

Consolidated text of Regulation No. 82 of 20 January 2021 amended by:

Regulation No. 174 of the Rector of UL of 5 July 2021;

Regulation No. 105 of the Rector of the UL of 9 May 2022;

Regulation No. 53 of the Rector of UL of 25 January 2023;

Regulation No. 134 of the Rector of UL of 29 June 2024;

Regulation No. 63 of the Rector of UL of 19 December 2024;

Regulation No. 174 of the Rector of UL of 12.06.2025

Regulation No. 82 of the Rector of the University of Lodz of 20 January 2021

on: organisation of student internships at the University of Lodz

Pursuant to: Article 23(2)(2) in conjunction with Article 67(5) and (6) and Article 107(2)(2) of the Act of 20 July 2018 – Law on Higher Education and Science (consolidated text, Journal of Laws of 2020, item 85, as amended), § 3(1)(8) of Regulation of the Ministry of Science and Higher Education of 27 September 2018 on studies (Journal of Laws of 2018, item 1861, as amended) it is ordered as follows:

§ 1

General Provisions

1. The University of Lodz organises internships as foreseen in individual study programmes.
2. An internship is an integral part of a curriculum of every degree programme with practical profile.
3. For degree programmes with a general academic profile, internships are an integral part of the curriculum insofar as they are provided for in the programme.

4. Internships are organised in accordance with the provisions of the Rules of Study at the University of Lodz and the rules of participation in internships prepared by the Faculties of the UL, approved by Deans' Representatives for Internships, and pursuant to the provisions on the protection of personal data including provisions of Regulation (EU) 2016/679 of the European Parliament and the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) and the Act of 10 May 2018 on personal data protection (consolidated text, Journal of Laws of 2019, item 1781).

§ 2

1. The following types of student internships are distinguished:
 - 1) teaching internships, including care and educational internships and methodological training exercises carried out as part of internships, implemented in accordance with the teacher training standards issued by the minister responsible for higher education;
 - 2) subject-specific internships related to the degree programme, carried out outside the teacher training standards referred to in point 1.
2. Internships may be completed in the following modes:
 - 1) continuous – in consecutive weeks;
 - 2) mid-year – on selected days of the week.
3. Professional internships must not interfere with other classes provided for in the degree programme and timetable.
4. The course of the internship is documented in an internship logbook, which, after successful completion, is submitted by the internship supervisor to the student's personal file.
5. Professional internships should take place within the city of Łódź. Upon the student's request and with the approval of the internship supervisor, internships may be carried out in a different city.
- 5a. Internship locations are designated in accordance with a faculty-wide procedure, which approves internship sites taking into account the specific requirements of individual degree programmes offered by the faculty.

6. Internships for practical profile studies last for a minimum of six months during BA and uniform MA studies, and at least three months during MA studies. For degree programmes with a general academic profile, the duration of the internship is specified in the study curriculum.

§ 3

1. Internships may be carried out on the basis of:
 - 1) an agreement concluded between the University of Lodz or the faculty and the institution to which the student is assigned, along with a referral issued by the UL,
 - 2) a referral, if the internship is conducted within the faculty,
 - 3) other documents agreed upon with the institution hosting the internship.
2. Framework agreements regarding professional internships are signed by the Rector. Framework agreements, executive agreements for faculties, as well as other agreements concerning the organisation of internships – including long-term or individual agreements for specific students – are signed by the Dean.
3. Templates for agreements on conducting professional internships are provided as Annexes 1–3 to this Regulation. These may be modified following prior approval by the UL's Attorneys-at-law Team.
4. The template for the internship referral form, which constitutes Annex 4 to this Regulation, may also be modified after prior consultation with the UL's Attorneys-at-law Team.

§ 4

1. The organisation and course of internships is supervised in particular by:
 - 1) Rector's Representative for Internships;
 - 2) Deans' Representatives for Internships;
 - 3) Subject-specific internship supervisors.
2. Functions, specified in point 1, may be held by the academic teachers of the UL.

