



# MONITOR

OF THE JOHN PAUL II CATHOLIC UNIVERSITY OF LUBLIN

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Item 553

**ORDINANCE NO. ROP-0101-116/17  
OF THE RECTOR  
OF THE JOHN PAUL II CATHOLIC UNIVERSITY OF LUBLIN**

of 19 December 2017

**on the definition of the rules for organising and undergoing  
compulsory and non-compulsory internships as part of a  
higher education programme at the John Paul II Catholic  
University of Lublin**

Pursuant to Article 66(2)(3) of the Act of 27 July 2005 - Law on Higher Education System (consolidated text, Journal of Laws of 2017, item 2183, as amended), hereinafter referred to as the "Act" and § 29(3)(2) of the Statutes of the Catholic University of Lublin, the rules for organising and undergoing internships covered by the curriculum and non-compulsory internships as part of a higher education programme (BA/BSc, supplementary MA/MSc and uniform master's studies) at the John Paul II Catholic University of Lublin shall be defined as follows:

## **GENERAL PROVISIONS**

### **§ 1**

The following definitions concerning undergoing internships by students of the Catholic University of Lublin shall be defined as follows:

- 1) internship – activities carried out by the Intern in a selected Host Institution, enabling the achievement of the intended learning outcomes, performed in a specified time and number of hours;
- 2) Intern – a student of BA/BSc, supplementary MA/MSc and uniform master's studies covered by the obligation to undergo an internship resulting from the curriculum or undergoing an internship additionally, in order to broaden his/her qualifications;
- 3) Faculty Internship Coordinator – an employee of the Faculty appointed by the Vice-Rector responsible for internships at the request of the Dean to coordinate and supervise activities related to undergoing internships at the Faculty;
- 4) Internship Supervisor – an academic teacher conducting classes, appointed by the Dean to supervise internships participated by students within the faculty or specialisation (in the case of a small number of students undergoing internships at the Faculty, the function of the Internship Supervisor may be performed by the Faculty Internship Coordinator);
- 5) Host Institution – an entity or organisational unit, domestic or foreign, in which the Intern undergoes an internship;
- 6) Intern's Mentor – a person appointed by the Host Institution, responsible for organisational and substantive supervision over an internship in accordance with the assumed learning outcomes;
- 7) declaration of the Host Institution – a written declaration of the Host Institution on the readiness to accept the Intern in order to undergo an internship (a model declaration of the Host Institution is attached

- as Appendix 1 to the Ordinance);
- 8) agreement with the Host Institution – a document defining the principles of cooperation in the scope of organising and undergoing internships, which may take the form of a general agreement or a referral for the Intern to an internship;
  - 9) learning outcomes – knowledge, skills and social competences acquired in the course of the internship;
  - 10) compulsory internship documentation – documents being the basis for undergoing and being awarded credits for internships, i.e. agreements with the Host Institutions, declarations of the Host Institutions, internship regulations, certificates of internship – collected and archived in the dean’s offices, as well as internship journals owned by the Interns;
  - 11) internship regulations – a document prepared by the Internship Supervisor, adopted by the competent faculty board and approved by the Vice-Rector responsible for internships, specifying detailed rules of internships resulting from the curriculum, as well as the conditions for crediting internships; the internship regulations specify in particular:
    - a) the duration of the internship and the number of hours of the internship,
    - b) requirements for the place of the internship and a description of the type of host institutions where the internship can be completed,
    - c) the specific objective and scope of the internship,
    - d) a list of learning outcomes that the intern should achieve during the internship, including the symbols of the outcomes, the content of the outcomes and a reference to the field-related outcomes,
    - e) the Intern’s duties,
    - f) the conditions for being awarded credits for the internship,
    - g) deadlines for undergoing and being awarded credits for the internship,
    - h) method of supervising the internship by the Internship Supervisor;
  - 12) internship journal – a document owned and maintained by the Intern (a model journal is attached as Appendix 2 to the Ordinance), describing in detail the course of the internship at the Host Institution, containing information on the activities carried out and:
    - a) name, surname and student book number of the Intern;
    - b) field, year, level and form of education as part of which the Intern is undergoing the internship;
    - c) name and address of the Host Institution (together with an indication of the organisational unit) in which the Intern is undergoing the internship;
    - d) the number of hours of the internship;
    - e) date of commencement and completion of the internship;
    - f) list of learning outcomes achieved by the Intern;
    - g) opinion and confirmation by the Intern’s Mentor that the assumed learning outcomes have been achieved;
  - 13) certificate of internship – a document confirming that the internship has been completed by the Intern (a model certificate is attached as Appendix 3 to the Ordinance) issued by the Host Institution, which contains:
    - a) name, surname and album number of the Intern;
    - b) field, year, level and form of education as part of which the Intern completed the internship;
    - c) name and address of the Host Institution (together with an indication of the organisational unit) in which the Intern is undergoing the internship;
    - d) date of commencement and completion of the internship;
    - e) list of learning outcomes achieved by the Intern;
    - f) signature of the Intern’s Mentor;
  - 14) Host Institutions database – records of the Host Institutions open for the acceptance of Interns to undergo internships, containing the name and contact details of the Host Institutions.

