

Terms and Conditions of Vocational Student Internships of the Warsaw School of Tourism & Hospitality Management in Warsaw

§ 1

General provisions

1. The Warsaw School of Tourism & Hospitality Management, hereinafter referred to as “the School”, organizes vocational student internships.
2. The Terms and Conditions of Vocational Student Internships, hereinafter referred to as the “Terms and Conditions”, define the rules for the organization of vocational student internships, hereinafter referred to as “internships”, at the School.

§ 2

Supervision of internships organization

1. The internship program for each faculty shall be adopted by the appropriate faculty council.
2. The program referred to in section 1 should be prepared in accordance with the form provided in **Appendix 1** to these Terms and Conditions.
3. Supervision of the organization and coordination of internships is exercised by the Faculty Supervisor of Vocational Student Internships, appointed by the dean from among vice-deans.
4. The Faculty Supervisor of Vocational Student Internships acts on the basis of appropriate authorization issued by the dean.
5. The tasks of the Faculty Supervisor of Vocational Student Internships include, in particular:
 - 1) coordination of work on the development of internship programs and their improvement,
 - 2) evaluation of the compliance of the internship program with the study program specific to the given field of study,
 - 3) cooperation with the Internship and Career Office of the School in organizing internships,
 - 4) provide students with the objectives, program assumptions, deadlines and terms and conditions of obtaining credit for internships,
 - 5) evaluating internships,
 - 6) directing the student to internships, taking into account:
 - a) faculty, specialty and educational profile,

- b) student's preferences
- c) student's academic performance,
- d) student's predisposition;
- 7) supervision over the realization of internships in line with the objectives and its specific program agreed with the faculty internship supervisor,
- 8) settlement, together with the representative of the host institution or organization of the issues related with the course of internships,
- 9) awarding credit for internships,
- 10) keeping record of internships,
- 11) submitting to the dean an Annual Report on the course of student vocational internships in the faculty, according to the form provided in **Appendix 7** to these Terms and Conditions.

§ 3

Objectives of internships

The objectives of internships include:

- 1) broadening the knowledge and practical skills acquired during studies and developing competencies relevant to a specific field of study;
- 2) acquainting the student with the specifics of the professional environment;
- 3) developing specific vocational skills directly related to the place of internships;
- 4) acquiring knowledge about the functioning of the organizational structure, the principles of work organization, division of competence, procedures, the work planning process and control;
- 5) developing the ability to communicate effectively in the organization;
- 6) improving work organization skills, team-working skills, effective time management, conscientiousness, responsibility for assigned tasks;
- 7) improving foreign language skills within communication in professional situations;
- 8) acquiring thorough knowledge of the activity profile of the entity receiving the student to internships, getting to know the specifics of work in different positions;
- 9) developing initiative and entrepreneurship, gaining experience, knowledge of the labor market and skills required at work, making self-assessment of student skills to enhance the ability to compete successfully in the labor market;
- 10) expanding knowledge, practical skills and gaining experience that might help in choosing a career;
- 11) gaining experience and collecting materials that can be used in writing the thesis.

§ 4

Dimension, time and type of internships

1. Students must obtain a credit for internships if they are part of the study program.
2. Internships are realized in the dimension specified in the provisions of the current law, if those provisions define such requirements.
3. Type and duration of internships and the study period in which the internships should be realized is specified in the education program for a given field, including the curriculum and the internship program.
4. Internships can take place during the summer break or during the academic year.
5. Internships are realized and credited before the end of the academic year stipulated in the education program.
6. Realization of internships cannot interfere with other activities in the course of study and students cannot rely on internships as a circumstance justifying a failure to perform any other student obligations.