§ 5

1. Deans' Representatives for internships are appointed and dismissed by the Rector of the UL upon the request of deans. Subject-specific internship supervisors are appointed and

dismissed by deans. The Education and Student Affairs Centre should be notified of any changes in this regard.

2. In the event that the Dean's Representative for Internships is not appointed, these duties shall be carried out by a dean.

§ 6

1. Subject-specific internship supervisors shall submit reports on the progress of professional internships to the Dean's Representative for Internships immediately after the end of the academic year, using the template provided in Annex 5 and/or Annex 6 to this Regulation.
2. The Deans' Representatives for Internships shall submit reports on the course of professional internships for the previous academic year using the template provided in Annex 7 and/or Annex 8 to this Regulation by 30 November, including:
 - 1) 1 copy for the dean;
 - 2) 1 copy for the Education and Student Affairs Centre.

§ 7

Responsibilities of the Rector's Representative for Internships

1. The responsibilities of the Rector's Representative for Internships include, in particular:
 - 1) coordinating the organisation of internships at the University of Lodz;
 - 2) co-developing regulations and provisions concerning internships at the University of Lodz;
 - 3) cooperating with the Deans' Representatives for Internships at the University of Lodz;
 - 4) cooperating with the Rector's Representative for Teacher Training at the UL as part of teaching internships.
2. The responsibilities of the UL Rector's Representative for Teacher Training at the UL are defined in Section 2 of Regulation No. 168 of the Rector of the University of Lodz of 11 September 2020.

§ 8

Responsibilities of the Dean's Representative for Internships

The responsibilities of the Dean's Representative for Internships include, in particular:

- 1) coordinating and monitoring work of subject-specific internship supervisors at the faculty;
- 2) cooperating with the Dean in the performance of tasks arising from implementation of internships and the remuneration of internship supervisors, as well as supervising the proper circulation of documents;
- 3) preparing information referred to in Section § 6(2);
- 4) approving the rules of participation in internships developed by internship supervisors and updating internship information on the faculty website.

§ 9

Responsibilities of the subject-specific internship supervisor

The responsibilities of the subject-specific internship supervisor include, in particular:

- 1) preparing the rules for internships for the relevant programme/specialisation;
- 2) conducting an information meeting for students;
- 3) entering internship data into the USOS system;
- 4) preparing and submitting to the Dean the internship agreements (2 copies) and placement referral (1 copy), as well as student lists in the case of long-term agreements with institutions;
- 5) conducting random checks on the progress of internships;
- 6) approving completed internships in the USOS system;
- 7) compiling documentation concerning the course of internships;
- 8) organising and supervising the course of internships for the assigned group of students (this includes, in particular – in the case of minor students – obtaining confirmation that the condition of a clean criminal record has been met in relation to offences specified in Chapters XIX and XXV of the Criminal Code, in Articles 189a and 207 of the Criminal Code, and in the Act of 29 July 2005 on Counteracting Drug Addiction (consolidated text, Journal of Laws 2023, item 1939, as amended) by the internship supervisor appointed by the institution and any other individuals who have or may have contact with minors in connection with the internship);
- 9) reviewing student applications concerning internship-related matters;
- 10) preparing information referred to in § 6(1).

§ 10

Guidelines for drafting rules of participation in internships

1. The rules for completing internships should be drawn up separately for each degree programme/specialisation.
2. The rules for completing internships are binding for both the student and the internship supervisor at the host institution.
3. The document outlining the rules for completing internships should include:
 - 1) the name of the degree programme/specialisation under which the internship is undertaken;
 - 2) the legal basis;
 - 3) the learning outcomes to be achieved upon completion of the internship;
 - 4) the duration of the internship (number of hours or weeks, including conversion weeks);
 - 5) the mode of internship (continuous or mid-year);
 - 6) the minimum scope of the student's duties during the internship (e.g. becoming familiar with the organisation and functioning of the institution, health and safety regulations, the Personal Data Protection Act, compliance with the institution's work regulations, and carrying out tasks arising from the internship programme, etc.);
 - 7) the duties of the internship supervisor at the host institution;
 - 8) the conditions for the student to receive credit for the completed internship, including:
 - a) submission, within the deadline specified by the internship supervisor, of an internship logbook certified by the institution, including in particular the course of the internship, and a report prepared by the student;
 - b) submission of the certified referral for the internship;
 - c) other information at the discretion of the internship supervisor.
 - 9) the method and form by which the student evaluates the completed internship and the institution where it took place;
 - 10) the rules for preparing reviews of teaching internships by school teachers and/or employees of other educational system institutions (within the meaning of the

