

ORDER No 25/22/23

Of the Rector of Wrocław Business Academy of Applied Sciences

Of 20th December 2022

**on the improvement of the Regulations of internships
at the Wrocław Business Academy of Applied Sciences**

Pursuant to § 15 sec. 2 points 2 of the Statute of the Wrocław Business Academy of Applied Sciences, in connection with art. 67 sec. 5 of the Act of July 20, 2018, Law on Higher Education and Science (Journal of Laws of August 30, 2018, item 1668), I order the following:

§ 1

1. I introduce the improved Regulations of internships at the Wrocław Business Academy of Applied Sciences attached to this order.
2. The Regulations of internships implemented by Order No. 46/21/22 of the Rector of the University of Business in Wrocław of April 6, 2022 on improving the Regulations of internships at the University of Business in Wrocław are hereby repealed.

§ 2

The Order comes into force on the day of its signature.

Rector
dr. hab. inż. Fulneczek, prof. WAB





REGULATION OF INTERNSHIPS
at the Wroclaw Business Academy of Applied Sciences

Wroclaw 2022

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GENERAL PROVISIONS

§ 1

1. Regulations of internships, hereinafter referred to as the "Regulations of internships ", for students of the Wrocław Business Academy of Applied Sciences, hereinafter referred to as "the University", is in accordance with the following legal acts:
 - a) The Act of July 20, 2018, Law on Higher Education and Science (Journal of Laws of August 30, 2018, item 1668);
 - b) Regulation of the Minister of Science and Higher Education of September 28, 2018 on studies (Journal of Laws of September 27, 2018, item 1861);
 - c) Regulations of studies at the Wrocław Business Academy of Applied Sciences.
2. Internships of students of the Wrocław Business Academy of Applied Sciences, hereinafter referred to as „internships", are an integral part of the study plan and study program, established by the Senate for a given field of study.

§ 2

1. An internship is the acquisition of knowledge and practical qualifications necessary to perform professional tasks by a person with the status of a student who implements an internship program in a specific field of science in a given organization.
2. The internship should be carried out during a given academic year (semester) on the date specified in the study plan so that it does not collide with the hours of classes. For this reason, it is especially advisable to carry out the practice during the summer break.
3. The implementation of internship does not release the student from participation in classes from other subjects covered by the study plan.
4. Internships may be carried out at home and abroad (subject to the requirements described in section 6).
5. The implementation of internship abroad involves the requirement that the entity in which the student performs the practice is included in the appropriate register of entities conducting business activity, and that activity corresponds to Professional Practice Program.

§ 3

1. The detailed effects of learning professional practice are presented in the Professional Practice Program, which is an attachment to the internship syllabus, which is developed for a given field of study and includes:
 - 1) general rules of practice;
 - 2) practice learning outcomes;
 - 3) place of internship;
 - 4) student's tasks during practice.
2. The Vice-Rector for education is responsible for the organization of the internship.
3. The Vice-Rector competent for education in the field of organization of internship undertakes in particular the following actions:

- 1) conclude general agreements regarding places of practice,
- 2) exercises substantive supervision over activities in the field of practices conducted by:
 - a) Rector's Plenipotentiaries for Student Internships, hereinafter referred to as "Practice Representatives",
 - b) Career Office,
 - c) International Relations Office,
 - d) Student Service Centre.
4. The Rector, at the request of the Vice-Rector for education, appoints Plenipotentiaries for Internships for individual fields of study.
5. The tasks of the Internship Representatives include:
 - 1) approving the place and date of commencement and completion of internships,
 - 2) acquainting the student with the principles, organization and program of internships and the method of crediting them
 - 3) substantive and organizational supervision over the preparation and course of internships,
 - 4) verifying the learning outcomes of the practice achieved by individual students, evaluating the submitted practice documents and, depending on the degree of the achieved effects of learning the practice, passing it,
 - 5) transferring the documentation of completed internships to the head of the relevant department.
6. The Career Office participates in the process of organizing internships, taking in particular the following actions:
 - 1) monitors the labor market, establishes and maintains relations with entities from the socio-economic environment in which internships may be conducted,
 - 2) maintains a database of entities where students can do internships,
 - 3) prepares reports on the implementation of internships by students (with regard to the results of online surveys - Attachment 3, 4) and submits them to the Vice-Rector responsible for education.
7. The International Relations Office participates in the process of organizing internships, taking in particular the following actions:
 - 1) monitors the labor market, establishes and maintains relations with entities from the socio-economic environment where foreign internships may be conducted,
 - 2) maintains a database of entities where students can do internships abroad,
 - 3) conducts information and advisory activities for students in the field of foreign internships,
 - 4) provides students with forms regarding internships abroad,
 - 5) draws up reports on the implementation of internships by students and submits them to the Vice-Rector responsible for Education,
 - 6) take other actions resulting from separate agreements concluded by the University in the field of foreign internships.

