

REGULATIONS ON INTERNSHIPS

of Andrzej Frycz Modrzewski Krakow University

General Provisions

§ 1

1. Andrzej Frycz Modrzewski Krakow University, hereinafter referred to as “**AFMKU**” or the “**University**” may include student internships in the curriculum in a given field of study as an integral part of studies, acting on the basis of the Act of 20 July 2018 – *Law on Higher Education and Science*, hereinafter referred to as “**PSWiN**”, and the *Regulations of Studies*.
2. As used herein, the term “student”, “dean”, “representative”, “supervisor” shall be understood to refer to all persons, regardless of their gender, including non-binary persons.

§ 2

The main goal of an internship is to educate students in the place of practical application of the knowledge they acquire, which allows them to verify it, gain practical skills, develop appropriate social competences and learn about the nature of the profession they will pursue in the future.

§ 3

The task of student internships is to create conditions for deepening the knowledge provided in the course of didactic classes and gaining experience and “practical knowledge”, which will then be helpful in the implementation of the content of education during didactic classes at the university and in the future practice of the profession.

Organisation of internships

§ 4

1. The University organises internships and supervises their implementation.
2. The University incorporates in the curricula in a given field of study the classes “Professional Internship”, places them in the schedule of the study programme, defines the scope of internships and assigns them an appropriate number of ECTS credits.
3. Tasks related to the organisation and supervision of internships are coordinated by the Dean's Representative for Internships, hereinafter referred to as the “internship representative” and the Student Service Office within its scope of competence.
4. The university directs the student to complete internships in the organisational unit with which it has concluded an agreement on internships or approves the places of internships, in the case of their indication by the student himself/herself.
5. The University does not cover the costs related to internships. In justified cases or in the case of obligations arising from separate provisions, the University may finance the costs of internships. The decision in this matter, at the request of the Dean, is made by the Rector.

§ 5

The Dean appoints an internship representative in a given field of study. The internship representative may be an academic teacher or another person conducting classes employed at the University, with competences and experience enabling proper supervision of the implementation of internships.

§ 6

For internships in a given field of study, the Dean approves the “**Internship Programme**”, including:

- 1) the objectives of the internship
- 2) learning outcomes assumed to be achieved by students during internships,
- 3) programme content,
- 4) the duration of internships, in accordance with the requirements for a given level, profile and field of study,
- 5) placement of internships in the study programme implementation schedule,
- 6) methods of verification and evaluation of students' achievement of learning outcomes assumed for internships,
- 7) the method of documenting the course of internships and the tasks carried out during them,
- 8) criteria that must be met by the units where the internships take place,
- 9) rules for approving the place of the internship independently selected by the student,
- 10) conditions for qualifying a student for an internship,
- 11) other internship requirements, taking into account the specifics of professional activity related to a given field of study.

§ 7

The implementation of internships must not interfere with classes organised at the University.

§ 8

1. The details concerning duration of internships are specified in the study programme.
2. In the case of **study programmes with a practical profile**, where **there are no** education standards preparing for the professions specified in Art. 68 PSWiN, the student is obliged to complete an internship of at least:
 - 1) **6 months** – in the case of first-cycle studies and uniform master's studies with a practical profile;
 - 2) **3 months** – in the case of second-cycle studies with a practical profile.
3. In the case of **study programmes with a general academic profile**, where **there are no** education standards preparing for the professions specified in Art. 68 PSWiN, the student is obliged to complete an internship only if the study programme assumes its implementation.
4. In the case of study programmes with a practical profile, where **there are no** education standards preparing for the professions specified in Art. 68 PSWiN, the student is obliged to complete an internship in accordance with the duration requirements specified in the relevant regulations and the study programme adopted at the University.

