

ORDINANCE No. 187/2022
of the Rector of the University of Wrocław
of 9 August 2022

on the organisation of professional practice provided for in the study programmes at the University of Wrocław

Pursuant to Article 23, sections 1 and 2 of the Act of 20 July 2018 - Law on Higher Education and Science (consolidated text: Journal of Laws of 2022, item 574, as amended [Dz. U. z 2021, poz. 574, z późn. zm.]), it is ordered as follows:

§ 1

1. Professional practice (otherwise known as an internship) provided for in the study programmes, including teaching internship – hereinafter referred to as internship – is carried out in accordance with the study programme in the particular field of study.
2. Professional practice is organised and supervised by the faculties under the rules detailed in the regulations of the professional practice adopted by the faculties' councils. In particular, the regulations specify the procedures for creating internship program and syllabuses, sample internship documentation, ways to verify new internship sites, including those proposed by students, procedures for supervising the proper implementation of internship, ways to verify the compliance of the internship with its program and the assumed learning outcomes. The draft internship regulations are subject to the opinion of the University's Education Quality Committee.
3. Administrative, organisational, and financial support for teaching internship is provided and supervised by the Teacher Education Centre (hereinafter referred to as CEN) in accordance with the principles set forth in this regulation and in separate orders of the Rector.

§ 2

1. The dean of the faculty is responsible for organising professional practice in the faculty.
2. The tasks of the dean in connection with the organisation of professional practice provided for in the study programme include:
 - 1) appointing university internship supervisors, subject to § 5, section 1,
 - 2) determining the number and size of student groups at an internship, with the exception of teaching internship as defined by a separate order of the Rector on the introduction of rules for the organisation of the teaching process at the University of Wrocław,
 - 3) determining the place and date of commencement of professional practice, including, in the case of teaching internship supported by CEN, in consultation with the Head of the Teacher Education Centre (CEN), in accordance with the principles set forth in the Rector's order on the organisation and course of teaching internship provided for in the study programmes at the University of Wrocław,
 - 4) granting permission for professional practice to take place on a date different from the current study programme,
 - 5) approving orders for payment of wages to university internship supervisors on the basis of submitted reports, in accordance with § 6 of this Ordinance.

§ 3

The duration of professional practice is determined by the study programme in the respective field of study.

§ 4

1. Teaching internship for full-time students is financed from funds set aside annually from the subvention for the maintenance and development of teaching and research potential. These funds are intended for the salaries of teachers of kindergartens, schools and educational institutions in which students undergo teaching internship and practical classes in subject teaching.

2. The rate of remuneration for teachers – supervisors of teaching internship from kindergartens, schools and educational institutions – is determined by the Rector.

§ 5

1. Teaching supervision of internship is exercised by university internship supervisors appointed respectively by the dean from among the academic teachers of the faculty and the Head of the Teacher Education Centre (CEN) from among the academic teachers of the CEN.
2. The list of university supervisors of teaching internship provided by the dean to the CEN.
3. The scope of duties of university internship supervisors, excluding teaching internship, is specified in **Appendix No. 1** to this Ordinance, and teaching internship – the Rector's Ordinance on the organisation and course of teaching internship provided for in the study programmes at the University of Wrocław and the ordinances of the Dean of the Faculty of Historical and Pedagogical Sciences.

§ 6

1. Remuneration for the university internship supervisor is paid from the faculty's funds, after the internship is completed and the university supervisor submits a report on the implementation of an internship. Salaries are paid at the end of the semester or academic year.
2. The model of the internship pay order form is **Appendix No. 2** to this Ordinance.

§ 7

1. The student shall be trained on the basis of an agreement concluded by the University with the workplace/institution – the framework template of an agreement is attached as **Appendix No. 3** to this Ordinance, and in the case of teaching internship, the rules for concluding agreements are governed by separate regulations.
2. On behalf of the University, the dean shall sign an agreement referred to in section 1.
3. Internship is unpaid, however, the workplace/institution may set a fee for the activities performed by the student as part of an internship. The terms of remuneration are established by a separate agreement between the student and the workplace/institution where an internship is carried out.

