

Translation from the Polish language

[the document consists of thirteen pages]

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Appendix to Resolution
of the Rector No. 63 of 1 October 2009

RULES AND REGULATIONS OF STUDENT PROFESSIONAL INTERNSHIPS

§ 1

The objective of participation in student professional internships is to:

- broaden the knowledge acquired during studies and to develop the capabilities necessary to use the same,
- cognize the structures and mechanisms of operation of enterprises and institutions,
- deepen the knowledge on particular economy sectors,
- shape the skills indispensable in future professional career including, without limitation, the skills related to analytics, organization, team work, establishing contacts, negotiations, etc.,
- prepare students to be independent and responsible for the tasks entrusted,
- create appropriate conditions for students becoming professionally active on the labor market.

§ 2

The internships may be done by the students who completed the first year of bachelor's studies and by the students who completed the first semester of master's studies.

§ 3

1. The internships may be either obligatory or facultative, which is set forth in the currently applicable plan of studies and teaching program.
2. In the case of obligatory internships, the successful completion thereof is a condition to meet the program minimum applicable for a particular major or extended major.

§ 4

The internship can be done either on or outside of the territory of Poland.

§ 5

The course of internship ought to comply with the education profile of the Warsaw School of Economics.

§ 6

The Registrar's Office holds the internship register making it possible to:

- 1) identify a student doing his/her internship;
- 2) establish an enterprise or an institution accepting a student to do his/her internship;
- 3) specify the internship duration;
- 4) confirm that the internship is completed.

§ 7

1. The internship is governed by an agreement concluded between Warsaw School of Economics, a student and an enterprise or an institution accepting the said student to do his/her internship (the Organizer). Upon the request of the Organizer, the Student shall provide an application of a student for admittance to internship whose form constitutes Appendix No. 1 hereto.
2. The form of the internship agreement constitutes Appendix No. 2 hereto.
3. Within one major/extended major of studies, a student may request of Warsaw School of Economics to sign not more than one internship agreement.

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4. If, due to Organizer's requirements, an agreement submitted for signature is different from the one referred to in item 2, it shall be necessary to ask an opinion of a legal counselor of Warsaw School of Economic.
5. The internship agreement shall be signed on behalf of the School by the Head of Registrar's Office.
6. Should there be any justified doubts regarding compliance of an anticipated course of internship with the education profile of Warsaw School of Economics, the Head of Registrar's Office shall sign the internship agreement after obtaining the approval of the Dean of a respective Studies Center.
7. If the Dean issues a negative decision, a student shall be entitled to appeal against the said decision to the Rector.

§ 8

1. Each student doing his/her internship abroad shall register his/her departure at the Center for International Programs Development (Centrum Rozwoju Programów Międzynarodowych - CRPM) after submitting an application-request to go abroad pursuant to the ordinance of the Rector regarding the rules of dispatching the employees, PhD students and students of Warsaw School of Economics abroad for scientific, didactic and training purposes as well as shall sign the internship agreement.
2. In the case of foreign internship done within the scope of Erasmus program, students shall be obligated to follow the rules referred to in the Conditions for Erasmus program internships constituting Appendix No. 3 to these Rules and Regulations.
3. The agreement between a student qualified to internships under Erasmus program and the School shall be signed by the Director of CRPM. By the end of June of the academic year to which the foreign internship pertains, CRPM shall provide the Registrar's Office with a list of foreign internships whose form constitutes Appendix No. 4 to these Rules and Regulations.

§ 9

During the internship, a student doing his/her internship according to the agreement referred to in § 7 item 3 and in § 8 shall be covered by a personal accident insurance provided by the School. In the case of national internships, the insurance validity period must not exceed 3 months and in the case of foreign internships, the same period must not exceed 6 months.