§ 9

1. The tasks of the internship representative include:
 - 1) providing ongoing care over the organisation and implementation of internships by individual students;
 - 2) designation of dates and times and places of duty during which he/she is available to students for consultation on matters related to internships;
 - 3) verifying whether the places of internships meet the quality criteria;
 - 4) representing AFMKU on the basis of a power of attorney granted by the Dean to conclude an agreement/contract for a student internship;
 - 5) approving the place of internships independently selected by the student;
 - 6) qualification and referral of the student to an internship;
 - 7) verification of the student's achievement of the learning outcomes assumed for the internship;
 - 8) submitting to the Student Service Office documentation from the internships completed by the student, together with a report on completing or failing the internships;
 - 9) cooperating and communicating with company internship supervisors, including supervising internship venues where it is reasonable and possible;
 - 10) maintaining good relations and cooperation with the units with which the University

- has signed permanent agreements on the organisation of internships;
- 11) establishing cooperation in the organisation of student internships with new units;
 - 12) informing students about the rules related to the realisation of internships;
 - 13) supervision over the validity of information on the rules of internships made available to students on the University's website and in the University's IT systems;
 - 14) submitting to the Dean a Report on the tasks performed by him/her for a given academic year within 30 days of its completion.
2. The Dean approves the Report, and in the event of deficiencies, calls on the internship representative to amend it or submit additional explanations within 14 days.

§ 10

The student is accepted for an internship on the basis of:

- 1) *Agreement on the conduct of internship* concluded between the University and the unit where the internship takes place (the model agreement is attached as **Annex 1** to these Regulations) and
- 2) an individual *Referral for an internship* (the template of the referral is attached as **Annex 2** to these Regulations).

§ 11

The student may do the internship in more than one unit. The total duration of internships carried out in more than one unit may not be less than that required in “*Programme of studies*” and “*Programme of internships*” in a given field of study.

§ 12

During the internship, the student is obliged to:

- 1) exercise proud representation of the University,
- 2) comply with the data protection and confidentiality clauses required by the unit,
- 3) treat with respect the employees and property of the unit,
- 4) appear at the place of internship at the dates and times set by the company internship supervisor,
- 5) stay in the place of internship and active participation in the internship in accordance with the schedule set by the company internship supervisor,
- 6) wear an outfit appropriate to the situation and customs existing in the place of the internship,
- 7) control of the implementation of the internship programme and resolving possible deviations with the company internship supervisor, and then with the internship representative.

Mode of receiving credit for internships

§ 13

1. Attendance at the internship is mandatory.
2. Absence from the internship results in failure to receive credit for it.

§ 14

The student is obliged to complete the missed internship hours in an individual mode, arranged with the company internship supervisor.

§15

1. The condition for receiving credit for the internship is to fulfil the tasks assigned to the student by the company internship supervisor, to implement the programme content of the internship, to achieve the learning outcomes assumed for the internship and to provide the internship representative with the correct and complete documentation of the course of the internship and the tasks carried out during it.
2. The method of verifying the achievement of the learning outcomes assumed for the internship is determined by the “*Internship programme*”.

§ 16

1. The student is obliged to provide the internship representative with full documentation of the course of the internship and the tasks carried out during it no later than within 30 days from the date of completion of the internship.
2. The internship is credited by the internship representative within 14 days of receiving the internship documentation from the Student and the tasks carried out during the internship.
3. Documentation of the course of the internship, together with the credit report, shall be submitted by the internship representative to the Student Service Office without undue delay.

