical profile is specified in the Law on Higher Education and Science of 20 July 2018, hereinafter referred to as the "Law".
3. The internship syllabus developed by the programme board of a given field of study is approved by the Senate. The Rector may determine, by way of an order, the template of the internship syllabus.
4. The organisation of internship in the case of courses of study organised jointly with an economic organisation or a body referred to in Art. 61 of the Law, and dual degree courses of study organised jointly with an employer, referred to in Art. 62 of the Law, is specified in agreements concluded with these entities.

#### § 2

1. The internship may be pursued in an economic entity or institution chosen by the student, in Poland or abroad.
2. In particularly justified cases, upon the consent of the dean of the relevant study programme, the internship may be pursued at the SGH Warsaw School of Economics, hereinafter referred to as "SGH".
3. Only one internship may be completed at each study cycle.
4. The internship may be completed within the framework of the student's professional work, i.e:
  - 1) work on the basis of an employment contract or a civil law contract,

- 2) business activity,
- 3) traineeship,
- 4) post-graduate internship or
- 5) voluntary work,

as long as it is possible to implement the educational process and achieve the assumed learning outcomes, and the process is preceded by the conclusion of an agreement on the implementation of the internship.

5. The duration and hourly dimension of the professional work may not be shorter than the duration and hourly dimension of the internship specified in the study plan and curriculum.
6. The work as part of the internship may be performed using electronic means of communication (remote work), under the terms of the internship organiser.

### § 3

1. The internship is performed on the basis of an agreement concluded between the SGH, the student and the internship organiser or, in the case referred to in § 2(2), between the SGH and the student.
2. The Rector may determine the template of the internship agreement. Before commencing an internship, the student is obliged to provide SGH with a copy of the agreement signed by the student and the internship organiser, whereas compliance with this obligation is not required in the case referred to in § 2(2). 2.
3. SGH shall insure the student against accidents for the duration of the internship, however not longer than the period specified in the study plan and curriculum. In the case of an internship exceeding this period, the student shall insure himself/herself.

### § 4

1. The student undertakes to complete the internship in accordance with the agreement and the internship syllabus.
2. The student may not refer to the internship as an excuse for not fulfilling other student obligations, in particular those stipulated in the study rules and regulations.
3. Having completed the internship, the student submits a report on the completion of the student internship to the Department of Classes Organisation.

4. The Rector may determine the template of the report on the internship, which is the basis for its crediting.
5. The student participating in internship abroad under a programme coordinated by the Centre for International Cooperation is obliged to meet additional conditions resulting from this programme.
6. The decision concerning the crediting of internship is made by the internship supervisor appointed by the Rector for a given field of study.