

## **Rules of the Internship Office of the UO and the organization of the obligatory student internships**

### **§ 1**

The Rules shall specify the scope of operation of the Internship Office and the rules for the organisation of obligatory student internships and teaching internships (in-year, continuous, and care internships) specified in programmes of study and study plans with the standards in force at the time of their implementation.

### **§ 2**

1. The unit responsible for the organisation of obligatory student internships at the University of Opole is the Internship Office existing within the structure of the Centre for Continuing Education at the University of Opole.
2. The Internship Office is responsible for the formal side of the organisation of student internships, i.e. for the preparation of referrals, agreements on the organisation of internships and teaching internships, contracts of mandate, contracts for specific work, as well as gathering documents and handing them out to students. The substantive side of the organisation of the internship is the responsibility of individual units (faculties/institutes/chairs) of the University of Opole.
3. The Internship Office cooperates with the Office for Research and International Cooperation of the University of Opole in the implementation of student internships within the Erasmus+ Programme.

### **§ 3**

1. The scope of operations of the Internship Office includes in particular:
  - 1) collecting study plans for full-time and part-time study programmes conducted by the University of Opole in order to specify the fields of study with obligatory internship during the course of studies,
  - 2) preparing and registering *Internship Referrals*,
  - 3) collecting Students' Declarations about getting acquainted with the Rules of the Internship Office and organisation of obligatory student internships,
  - 4) preparation of agreements on the organisation of internships and teaching internships for individual companies, schools, and entities taking students for internships,
  - 5) preparation of contracts of mandate (in the case of in-year teaching and care internships) and contracts for specific task (in the case of continuous teaching internships) for in-company supervisors of internships,
  - 6) collecting the necessary documentation together with instructions and opinion forms prepared by individual units (faculties/institutes/chairs) of the University of Opole,
  - 7) handing out full documentation to students,
  - 8) receiving the demand for in-year and care and internships from individual units (faculties/institutes/chairs) of the University of Opole,

- 9) calculating trainee groups and remuneration for supervisors of internships in the entity/institution,
  - 10) writing and registering Student Internship Organisation Agreements,
  - 11) recording the remuneration paid to internship supervisors in the entity/institution,
  - 12) preparing mandate contracts and contracts for specific task to be settled and transferring them to the Payroll Office of the University of Opole.
2. The scope of operations of the Internship Office also includes:
- 1) issuing certificates for students performing their internships,
  - 2) issuing certificates for in-company supervisors of internships,
  - 3) preparing annual financial settlement of student internships,
  - 4) determining the financial requirements for the following year's internships,
  - 5) accepting applications from students for changes in the implementation of internships and forwarding them to the Director of the Centre for Continuing Education of the UO for consideration,
  - 6) copying the documentation of internships,
  - 7) sending back the settled copies of the contracts of mandate and contracts for specific tasks to in-company supervisors,
  - 8) preparing notices for collecting forms for internships.

#### § 4

1. At the University of Opole, the rules of student internship are regulated by:
  - 1) Regulation of the Minister of Science and Higher Education of 12 July 2007 on standards of education for various fields and levels of education, as well as the mode of creation and conditions to be met by the university to conduct inter-programme and macro-programme studies,
  - 2) Regulation of the Minister of Science and Higher Education of 17 January 2012 on the standards of education in preparation for the teaching profession.
  - 3) Decision of the Vice-Rector for Academic and Student Affairs of 11 April 2012 on the list of entities/institutions where student internships are conducted,
  - 4) Decision No. 1/2017 of the Vice-Rector for Academic and Student Affairs of 14 February 2017 on: remuneration for teachers providing pedagogical care for full-time and part-time students of the University of Opole who take up teaching internships in schools and educational entities/institutions,
  - 5) Resolution No. 6/2016-2020 of the Senate of the University of Opole of 27 October 2016 on the amendment of Resolution No. 83/2012-2016 of the Senate of the University of Opole of 27 November 2014 on the introduction of programmes of study complying with the National Qualification Framework for Higher Education and the Act of 11 July 2014 amending the Act on Higher Education and the Regulation of the Ministry of Science and Higher Education of 3 October 2014,
  - 6) programmes of study, together with an indication of the size, principles, forms of implementation and instructions for the organisation of internships, approved by the Faculty Councils.
2. Type and time of internship is set out a programme of study of a given degree programme.