§ 17

1. An obligatory way of documenting the course of the internship and the tasks carried out during it is the "*Internship diary*" kept by the student (the template of the internship diary is attached as **Annex 3** to these Regulations).
2. The following entries are obligatory in the "*Internship diary*":
 - 1) date of commencement and end of the internship,
 - 2) name of the unit in which the student conducts the internship,
 - 3) name, surname, position and contact to the company internship supervisor,
 - 4) name, surname and position and contact to the internship representative,
 - 5) a list of learning outcomes assumed to be achieved by the student during the internship along with the codes assigned to them,
 - 6) the scope of duties or tasks assigned to the student and the functions performed,
 - 7) a record of tasks or activities assigned to the student for performing on a given day or days of the internship along with the corresponding learning outcomes, the achievement or non-achievement of which is confirmed by the signature of the company internship supervisor or another person controlling their performance,
 - 8) final evaluation report and comments of the company internship supervisor.
3. In the case of performing repetitive tasks or activities assigned to the student for implementation within a few days during the internship, their collective entry in the "*Internship Diary*" is allowed, which may not cover a period longer than 5 days.
4. The "*Internship programme*" in a given field of study may specify other than those listed in Section 2, mandatory categories of entries in the "*Internship Diary*".
5. The "*Internship Programme*" may also specify, in addition to the "*Internship Diary*", other ways of documenting the course of the internship and the learning outcomes achieved during it, taking into account the specifics of work in the field of professional activity related to a given field of study.

§ 18

Failure to complete the internship within the time limit provided for in the study programme implementation schedule or failure to receive credit awarded by the internship representative within this time limit shall result in failure to pass the academic year by the student. In such a situation, the student may apply to the Dean with a written request for repetition of the year or conditional entry for the next year of studies.

Credit for internships based on activities performed as part of employment, intern's role at work or volunteering

§ 19

1. In cases and under the conditions specified in the study regulations, the Dean, at the student's request, may count towards the professional internship activities performed by the student, in particular as part of employment, internship at work or volunteering, if they have made it possible to obtain learning outcomes specified in the study programme for internships.
2. Activities performed by the student as part of employment, including self-employment, intern's role at work or volunteering, may be included in the professional internship if the period of performing these activities falls within the period of study at the University.

3. A student applying for credit for internships on the basis of their professional work submits to the Student Service Office:
 - 1) application to the Dean with a request for crediting the internship on the basis of the professional work performed, approved by the internship representative,
 - 2) a copy of the employment contract (and a certificate of employment – in the event of termination of the employment relationship) or a civil law contract with information about the period of employment, position held and hourly work, or a document confirming business activity (so-called self-employment),
 - 3) a document confirming the scope of performed duties, tasks and professional activities or a statement of a student running a business about the tasks he performs as part of it,
 - 4) in the case of work performed on the basis of a civil law contract – a bill or bills confirming the performance of the commissioned tasks,
 - 5) an evaluation report of the supervisor or company supervisor describing the manner of performing professional tasks by the student and obtained by him/her as a result of his/her professional work: knowledge, skills and social competences or a statement of a student running a business about the effects of the work in terms of knowledge, skills and social competences.
4. A student applying for credit for internships on the basis of activities performed as part of an intern's role at work or volunteering submits to the Student Service Office:
 - 1) request to the Dean for awarding credit for internships on the basis of activities performed as part of an intern's role at work or volunteering, approved by the internship representative,
 - 2) a copy of the internship or volunteering agreement with information on the period and hour of the internship or volunteering,
 - 3) a document certifying the scope of performed duties, tasks and activities,
 - 4) an evaluation report of the supervisor or company supervisor describing the manner of performing professional activities by the student and the knowledge, skills and social competences obtained by the student as a result of the intern's role at work or volunteering.
5. It is recommended that the student intending to apply for an internship on the basis of activities performed as part of employment, intern's role at work or volunteering should consult an internship representative in advance.
6. In the "*Internship Programme*" the Dean may specify additional requirements necessary to complete internships on the basis of activities performed as part of employment, intern's role at work or volunteering, taking into account the specifics of professional activities related to a given field of study.

Credit for internships completed through Erasmus + programme

§ 20

The student may complete an internship in a foreign institution under the Erasmus + programme on the terms specified for a given academic year by the Rector's order. Students for whom professional internship is provided for in the study programme, and who will complete it under the Erasmus + programme, will receive credit for compulsory internship on the terms set out in these Regulations.