§ 5

Forms and place of internships

1. Internships take place under conditions permitting direct implementation of adequate practical activities for students.
2. Internships can be:
 - 1) organized by the faculty - students accept the offer prepared by the Internship and Career Office resulting from the concluded Agreement on accepting students for vocational internships;
 - 2) organized individually - students independently organize internships and initiate signing of the Contract on the organization of student vocational internships with a given host institution or organization, and the faculty provides the substantive and organizational supervision over the course of internships;
 - 3) realized in the form of employment in the position consistent with the requirements of the internship program under a contract of employment, employment relationship or a civil contract;
 - 4) realized in the form of work placement or voluntary service, if it is in line with the requirements of the internship program;
 - 5) realized in the form of conducting business activity relevant to the field of study.
3. In the case of study field of a general academic profile, internships may also be effected in the form of participation in research, including laboratory classes or field trips, educational, scientific or scientific-technical camps.

4. Internships can be realized in domestic or foreign organizational units, whose activity is related to the field or specialization of studies.
5. Internships can also be realized in organizational units of the School.
6. Regardless of the place and time of internships, their realization requires the consent of the Faculty Supervisor of Vocational Student Internships.
7. A student who will benefit from the offer of the Internship and Career Office, is obliged to report this information in time and manner provided to students by the Bureau.

§ 6

Changing time and place of internships

1. In justified cases, the student may apply for a permission to:
 - 1) change the term of internships or
 - 2) realize internships in the year of study other than the one specified in the education program.
2. The term of internships can be set individually in the case of an individual plan of studies.
3. In the cases referred to in section 1-2 students must obtain the consent of the Faculty Supervisor of Vocational Student Internships.
4. The student may obtain a permission to realize practices at self-indicated time and place, provided that the nature of the performed work will be compliant with the internship program specific to their field of study.

§ 7

Realization of internships

1. On the premises of the Organization, the student is subject to its rules.
2. During internships, the student immediately reports to:
 - 1) on the part of the School - the Faculty Supervisor of Vocational Student Internships,
 - 2) on the part of the host institution or organization – a tutor or a person designated by the tutor.
3. The student is obliged to:
 - 1) realize internships according to the program,
 - 2) comply with the organization's work order and discipline,
 - 3) comply with the safety and fire protection rules,
 - 4) comply with the rules of professional and state secrecy and protect the confidentiality of data in the scope specified by the host institution or organization,
 - 5) comply with the rules for the realization of vocational internships set by the School.

§ 8

Conditions for obtaining credit for internships

1. Obtaining credit for internships is subject to the following conditions:
 - 1) internships must be realized within the set deadline;
 - 2) the student must accomplish the tasks provided for in the internship program;
 - 3) the student must submit the Contract on the organization of student vocational internships;
 - 4) the student must submit a document certifying realization of internships:
 - a) a certificate of completing internships - in the case of students engaged in internships organized in the form specified in § 5 section 2 points 1-2 - conforming to the model attached as **Appendix 6** to these Terms and Conditions;
 - b) documents specified in the relevant resolution of the Senate of the School - in the case of students engaged in internships organized in the form specified in § 5 section 2 points 3-5 and section 3;
 - 5) the student must submit reports on the internships, in the form of a Daily Report of vocational student internships, in accordance with the form provided in **Appendix 5** to these Terms and Conditions, bearing the seal of the host institution or organization and signed by a representative of the host institution or organization;
 - 6) the student must obtain the acceptance of the report by the Faculty Supervisor of Vocational Student Internships.
2. The documents referred to in section 1 must be submitted within three weeks after the student completes internships.
3. The Faculty Supervisor of Vocational Student Internships decides upon awarding the student with a credit for the internships.
4. The entry of obtaining a credit for internships is made upon presentation of documents specified in these Terms and Conditions certifying completion of internships, within three months of completing by the student the total hours of internships required by the study program.
5. ECTS credits are gained for the student internships if they form an integral part of the study program.
6. Information on the location and duration of internships is recorded in the Diploma Supplement.
7. The School has the right to terminate internships prior to the date of its completion if:
 - 1) the student violates discipline or order adopted in the host institution or organization;
 - 2) the student's behavior is not adequate for the character of the host institution or organization;
 - 3) the institution does not allow the student to commence internships;
 - 4) the student failed to take out accident insurance in the required scope.