3. Student internships may take place during winter, spring and summer holidays, or during the academic year, provided that they do not interfere with the classes.
4. If the student studies two programmes at the same time, internships at both programmes cannot be carried out at the same time.
5. The contract or agreement for an internship is concluded on behalf of the University of Opole by the Director of the Centre for Continuing Education of the UO, in accordance with the power of attorney granted by the Rector.
6. The University does not cover costs incurred by students in connection with the internship.
7. The student performing an internship should take out personal accident insurance (NNW) for the duration of the internship and have an up-to-date employee's sanitary and epidemiological health card, if required at the place of internship.
8. The student is not entitled to any benefits from the University on account of the internship. The University of Opole does not cover the costs of accommodation or travel, or the equivalent of food expenses, related to the internship.
9. The Director of the Centre for Continuing Education at the University of Opole may agree to an internship abroad if the scope of the internship meets the requirements specified in the programme of studies.
10. The Director of the Centre for Continuing Education of the UO shall make decisions in special cases.

## § 5

1. Before starting an internship or continuous teaching internship, the student should collect an Internship Referral at the Internship Office, Katowicka 87A, room 5.6. Detailed deadlines related to the organisation and implementation of internships in particular fields of study are announced by the Internship Office on the website of the Centre for Continuing Education of the UO ([www.cedu.uni.opole.pl](http://www.cedu.uni.opole.pl)).
2. The student individually chooses the entity/institution/other workplace where he/she wants to carry out the internship. If the student cannot indicate such an institution, it is determined by the internship coordinator at the UO. The student then proceeds to this institution with an Internship Referral in order to obtain a confirmation of the readiness of the institution to receive the student and to arrange the dates of the internship (the internship should start on Monday and end on Friday). The head of the entity or a person authorized by him/her fills in the Internship Referral form, thus agreeing to take the student for the internship.
3. The completed Internship Referral shall be delivered by the student to the Internship Office about two weeks before the beginning of the internship. The Internship Office shall not issue any Agreements on the organisation of student internships on the basis of referrals delivered during or after the internship.
4. The student is obliged to fill in, sign and submit to the Internship Office a declaration of the student of the University of Opole about becoming familiar with the contents of the Rules of the Internship Office and the organization of obligatory student internships (Appendix 1a. to these Rules).
5. On the basis of the correctly filled in:

- 1) Internship Referral, the Internship Office prepares a set of documents:
  - Agreement on the organisation of student internships - 2 copies,
  - *Manual of organization of internship*,
  - *Feedback Form on the course of internship* - 1 copy,
  - *Internship Card*.
- 2) Teaching Internship Referral, the Internship Office prepares a set of documents:
  - Agreement on the organisation of student internships - 2 copies,
  - The contract of mandate for the in-company internship - 2 copies,
  - Manual of organization of internship,
  - *Feedback Form on the course of internship* - 2 copies,
  - *Internship Card*.
6. Before starting the internship, the student is obliged to collect the above mentioned documents from the Internship Office and deliver them to the entity/institution/other workplace where the internship will be carried out. The entity/institution where the internship will be conducted is obliged to sign an Agreement on the organisation of the student internship and send one copy back to the Internship Office before the start of the internship.
7. After the completion of:
  - 1) obligatory internship - the student collects an *Opinion on the course of the internship* from the entity/institution/other workplace and submits it together with the Internship Card to the coordinator of the internship at the UO in order to obtain a credit.
  - 2) continuous teaching internship - the student personally or by post delivers to the internship coordinator at UO: *Opinion on the course of the continuous teaching internship* - 2 copies (original, not copied) and the *Internship Card*. The internship coordinator at the UO approves the *Opinion on the course of continuous teaching internship* by submitting his/her signature at the end of this document. The student delivers 2 copies of the *Opinion on the course of continuous teaching internship* to the Internship Office. The *Opinion* is the basis for payment of remuneration.

One copy of the *Opinion* remains in the Internship Office (for a period of 5 years), and the other, with other documents, including the *Internship Card*, remains with the coordinator of the internship at UO. The coordinator shall credit the course.
8. At the University of Opole, obligatory internships and continuous teaching internships always start on Monday and end on Friday.
9. Internships and teaching internships must be fully implemented within a single calendar year.
10. Obligatory internships are unpaid. One week of the internship comprises 5 working days, consisting of at least 6 hours of training per day. Details are stipulated in Appendix 3 to the Resolution No. 6/2016-2020 of the Senate of the University of Opole of 27 October 2016.
11. Continuous teaching internships are paid. Remuneration is paid to the supervisor of the internship at the entity/institution in the amount specified in the Decision No. 1/2017 of the Vice-Rector for Academic and Student Affairs of 14 February 2017 on remuneration for teachers

who provide pedagogical care to full-time and part-time students of the University of Opole, performing their teaching internships in schools and educational centres/institutions.