Credit for internships based on work as part of the student club activities

§ 21

1. In the fields of study with a general academic profile, the Dean may credit the student his/her academic research work performed by him/her within the student research clubs operating at the University as an internship if its nature coincides with "*Internship programme*" in a given field of study, including the learning outcomes assumed for it.
2. A student applying for credit for internships on the basis of work as part of the activities of the student research club submits to the Student Service Office:
 - 1) application to the Dean, approved by the internship representative,
 - 2) a certificate from the supervisor of the research club about work within the student club

containing the following information:

- since he has been active in the research club,
 - in which works of the research club the student participated,
 - what was the scope of duties/tasks that the student carried out independently,
 - the number of hours devoted by the student to the implementation of these duties/tasks.
- 3) an evaluation report of the supervisor of the research club describing the manner of performing duties/tasks by the student as part of the activities of the club and the knowledge, skills and social competences acquired as a result of this activity.
3. For students applying for crediting internships on the basis of work as part of the activities of the student research club, the Dean appoints an academic teacher other than the supervisor of the research club as the internship representative.
4. If the supervisor of the research club is the Dean of the field in which the student studies, then the decision on crediting the internships is issued by the Rector or Vice-Rector for Education.
5. It is recommended that the student intending to apply for credit for internships on the basis of work as part of the activities of the student research club should consult the internship representative in advance.
6. The Dean in the "*Internship Programme*" may specify additional requirements necessary to complete internships on the basis of work within the student research club, taking into account the specifics of professional activity related to a given field of study.

Credit for internships at Andrzej Frycz Modrzewski Krakow University

§ 22

1. Internships can take place at AFMKU as part of the activities organised by the University to achieve the goals and learning outcomes assumed for internships in a given field of study.
2. All provisions of the Regulations apply to students doing internships at AFMKU respectively as for students doing internships in other units (chapter: Organisation of internships), with the exception of § 10.
3. The Student does an internship at AFMKU on the basis of an individual agreement concluded between the Student and the University, the template of which is attached as **Annex 4** to these Regulations.
4. For students doing an internship at the AFMKU, the company supervisor of the internship cannot be the internship representative, the Dean of the field of study at which the student studies, the Vice-Rector for Education or the Rector.

Appeal against the decision to fail the internship

§ 23

The student is entitled to appeal against the decision to fail the internship within 14 days from the date of delivery of the decision to the Dean or to the Rector or Vice-Rector for Education – if the decision was issued by the Dean.

Principles of periodic analysis and evaluation of internships

§ 24

1. The evaluation of internships is part of the University Quality Improvement System and is carried out as part of the Academic Evaluation System specified by a separate Rector's Order.
2. The evaluation of internships is aimed in particular at:
 - 1) periodic verification of the validity of learning outcomes assigned to the internships,
 - 2) assessment of the compliance of the method of implementation of internships with the requirements of the study programme, internship programme, with a particular emphasis on adjusting the principles to the practical profile of education by regulations,
 - 3) improving the rules, procedures and documentation of the course of internships.

§ 25

The units responsible for the implementation of the evaluation of internships are in particular:

- 1) Dean of the faculty – supervision over the internship quality system.
- 2) Internship representative – responsible for preparing a report on the procedure for evaluating the principles and documentation of internships.
- 3) Faculty Commissions for the quality of education – responsible for analysing the results of the evaluation and recommending changes.
- 4) Centre of Teaching Excellence – responsible for developing evaluation tools and organizing the survey process.
- 5) Students – evaluate internships, including university procedures, in evaluation questionnaires.

§ 26

The assessment of the effectiveness and timeliness of the principles and documentation of internships is based on the analysis of, in particular:

- 1) documentation of the course of internships, including internship diaries,
- 2) results of student surveys,
- 3) submitted comments and problems submitted by students, internship representatives, Student Service Office employees and representatives of host units for internships,
- 4) the annual report of the internship representative,

§ 27

1. The analysis of the principles of organisation and implementation of internships is carried out at least once per academic year and includes quantitative and qualitative analysis of the evaluation results.
2. The frequency of evaluating internships on the basis of student questionnaires is determined by the Rector's Regulation on the Academic Evaluation System.
3. In the event of identifying irregularities, ad hoc evaluation is allowed.

