

REGULATIONS ON STUDENT PROFESSIONAL INTERNSHIPS AT THE UNIVERSITY OF LIFE SCIENCES IN LUBLIN

§ 1

1. Practical training constitutes an integral part of the teaching process in every field of study at the University of Life Sciences in Lublin, hereinafter referred to as the University, and aims to prepare students to perform their future profession and to create conditions for students' professional activation on the labour market.
2. Practical training is implemented in the form of student professional internships, hereinafter referred to as professional internships.

§ 2

1. Professional internships include production, animal husbandry, clinical and other internships, depending on the study programme and education profile.
2. The programme, dates and duration of professional internships shall be determined by the Senate on the basis of the applicable study programme and education profile.

§ 3

1. The University organizes professional internships and exercises didactic supervision over their course.
2. The Deans of the Faculties and the Department of Practical and Continuing Education organize seminars and consultations with students required to complete professional internships and provide them with teaching materials, internship logbooks and other required documents.
3. Meetings with students in connection with internships are organized by an employee of the Department of Practical and Continuing Education at the beginning of the semester in which the internship is provided for in the study plan, and, in the case of internships lasting the entire semester, in the middle of the preceding semester. The Vice-Dean responsible for the given field of study is also present at the meeting.

4. Supervision over the course of a professional internship is exercised by the Vice-Dean responsible for the given field of study and an employee of the Department of Practical and Continuing Education.

§ 4

1. The University undertakes to indicate a place for the completion of a professional internship for every University student required to complete it, and also to provide personal accident insurance for students undertaking professional internships.
2. Students complete professional internships at the University or at a host institution indicated by the University, which may be:
 - 1) farmers running private agricultural holdings,
 - 2) state and local government administration bodies, higher education institutions,
 - 3) agri-food establishments,
 - 4) banks,
 - 5) veterinary treatment facilities, slaughterhouses and meat processing establishments,
 - 6) other legal persons whose scope of activity corresponds to the framework programme of the professional internship.

§ 5

1. The Rector or a University employee authorized by the Rector in writing shall conclude with the host institution an Agreement on the organization of professional internships. The template of the Agreement constitutes Appendix No. 1 to these Regulations. The student is obliged to deliver the Agreement signed by the host institution to the Department of Practical and Continuing Education:
 - a) in the case of fields of study with a general academic profile: by 31 May of the given academic year with respect to professional internships carried out in the summer semester, and by 20 January of the given academic year with respect to internships carried out in the winter semester
 - b) in the case of fields of study with a practical profile: at least one month before the start of the internship
2. The University shall not reimburse the student for any costs related to undertaking the internship.
3. Any amendments to the Agreement require the signing of an annex by both parties.

4. The termination of the Agreement and amendments to the Agreement may be made by either party with at least one month's notice.
5. In the case of internships carried out abroad, the decision shall be made by the Dean of the given Faculty upon the student's application. Students carrying out an internship abroad are not covered by personal accident insurance.

§ 6

1. Students in fields of study with a general academic or practical profile may apply for the crediting of all or part of an internship on the basis of documented professional work in the country or abroad, or in connection with running their own business activity, or on the basis of a documented unpaid form of employment (e.g. volunteering, traineeship), consistent with the framework internship programme for the given field of study. A student who applies for the internship to be credited on the above terms is obliged to complete the internship logbook and to take the internship examination.
2. The condition for crediting a professional internship is a documented form of the student's professional activity for a period not shorter than the duration of the internship specified in the study programme for the given field of study.
3. A professional internship may be recognized as credited in full if the professional activity carried out by the student enabled the student to achieve the learning outcomes included in the framework internship programme applicable to the given field of study and level, and if its duration is not shorter than the duration of the internship specified in the study programme.
4. If the student does not fully meet the conditions enabling the professional internship to be credited, as specified in paragraph 3, the Dean may credit part of the professional internship to the student.
5. Professional internship credit is granted upon the student's written application submitted to the Dean
 - a) in the case of fields of study with a general academic profile, not later than by 10 May with respect to internships carried out in the summer semester, and by 10 January with respect to internships carried out in the winter semester
 - b) in the case of fields of study with a practical profile, not later than 2 months before the planned start of the internships