12. One supervisor of the continuous teaching internship in an entity/institution may take no more than 2 students performing the continuous teaching internship at the same time and at the same institution.
13. The internship coordinator at UO determines what documentation of the internship should be kept by the student and what will be the basis for the crediting of the completed internship. The internship coordinator at UO is responsible for the entry in the USOS system.
14. The internship coordinator at the UO keeps records of internships, which include, among others: *Report summarising the course of the internship* (concerning obligatory internships and continuous teaching internships). The internship coordinator shall keep the documentation for a period of 5 years.

## § 6

1. In-year teaching and care internships are organised by the internship coordinator at the UO, who notifies students about the place and period of their implementation.
2. Agreements on the organisation of the in-year teaching and care internships are drawn up by the Internship Office on the basis of the *Request for internships* submitted by the internship coordinator at UO. The coordinator may indicate two entities, and one to four in-company internship supervisors per entity/institution. Number of entities and supervisors in the entity depends on the number of trainee groups in a given year. In-year teaching and care internships take place 2 hours a week, i.e. 8 hours a month. If in doubt, the Internship Office should be consulted.
3. In-year teaching and care internships are remunerated. Remuneration is paid to the in-company internship supervisor in the amount specified in the Decision No. 1/2017 of the Vice-Rector for Academic and Student Affairs of 14 February 2017 on remuneration for teachers providing pedagogical care for full-time and part-time students of the University of Opole doing teaching internships in schools and educational centres/institutions.
4. The Internship Office sends to a particular entity/institution:
  - *Agreement on the organization of student internships* - 2 copies,
  - *Contract of mandate for the in-company internship supervisor* - 2 copies,
  - Cover letter on the organisation of the internship.
5. The entity/institution where the internship will be conducted is obliged to sign an *Agreement on the organisation of the student internship* and send one copy back to the Internship Office before the start of the internship.
6. Then, the trainee group of students reports to this entity/institution together with the internship coordinator from the UO for the first organizational meeting.
7. The internship coordinator at UO determines what documentation of the internship should be kept by the student and what will be the basis for the crediting of the completed internship. The internship coordinator at UO is responsible for the entry in the USOS system.
8. The contract on mandate should be signed by the internship supervisor at the entity/institution and forwarded by the internship coordinator, the internship supervisor or by post to the Internship Office after the completion of the internship.
  9. The internship coordinator at UO keeps records of the internships, which include, among others: a copy of the *Internship Request* along with a list of students

divided into groups and the *Report summarising the course of the internships* (concerning the teaching and care internships). The coordinator credits the course. The internship coordinator shall keep the documentation for a period of 5 years.

### § 7

1. In accordance with the Rules of Study at the University of Opole, students who take part in the scheduled internship in September may apply for a postponement of the dates of the make-up exams in the summer examination period. The Dean shall take the decision upon the student's request.
2. Work/traineeship/volunteering, etc. may be the basis for obtaining a credit for a student internship, provided that they are related to the profile of the studied programme. Also, the student's participation in the research camp, if the programme of the camp corresponds to the internship requirements specified in the programme of study, may be the basis for obtaining a credit for the internship. The decision in this case is taken by the internship coordinator at the UO.
3. In justified cases, the student may apply for a change of the date of an internship. Consent to postpone the internship is given by the Director of the Centre for Continuous Education at the University of Opole on the basis of the request of the student who has received an opinion from the internship coordinator at the University of Opole and the director or deputy director of the organisational unit of the University of Opole.
4. A student who, for justified reasons, did not complete the internship within the period provided for in the study plan, may obtain consent for the internship to be completed at other dates not conflicting with the classes specified in the schedule, from the Director of the Centre for Continuous Education at the UO on the basis of an application submitted by the student with the opinion of the coordinator of the internship at the UO and the director or deputy director of an organisational unit of the University of Opole.
5. All information concerning student internships is available on the website of the Centre for Continuing Education [www.cedu.uni.opole.pl](http://www.cedu.uni.opole.pl)

### § 8

In the case of changes in the organization of student internships by the Ministry of Science and Higher Education, as well as changes based on the Rector's Regulations or resulting from the Resolutions of Faculty Councils, any further instructions concerning these changes shall be issued by the Director of the Centre for Continuing Education of the UO.



..... Opole, (date) .....

*(student's full name)*

.....  
*(contact phone number)*

**DECLARATION OF THE STUDENT OF THE UNIVERSITY OF OPOLE  
regarding the familiarisation with  
Rules of the Internship Office and the organisation of obligatory student internships**

I, the undersigned ..... residing at

.....,  
student of the University of Opole, hereby declare that before commencing the internship I have familiarised myself with the contents of the **Rules of the Internship Office and the organisation of obligatory student internships** at the University of Opole, which I confirm with my own handwritten signature.

.....  
*(student's legible signature)*