

**Regulations on organisation and financing obligatory student internships
included in the first- and second-cycle and long-cycle Master's full-time and
part-time degree programmes**

§ 1

The regulations determine the rules of organisation and financing of obligatory student internships included in the study programmes laid down by the WUT Senate.

§ 2

1. Student internships may be completed at the University or with external entities.
2. Student internships are completed on the basis of an agreement concluded between heads of WUT basic organizational units and the student who participates in the internship or between WUT – the organizational unit, an external entity and the student and on the basis of an individual referral.
3. If the student during the internship has entered a job contract, an internship contract or a contract of mandate with the external entity, the conclusion of the agreement between WUT – the basic organizational unit and the external entity is not required.
4. The student may apply for a credit for the internship which is being completed at the chosen external entity in Poland or abroad on the basis of:
 - 1) programme of the internship approved by the proxy for student internships;
 - 2) internship report;
 - 3) certificate on completion of the internship, issued by the entity where the internship was completed.

§ 3

1. The head of the basic organisational unit may appoint a proxy for student internships to supervise the organisation and completion of internships. If the proxy may not be appointed, their tasks shall be performed by the relevant vice-dean.
2. The tasks of the proxy for internships shall include, in particular:
 - 1) drawing up a timetable of student internships;
 - 2) supporting internship supervisors in organisation of student internships;
 - 3) publishing on the website of the basic organizational unit a current offer of obligatory internships and presenting to students the university database of employees with the database of offers and addresses of external entities run by the Warsaw University of Technology Careers' Office;
 - 4) organising annual student meetings to present the rules of organisation of student internships;
 - 5) cooperating with external entities where students complete their internships;
 - 6) cooperating with the Student Affairs Office to make financial settlements of the costs related to organisation of obligatory student internships.
3. At the request of the proxy for student internships, the head of the basic organisational unit shall appoint internship supervisors from among academic teachers of the organisational unit.
4. The tasks of the internship supervisor shall include, in particular:
 - 1) drawing up detailed programmes of obligatory student internships;
 - 2) preparing internship referrals for students;
 - 3) informing students about the rules of financial support for internships;
 - 4) collecting and forwarding to the Bursar's Proxy in the relevant organizational unit,

- documents for financial settlement of the costs of internships;
 - 5) settlement of the internship in terms of their academic completion at the end;
 - 6) supervising the student's internship;
 - 7) awarding credit for the internship, making entries in student record books and in semester grade registers.
5. In special cases, the proxy for internships may perform the role of the internship supervisor.

§ 4

1. The costs of organisation and completion of internships borne by the University include, in particular, the costs of delegation of staff, remuneration of the proxy for internships and internship supervisors, transport of equipment, costs of equipment.
2. The costs of internships shall be settled pursuant to the stipulations of the Regulation of the Warsaw University of Technology Rector on drawing up accounting documents, controlling their flow and storing them at the Warsaw University of Technology.
3. The costs of internships should be covered by the head of the basic organisational unit from the funds allocated for teaching tasks of the unit.
4. Students who complete the internship away from their place of residence and the seat of the University may apply for financial support towards the costs of accommodation and travel they have paid and documented. The rules of providing financial support shall be laid down by the head of the basic organisational unit upon consultation with the Student Union Board of the unit.
5. The amount of financial support for accommodation during obligatory student internships shall be laid down at the amount no greater than the fee for a double room in the most expensive University hall of residence laid down pursuant to the University internal regulations, within the period of the internship.
6. The student who was awarded credit for internship pursuant to § 2 section 4 shall not be entitled to financial support.
7. Prior to the internship, the student shall take out accident insurance for the period of the internship.

§ 5

1. Payments for students who were awarded financial support shall be made by the Bursar's Office on the basis of lists of payments issued by the dean's office or college office upon the completion of the internship. The lists shall be verified in formal terms by the Student Affairs Office.
2. The financial settlement related to obligatory student internships should be completed by 30 November every year.
3. The annual report on obligatory student internships shall be drawn up by the Student Affairs Office on the basis of information collected from basic organisational units.
4. Spending of the funds of the basic organisational unit on financing student internships shall be supervised by the head of the unit.

§ 6

To all matters not settled herein, the internal regulations of the Warsaw University of Technology and generally binding legal regulations shall apply.