



**WYDZIAŁ
EKONOMICZNO-
-SOCJOLOGICZNY**
Uniwersytet Łódzki

Rules of organising student professional internships at the Faculty of Economics and Sociology of the University of Lodz

1. Full-time and part-time undergraduate students are obliged to complete professional internships in accordance with the Law on Higher Education and Science (i.e. Journal of Laws of 2021, item 478 as amended), the Rector's Order No. 82 of 20.01.2021 on: organisation of student professional internships at the University of Lodz and the Statute of the University of Lodz adopted by the Resolution No. 440 of the UL Senate of 27.05.2019 (as amended).
2. This policy covers those master level programmes where internships are included in the Study programme.
3. Supervision over the organisation and course of student internships at the Faculty of Economics and Sociology is exercised by the Dean, the Director of the Centre for Training and Apprenticeship of the Faculty of Economics and Sociology (hereinafter referred to as the Director) and the managers of the Centre for Training and Apprenticeship of the Faculty of Economics and Sociology, who are also supervisors of student placements (hereinafter referred to as internship managers).
4. Professional internships (hereinafter referred to as internships) are internships of 4 or 8 weeks (for programmes of general academic profile) and 3 or 6 months (for programmes of practical profile), depending on the Study programme of individual programmes, carried out in economic entities, public finance sector units, financial institutions, non-governmental organizations, etc., preparing to perform a specific profession.
5. The learning outcomes achieved through student internships, the responsibilities of the student and the supervisor at the institution where the internship is undertaken (hereinafter referred to as the internship provider) are defined by: The student internship programme prepared individually for each programme and the agreement concluded between the University of Lodz and the unit hosting the student for placement.
6. The internship provider designates for each student an internship supervisor within their institution. The tasks of the designated supervisor include ensuring appropriate working conditions and systematic supervision of the student during the internship. He or she should also, if requested, enable the internship manager to conduct an auditing.
7. Internships preparing for a profession related to the studied programme, unless otherwise specified in the Study programme, must be completed within the time limit:
 - a. students of bachelor degree programmes of general academic profile (full-time and part-time) - after the fourth semester during summer holidays or during the fifth semester, provided that they do not interfere with other classes;
 - b. students of master degree programmes of general academic profile (full-time and part-time) - after the second semester during summer holidays or during the third semester, provided that they will not interfere with other classes;
 - c. students of bachelor and master degree programmes of practical profile - in the semester indicated in the Study programme, and in the summer holidays preceding that semester;
 - d. students of bachelor programme in Social Work - after the second and/or fourth semester during summer holidays or during the fifth semester, provided that they do not interfere with other classes.
8. It is recommended that internships take place on a continuous basis.
9. The length of internships for bachelor and master level students is determined in each case by the Study Programme and is respectively:
 - 4 weeks and no less than 120 hours;
 - 8 weeks and no less than 240 hours;
 - 3 months and no less than 360 hours;
 - 6 months and no less than 720 hours.
10. Formal settlement of the internship is made within the deadlines indicated in the Study programmes.

11. The internship may be undertaken in a business entity, a public or social institution or an academic institution of the student's choice, provided that the profile of the internship is consistent with the profile of the programme and the activity is not elsewhere included in the obligatory curriculum as a tutorial.
12. Students undertake internships on the basis of an agreement concluded by the University of Lodz with the internship provider and a referral from the University of Lodz. In exceptional cases, with the prior approval of the Internship manager, it is possible to undertake internship based on other documents. Other forms include, e.g.: volunteering, various forms of employment, participation in the work of research camp, internships & work placements within the Erasmus+ programme or other exchange programmes.
13. The internship agreement, the internship report, and the potential internship referral, are issued to the student prior to the internship commencement period by the Student Service Centre upon submission of the internship schedule. A template of the schedule can be found in the Student Service Centre and on the Faculty website.
14. Following the internship, the internship manager reads the internship report, including the learning outcomes achieved as a result. The form is filled in by the internship provider together with a student. In the case of a negative opinion, the internship manager decides, after consultation with the internship supervisor within the host institution, whether the internship should be completed or failed. In the case of a positive opinion, the internship manager credits the student by making an entry in the internship report and the USOS system. The internship is completed with a grade. The student returns the internship report together with the agreement and the internship evaluation questionnaire to the Student Service Centre.
15. Internship managers conduct a random auditing of the organisation and progress of the internship, documenting this in the Internship Control Sheet. The Internship Control Sheets are to be submitted by the managers to the Student Service Centre together with the internship report for the respective programme.
16. The internship managers determine the Programmes of student professional internships for the programmes under their supervision. The hereby document, together with the relevant field programme, provides a full description of the rules for student professional internships in each of the study programmes.