8. Interruption of internships is tantamount to the recognition that the student has not realized internships.
9. Failure to complete internships is tantamount to the obligation to repeat it and results in a failure to complete the academic year.

§ 9

Basis for the realization of internships

1. Agreements regarding student's admission to the realization of vocational internships and Contracts on the organization of vocational student internships with the party accepting the student is signed by the Rector or a person authorized by him after a consultation with the Faculty Supervisor of Vocational Student Internships.
2. The agreements and contracts referred to in section 1, should contain appropriate provisions provided in **Appendix 2** and **Appendix 3** to these Terms and Conditions.
3. Agreement on the admission of students to vocational internships is not reached in the cases referred to in § 5 section 2, points 2-5.
4. The organization running the internships accepts students of the School for the internships during the time agreed with the School and on the basis of the Contract on the organization of vocational student internships drawn up in two counterparts.
5. Using the form provided on the School website, the student prints two copies of the Contract on the organization of vocational student internships and submits them to the host institution or organization in order to obtain the consent to realize internships. The consent must be confirmed with the signature of the head of the host institution or organization or the person authorized by him.
6. No later than three weeks before the date of internships commencement the student submits to the Internship and Career Office two copies of the Contract on the organization of vocational student internship signed by the host institution or organization in order to gain acceptance of the Faculty Supervisor of Vocational Student Internships.
7. The consent to realize internships is given no later than two weeks before the date of internships commencement.
8. If required by the host institution or organization prior to signing the Contract, the student may have to submit additionally a referral to the vocational practice attached as **Appendix 4** to the present Terms and Conditions.
9. On behalf of the University, students are directed for the internships by the Faculty Supervisor of Vocational Student Internships.

§ 10

The contract and salary

1. Internships are unpaid, but the Organization may determine remuneration for the activities carried out by the student in the course of internships.
2. The terms of remuneration shall be determined in a separate contract concluded between the student and the host institution or the organization for the period of internships.
3. Detailed terms of the Contract, including any remuneration are determined by the parties of the contract.
4. In cases other than those referred to in section 1, the student is not entitled to remuneration.

§ 11

Costs and insurance

1. The School does not cover any costs related to the realization of internships incurred by the student or the Organization.
2. A student realizing internships is obliged to take out accidental death and dismemberment insurance [NNW] on their own.
3. A student realizing internships should take out liability insurance [OC]

§ 12

Observation of internships

1. Internships can be subject to observation in the place of their realization.
2. Observation of internships can be carried out by the Faculty Supervisor of Vocational Student Internships or other School teacher indicated by the dean.
3. Persons observing internships are obliged to draw up a Protocol of observation of vocational student internships, according to the form provided in **Appendix 8** to these Terms and Conditions, within 7 days from the date of its completion.

§ 13

Final Provisions

1. In matters not regulated in these Terms and Conditions provisions of the Act of 27 July 2005 - Law on Higher Education (Official Journal of Laws of 2012, item 572, as amended), the School Statute, the School Terms and Conditions of Study, resolutions of the senate and faculty councils, orders of the rector and the deans and the Act of 14 June 1960 - Code of Administrative Procedure (Official Journal of Laws of 2013, item 267) shall apply.
2. The rules for internships for foreign students are the same as in the case of Polish students, as long as rector obliged by international contracts decides otherwise.

3. In the case of internships financed from the EU funds and other domestic or foreign funds, the relevant rules and principles arising from the agreements signed by the School are in force.
4. Credits for internships commenced or organized prior to the date of entry into force of these Terms and Conditions are obtained according to the rules existing hitherto.
5. Detailed rules for the organization of internships can be specified in the Order of the Rector.
6. These Terms and Conditions come into force on 1 October 2014

Appendixes:

1. Vocational student internships form.
2. Agreement regarding student's admission to vocational internships.
3. The contract on the organization of vocational student internships.
4. Referral for vocational student internship.
5. Daily Report on vocational student internships.
6. The certificate of completing vocational student internships.
7. Annual report on the vocational student internships carried out in the faculty.
8. Observation protocol of vocational student internships.