1. Professional practices are free of charge, but the entity in which the student is practicing may determine the remuneration for the activities performed by the student as part of the practice. The terms of remuneration are determined by a separate agreement concluded between the student and the representative of the entity in which the student is practicing.
2. Internships are subject to accident insurance. The student takes out the insurance of practices.

ORGANIZATION AND CONDUCT OF INTERNSHIPS

§ 5

1. The following possibilities are provided for the organization of internships, within which the student:
 - 1) uses the offers of internships available at the University (organized path);
 - 2) independently searches for an enterprise that undertakes to accept the student for internship (individual path)
2. The decision on the substantive legitimacy of the internship at a given date, place of implementation or compliance with the professional internship program is taken by the Internship Representative.
3. The student carries out the internship on the basis of a general or individual agreement on the student professional practice, concluded by the University with the entity where the student will do the practice (a template of the Individual Agreement is attached as Attachment 1 to these Regulations).
4. It is allowed to conclude an agreement according to the template proposed by the entity where the student is doing the internship and approved by the Plenipotentiary for Internships.

§ 6

1. The student is obliged to carry out the practice in accordance with the Professional Practice Program for a given field of study. Documentation concerning professional practice is collected by the student from the Career Office and transferred to the entity where the student is doing the internship.
2. Internships take place on the date, duration and on the terms specified in the study plan and study program for a given field of study.
3. Internships can take place throughout the country or abroad (after meeting the requirement specified in § 2 section 6), also as part of the ERASMUS program.
4. In order to obtain credit for the internship abroad, the student is required to submit the documentation indicated in this order. The language in which the student completes the documents should be consistent with the language of education of the field of study. In justified cases, the Internship Representative may agree to submit documentation in another language (English or Polish). This means that, for example, in the case of MBA studies conducted in English, the student may prepare documentation of the internship also in Polish, and the student pursuing education in Polish may prepare it in English.

§ 7

1. Before starting internship, the student is obliged to:
 - 1) read the Regulations of internship, in particular the organizational and regulations rules and the procedure of passing the practices, their purpose, the syllabus professional practice program;
 - 2) obtain documents that are necessary to complete and pass professional practice carried out within the framework of an organized or individual path – documents are available in electronic form or paper version in the University Career Office;
 - 3) get insurance for himself/herself in the area of Civil Liability Insurance and Accident Insurance for the duration of the practice.
2. During the internship, the student is obliged to:
 - 1) familiarize himself/herself with the organizational regulations in the place where he/she practices;
 - 2) perform tasks in accordance with the Professional Practice Program of a given field of study;
 - 3) follow the instructions of the Company's Practice Tutor and superiors at the place of practice;
 - 4) comply with the mode and order of work adopted in the place of the internship and applicable regulations, including health and safety regulations;
 - 5) notify the Company Practice Supervisor of the reason for his/her absence.

§ 8

1. All matters related to the course of the internship shall be resolved by the Internship Representative, in consultation with the entity where the student did the internship.
2. The student may request the Vice-Rector responsible for Education to verify the settlement of the cases referred to in sec. 1.
3. The decision of the Vice-Rector responsible for Education shall be final.

