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PRINCIPLES OF ORGANIZATION AND IMPLEMENTATION OF APPRENTICESHIPS FOR STUDENTS OF THE KOSZALIN UNIVERSITY OF TECHNOLOGY

I. General information

1. At the Koszalin University of Technology, professional internships of students in the fields of first-cycle studies with a general academic and practical profile and second-cycle studies with a practical profile, carried out on a full-time and part-time basis, are mandatory and constitute an integral part of education.
2. The basic goal of professional practice is to acquire practical skills, supplementing and deepening the knowledge obtained by the student during didactic classes at the university, as well as to shape attitudes towards potential employers and co-workers.
3. The duration of the internship in a given field of study is specified in the study plans and programs, while the professional internships of students pursuing education in fields of study with a practical profile are at least 6 months (960 hours) – in the case of first-cycle studies and at least 3 months (480 hours) – in the case of second-cycle studies. Internships of students pursuing general academic education last at least 1 month (160 hours).
4. The places of internships are determined on the basis of cooperation agreements and agreements concluded by the Koszalin University of Technology with "workplaces".
5. A workplace is understood as a natural person, an organizational unit without legal personality, a legal person in which professional practice is carried out by students.

6. The cooperation agreement (template 1) is understood as a document signed on behalf of the Koszalin University of Technology by the Rector's Plenipotentiary of the Koszalin University of Technology for Student internships with workplaces that express the will to constantly cooperate in the implementation of students' professional internships. The list of contracts is published on the websites of the Koszalin University of Technology and in the Career and Education Promotion Office of the Koszalin University of Technology.
7. The agreement (template 2) is understood as a document signed by the heads of internships in individual fields of study with workplaces that express the will for short-term cooperation in the implementation of students' professional internships.
8. Plenipotentiary of the Rector of the Koszalin University of Technology for Student Internships provides internship managers with a substitution authorization to conclude and sign one-off agreements between Koszalin University of Technology and workplaces.
9. On the basis of this ordinance, the dean of the faculty sets the faculty regulations for students' apprenticeships, adapted to the specifics of the fields of study.

II. Organization of the course and conditions for passing the apprenticeship

1. In order to properly organize and supervise the course of professional internships, the dean of the faculty applies to the Vice-Rector for Education with the application for the appointment of an academic teacher as the head of student internships in a given field of study. The appointed internship manager reports to the Vice-Dean for Education in the scope of performed tasks, while in the substantive scope he consults with the Rector's Plenipotentiary of the Koszalin University of Technology for Student Internships.
2. While preparing for the internship, the student should:
 - 1) familiarize yourself with the student internship program published on the faculty website,
 - 2) together with the internship manager, choose the place where the internship will be carried out, whereby the internship manager rejects the student's proposal regarding the place of professional internship, in the absence of

the possibility of implementing learning outcomes assigned to professional practice during the internship,

- 3) no later than the beginning of the examination session ending the semester of study, after which the internship will be carried out, report to the internship manager in order to receive a referral for professional internship (template 3) and make detailed arrangements specifying the conditions for its implementation,
 - 4) agree with the internship supervisor in the workplace on the course of the internship, on the basis of which he/she prepares a schedule of the course of the internship (template 4), submitted to the internship manager for approval.
3. After completing the apprenticeship, the student submits to the apprenticeship manager an assessment card for the student referred to the apprenticeship (template 7), a report on the implementation of the tasks included in the apprenticeship schedule and a questionnaire assessing the apprenticeship (template 8). The survey is anonymous and is collected separately from other documents.
- 3a. Based on the completed questionnaires, the practice manager prepares a report, which he/she submits to the head of the unit.
4. The form of the report on the implementation of the tasks contained in the internship schedule is regulated by the faculty regulations of student internships.
 5. The internship manager credits the professional internship if the student has achieved learning outcomes on the internship and has submitted the following documents:
 - 1) *referral*
 - 2) *agreement, if no cooperation agreement has been concluded,*
 - 3) *work placement schedule,*
 - 4) *an assessment card for a student referred to a professional internship,*
 - 5) *report on the implementation of the tasks contained in the internship schedule,*
 - 6) *a questionnaire evaluating professional practice,*
6. The deadline for the final completion of the professional internship and submission of the required documents to the Student Service Office is specified in the faculty internship regulations.
7. Verified and accepted documentation is handed over by a protocol (template 11) by internship managers and stored in the Student Service Office.