§ 8

1. The student is referred to the internship by the dean or a person authorised by the dean, and in the case of a teaching internship by the Head of CEN – the template of the referral is **Appendix No. 4** to this Ordinance.
2. The student, before the start of the internship, is obliged to insure himself/herself against personal injury (NNW) and third-party liability (OC) for the duration of the internship.
3. Students receiving a social scholarship during their internship period retain the right to this scholarship.
4. Prior to the start of professional practice provided for in the study programme, the student is required to complete a declaration for the internship – the template of the declaration is **Appendix No. 5** to this Ordinance.
5. In the University Student Support System (USOS) are recorded, for each student, information on the completed internship:
 - 1) the name of the establishment/institution or its identification details;
 - 2) period of the professional practice;
 - 3) the name and surname of the university internship supervisor.
6. The dean appoints persons responsible for recording internship in the USOS system.

§ 9

1. It is permissible to carry out the professional practice at the place of employment or other professional activity of the student, if the scope of the tasks/duties performed is consistent with the field of study and allows the achievement of the assumed learning outcomes defined for the internship. The duration of such activity/professional activity may not be shorter than the required internship duration.

2. In order to obtain permission to carry out the professional practice at a place of employment or other professional activity, the student is required to submit an application, the model of which is attached as **Appendix No. 6** to this Ordinance.
3. The application with documentation should be submitted before the scheduled date for the start of the professional practice.
4. The student's request to allow the implementation of the professional practice at the place of employment or other professional activity is considered by the dean, after the opinion of the university internship supervisor.

§ 10

Student activity of a research, expert or project nature may be considered a form of internship implementation, in accordance with the rules set forth in the faculty's internship regulations.

§ 11

1. In order to pass the internship, the student must meet the requirements specified in the internship program.
2. The professional practice is credited by the university internship supervisor in the documentation of the course of study on the basis of verification of the fulfillment of learning outcomes, including the documentation presented by the student (sample certificate of completion of the professional practice is attached as **Appendix No. 7** to this Ordinance), and in the case of teaching internship on the basis of relevant documents contained in the Rector's Ordinance on the organisation and course of teaching internship provided for in the study programmes of the University of Wrocław.
3. Credit for professional practice is recorded in USOS.

§ 12

In connection with the internship, the student is not entitled to any financial or in-kind benefits from the University.

§ 13

1. The student contacts the university internship supervisor in all matters relating to professional practice.
2. Any issues arising from the course of internships are decided by the university's internship supervisor, in consultation with the internship supervisor at the workplace/institution. Decisions of the university internship supervisor may be appealed, within 7 days of their delivery, to the dean. The dean's decision is final.

§ 14

1. Information on the processing of personal data for persons from the University (students, university internship supervisors) can be found in **Appendix No. 8**.
2. Information on the processing of personal data for persons from workplaces/institutions (representative persons, contact persons, company internship supervisors) can be found in **Appendix No. 9**. The information must be provided at the time of obtaining the data, and in the case of persons from whom the data is not obtained directly, no later than within a month, including the first communication with the person.
3. The information referred to in section 2 only needs to be provided once. Documented assumption of the obligation to inform persons from whom data is not directly obtained by the workplace/institution is permitted.

§ 15

The content of Appendixes No. 3, 4, 6 and 7 can be adapted to the needs of a specific organisational unit.

§ 16

Students pursuing the study programme under the existing regulations shall serve professional practice under the rules set forth therein until the end of the 2021/2022 academic year.

§ 17

Supervision of the implementation of this ordinance is entrusted to the Vice-Rector for Teaching.

§ 18

Ordinance No. 31/2021 of the Rector of the University of Wrocław of 17 March 2021 on the organisation of internship provided for in the study programmes at the University of Wrocław is repealed.

§ 19

The Ordinance shall enter into force on the date of its signature.