CONDITIONS AND PROCEDURE OF PASSING THE INTERNSHIP

§ 9

1. The student is obliged to complete the internship within the time limit provided for in the study plan and program for a given field of study. The condition for passing the internship is the completion of tasks and the achievement of learning outcomes specified for the internship.
2. After completing the practice, the student presents: "Report on the completed internship", hereinafter referred to as the Report, the form of which is attached as Attachment 2 to these regulations. In the student's report in the form, the employer proposes grades for individual learning outcomes and confirms the completion of professional practice with the signature and company seal. In addition, the student may submit the "Student's opinion on the course of professional practice", the form of which is attached as Attachment 3, and the "Satisfaction survey" completed by the entity where the student did the internship - Attachment 4.
3. Verification of the Report referred to in sec. 2 in terms of content is made by the Rector's Plenipotentiary for Internships.
4. The Rector's Plenipotentiary for Internships, on the basis of the student's report and conversation with the student, analyzes the course of the internship and verifies the learning outcomes achieved by him/her in the field of knowledge, skills and social competences, and records the evaluation of the verification in the examination report.
5. In the event of failure to obtain credit for the internship due to improperly completed documentation, the student completes and re-submits the complete set of documents to the Rector's Plenipotentiary for Internships. If the documentation is not completed within the prescribed period, the internship is not credited within the basic period, and the student is obliged to correct the documentation by the designated make-up date, taking into account the schedule of the examination session.
6. If the internship is not credited due to the student's failure to complete the applicable program and failure to achieve the learning outcomes specified for the internship, the provisions of the Study Regulations regarding the failure to complete the course shall apply.
7. The Rector's Plenipotentiary for Internships draws up a report on the completion of the internship and records the completion of the internship in the examination report in the USOS system. The documentation of the Report, the Student's Opinion on the course of internships, and the Satisfaction Survey completed by the entity are forwarded by the Plenipotentiary for Internships to the Manager of the relevant field of study.

FINAL PROVISIONS

§ 10

The provisions of these Regulations apply to internships carried out under the Erasmus program.

§ 12

1. Decisions on matters not covered by these Regulations of internships are made by the Rector's Plenipotentiary for student internships.
2. The supervision over the implementation of these Regulations is held by the Vice-Rector for Education.

§ 13

The Regulations come into force on the day of signing by the Rector of the University.

ATTACHMENTS AGREEMENT on internship

Concluded onin Wroclaw
between:

.....
With its registered office in.....
hereinafter referred to as the "entity" represented by:

.....
and the Wroclaw Business Academy of Applied Sciences, hereinafter referred to as the
"university", represented by the Vice-Rector responsible for Education
.....

§1

The entity accepts and the university directs the student to professional practice:
.....

Album number.....

Field of study..... within the period
from..... to.....

§2

The entity where the student does the internship will ensure the conditions necessary to conduct the
internship, in particular:

- providing suitable workstations in line with the framework professional practice program
- familiarizing the student with the applicable work regulations, regulations on occupational health and safety and on the protection of state and official secrets

§3

During the internship in terms of order, discipline and working time, the student is subject to the
management of the organizational unit where he or she is doing the practice at a given time.

§4

The university prepares an internship program specifying the necessary scope of issues that the stu-
dent should become familiar with while working in individual organizational units.

§5

The university allows the possibility of accepting a program of practices taking into account the

specificity of the organization presented by the entity in which the student is doing the internship.

§6

The student performs the tasks commissioned by the entity in which the student is practicing and draws up a report on the internship. The report can be used by the entity in which the student is doing the internship.

§7

The representative of the entity in which the student is doing the internship certifies the fact that the student has completed the internship on the "Confirmation" form by making an annotation on:

- period of professional practice
- positions where the student did his/her internship
- tasks commissioned to be performed
- student assessment.