8. If the student completes an optional internship, the internship manager prepares a photographic copy of the opinion, confirming its compliance with the original and delivers it to the Student Service Office. The original document is returned to the student.
9. Information about the completed practice is placed in the diploma supplement.
10. The workplace may condition admission to professional practice on the student's presentation of accident insurance for the duration of the internship. The University does not participate in covering insurance costs.
11. In special cases, for the duration of the internship, the student is obliged to take out additional civil liability insurance.
12. The students undergoing the traineeship on the basis of appointments are subject to the relevant provisions of the law on the protection of women and juveniles, the discipline of work and occupational safety and health.
13. The internship manager conducts an inspection in the form of supervision at the student's place of internship and/or telephone/e-mail contact with the company internship supervisor. The document confirming the registration is the registration card for apprenticeships (template 9). Internship registration cards are kept with the internship manager, and conclusions from internship registration are included in the internship manager's report (template 12).

III. Detailed arrangements

1. In exceptional situations, on the basis of a student's written application (template 5), the vice-dean of the faculty for education may consent to the prior implementation of the internship. This then requires detailed arrangements of the internship manager with the workplace as to the internship schedule, correlated with the course of study in a given semester.
2. The internship can be implemented in several stages, decisions in this case are made by the internship manager.
3. (deleted)
4. (deleted)

5. In the case of professional internship abroad, documents confirming the internship (after translation into Polish) are submitted to the Student Service Office.
6. The employer may require the university to remove the student from the internship in the event that he/she grossly violates the work discipline or commits another offense justifying the interruption of the internship. If the violation of the discipline caused a threat to life or health, the entity may prevent the student from continuing the internship by immediately notifying the internship manager.
7. The student has the opportunity to carry out an optional internship, not included in the study program, establishing this fact with the internship manager. It is recommended that the optional internship lasts no less than one month.
8. The University does not participate in covering and reimbursement of costs related to the implementation of student internships.
9. A student with a degree of disability preventing him/her from completing the internship in the traditional form may complete the internship in a form adapted to his/her capabilities. The form of the internship is decided by the dean of the faculty.
10. The internship manager for the field of study may decide to credit the internship to the student on the basis of the application submitted by the student (template 10) - along with attachments confirming its legitimacy - to count towards the professional internship activities performed by the student as part of employment, internship or volunteering, if they have led to learning outcomes assigned to professional internships in the study program. The refusal to pass the internship on the basis indicated in this point may be appealed to the dean. The dean's decision is final, subject to generally applicable regulations.

Templates of documents

1. Model cooperation agreement for the organization and implementation of apprenticeships for students of the Koszalin University of Technology
2. Model agreement on the organization and implementation of professional practice of students of the Koszalin University of Technology
3. Template of the student's referral for professional practice.
4. Template of the apprenticeship schedule

5. Template of the application for professional internship at an earlier date.
6. Deleted
7. Template of an assessment card for a student referred to professional practice.
8. Template of the student apprenticeship assessment questionnaire.
9. Template of the apprenticeship registration card.
10. Template of the application for credit for professional practice of activities performed by the student as part of employment, internship or volunteering.
11. Template of the protocol regarding the transfer of documentation on the implementation of student internships to BOS.
12. Model report on the implementation of professional internships by students of the Koszalin University of Technology

**COOPERATION AGREEMENT
PRINCIPLES OF ORGANIZATION AND
IMPLEMENTATION OF APPRENTICESHIPS FOR
STUDENTS OF THE KOSZALIN UNIVERSITY OF
TECHNOLOGY**

concluded on in.....Koszalin between the Koszalin University of Technology with its registered office in at ul. Śniadeckich 2, 75 – 453 Koszalin, nip 669-050-51-68, REGON 000001703 represented by:..... - Rector's Plenipotentiary of the Koszalin University of Technology for Student Internships, hereinafter referred to as the University,

and:

.....
(name of workplace and address) represented by you;

.....
(name and surname, function held)

hereinafter referred to as the workplace.