R E C T O R
on behalf of
dr hab. Patrycja Matusz, prof. UWr
Vice-Rector for Projects and
International Relations

Responsibilities of the university internship supervisor

The responsibilities of the university internship supervisor include:

- 1) evaluation of the internship program agreed upon between the student and the workplace/institution (hereinafter referred to as the workplace) in terms of the student's ability to achieve the learning outcomes specified for the professional practice,
- 2) providing students with the necessary information, including:
 - a) informing about the goals and objectives of the professional practice,
 - b) providing guidance on how to implement the internship program,
 - c) discussing the principles of record keeping necessary to pass the professional practice,
 - d) presenting forms of control and evaluation of professional practice,
 - e) presenting the conditions that will determine the credit of the professional practice, including an evaluation survey after its completion,
 - f) informing the University about the duty hours,
 - g) the student, before the start of the professional practice, is obliged to insure himself/herself against personal injury (NNW) and third-party liability (OC) for the duration of the professional practice.
- 3) verifying compliance of the professional practice with its program and the learning outcomes defined for it,
- 4) supporting students in completing tasks during their internship, e.g.: through moderated distance work, a system of individual consultations,
- 5) staying in touch by phone or email with internship supervisor at workplaces,
- 6) credit on the established date of professional practice in the documentation of the course of study,
- 7) preparing a report on its activities, covering the academic year, with an assessment of the course of professional practice, including, among other things: the characteristics of the preparation of students for professional practice,
- 8) information about the workplaces where the professional practice was carried out,
- 9) suggestions for improving the internship program or corrective proposals.

The report must be submitted in accordance with the requirements of the Professional Practice Regulations, no later than the end of the academic year.

faculty stamp

Wrocław,

.....
order number

PAYROLL DEPARTMENT OF THE UNIVERSITY OF WROCLAW

Pursuant to § 6 of Ordinance No. /2022 of the Rector of the University of Wrocław of 2022 on the organisation of professional practice provided for in the study programmes at the University of Wrocław, and by the resolution of the Faculty Council of, I order the payment of remuneration to Mr./Ms. in the amount of

The remuneration results from providing care for student internships provided for in the study programme.

.....
dean's signature

**AN AGREEMENT
ON THE ORGANISATION OF PROFESSIONAL PRACTICE PROVIDED FOR IN THE
STUDY PROGRAMME ON THE BASIS OF A REFERRAL ISSUED BY THE
UNIVERSITY**

On20__ between the University of Wrocław, Faculty of
..... having registered at 50-137 Wrocław pl.
Uniwersytecki 1, identification number NIP 896-000-54-08, REGON 000001301,
hereinafter referred to as the "University", represented by:

.....
(name and surname, position)

and between

.....
(name of workplace/NIP)

hereinafter referred to as the "Workplace" represented by

.....,
in accordance with the Ordinance No. of the Rector of the University of Wrocław
of..... on the organisation of professional practice provided for in the study
programmes at the University of Wrocław, the following agreement is concluded for the
period from to
... ..:

§ 1

1. The university directs studentof the year,
(name and surname) (specify year)
field of study..... full-time/part-time studies
..... to Workplace at in order to
carry out an internship within the period from to
.....
2. The detailed scope and manner of practice agreed between the parties is specified in the
practice program attached to this Agreement.

§ 2

The Workplace undertakes to:

- 1) determine, in consultation with the student undertaking the professional practice, the applicable working hours and responsibilities (internship program),
- 2) provide appropriate workstations and materials to carry out the professional practice in accordance with the internship program,
- 3) familiarise the student with the company's work regulations, regulations on occupational health and safety, protection of classified information and protection of personal data,
- 4) appointment of a company internship supervisor, supervising the student during the professional practice,
- 5) enable university internship supervisors to provide didactic supervision of the professional practice,
- 6) issue the student with a certificate of the professional practice in accordance with the model in force at the University,
- 7) participation in an evaluation survey assessing the implementation of the professional practice.

§ 3

The university undertakes to:

- 1) direct to the professional practice only insured student against accidents (personal injury) and third-party liability (third-party liability),
- 2) provide didactic supervision of the internship.

§ 4

Any disputes of a non-property nature that may arise from this Agreement shall be resolved on the part of the University by the internship supervisor, and on the part of the Workplace by the Head/Director, or persons authorised by them, as listed in this Agreement.