§8

The basis for crediting the student with the completed internship is the "Confirmation" certified by the entity where the student is doing the internship and the report on the completed internship presented by the student to the Rector's Plenipotentiaries for Student's Internships.

§9

Didactic and educational supervision over the course of practice on the part of the university is exercised by the Rector's Plenipotentiary for Student Internship-

.....

e-mail address:.....

phone number.

and is authorized to resolve, together with the management of the entity in which the student is practicing, matters related to internship.

§10

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

.....
A representative of the entity where the student is doing the internship

.....
Vice-Rector for Education or the Rector's Plenipotentiary for Internship

Wroclaw Business Academy of Applied Sciences

REPORT ON INTERNSHIP

FIELD OF STUDY, semester ...

Student's Name and Surname

Album Number

Summary

This document was developed by {student's name} during the internship in {full name of the organization}, in the period {specify the date of the internship}.

The following sections of this report will discuss the organization in which the professional practice was carried out, its history and the most important directions of activity ("Presentation of the organization"), the organizational structure of the entity will be described along with an indication of its advantages and disadvantages ("Organizational structure of the entity"). In the section "Setting priorities for internship" the issue regarding {insert relevant issue} will be addressed. At the end (in the section "Analysis of the organization and its environment - SWOT"), the SWOT analysis will be presented {name of the organization} (decision on SWOT optional).

Presentation of the organization

<Present the history of the organization, its organizational and legal form, mission, the most important areas of activity, strategic advantage, main clients and competitors, and the company's achievements so far.>

Organizational structure of the entity

<Describe the current organizational structure (e.g. type, complexity). Present the organizational structure of the entity using the scheme (the current organigram – can be shortened). Discuss the tasks of the most important departments, as well as indicate the advantages and disadvantages (strengths and weaknesses) of the existing structure – e.g. lack of marketing and promotion structures>

Setting priorities for implementation during internship

During meetings with the Plenipotentiary for Internships and the Internship Supervisor on the part of the business entity, the following priorities were set to be implemented as part of the internship:

< Determining the main task(s) to be performed as part of the professional practice in line with the field of study, e.g.:

- characteristics of marketing activities in the organization together with an indication of the advantages and disadvantages as well as suggestions for improvement,
- communication within the organization - advantages, disadvantages - improvement proposal
- financial analysis of a business entity
- evaluation of the IT system - indication of advantages and disadvantages
- <other according to the field of study>.

Analysis of the organization and its environment – SWOT

This point focuses on a detailed analysis of the entity, taking into account the macro-environment and direct competitive environment, which will allow to develop the organization's strengths and weaknesses as well as its opportunities and threats (SWOT method). The analysis of the organization includes the assessment of the following areas of the entity's activity:

- „human resources” (along with the incentive system and training)- < make an assessment, 3-5 sentences >
- „organizational culture” < make an assessment, 3-5 sentences >
- „assets” (including intangible assets, quality management system) < make an assessment, 3-5 sentences >
- „IT” < make an assessment, 3-5 sentences >
- „management information / controlling” < make an assessment, 3-5 sentences >
- „marketing processes” < make an assessment, 3-5 sentences >
- „relations with external stakeholders” < make an assessment, 3-5 sentences >

The environment analysis concerns the following factors:

- „political and legal” < make an assessment, 3-5 sentences >
- „economic” < make an assessment, 3-5 sentences >
- „social” < make an assessment, 3-5 sentences >
- „technological” < make an assessment, 3-5 sentences >

In the analyzed organization, the following strengths, weaknesses, opportunities and threats can be distinguished (table x):

Table x. SWOT analysis {type the name of the organization}

Strengths	Weaknesses
Opportunities	Threats

Source: own elaboration based on the organization's materials

Note: The description of the completed tasks is prepared by the student in accordance with the arrangements discussed with the Plenipotentiary for Internships, taking into account the learning outcomes and the syllabus provided for internships in a given semester and field of study

