Appendix
to ordinance no. 6 of the Dean of WTiICh ZUT of 24 May 2021

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| Logo Wydziału Technologii i Inżynierii Chemicznej | **ELABORATED BY:**Faculty Committee for the Quality of Education (WKJK) | **Version:** 2 | **Date of signature:** 24.05.2021 r. | **The number of pages:**23 |
| **PROCEDURE’S OWNER:**Faculty of Chemical Technology and Engineering ZUT in Szczecin | **ACCEPTED BY:**Dean of WTiICh |

**Faculty procedure for implementation and reporting of curricular internships**

1. Name of the procedure

Faculty procedure for implementation and reporting of curricular internships

1. The goal and the scope of the procedure

The procedure sets the rules for implementation, documentation, and reporting student professional internships being an integrated part of the education process in all majors and forms of study programmes realized at the Faculty of Chemical Technology and Engineering ZUT in Szczecin.

1. The procedure
	1. Introducing students to the procedure for implementation and reporting of curricular internships

Dean’s representative for student internships shall arrange an obligatory meeting with students in order to make them aware of the rules for implementation, documentation, and reporting of student curricular internships. The meeting shall take place at least 4 months before the first date of the internship begins.

* 1. Indication of the place for curricular internship

By the date no later than 2 months before the first date of internship beginning, the student shall in writing inform Dean’s representative for student internships about the company where the student is going to implement the internship and shall justify opportunities to obtain expected learning outcomes (appendix 1). In case of student intention to implement internship at ZUT in Szczecin, the student additionally provides Dean’s representative with a completed appendix 2.

Suppose the student aims to change the date of the internship implementation. In that case, the student shall provide Dean’s representative with the consent form of the Deputy Dean for student affairs and education WTiICh ZUT in Szczecin (according to the template in appendix 3). In this case, appendix 1 shall not apply.

* 1. Acceptance of the place for curricular internship

By the date no later than 6 weeks before the planned starting date of the internship ~~begins~~, Dean’s representative specifies student opportunities to obtain learning outcomes (indicated in the study programme) during the internship implemented in the company designated by the student. In case when there are no possibilities to obtain learning outcomes, the student shall be obliged to propose an alternative company to implement internship and justify opportunities to get learning outcomes.

* 1. Conclusion of the curricular internship agreement

By the date no later than 3 weeks before the planned date of internship beginning, the student shall provide Dean’s representative with a completed form of permission (appendix 4) for implementation of student internship in the company accepted in pt. 3.3. Referring to this permission, Dean’s representative shall sign (on the date no later than 1 week before the planned date of internship beginning) an agreement on implementation student internship with the company (appendix 5). If the internship is implemented in ZUT in Szczecin, appendix 4 and appendix 5 shall not apply.

* 1. Issuing a referral for curricular internship

By the date no later than 3 weeks before the planned date of internship beginning, Dean’s representative shall issue a referral for internship in a given company (appendix 6). The student shall be obliged to collect (no later than 1 working day before the planned date of internship beginning) the referral and the internship logbook (appendix 7). The documents mentioned above shall be given to the student on condition that the student shows the original of the signed contract (and provide a copy of it) for general civil liability insurance and insurance against consequences of accidents during the internship.

* 1. Implementation of curricular internship

The student (the intern) shall implement the internship and complete the internship logbook describing current activities and tasks and learning outcomes corresponding with them (assigned for a given major and form of study) confirmed by the internship supervisor from the company. After completing the internship, but no later than 1 week before the end of the autumn examination session, the student shall provide Dean’s representative with the internship logbook (in a written form) to confirm internship completion and a proposed grade.

* 1. Reporting of curricular internship

No later than 2 working days before the end of the autumn examination session Dean’s representative (referring to the documentation provided by the student according to pt. 3.6) shall decide that a student internship is credited and learning outcomes assigned to it obtained. If there are no grounds to give credit, the student shall be obliged to complete documentation; if documentation regarding the internship is still insufficient, the student shall get a grade unsatisfactory (2) on the last day of the autumn session.

* 1. Reporting of the curricular internship based on the work experience
1. In order to get a credit based on having professional experience (in accordance with study major), a student provides Dean’s representative with a document certifying such experience (template in appendix 8). The student submits the certificate no later than 3 months before the ~~first~~ planned starting date of the internship ~~beginning~~.
2. By the date, up to 2 weeks after submitting the certificate, the Dean’s representative assesses if student professional experience complies with learning outcomes precisely in the study curriculum for a given major. If student professional experience is inappropriate, the student shall be obliged to implement a professional internship on the scheduled dates.
	1. Assessment of organization, implementation, and reporting of curricular internships

By 30 September, each student who implemented an internship in a given academic year may forward to Dean’s representative for student internships the student opinion and comments on implementing and reporting curricular internship at WTiICh ZUT in Szczecin. Opinions and comments should be listed in a form enclosed as appendix 9.

* 1. Report on the implementation of the student internships

By 20 October Dean’s representative for student internships shall present to the Dean a report on the implementation of student internships (in a given academic year) and obtaining assigned learning outcomes.

* 1. Storage of documentation regarding curricular internships

Dean’s representative for student internships shall store (for 5 years, counting from the end of the academic year when the internship was scheduled/implemented concerning personal data protection regulations) documentation confirming that students have obtained learning outcomes assigned to student internships.

1. Related documents
* Resolution no. 31 of the Senate of the West Pomeranian University of Technology in Szczecin

of 26 April 2019 regarding the adoption of Study regulations in the West Pomeranian University of Technology in Szczecin

* Ordinance no. 169 of the Rector of the West Pomeranian University of Technology in Szczecin of 20 November 2009 regarding the rules for implementation of professional internships by students of the West Pomeranian University of Technology in Szczecin, being Polish citizens
* Ordinance no. 66 of the Rector of the West Pomeranian University of Technology in Szczecin of 7 October 2019 regarding unified rules for storing documentation confirming obtaining learning outcomes specified in the study programs, doctoral study programs, and graduate study programs and the study program for Doctoral School.