§ 10

1. In order to recognize the internship as successfully completed, a student shall be obligated to submit a internship report, hereinafter referred to as the report, whose form constitutes Appendix No. 5 to these Rules and Regulations.
2. On behalf of the Organizer, the report shall be confirmed by a direct superior of a student doing his/her internship (Trainee) who supervises the internship.
3. On behalf of Warsaw School of Economics the fulfillment of formalities connected with the internship shall be confirmed by the Head of Registrar's Office or by any other person authorized by the Head of Registrar's Office.
4. Should there be no confirmation of the report due to non-fulfillment of formalities referred to in item 3, the decision on recognizing the internship as successfully completed shall be taken by the Dean of a respective Studies Center.
5. The internship is recognized as successfully completed by the Dean of a respective Studies Center, by awarding a number of ECTS points specified in the teaching program which a student is obligated to follow and in the plan of studies.

§ 11

1. The following can be treated as successful completion of the internship: professional work, traineeship or internship done according to a bilateral agreement between a student and the Organizer, provided they are in compliance with the education profile and provided they are understood either as employment (at least ½ FTE) on an employment contract basis or as employment (at least 3 months) on a contract of mandate basis (umowa zlecenie).
2. In order to recognize professional work, traineeship or internship done according to a bilateral agreement between a student and the Organizer as student professional internship, a student shall provide the Dean of a respective Studies Center with a declaration which, after being accepted by the Dean, shall be registered in the Registrar's Office. The form of the said declaration constitutes Appendix No. 6 to these Rules and Regulations.

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§ 12

1. The program minimum applicable for a particular major/extended major may include only one internship.
2. The internship is entered in the plan of studies in the semester in which the internship was credited by the Dean.
3. The fact that the internship was completed is included in the supplement to the diploma.

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Appendix No. 1 to the Rules and Regulations
of student professional internships

APPLICATION

of a student
of Warsaw School of Economics
for admittance to internship

Warsaw, on

We would like to request to admit

Mr./Ms.*

.....
forename, surname of a student (fill in with capital letters), student's number

to student professional internship in:

.....
name of enterprise or institution where the internship is to take place

Information on a student:

1. study mode
bachelor's studies or master's studies

2. major/extended major of studies*

3. year of studies

*signature of the Dean
or authorized person*

* Delete as appropriate

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Appendix No. 2 to the Rules and Regulations
of student professional internships

AGREEMENT
on student professional internship

concluded on in Warsaw by and between
.....
with its registered seat in:
.....
hereinafter referred to as the Organizer represented by:
.....
.....

and

Warsaw School of Economics having its registered seat at the following address:
Al. Niepodległości 162, hereinafter referred to as the School, represented by the Head of
Registrar's Office:
.....

and

Mr./Ms.*, student's number
Studies mode
Bachelor/master's studies
*
Personal identification number (PESEL)/passport number *
Permanent address
.....
hereinafter referred to as the Trainee

§ 1

The School dispatches the Trainee to do the student professional internship under the supervision of the Organizer according to the general specification of professional internships for the students of Warsaw School of Economics referred to in the appendix to the Agreement.

§ 2

The internship must not take place under conditions regarded as detrimental to health within the meaning of the provisions of the Labor Law.

§ 3

1. The School shall be obligated to insure the Trainee against personal accidents.
2. On behalf of the School, the obligations related to contacting the Organizer shall be fulfilled by the Registrar's Office, which shall be authorized to settle all issues related to the course of internship with the Organizer.

* Delete as appropriate

§ 4

The Trainee undertakes to do the internship as per the program and to:

- 1) follow the order and working rules established by the Organizer;
- 2) obey the occupational safety and fire safety rules;

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- 3) follow the rules pertaining to company and state secret and to protection of information acquired during the internship;
- 4) fully follow the procedure regarding the internship established by the School.

§ 5

1. The internship shall take place from to..... .
2. The Trainee shall be insured against personal accidents from to

§ 6

Having completed the internship, the Trainee shall draw up the report on the course of the internship which must be accepted by the Organizer. The report shall constitute the basis for the internship to be recognized as successfully completed by the student.