## **§ 2**

The aim of internships is in particular:

- 1) broadening the knowledge gained during studies and developing the ability to use it in practice;
- 2) development of skills necessary to carry out tasks in future professional work;
- 3) getting to know the rules of organisation and functioning of potential employers;
- 4) professional activation of students on the labour market.

## **§ 3**

1. Internships shall be carried out on the basis of the assumed learning outcomes at the Host Institution, whose activity profile makes it possible to achieve the assumed learning outcomes.
2. The Intern may undergo the Internship in organisational units of the University which meet the conditions referred to in sub-paragraph 1, after prior consultation with the head of the unit and the Internship Supervisor.

## **RIGHTS AND OBLIGATIONS OF THE UNIVERSITY**

### **Obligations of the Faculty Dean**

#### **§ 4**

1. The obligations of the Faculty Dean include in particular:
  - 1) requesting the appointment of the Faculty Internship Coordinator;
  - 2) appointment of Internship Supervisors;
  - 3) provision of a list of the names of Internship Supervisors to the Education Department within three weeks of the start of the course in the semester in which the internship will take place;
  - 4) acceptance of reports submitted to the Faculty Internship Coordinator by the Internship Supervisors;
  - 5) consideration of appeals concerning reports submitted by the Internship Supervisors.
2. The Internship Supervisor shall be appointed for a field or fields of studies or specialisations in the field or at the Faculty. The number of students supervised by the Internship Supervisor should not be lower than 30 students. The list of Internship Supervisors, referred to in sub-paragraph 1(3) shall contain information on the field of study (specialisation) and the number of students under supervision.

### **Obligations of the Faculty Internship Coordinator**

#### **§ 5**

The obligations of the Faculty Internship Coordinator include in particular:

- 1) coordination of activities related to undergoing internships at the Faculty;
- 2) preparation of draft agreements with the Host Institutions;
- 3) supplementing the Host Institutions database;
- 4) determination of the scope and elements of the reports of the Internship Supervisors on supervising interns;
- 5) settlement of the Internship Supervisors from the work performed on the basis of submitted reports;
- 6) submitting to the Education Department the lists of learning outcomes to be achieved during internships for all fields of study at the Faculty by the end of June of the calendar year prior to the academic year in which the internships will take place;
- 7) providing the Education Department with copies of agreements with the Host Institutions and the Internship Regulations.