§ 28

The evaluation of internships includes in particular:

- 1) effectiveness of organising internships in ensuring the achievement of learning outcomes provided for internships,
- 2) comprehensibility of procedures for students, internship representatives and representatives of host units for internships,
- 3) the usefulness of the internship documentation in verifying the course of the internship,
- 4) identification of difficulties and problems related to the organisation and implementation of internships.

§ 29

1. On the basis of the results of the evaluation, improvement activities may be undertaken, in particular:
 - 1) updating learning outcomes,
 - 2) modification of individual principles and documentation of internships,
 - 3) improving information on the principles of internships made available on the university's website,
 - 4) training for internship representatives,
 - 5) implementation of new quality monitoring tools.
2. The evaluation procedure is reviewed at least once every 3 years.
3. The decision to introduce changes is made by the Dean or the Rector – in accordance with the scope of competences specified in the University's internal regulations.

Final provisions

§ 30

The university conducts an evaluation of education in the form of internships, taking into account student evaluations, which allows for continuous improvement of the internship programme and its implementation.

§ 31

The provisions of these regulations do not apply to internships in fields of study for which the rules concerning their completion are regulated by separate regulations.

§ 32

1. In matters not covered by these regulations, the Rector issues the final decision.
2. The provisions of these Regulations shall enter into force on the date of its adoption.

Kraków,
(date DD-MM-YYYY)

Student Internship Agreement

concluded on between
(date DD-MM-YYYY)

Andrzej Frycz Modrzewski Krakow University, hereinafter referred to as the “University”,
represented by the Rector, dr hab. inż. Radosław Wiśniewski, Prof. AFMKU and
..... represented by
..... hereinafter referred to as
the “Unit”.

Pursuant to the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571), this Agreement is concluded.

1. The Agreement is concluded for the period from to
2. The University directs Mr/Ms*
.....
(name and surname of the student, field, level and year of study)
to the Unit in order to complete the internship.
3. The Department undertakes to accept the above-mentioned student(s) for an internship in accordance with the curriculum in force in a given field of study, in particular to:
 - a. Providing an appropriate workplace, equipment and materials necessary to perform tasks during the internship,
 - b. Familiarise students with the company's work regulations, occupational health and safety regulations and other internal regulations existing in the Unit,

- c. Provide students with appropriate working and social conditions entitled to the employees of the Unit,
 - d. Supervision of the performance of tasks assigned to the student in accordance with the internship programme.
4. The Unit appoints a company internship supervisor.
.....
(name of the employee, position, telephone and/or e-mail contact data)
5. The Unit may make the admission of a student for professional practice conditional on insurance by the student against the consequences of accidents (the student secures his/her own insurance).
6. The Unit may make the admission of a student for professional practice dependent on the demand and skills of the student and his/her suitability to carry out the tasks assigned to him/her by the Unit.
7. All costs related to the internship (including travel, accommodation, meals) are covered by the student.
8. A student who grossly violates work discipline may be expelled from the internship by the Unit. The Unit shall immediately inform the University about the expulsion of the student.
9. For matters not covered by the agreement, the provisions of the Act of 23 April 1964 of the Civil Code (i.e. Journal of Laws 2019, item 1145) and the Act of 26 July 1974 of the Labour Code (i.e. Journal of Laws 2019, item 1040) shall apply.

