**THE INTERNSHIP REGULATIONS**

**SPECIFYING THE CRITERIA AND REQUIREMENTS FOR PARTICIPATION IN THE INTERNSHIPS OFFERED TO STUDENTS OF THE UNIVERSITY OF SZCZECIN**

**by the** **University Careers Service of the University of Szczecin**

**The Regulations remain in effect from 01.03.2018**

**General Provisions**

**§ 1**

**General definitions and terms**

The terms appearing in the Regulations shall have the following meaning:

1. **the University** - the University of Szczecin located at al. Papieża Jana Pawła II 22a, 70-453 Szczecin, represented by Vice-Rector for Finances and Development prof. dr hab. Waldemar Gos

2. **the Internship Organizer** - the **University Careers Service** of the University of Szczecin located at Cukrowa 12, 71-004 Szczecin, room 235,

3. **the Internship Supervisor appointed by the University**- an employee of the **University Careers Service** of the University of Szczecin appointed to maintain contact with the Trainee and the Internship Supervisor appointed by the Employer accepting the Trainee into internship and responsible for supervising progress of the Internship,

4. **the Employer** - an organizational unit which is an employer in the understanding of the Act of 26th of June 1974 Labour Code (Dz. U. 1974 No 24, item 141) or other organizational unit which is not an employer,

5. **the Internship Supervisor appointed by the Employer** - a person appointed to supervise progress of the Internship at Employer's premises and to maintain contact with the Internship Organizer,

6. **Employer's Application Documents:**

a. Employer's Application Form (attachment no. 1) - an original, a photocopy or a scan

b. The Internship Programme (attachment no. 2) - as above,

c. A photocopy, a print-out or a scan of a current extract from the Central Business Activity Register and Information Record, National Court Register or other registration document.

7. **The Candidate** - a person applying for the opportunity to undergo an internship,

8. **Candidate's Application Document:**

a. Candidate's Internship Application Form (Attachment no. 3),

b. A certificate issued by the University regarding the Candidate having the status of a student of the University of Szczecin or a photocopy of Student's ID card,

c. Declaration of the employer regarding accepting a candidate into the internship (attachment no. 4) - required in the instance of the Candidate indicating the Employer willing to accept the Candidate into the Internship and compiling Candidate's application documents.

d. a CV.

9. **the Trainee**  - a person referred to undergo an internship with the Employer,

10. **the Internship**  - an unpaid form of acquiring practical knowledge and skills,

11. **the Internship Agreement**  - a trilateral agreement concluded between the University, the Employer and the Trainee specifying rights and obligations of the parties to the agreement (Attachment no. 5),

12.**An entity in a difficult economical situation**  - an entity in the understanding of the Community Guidelines regarding state aid granted for the purpose of salvaging and restructuring businesses in financial difficulties

**§ 2**

The purpose of undergoing the Internship is facilitating the process of entering the Labour Market for students of the University of Szczecin through acquiring knowledge and professional experience.

**§ 3**

1. The Internship at Employer's premises lasts from 1 to 3 months and is provided in the amount of 60 to 120 hours per month (15 hour per week at minimum). The hourly-basis working time schedule for realization of the internship is dependant on availability of the Trainee and organizational capacity of the Employer and is agreed upon between the Trainee, the Employer and the Internship Organizer. The scope of responsibilities of the Trainee has to be consistent with the study programme the Trainee is realizing at the University.

2. The date for the Internship is agreed upon between the Internship Organizer, the Employer and the Trainee.

**The conditions for participation**

**§ 4**

**The requirements for the Candidate and the Employer**

1. The Candidate applying for the Internship must:

a) be a student/a graduate of the full-time/part-time studies at the University of Szczecin,

2. The Candidate must remain economically inactive for the entire duration of the Internship.

3. The Employer applying for taking a Trainee into the internship must meet the following requirements:

a) provide a location for realizing the Internship in the area of Poland,

b) not meet the criteria stipulated in §1, point 12 of the Internship Regulations,

c) appoint the Trainee to a work position consistent with the field of study or speciality currently realized or completed by the Trainee at the University.

**§ 5**

**The Trainee recruitment process**

1. Recruitment of Trainees for an internship lasts throughout the entire academic year.

2. Recruitment of Trainees consist of three stages:

a) Stage I:

i. Candidate's application documents stipulated in §1, point 8 are accepted at the premises of the Internship Organizer. The application documents can be delivered in person or by mail.

ii. The electronic version of the application form should be completed in an electronic form and, subsequently, printed out and signed.

b) Stage II:

i. The formal assessment of the application documents performed by the Internship Organizer.The formal assessment consists of checking correctness and completeness of the submitted documents.

ii. In case of deficiencies a Candidate will be asked via the e-mail indicated in the application form to provide additional information.

iii. If the deficiencies in the submitted documents will not be remedied the documents shall not be considered at the further stages of the recruitment process.

iv. Documents of persons who did not qualified for the Internship shall be archived and stored for the purpose of possible audits and reviews.

c) Stage III

i. Determining the location for the Internship

ii. Signing the Internship Agreement.

4. In the instance of the Candidate proposing the Employer the Candidate submits the documents stipulated in §1, point 6 and the Employer undergoes the recruitment procedure described in §6.

**§ 6**

**The Employer recruitment process**

1. Recruitment proceeds continuously until its cancellation by the Internship Organizer which shall be announced via Organizer's website.

a. The Employer makes only one submission per calendar year by delivering to the Internship Organizer the completed application documents stipulated in §1, point 6 of the Internship Regulations in person, by e-mail or by mail.

b. Each internship position should be registered separately by completing the forms indicated in §1, point 6, letter b) of the Internship Regulations. In the case of at least two persons undergoing the Internship in the same position it is acceptable to submit the Internship Programme once.

c. The documents are to be signed by the person indicated in the registry documents or by other person authorized to make binding decisions on the behalf of the Employer.

2. The submitted set of documents undergoes formal assessment. In case of formal deficiencies in the submitted documents the Employer will be asked to provide explanation/additional information and to complete the documents within 7 days counting from the date of receiving the notification,

3. The Employer not meeting the formal requirements is not taken into consideration in the process of organizing internships.

**Final provisions**

**§ 7**

1. The specific regulations for realizing the Internship are stipulated in the Internship Agreement.

2. The Internship concludes with the Trainee being awarded a certificate which shall be issued only in the instance of completing the Internship.

**§ 8**

The information procured from Trainees and Employers may be used for the purpose of compiling statistical summaries and databases consistently with the provisions of the Personal Data Protection Act of 29th of August 1997 (Dz. U. No. 101, item 926 as amended).

**§ 9**

In all cases not regulated by provisions of these Regulations the provisions of Civil Code apply.

**§ 10**

The Internship Organizer reserves the right to introduce changes into these Regulations, particularly the changes related to change of the legal basis. The Internship Organizer is obliged to inform Trainees and Employers of all changes in the Regulations - at least by electronic means of communication.

**§11**

These Regulation are available at www.abk.univ.szczecin.pl website and on the premises of the Internship Organizer.

**Attachments to these Regulations:**

1. Employer's application form

2. The internship Programme

3. Candidate's application form

4. Declaration of the Employer regarding accepting the Candidate into the Internship

5. The Internship Agreement