Education System Act), as well as reviews of subject-specific internships by the internship supervisor.

4. The rules for completing internships should be consistent with the course syllabus.

§ 11

Other forms of internships

1. The rules for crediting other student activities as part of internships are specified in the Rules of Study of the University of Lodz.
2. The provisions of § 3 shall apply accordingly to internships carried out in a different form than specified above.

§ 12

Responsibilities of administrative employees at the UL

1. The administrative support for the organisation and documentation of internships is the responsibility of the Deans' Offices at the faculty level, and at the university level it is the responsibility of the Education and Student Affairs Centre and the UL Payroll Department.
2. The responsibilities, specified in point 1, are fulfilled in close cooperation with the internship supervisors, Deans' Representatives for Internships, and the UL Rector's Representative for Internships.

§ 13

Rules of remuneration for academic employees

1. The Rector's Representative for Internships receives remuneration of PLN 2,600 gross once a year, included with the salary for December, for the performance of their responsibilities.
2. The rules for remunerating the Dean's Representatives for Internships for the performance of their duties are set out in the applicable Remuneration Regulations for Employees of the University of Lodz.
3. The subject-specific internship supervisor is credited, with the Dean's approval, with 20 hours per academic year for supervising a group of up to 30 students, and 40 hours per

academic year for supervising a group of 31 to 60 students. An internship supervisor may supervise a maximum of 120 students per academic year.

4. The internship supervisor for teaching internships is credited, with the Dean's approval, with 20 hours per academic year for supervising a group of up to 15 students, and 40 hours per academic year for supervising a group of 16 to 30 students. An internship supervisor for teaching internships may supervise a maximum of 60 students per academic year. This provision does not apply to year-round teaching internships conducted as methodological exercises.

§ 14

1. The Dean may enter into the following agreements with school teachers or employees of other educational institutions:
 - a) contracts of mandate for preparing reports on mid-year teaching internships conducted as methodological exercises. The remuneration is a lump sum based on the minimum hourly rate stipulated by the relevant regulations on minimum wage, calculated in relation to a group of students over one conversion week. The number of working days in a conversion week is determined by the dean. The time required to prepare the report must not be less than 3 hours and not exceed 5 hours,
 - b) contracts for specific work for preparing reviews of continuous or year-round teaching internships, excluding those referred to in point 1. The remuneration is a lump sum based on the minimum hourly rate stipulated by the relevant regulations on minimum wage, determined in relation to the time needed to prepare the review, which must not be less than 2 hours and not exceed 5 hours. The review must be an original assessment of the individual predispositions and skills of a given student and must constitute a specific and original work.
2. A teacher or employee of another educational institution may voluntarily decline to enter into such an agreement by submitting a declaration of withdrawal and undertaking to prepare the internship report or review free of charge. The template for this declaration is included as Annex No. 9 to this Regulation.
3. For the purpose of organising subject-specific internships, the Dean may enter into contracts of mandate or contracts for specific work with other individuals, in accordance with the rules described above.

§ 14a

All matters not regulated by this Regulation shall be decided by the Rector of the UL.

§ 15

1. Rector's Regulation No. 5 of 1 October 2019 on the organisation of student internships at the University of Lodz is hereby repealed.
2. This Regulation enters into force on the date of its signing.

Rector
of the University of Lodz

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