**On behalf of the Rector
University Representative**

Representative of the Unit

.....
Date and signature

.....
Date, stamp and signature

Kraków,
(date DD-MM-YYYY)

Referral for an internship

In accordance with the agreement between **Andrzej Frycz Modrzewski Krakow University** and

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

concluded on we direct our student to you
for an internship

in the period from to

Field of study:

Level of study:

Year of study:

The scope of tasks and duties assigned to the student and a detailed schedule for their implementation is determined by the Unit internship supervisor appointed on behalf of the unit in which the internship is carried out, after reading the “Internship Programme” for a given field of study.

.....
Name and surname of the faculty internship
representative

.....
Contact phone number or email address:

.....
(Signature of the Dean’s Representative for
Internships

Field of study

Specialty

INTERNSHIP DIARY

.....
Student's name and surname

.....
Student ID:

Start date of the internship:

		-			-				
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End date of the internship:

			-			-				
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Total of completed internship hours:

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Name of the unit where the internship takes place:

.....
.....

Dean's Representative for Internships:

.....
(name)

.....
(Title)

.....
(Contact details)

.....
(Signature)

Unit internship supervisor:

.....
(name)

.....
(Title)

.....
(Contact details)

.....
(Signature)

(seal of the unit)

Learning outcomes assumed to be achieved by the student during the internship

1. Knowledge

Outcome code	Description of the learning outcome

2. Skills

Outcome code	Description of the learning outcome

3. Social competences

outcome code	Description of the learning outcome

DAILY RECORD OF THE INTERNSHIP

Date:

Working hours:

No. of work hours

.....

from to

.....

Activities performed by the student	Reference to the learning outcome (effect code)	Confirmation of the achievement of the effect (passed / failed)

Stamp and signature of the unit internship supervisor
or another person controlling the performance of the work by the student on the current day:

.....

The signature and stamp of the unit internship supervisor are required after each day of internship!

STUDENT AGREEMENT

ON INTERNSHIP

(hereinafter referred to as the “**Agreement**”)

concluded on in Kraków between:

Andrzej Frycz Modrzewski Krakow University with its registered office in Kraków (address: ul. Gustawa Herlinga-Grudzińskiego 1, 30-705 Kraków), NIP number (*Tax Identification Number*): 6762134096, REGON number (*National Business Registry Number*): 357129941, entered into the register of non-public universities kept by the Minister of Science and Higher Education under number 242, represented by:

Rector – dr. hab. inż. Radosław Wiśniewski, Prof. hereinafter referred to as the “**University**”

and

Ms/Mr,.....

....., residing at.....

PESEL number, student ID number.....

hereinafter referred to as the “**Intern**”,

hereinafter jointly referred to as the “**Parties**” and individually as the “**Party**”,

with the following content:

§ 1.

The subject of the Agreement is to regulate the mutual rights and obligations of the Parties in connection with enabling the Intern to undergo a student internship (hereinafter referred to as the “**Internship**”) at the University.

§ 2.

1. The internship includes.....hours and takes place:

1) in
(name of the administrative unit of the university)

2) in the period from..... to

2. The performance of the obligations under the Agreement takes place outside the duration of didactic classes at the University, which are part of the Intern's obligations as a student.
3. **The internship is free of charge**, i.e. the Intern is not entitled to any financial claims against the University on account of its completion.

§ 3.

The University's duties include:

- 1) appointment of an in-house internship supervisor;
- 2) familiarising the Intern with the internal order regulations in force at the University, including the provisions and principles of occupational health and safety, fire regulations and regulations regarding the protection of professional secrecy, business secrets and the rules for handling confidential information; in justified cases, signing a confidentiality agreement;
- 3) familiarizing the Intern, to the extent necessary, with the provisions on the protection of personal data; in justified cases, signing an agreement on entrusting the processing of personal data;
- 4) acquainting the Intern with the activities and tasks assigned to him/her and supervising their proper performance;
- 5) providing explanations requested by the Intern in the scope related to the participation in the internship.

§ 4.

The duties of the Intern include the conscientious performance of the following tasks:

- 1) systematic completion of the “Internship Diary”,
- 2) following the instructions of the Internship Supervisor or another person appointed by him/her,
- 3)
-
-
-
-
-

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

§ 5.