§ 7

The Agreement has been drawn up in three identical counterparts, one counterpart for each of the Parties.

SIGNATURES

SCHOOL

ORGANIZER

TRAINEE

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Appendix to the Agreement
on Student Professional Internship

**General Specification of Professional Internships
for the Students of Warsaw School of Economics**

The objective of education at Warsaw School of Economics is to thoroughly prepare the students, both from theoretical and practical point of view, to start their professional work or studies of higher degree. Bearing the foregoing in mind, the student professional internship ought to support shaping the skill of:

- using knowledge in professional work,
- applying different techniques of acquiring and processing data as well as methods of analyze thereof,
- completing entrusted research (analytical) tasks,
- communicating and consulting with experts specialized in social sciences (and, in particular, in economy, finances, and management), with other persons connected with professional activity, as well as with people from different social and professional environments,
- team work and team management,

During the internship the student ought to learn how an enterprise or an institution where the internship takes place operates, to improve his/her capabilities of identifying, diagnosing and solving professional problems, as well as to develop work-related personal features such as responsibility and ethic actions.

The main objective to be achieved by the students during the internship includes multifaceted cognizance of operation of an enterprise or an institution where the internship takes place, appropriate procedures, work organization methods, target performance control. For that reason, the students should be provided with the possibility to observe the actions taken, and, if possible, to actively participate in the works leading to: identification of problems, establishment of scopes of analysis and selection of analytical tools, development of diagnosis and solutions to the problems, development of new procedures, modification of processes.

The student ought to be engaged in the internship in order to cognize the biggest possible number of aspects related to the operation of enterprises or institutions where the internship takes place.

The aforesaid objectives should be achieved by performing the tasks given to the students to tackle with which occur in everyday practice connected with the operation of an enterprise or an institution.

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Appendix No. 3 to the Rules and Regulations
of student professional internships

Conditions for ERASMUS program internships

1. The persons entitled to do the internship under ERASMUS program include the students who were qualified and who:
 - completed the first year of bachelor's studies;
 - completed the first semester of master's studies and who are citizens of a country participating in ERASMUS program (or who hold the refugee status or a permanent stay card in the participating country).
2. The internship can take place in one of the following countries participating in ERASMUS program: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Greece, Spain, the Netherlands, Ireland, Luxembourg, Lithuania, Latvia, Malta, Germany, Portugal, Romania, Slovakia, Slovenia, Sweden, Hungary, Great Britain, Italy, Turkey (candidate state), Iceland, Lichtenstein, Norway¹.
3. The internship can take place in foreign institutions holding the status of enterprise/company, in administrative units of scientific and research facilities, non-profit organizations and other institutions (museums, libraries, hospitals, etc.).
4. The internship must not take place in the institutions of the European Union, in the institutions managing the programs of the European Union or in Polish diplomatic posts.
5. The internship must not last less than 3 months and must be done in a given academic year.
6. Neither the research traineeship nor professional work shall be recognized as the internship.
7. The general obligations of the School, a hosting institution and a student qualified for the internship are specified in the standard document, i.e. the Erasmus Internship Quality Card, included on the Internet website of the Center for International Programs Development (Centrum Rozwoju Programów Międzynarodowych - CRPM).
8. The student qualified to go abroad for the internship under Erasmus program must not:

¹ In the case of Iceland, Norway and Lichtenstein going abroad for the traineeship may be financed by the Scholarship and Training Fund (STF) provided that the School obtains the grant from STF for a given academic year. For additional information of STF, please visit <http://www.fss.org.pl>

- stay on or be given a leave of absence during the internship,
 - simultaneously do any other internship and study abroad.
9. Going abroad for the internship should not prevent the student from finishing the studies within the deadline referred to in the plan of studies.
 10. If the internship takes place during an academic year, the student paying for his/her studies at Warsaw School of Economics may be obligated to continue to pay the fees during his/her internship. In such instance the decision on whether to charge the student with the fee or to release him/her therefrom shall be taken by the Dean of a respective Studies Center.
 11. The payment of Polish scholarships and grants (maintenance grant, scholarship for good education results, others), to which the student became entitled before leaving abroad, shall be maintained during the student's internship within the scope complaint with the regulations in force.

