



# Politechnika Wroclawska

Wydział Podstawowych Problemów Techniki

DEAN'S REGULATION NO. 19/2024-2028

29 January 2025

## § 1

I introduce the principles and procedures for the implementation of student internships at the Faculty of Fundamental Problems of Technology, which are attached to this regulation.

## § 2

Dean's regulation no. 12/2020-2024 shall cease to apply.

## § 3

This regulation shall enter into force on the date of publication.

DEAN

Prof. Paweł Machnikowski



## **RULES FOR THE IMPLEMENTATION OF THE STUDENT INTERNSHIP**

1. Student internships are carried out on the basis of ZW 96/2020 of October 21, 2020 on the organization of student internships at Wroclaw Tech.
2. Internship is obligatory in all first-cycle studies and in second-cycle studies in the field of optics, specialization optometry only.
3. Student internship, included in the education programs and study plans, is assigned to semester 6 or 7 in first-cycle engineering studies, and to semester 1 in second-cycle master studies. The duration of the internship is specified in the approved program of studies for a given field. The internship is graded. For the internship, the student receives ECTS points, which contribute to the total ECTS points for the semester. The internship can be carried out during the semester or during the breaks between semesters. It can also take place on Saturdays and Sundays. Detailed information on the deadlines for the internship for individual fields of study is included in the table:

<b>Field of study</b>	<b>Level of study</b>	<b>The deadline for realization the internship</b>
Technical physics	I-cycle studies	from 5th semester
Biomedical Engineering	I-cycle studies	from 5th semester
Quantum Engineering	I-cycle studies	from 3rd semester
Medical Informatics	I-cycle studies	from 5th semester
Optics	I-cycle studies	from 5th semester
Optics (optometry)	II-cycle studies	from 1st semester

4. The internship should be done outside of Wroclaw Tech. In justified cases, the internship can be done at Wroclaw Tech.
5. Completing a student internship as provided for in the study plan and program is a condition for completing the study program and graduating from higher education.
6. The Dean's Deputy for student internships, hereinafter referred to as the Dean's Deputy, verifies the conditions for preparing internships and sets the deadlines and rules for obtaining credit for internships in individual fields of study and specializations in accordance with study programs and resolutions of the respective program committees. In justified cases, the Dean's Deputy may consent to a different form or a special date for completing a student professional internship.
7. Internships are organised individually: the student independently contacts the institution of their choice, and the parties establish the date and course of the internship.
8. The student independently searches for an institution in which to carry out the internship. In order to facilitate the search for places for student internships, the Dean's Deputy places on the Faculty's



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website a list of institutions that have offered internships for students of the fields of study conducted at the Faculty.

9. The student is required to submit (electronically) the internship plan to the Dean's Deputy, which, after being accepted by the Dean's Deputy, should be printed and attached to the application for consent to complete a professional student internship. The documents should be submitted to the Dean's Office (Dziekanat). For all internships, the written consent of the Dean's Deputy to complete the internship is required.

10. Before starting the internship for each student, an agreement on the organization of professional student internships must be concluded between the business entity, state administration, local government or other organizational unit, hereinafter referred to as "employers" and Wroclaw Tech. On the part of Wroclaw Tech, the agreement is concluded by the Dean based on the documentation submitted by the Dean's Deputy.

11. The basis for preparing the agreement is the template of the agreement on the organization of professional student internships, which is an appendix to ZW 96/2020 of 21 October 2020 on the organization of student professional internships at the Wroclaw Tech. The contract circulation procedure at Wroclaw Tech should be applied to all internship agreements using a different template.

12. The Dean's Deputy is solely responsible for the organisation and formal matters related to the preparation, implementation and assessment of student professional internships, based on arrangements made with the chairmen of the programme committees.

13. At the workplace where the internship is carried out, the student reports to the internship supervisor who, at the end of the internship, issues an opinion on the course of the internship and assesses the student's performance.

14. The internship is unpaid. Any additional costs related to its implementation (e.g. costs of specialist medical examinations required by the employer) are borne by the student or employer, if they agree to this, e.g. in an agreement between the parties.

15. For the duration of the internship, the student must have current accident insurance. The costs of the insurance are borne by the student.

16. Due to the costs and organizational issues, the internship should be organized at the student's place of residence. The Dean's Deputy may agree to the internship taking place outside the student's place of residence if this does not disrupt the implementation of the internship program and the student or the host institution undertakes to cover the costs resulting from this (accommodation, travel).

17. If the student wishes to carry out an additional professional internship during the studies, that does not interfere with the program and course of studies and is carried out substantively in accordance with the field of study, the Dean's Deputy may consent and conduct the procedure for preparing the internship. The additional internship may be entered in the diploma supplement.