## **Obligations of the Internship Supervisor**

### **§ 6**

1. The obligations of the Internship Supervisor include in particular:
  - 1) providing the Interns with full information about internships;
  - 2) referring the Interns to internships;
  - 3) preparation of draft internship regulations and instructions to the regulations;
  - 4) preparing and making available an internship journal;
  - 5) assisting the Intern in preparing a detailed internship schedule;
  - 6) supervising the proper conduct of internships;
  - 7) verifying the documentation applicable to the Interns;
  - 8) inspecting classes/lessons conducted by the Interns;
  - 9) awarding credits for internships;
  - 10) preparing a report on the supervision of internships at the end of the academic year and submitting it to the Faculty Internship Coordinator;
  - 11) providing the Dean's Office with the compulsory internship documentation;
  - 12) accessibility for supervised students during consultation;
  - 13) contact with the Intern with regard to receiving information about planned internships;
  - 14) establishing contacts with the new Host Institutions in order to find places for internships.
2. The Internship Supervisor shall have the right, and in justified cases the obligation, to control the Intern's internship at the place where it is organised.

## **Obligations of the Dean's Office**

### **§ 7**

The obligations of the Dean's Office include in particular:

- 1) preparation of agreements on compulsory internships on the basis of the information received from the Internship Supervisors;
- 2) contact with the Internship Supervisors in the scope of completing by the Interns all formalities resulting from the curricula, connected with the obligation to be awarded credits for internships;
- 3) preparation of referrals for medical examinations, if required by the Host Institution;
- 4) collection and archiving of compulsory internship documentation;
- 5) registration of internship agreements in the university database.

## **Obligations of the Education Department**

### **§ 8**

The obligations of the Education Department include in particular:

- 1) coordination of activities related to undergoing internships at the University;
- 2) maintaining a website on undergoing internships at the University;
- 3) monitoring and verification of the implementation of the provisions arising from these rules for organising and undergoing compulsory and non-compulsory internships;
- 4) issuing opinions on model documents concerning compulsory internships;
- 5) formal verification of the documentation for the payment of salaries for the Internship Supervisors and Faculty Internship Coordinators;
- 6) maintaining a database of the Host Institutions (on the basis of information provided by the Internship Supervisors and Faculty Internship Coordinators).

## **Obligations of the Student Career Centre**

### **§ 9**

The obligations of the Student Career Centre include in particular:

- 1) coordination of activities related to undergoing non-compulsory internships at the University;
- 2) maintaining a website on undergoing non-compulsory internships;
- 3) helping the interns to find a suitable place for non-compulsory internships;
- 4) ensuring that the rules governing internships are consistent with the laws and internal regulations of the University;
- 5) drawing up non-compulsory internship agreements;
- 6) informing the Interns about their rights and obligations under non-compulsory agreements and the procedures adopted in the course of the internship;
- 7) analysis of evaluation questionnaires at the end of the internship;
- 8) collection and archiving of non-compulsory internship documentation;
- 9) registration of non-compulsory internship agreements in the university database.

## **Obligations of the International Cooperation Department**

### **§ 10**

The obligations of the International Cooperation Department include in particular:

- 1) coordination of activities related to undergoing internships as part of the ERASMUS+ programme;
- 2) preparation of recruitment rules and criteria for the selection of students for internships as part of the ERASMUS+ programme;
- 3) preparation of templates of documents necessary for undergoing internships as part of the ERASMUS+ programme;
- 4) collection and archiving of internship documentation;

## **RIGHTS AND OBLIGATIONS OF THE INTERN**

### **§ 11**

The Intern shall have the right to:

- 1) reliable information on the course and organisation of internships from the Internship Supervisor;
- 2) obtain assistance in preparing a detailed internship schedule from the Internship Supervisor;
- 3) seek advice and receive support and assistance during the internship from the Internship Supervisor;
- 4) have the internship evaluated;
- 5) apply for permission to count towards the whole or part of the internship another professional activity (e.g. volunteering) carried out during the studies, provided that the schedule of activities presented by the Intern is considered by the Internship Supervisor as meeting the requirements of the learning outcomes assumed by the University.