- c) the application template is specified in Appendix No. 2.
6. The decision to credit the professional internship, upon the student's application, shall be made by the Dean.
 7. The Dean's Office shall immediately forward the decision to credit the professional internship of the given student to the Department of Practical and Continuing Education.
 8. The student has the right to appeal against the Dean's decision to the Vice-Rector for Student Affairs and Education within 14 days from the date of receipt of the decision.

§ 7

Obtaining credit for the professional internships provided for in the study plan for completion in a given semester is a condition for passing that semester.

§ 8

1. The crediting of a professional internship is conducted in the form of an oral examination.
2. When taking the professional internship credit assessment, the student presents the internship logbook (Appendices 3 and 4), completed in accordance with the recommendations of the Department of Practical and Continuing Education. After the internship has been credited, the examination board forwards the logbook together with the minutes to the Dean's Office. The logbook is kept in the student's personal records file.
3. Professional internship credit is granted before a committee appointed by the Dean, composed of the Vice-Dean as chair, two academic teachers conducting classes in the given field of study, and an employee of the Department of Practical and Continuing Education.
4. The first date of the professional internship examination is set for 1-15 September of the given academic year in the case of internships carried out in the summer semester, and for 1-20 February in the case of internships carried out in the winter semester, except for fields of study for which an individual organization of the academic year has been established.
5. A student who has not obtained credit for the professional internship has the right to attempt retake credit assessments twice.

§ 9

1. A student who has not obtained credit for a professional internship lasting one semester is obliged to repeat the semester.
2. A student who has not obtained credit for a professional internship lasting less than one semester is obliged to repeat that internship in the following academic year.

§ 10

1. The student is obliged to complete the professional internship in accordance with the established study programme and framework internship programme, and furthermore to:
 - 1) comply with the work order and discipline established by the host institution,
 - 2) comply with occupational health and safety and fire protection rules,
 - 3) comply with the provisions of the Act on the Protection of Classified Information.
2. Students undertaking a professional internship in agri-food processing establishments must hold valid employee health booklets compliant with sanitary and epidemiological requirements. The required examinations should be completed before departure for the internship.
3. It is assumed that the student stays at the internship site for 6-8 hours per day. If the student's stay is shorter, the period of completing the professional internship should be correspondingly longer.
4. A student undertaking an internship is obliged to have an attendance list at the internship site, signed on an ongoing basis.
5. In the event of absence from the internship site, the student is obliged to immediately inform the workplace and the employee of the Department of Practical and Continuing Education responsible for internships at the given Faculty of the absence.
6. The period of sick leave shall not be included in the internship period.

§ 11

1. A student undertaking a professional internship has the right to:
 - 1) report to the internship supervisor any neglect or irregularities on the part of the host institution,
 - 2) withdraw from undertaking the internship if the working conditions do not meet basic occupational health and safety standards.

§ 12

The host institution is obliged to provide the conditions necessary for the implementation of the internship, in particular to:

1. provide appropriate workstations, equipment, tools and materials,
2. acquaint students with the workplace work regulations and occupational health and safety and fire protection regulations, and conduct workstation-specific training,
3. ensure supervision by the workplace internship supervisor over the work performed by students.

§ 13

1. It is the responsibility of the employee of the Department of Practical and Continuing Education to conduct inspections during the internship undertaken by the student.
2. Inspections are unannounced and concern selected students. The internship inspection plan shall be signed by the Dean of the given Faculty at least 2 weeks before their commencement.
3. The costs of internship inspections shall be charged to the funds of the Faculties concerned.

§ 14

Amendments to the Regulations shall be made in the form of an order of the Rector.

§ 15

The Regulations shall enter into force on the date of signing.