Taking into account the need to equip the University's students with the necessary scope of reliable knowledge about the realities of the functioning of organizations and business entities and to provide them with experience resulting from business practice, the parties to the agreement intend to cooperate closely with each other and establish the following framework principles of this cooperation.

§ 1

Cooperation between the parties will make it possible to support the didactic process through the professional practice of students of the Koszalin University of Technology in the following fields of study:

§ 2

The Agreement shall include the cooperation in the terms of:

- 1) implementation of professional internships of students of the Koszalin University of Technology,
- 2) enabling students to actively participate in the current activities of the student's host entity,
- 3) support for the process of preparing projects, diploma theses by students,
- 4) mutually promote the activities of the parties.

§ 3

1. Koszalin University of Technology undertakes to:

- 1) taking into account in its activities the promotion of the other party's activities,
- 2) detailed substantive preparation of students referred for internship, including:
 - a) preparation of the student's internship program enabling the entity to make detailed arrangements regulating the course of internship and preparation of the internship schedule (guidelines will be provided by the head of internships in the field of study),
 - b) exercising by the manager of didactic-educational and organizational supervision over the course of the internship ,

c) promptly respond to the employer's comments and suggestions regarding the apprentice's behavior and the substantive course of the internship.

2. The University will appoint persons authorized to direct contacts from among its employees, equipping them with the powers to resolve current matters related to the implementation of student internships.

3. The professional practice of students of the Koszalin University of Technology will be carried out on the basis of a referral.

4. The student's obligations will be specified in the referral to the internship.

§ 4

1. The workplace undertakes to supervise the student undergoing the internship and to ensure the conditions necessary for its implementation, in particular to:

1) agreeing with the student proceeding to the implementation of the internship the schedule of the internship in accordance with the actual possibilities existing at the place of implementation of the internship,

2) provide appropriate workstations, devices, workshops, rooms, tools and materials in accordance with the internship program,

3) familiarize the student with the company work regulations, occupational health and safety regulations and the protection of state and professional secrecy,

4) supervising the proper implementation of the objectives set out in the internship schedule by the student,

5) to enable the students avail themselves of the company library and the company social and cultural amenities,

2. The workplace may commission apprentices to perform internship-related tasks by concluding a civil law contract with the student.

§ 5

This agreement does not entail the obligation of any financial settlements between the parties.

§ 6

Each party has the right to terminate the contract after a three-month notice period.

§ 7

Amendments and supplements to this agreement shall require the written form and the consent of both parties, otherwise shall be null and void.

§ 8

1. The Agreement enters into force on the date of conclusion of the Agreement and is valid for an indefinite period.

2. The Contract has been drawn up in two identical copies, one copy for each of the Parties.

.....
(University)

.....
(Workplace)

AGREEMENT
concerning the organization and implementation of
professional practice of students of the Koszalin University of
Technology

concluded on..... in Koszalin between the Koszalin University of Technology,
represented by:..... - head of student internships at
faculty Koszalin University of Technology, hereinafter referred to as the University,

and:

.....

(name of workplace and address)

represented by you;

.....,

hereinafter referred to as the workplace,

concerning the student:

.....

(name and surname of the student, album number)

365 of the Law on Higher Education and Science of 20 July 2018 (Journal of Laws of 2018, item 1668, as amended), an agreement was concluded with the following content.

§ 1

1. The workplace undertakes to:

- 1) admission of a student to an apprenticeship on the basis of a university referral,
- 2) agreeing with the student a detailed schedule for the course of the internship in accordance with the actual possibilities existing at the place of internship, taking into account the internship program prepared at the university,
- 3) provide appropriate workstations, devices, workshops, rooms, tools and materials in accordance with the internship program,
- 4) to familiarise the students with the company working regulations, occupational safety and health regulations and company secret protection regulations,
- 5) supervising the proper implementation by the student of the projects specified in the internship schedule,

6) to enable the students avail themselves of the company library and the company social and cultural amenities,

2. The University shall:

- 1) substantive preparation of the student for professional practice in accordance with the field of education, defining the framework program of the internship,
- 2) provide the student with guidelines preparing the student for agreement with the immediate supervisor appointed by the workplace on the schedule of the internship,
- 3) exercising by the manager of didactic-educational and organizational supervision over the course of the internship ,
- 4) promptly respond to the comments and suggestions of the apprentice's supervisor in the workplace regarding the student's behavior and the substantive course of the internship.