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12. The student doing his/her internship under Erasmus program shall be obligated, apart from the Rules and Regulations of Student Professional Internships and apart from the procedure of dispatching the students of Warsaw School of Economics abroad in order to do professional internships, to the procedures and documents specified by the Center for International Programs Development (Centrum Rozwoju Programów Międzynarodowych - CRPM). The aforementioned documents are listed on the CRPM Internet website.
13. The students are recruited to Erasmus program internships by CRPM according to the rules and evaluation criteria published on the Internet website of the Center.
14. The students who are qualified to the Erasmus program internships shall be provided with scholarships intended to cover a part of costs related to departure and stay during the internship or shall obtain the status of ERASMUS student without scholarship.
15. The participation in the program shall be confirmed and the scholarship, if granted, shall be provided on the basis of an individual agreement signed with a successfully qualified student.

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Appendix No. 5 to the Rules and Regulations
of student professional internships

REPORT

on the course of student professional internship

Forename and surname of a student

Student's number

Bachelor/master's studies*

Full-time studies/extramural studies*

Major/extended major*

Year of studies

Student's telephone number

Date of commencing and finishing internship

Name of an enterprise or and institution where the internship took place

.....

Organizer's telephone number

Tasks performed**

(content-related, organizational, supportive and other tasks)

1).....

2).....

3).....

(...).....

.....
signature of the student

I certify that the internship was done as per details above

.....
seal and signature of the Organizer

I certify that the formalities connected with the internship were met

.....
*signature of the Head of Registrar's Office
or an authorized person*

Decision of the Dean:

- I recognize the internship as successfully completed and awardECTS
- I do not recognize the internship as successfully completed

.....
date

.....
signature of the Dean

* Delete as appropriate

** Specification (if more extended) may be attached under the form of separate pages; each page must be initialed by the Trainee and the Organizer

[twelfth page]

Appendix No. 6 to the Rules and Regulations
of student professional internships

DECLARATION

on professional work /traineeship/internship* according to a bilateral agreement with the Organizer

Forename and surname of a student

Student' number

Bachelor/master's studies*

Full-time studies/extramural studies*

Major/extended major*.....

Year of studies

Student's telephone number

to the Dean ofStudies Center

I hereby request for approval of recognizing my professional work, traineeship/internship** performed according to a bilateral agreement with the Organizer in as the student professional internship which I successfully completed.

- **Information on the employer:** (full name of the company, legal form, activity commencement date, sector, territory of activity)

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

- Organizer's telephone number

- **Tasks performed:** (content-related, organizational, supportive and other tasks)**

1)

2)

3)

(...).....

I performed the aforementioned tasks from to

.....
signature of the student

* Delete as appropriate

** Specification (if more extended) may be attached under the form of separate pages; each page must be initialed by the Trainee and the Organizer

[thirteenth page]

I certify that the professional work/traineeship/internship* according to a bilateral agreement with the Organizer was done as per details above

.....
seal and signature of the Organizer

Decision of the Dean:

- I recognize the professional work/traineeship/internship* done according to a bilateral agreement with the Organizer as the student professional internship which the student successfully completed and awardECTS
- I do not recognize the professional work/ traineeship/internship* done according to a bilateral agreement with the Organizer as the student professional internship

.....
date

.....
signature of the Dean

* Delete as appropriate

End of the Polish text

I, Michał Tomaszewski, Sworn Court Translator of the English language, entered into the List of Sworn Translators maintained by the Minister of Justice under No. TP/63/09, hereby attest and certify the compliance of the above translation with the document presented to me in the Polish language, in witness hereof I affix my stamp and hand this 16th day of October 2009.

R/D No. 97 /09

Michał Tomaszewski, M.A.