1. The Intern declares that he/she has become acquainted with the regulations on occupational health and safety in force at the University, has been informed about the rules of personal data processing and the obligation of professional secrecy, which he/she accepts, and further undertakes to keep confidential all information regarding the activities of the University and institutions cooperating with it obtained during the Internship, with the exception of commonly known information.
2. The intern declares that he/she has accident insurance.

§ 6.

Each Party has the right to terminate the Agreement with a 7-day notice period, in writing under pain of nullity, whereby the termination of the Agreement by the Intern before the completion of the hours of Internship required by the Agreement results in failure to receive credit for the Internship.

§ 7.

Failure by the Intern to comply with the provisions of the Agreement may constitute a basis for its termination by the University with immediate effect, which may result in failure to complete the student internship if the termination took place before the number of hours of internship required by the Agreement.

§8.

1. Any amendment to this Agreement must be made in writing under pain of nullity.
2. In matters not covered by the Agreement, the Polish provisions of generally applicable law, in particular the *Civil Code* and the *Law on Higher Education and Science*, shall apply.
3. The information clause of the University's GDPR constitutes an integral part of the Agreement.
4. Any disputes arising in connection with the performance of the Agreement shall be settled by the court competent for the seat of the University.
5. The Contract has been drawn up in two identical copies, one for each Party.

.....
University

.....
Intern

STUDENT INTERNSHIP CREDIT REPORT

Student personal information:

First name and surname:

Student ID number:

Form of studies: full-time* / part-time* studies

Field of study:

Year of study:

Evaluation of the Dean's Representative for Internships

- | | | |
|--|-----|----|
| 1. The internship was carried out in an appropriate facility. | YES | NO |
| 2. The student presented a correctly completed <i>Internship diary</i> . | YES | NO |
| 3. The student has completed at least the minimum number of hours required to receive credit for the Internship. | YES | NO |
| 4. The student has achieved all learning outcomes provided for in the <i>Student Internship Programme</i> . | YES | NO |
| 5. The activities performed by the student during the internship corresponded to the content of the programme described in the <i>Student Internship Programme</i> . | YES | NO |
| 6. The student received a positive evaluation from the company internship supervisor. | YES | NO |

Comments:

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

I approve* / I do not approve* the internship completed by the student required by the study programme in the field of.....

.....
Name and surname of the Dean's Representative for
Internships

.....
Date

.....
(Signature of the Dean's Representative

*Delete as inappropriate

.....
Name and surname of the Internship Representative

.....
Field of study

Report on the tasks carried out by the Dean's Representative for Internships in the academic year,

1. in the academic year/20... I exercised ongoing supervision over the organisation and implementation of internships by the following students:

	Name	Index book number
1		
2		
3		
4		
5		
6		
7		
8		

2. I was available on duty for students for the purpose of consultations on matters regarding internships in the number of hours in the winter semester and hours in the summer semester.

3. I submitted to the Student Service Office documentation from internships, including:

..... internship evaluation reports,

..... internship failure protocols.

Reasons for failing internships (if any):

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

-
4. I provided an opinion on applications related to the completion of internships on the basis of:
professional work: students,
work as part of the activities of the student research club:..... students.
5. I have communicated with the unit internship supervisors or other representatives of the institutions where students do internships on the following issues:
.....
.....
.....
.....
.....
.....
.....
6. I made efforts to maintain good relations with the units with which the University signed permanent agreements on the organisation of internships, through the following activities:
.....
.....
.....
.....
.....
.....
.....
7. I established cooperation and led to the signing of internship agreements with the following new units:
.....
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.....
.....
.....
.....

8. Other activities that I undertook in connection with the function of the Dean's Representative for Internships:

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9. I submit the following requests for changes that could improve the quality of education in the form of ships and the quality of student internships:

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10. Other points:

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Date

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Signature