§ 5

1. Any personal data obtained by the Parties in connection with this Agreement shall be processed solely for the purpose of performance of the Agreement and shall be protected by the Parties from unauthorised access, in accordance with the applicable regulations on the protection of personal data – Regulation of the European Parliament and of the Council (EU) of 27 April 2016 on the protection of natural persons in relation to the processing of personal data and on the free movement of such data and repealing Directive 95/96/EC (General Data Protection Regulation RODO).
2. The Parties, as Personal Data Administrators, declare that they have put in place appropriate technical and organisational measures so that the processing is carried out in accordance with the provisions of the RODO.
3. The Parties shall process the data of persons representing the other Party and the data of persons involved in the execution of this agreement only for the purpose and for the period of time necessary for the execution of the agreement and the assertion of claims arising therefrom.
4. The Parties undertake to perform the information obligation set forth in Article 14 of the RODO to the persons referred to in section 3 on behalf of the other Party.
5. The information clause for persons from the Workplace (representative persons, contact persons, Company internship supervisors) can be found in Appendix No. 9 to Ordinance No. of the Rector of the University of Wrocław of on the organisation of internships provided for in the study programmes at the University of Wrocław, which is available on the University's BIP website: <https://bip.uni.wroc.pl/2795/114/zarządzenia-rektora-universytetu-wroclawskiego-z-2022-roku.html>.

§ 6

This agreement is drawn up in two counterparts, one for each party.

§ 7

The parties shall inform each other of the persons designated to supervise the participants of the professional practice.

.....
University

.....
Workplace

faculty stamp

Wrocław,

PROFESSIONAL PRACTICE REFERRAL

Dean of the Faculty.....
of the University of Wrocław
directs Mr./Ms.
student of the field of study/speciality in
year of study
album number for the professional practice provided for in the study
programme to within the period from
.....to.....

The student presented to the University documents evidencing insurance against
personal injury (NNW) and third-party liability (OC) during the professional practice.

.....
the dean or a representative authorised by the dean

DECLARATION

Student.....
Faculty
Field of study/specialty.....
Year of study album number
The name of the workplace/institution (hereafter referred to as the workplace) where
the student/graduate is doing his/her professional practice
.....
Period of the professional practice.....

I declare that I have familiarised myself with the internship conditions outlined below
and undertake to abide by them.

1. The student agrees to provide insurance against personal injury accidents (NW) and
third party liability (OC).
2. The student undertakes to complete the professional practice in accordance with the
program, and in addition:
 - a) to observe the order and discipline established by the workplace,
 - b) to comply with rules of safety and of hygiene of work and of fire protection,
 - c) to comply with the rules of official and state secrecy and protect the
confidentiality of data to the extent specified by the workplace,
 - d) to comply with the rules of practice specified in faculty's rules of professional
practice.
3. Work for the workplace is unpaid, and the student has no financial claim on account
of such work, either against the workplace or the University.
4. Upon completion of the professional practice, the student prepares an internship
report, which is confirmed by the workplace supervisor and an authorised person from
the University.

.....
Date and student's signature

Request for professional practice at a place of employment or other professional activity

Dean of the Faculty

.....
.....

Name and surname.....
Field of study/speciality
Year of study album no.
Telephone no.
Email address

I would like to ask you to enable the professional practice at an employment/internship/business/other professional activity.

I declare that I perform work/internship/other professional activity during the period:

.....
(from dd-mm-yy to dd-mm-yy) or (from dd-mm-yy - present)

in a company/institution/ in connection with its business activities

.....
(name of company/institution)

.....
(the position)

Appendixes:

- 1) *Detailed scope of duties and activities of the position, signed by employer or authorised person.*
- 2) *A photocopy of a document certifying employment or other form of professional activity (e.g., agreement, printout from the Central Register and Information on Economic Activity).*

.....
Student's signature

Opinion of the university internship supervisor on the possibility of achieving the learning outcomes assigned to the professional practice in the indicated place of employment or other professional activity.

.....
.....
.....