Realized practice learning outcomes - confirmation of their achievement

Realized learning outcomes of practice semester - confirmation of their achievement	
1) Effect:	
Describe the tasks performed during the internship corresponding to the learning outcome.....	
2) Effect:	
Describe the tasks performed during the internship corresponding to the learning outcome.....	
.....	
3) Effect:	
Describe the tasks performed during the internship corresponding to the learning outcome.....	
Student's legible signature	

Note: The learning outcomes for practice are specified in the internship syllabus developed by the Rector's Plenipotentiary for internships. The syllabus is made available to students at the practice preparation meeting. It is assumed that in a given semester, as part of the internship, the student has to achieve a total of 5-6 learning outcomes.

Evaluation of the Employer's Representative - Feedback for the student regarding the course of the internship (insert X)

Learning outcomes semester	Representative evaluation					
	2,0	3,0	3,5	4,0	4,5	5
1) Outcome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Outcome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Outcome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall assessment of the conduct of internships. Evaluation scale (insert X):

2 – Insufficient; 3- sufficient; 3.5 – sufficient plus; 4-good; 4.5 – good plus; 5-very good

.....
Place, date

Company stamp

.....
Legible signature of the entity's representative

.....
phone number, e-mail

A survey for a student about the internship

Optional Survey

Possible answers

I strongly disagree	I disagree	Hard to say	I agree	I strongly agree
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In your opinion:

Question	Answer
1. Completing the documents necessary for the internship was easy and understandable.	
2. The place of work/internship has been properly prepared.	
3. Student internships took place in accordance with the presented internship program.	
4. During the course of the internship, you used the knowledge or skills acquired during your studies.	
5. The theoretical preparation gained during the studies was useful in practical operation.	
6. Thanks to the internship, you have gained new skills that will be useful in your future work.	
7. The tasks performed as part of the internship were consistent with the profile of studies and will be able to be used by you in your professional work.	
8. The work atmosphere was conducive to your duties.	
9. The appointed tutors of student internships were characterized by kindness and commitment.	
10. The professional practice has confirmed the validity of your choice of the field of study	
11. If there was such an opportunity, would you be interested in working at the place of internship?	

12. Where did you look for information on how to complete the student internship?

- a. In class,
- a. With your supervisor Practices,
- a. On the website.

13. What kind of support would you expect from the Career Office in the process of looking for an internship?

- a. Help in preparing a CV,
- a. Help in finding a place of practice,
- a. Help in preparing for a job interview
- a. Assistance in completing internship documents.

14. Did you use the Career Office offer?

Yes/No

15. Would you recommend the company where you did your internship to another student?

Yes/No

Satisfaction survey

Dear Sir/Madam,

Thank you for accepting students of the Wroclaw Business Academy of Applied Sciences for student internships.

We would like to get to know your opinions on the organization, course and program of student internships. Feedback will allow us to adjust our offer to your needs.

WAB Career Office team

Company

Name:.....

Indus-

try:.....

...

Name and surname of the contact person

Telephone number and e-mail address

1. Are you interested in accepting WAB students for an internship?

YES/ NO

2. In terms of organization of student internships - what kind of support would you expect from the University?

a) Support in recruitment (selection of candidates),

b) Explanation of the procedure and documentation,

c) Support in student assessment,

3. Please indicate the two most important competences (e.g. teamwork, communication) that a student who wants to undertake an internship in your company should have: 1....., 2.....

4. Please indicate the two most important skills (e.g. knowledge of the Office package, knowledge of English) that a student who wants to undertake an internship in

your company should

have: 1....., 2.....

5. What knowledge should a student who wants to undertake an internship in your company have (e.g. knowledge of tax law):

1....., 2.....

6. To what extent was the WAB student undergoing an internship in your company/enterprise substantively prepared?

a) insufficient

b) sufficient

c) good

d) very good

7. How do you assess the performance of duties during the internship by the student:

a) very good

b) good

c) sufficient

d) insufficiently

8. Did the WAB student present himself as a potential job candidate after graduation during his professional practice? YES /NO