§ 2

1. The student's obligations will be specified in the referral to the internship.
2. The internship manager in a given field of study together with the management of the workplace is authorized to resolve matters related to the course of the internship.
3. This Agreement has been drawn up in two copies, one for each of the Parties.

.....

(University)

.....

(Workplace)

Template No. 3

.....
(name of the Employer)

.....
(address)

Supervisor from the internship facility.....
(name and surname, phone number):.....

REFERRAL

Koszalin University of Technology directs the student

.....
(name and surname of the student, album number)

studies degree year field of study

to:
(name and address of the workplace)

in order to complete an apprenticeship in the period: from to

The obligations of the University and the workplace are specified in the agreement or arrangement regarding the organization and implementation of professional internships for students of the Koszalin University of Technology.

During the apprenticeship, the student is obliged to:

- 1) agree with the supervisor at the place of internship , details regarding the implementation of the internship schedule ,
- 2) undergo rigorous training recommended by the workplace before starting the internship,
- 3) insure themselves for the duration of the internship against the consequences of accidents and civil liability
(if required by the workplace),
- 4) cover the costs of accommodation (or other) during the internship (if necessary),
- 5) submit, after the end of the internship, to the internship manager, signed by an authorized employee of the workplace: agreement, internship schedule and report on the implementation of the tasks contained in the internship schedule (opinion after the internship, reference letter), an assessment card for the student referred to the internship,
- 6) duly represent the Koszalin University of Technology and the workplace in which the internship is carried out.

.....
(University)

.....
(Workplace)

Information on the need for support (to be filled in by the student, tick the appropriate box)*:

☐ YES – I have a need for special support in terms of adapting learning and working conditions :

.....
.....

☐ NO – I don't need additional support

☐ I'M NOT GOING TO GIVE YOU AN ANSWER.

.....
(date, student's signature)

WORK PLACEMENT SCHEDULE

Student.....Faculty.....Koszalin University of Technology

(name and surname of the student, album number)

..... degree studies, major.....will be implemented in

.....

(name of workplace and address)

within the period from.....the beginning of the apprenticeship according to the schedule:

No.	Task	Number of hours	Comments

.....

(date and signature of the internship manager on the part of the university)

.....

(signature and stamp of the workplace representative)

Model No. 5

Koszalin,

.....
(name and surname of the student,
album number)

.....
(field of study)

Vice Dean Education

Faculty

Koszalin University of
Technology

Template

Template of the application for professional internship at an earlier date.

Please consent to the completion of the apprenticeship at a time earlier than the resulting deadline for the implementation of the apprenticeship from the study schedule.

The internship will be carried out from to

in

(name of the workplace and its address)

Justification:

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

.....
(date and signature of the student)

Consent of the workplace hosting the student

.....
(stamp, date and signature)

Opinion of the internship manager

.....
(date and signature)

Decision of the Vice-Dean for Education

.....
(date and signature)

.....
(name and surname of the student, album number)

.....
(field of study)

**STUDENT ASSESSMENT CARD
AIMED AT PROFESSIONAL PRACTICE**

The internship was carried out in:

.....
(Company name and address)

in the period fromto.....in total hours.....

The level of achievement of the assumed learning outcomes by the student
(to be completed by the workplace representative)

Learning outcomes	Assessment of the achievement of learning outcomes *

*0 – it is not possible to verify the learning effect, 2 – unattained learning effect, 3-sufficient, 4-good, 5-very good.

Please justify the rating "0" and "2" in your comments.

Comments

.....
.....

.....
(stamp, date and signature of the workplace representative)

I pass / fail the internship

.....
(date and signature of the internship manager on behalf of the university)

QUESTIONNAIRE

assessment of student apprenticeship

This study is part of the quality assurance system of education at the Koszalin University of Technology. It aims to get to know students' opinions on apprenticeships.