.....
Signature of the university internship supervisor

I agree/don't agree

.....
Signature of the Dean of the Faculty

.....
stamp of the workplace/institution
(NIP/Regon)

CERTIFICATE OF COMPLETION OF THE PROFESSIONAL PRACTICE

Mr./Ms.
Student/of the Faculty
Field of study
Degree year album number.....
completed the professional practice at.....
(name of workplace/institution)
according to the established program from to

Description of the trainee’s activities	Completed/Uncompleted

Possible comments on the conduct of the professional practice:
.....
.....

Place, date, signature of company internship supervisor.....

Confirmation of the internship by the university supervisor of professional practice

Place, date, signature

Information on the processing of personal data for persons from the University (students, university internship supervisors) involved in the implementation of professional practice provided for in the study programmes.

Pursuant to Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (hereinafter "RODO"), please acknowledge that:

1. The administrator, obliged to ensure that the processing of your personal data is carried out in accordance with the regulations, is the University of Wrocław, pl. Uniwersytecki 1, 50-137 Wrocław;
2. The Administrator has appointed a Data Protection Officer, who can be contacted via email address jod@uwr.edu.pl
3. Your personal data will be processed by the University of Wrocław:
 - on the basis of Article 6, section 1, letter c of the RODO, in conjunction with Article 11 of the Law on Higher Education and Science, in order to fulfill legal obligations related to the provision of education by the University of Wrocław, through the realisation by students of the University of the professional practice provided for in the study programmes;
4. Your data may be made available only to public authorities or entities authorised to obtain the data under applicable laws and to entities with which the University has entered into relevant agreements for entrustment of processing, as well as to workplaces/institutions where the internships in which you are involved take place.

Furthermore, please acknowledge that:

5. Your data will be kept for the period necessary for the implementation and evaluation of the professional practice, and after that for the period and to the extent required by the applicable regulations of the law office and archives;
6. You have the right to access, rectify, delete, limit processing of your personal data. However, these powers may be limited by a specific provision of law;
7. You have the right to file a complaint with the President of the Office for Personal Data Protection;
8. Provision of data is voluntary, but necessary for the implementation of the professional practice;
9. Your data will not be processed by automated means and will not be subject to profiling.

Information of the University of Wrocław on the processing of personal data for persons from workplaces/institutions (representative persons, contact persons, internship supervisors) involved in the implementation of professional practice provided in the study programmes for students of the University.

Pursuant to Article 13 and Article 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (hereinafter "RODO"), please acknowledge that:

1. The administrator, obliged to ensure that the processing of your personal data is carried out in accordance with the regulations, is the University of Wrocław, pl. Uniwersytecki 1, 50-137 Wrocław;
 2. The Administrator has appointed a Data Protection Officer, who can be contacted via email address iod@uwr.edu.pl
 3. Your personal data will be processed by the University of Wrocław:
 - on the basis of Article 6, section 1, letter c of the RODO, in conjunction with Article 11 of the Law on Higher Education and Science, in order to fulfill legal obligations related to the provision of education by the University of Wrocław, through the realisation by students of the University of the professional practice provided for in the study programmes;
 4. (applies only to contact persons and practice supervisors) The categories of data, concerning you, acquired by the University of Wrocław are business contact data;
 5. Your data may be made available only to public authorities or entities authorised to obtain the data under applicable laws and to entities with which the University has entered into appropriate agreements for entrustment of processing, as well as to students performing professional practice at your Workplace/Institution.
- Furthermore, please acknowledge that:
6. Your data will be kept for the period necessary for the implementation and evaluation of professional practice, and after that for the period and to the extent required by the applicable regulations of the law office and archives;
 7. You have the right to access, rectify, delete, limit processing of your personal data. However, these powers may be limited by a specific provision of law;
 8. You have the right to file a complaint with the President of the Data Protection Authority Personal;
 9. Provision of data is voluntary, but necessary for the implementation of the professional practice;
 10. (applies only to contact persons and internship supervisors) The source from which the University of Wrocław obtained your personal data is your Workplace/Institution;
 11. Your data will not be processed by automated means and will not be subject to profiling.

The Workplace/Institution undertakes to provide the above information on the processing of personal data to its designated contact persons and designated internship supervisors.