(name of the Employer)

Field of study / semester

Form of studies: ☐ full-time studies ☐ part-time studies

Gender: ☐ female ☐ male

Please mark the selected answers with a circle

No.	Question	Grade <i>(on a scale from 1 – very low to 5 – very high)</i>				
1.	How satisfied are you with your work experience overall ?	1	2	3	4	5
2	How do you assess the organization and effectiveness of time use during your apprenticeship?	1	2	3	4	5
3.	How do you assess the practical skills acquired during the apprenticeship?	1	2	3	4	5
4.	How do you assess the social competences acquired during the apprenticeship?	1	2	3	4	5
5.	How do you assess your theoretical preparation for practical tasks?	1	2	3	4	5
6.	How do you assess your work experience in terms of develop their competences in the field of:					
	a) independence and responsibility	1	2	3	4	5
	b) organization of own work	1	2	3	4	5
	c) coping with stress	1	2	3	4	5
	Teamwork Skills	1	2	3	4	5
	e) the ability to communicate effectively	1	2	3	4	5
7.	f) use of computer tools and software	1	2	3	4	5
	How do you assess the degree of knowledge of the functioning of the institution in which the internship was held?	1	2	3	4	5

Would you recommend your internship to other students? ☐ YES ☐ NO

Would you be willing to carry out an additional internship/internship in the organization in which you have completed practice? ☐ YES ☐ NO

What do you think needs to be changed to make the practices more effective and useful? *(open question)*

.....

.....

.....

Apprenticeship registration card

Student's name and surname.....

Field of study, profile, year:

.....

Name, address and place of internship

.....

Name and surname of the internship supervisor on behalf of the workplace

.....

Date of hospitation:

Form of appointment (direct, e-mail, telephone call).....

No.	Interview with an internship supervisor at the workplace (if the answer is NO, please provide a description in the comments)	Yes/No
1.	Did the student report to the workplace within the set time limit and complete all formalities related to the internship?	
2.	Did the student become familiar with his/her job position, the scope of his/her duties and competences, with the regulations applicable to employees?	
3.	Are there difficulties in achieving the objectives of the apprenticeship included in the apprenticeship schedule?	
4.	Can the student independently gain experience in the performance of professional duties?	
5.	Does the student cope with difficult situations and can solve real professional problems?	
6.	Can the student develop self-esteem, see his own mistakes, eliminate and correct them?	
7.	Is the student interested and motivated to work?	
8.	Does the student observe work discipline (delays, absences)?	

Notes:

.....

.....

.....

.....

(Supervisor of internships from
the workplace)

.....

(Head of internships on behalf of the university)

.....
name, surname

.....
field of study, year, semester of study

Template of the application for credit for professional practice of activities performed by the student as part of employment, internship or volunteering.

I would like to ask you to count towards your professional practice the activities performed as part of employment, internship, volunteering¹. Activities were performed in the period:

from..... to.....

The practice will include the total number of.....hours worked in:

.....
(name of the workplace and its address)

Justification:

TYPE OF ACTIVITIES PERFORMED

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

Relationship of the activities performed with the education process (scope of duties):

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

Enclosed herewith please find:

.....
(date and signature of the student)

I confirm the above information:

.....
(name, surname, acting as a representative of the workplace)²

.....
(stamp, date and signature)

Decision of the student internship manager

.....(date and signature).....

¹ cross out as appropriate

² In the case of self-employment – excerpt from CEIDG

**Minutes of the.....transfer of documentation
from the implementation of student internships related to the field of study**

.....

According to the following list:

No.	Student's name and surname	No. album	Comments

The transferee does not raise objections / raises objections to the documentation taken over.

.....
Signature of the transferor

.....
Signature of the transferee

Koszalin, on

.....
Practice Manager

.....
in the field of

Deputy Dean for Education

.....
Faculty

Koszalin Univrsity of Technology

**Model report on the implementation of professional internships by students of the
Koszalin University of Technology**

Elements of the report:

1. field of study, profile, semester of implementation, duration of internship, nature (obligatory/optional).
2. statistics on the implementation of internships (how many students should complete the internship and how many completed it).
3. information on the postponement of the professional internship.
4. a brief description of the places of selection and implementation of the internship.
5. analysis of student apprenticeship assessment questionnaires.
6. conclusions from student surveys.
7. possible further activities improving the work in the area in which the student carried out the internship.

.....
date and signature of the Practice Manager