### **§ 12**

1. The Intern shall be obliged to:

- 1) select, in agreement and after the approval of the Internship Supervisor, the Host Institution in order to undergo the compulsory internship;
- 2) provide the Internship Supervisor with a declaration of the Host Institution that it is ready to accept for the internship;
- 3) have accident insurance during the internship;

- 4) adhere to the principles arising from the internship regulations;
  - 5) reliably perform the tasks entrusted to it by the Host Institution;
  - 6) perform the necessary medical examinations, if required by the Host Institution;
  - 7) observe the order and working discipline at the Host Institution;
  - 8) observe occupational health and safety and fire protection rules at the Host Institution;
  - 9) respect the rules of professional secrecy and protection of classified information and protection of data confidentiality within the scope defined by the Host Institution;
  - 10) document reliably and systematically the internship in the internship journal in accordance with the internship regulations;
  - 11) after completion of the internship, obtain an opinion and confirmation by the Intern's Mentor that the assumed learning outcomes have been achieved;
  - 12) submit the required documentation to the Internship Supervisor within the specified deadline, including in particular the internship journal and the internship certificate, in order to be awarded credits for the internship.
2. The Intern should represent the University with dignity and take care of its good name.

## **RIGHTS AND OBLIGATIONS OF THE HOST INSTITUTION**

### **§ 13**

The Host Institution shall have the right to:

- 1) obtain a general internship schedule with the range of learning outcomes expected by the University;
- 2) inform the Internship Supervisor about problems related to the course of the internship;
- 3) fail to award credits for the internship if the Intern fails to perform the activities provided for in the internship schedule.

### **§ 14**

The Host Institution shall be obliged to:

- 1) ensure that the internship can be completed in accordance with the internship schedule, in order for the Intern to achieve the assumed learning outcomes;
- 2) issue a declaration of the readiness to accept the Intern in order to undergo the internship;
- 3) appoint the Intern's Mentor;
- 4) ensure safe and hygienic conditions for internships, in accordance with the provisions of the Labour Code;
- 5) inform the Internship Supervisor of the need to terminate the agreement for the organisation of internships with the University, should such circumstances arise.

## **COMPULSORY INTERNSHIPS**

### **Job-specific internships**

### **§ 15**

1. Job-specific (non-pedagogical) internships are an integral part of the curriculum, and their completion is one of the conditions for graduation. The Interns are assigned a certain number of ECTS credits.
2. The legal basis for the organisation and course of job-specific internships is Article 166(2) and (3) and Article 189(2)(2) of the Act.
3. Internships are obligatory and free of charge.
4. The following may be regarded as an internship: student's professional work, traineeship, voluntary work, as well as business activity, taking into account the provisions of § 11 (5).

## § 16

During the job-specific internship, the Intern should:

- 1) get acquainted with the specifics of the professional environment and the nature of the work entrusted to him/her;
- 2) broaden the knowledge gained during classes, oriented on its practical application in the selected area of professional activity;
- 3) get to know the objectives of action, methods of organisation and functioning of institutions related to the selected area of professional activity (principles of work organisation, division of competences, procedures and process of work planning and control);
- 4) apply in practice the acquired knowledge for the needs of a specific place of the internship;
- 5) gain basic professional experience and become acquainted with the ethical requirements related to his/her professional work;
- 6) achieve the assumed learning outcomes, resulting from the curriculum.

## § 17

1. Job-specific internships are continuous internships and must not prevent participation in classes at the University.
2. Job-specific internships may take the form of:
  - 1) organised internship – the Intern takes advantage of the University's offer of internships resulting from long-term contracts; the Intern can take advantage of the University's organised activities in order to achieve the objectives of the job-specific internship in accordance with the assumed learning outcomes (e.g. implementation of projects as part of academic circles, participation in cultural or sporting life of the University, in actions to promote the University or in projects commissioned to the University);
  - 2) individual internship – the Intern initiates the signing of an agreement with the Host Institution, and the Internship Supervisor exercises substantive and organisational supervision over the course of the internship.

## **Teaching (pedagogical) internships**

### § 18

1. Teaching internships are an integral part of the educational process within the teaching specialisation and are compulsory.
2. The number of hours of internships is determined by the regulations issued on the basis of Article 9c of the Act.
3. The manner of organising the internship corresponds to the requirements specified in the internship regulations applicable in each field of study.

### § 19

The aim of teaching internships is in particular:

- 1) the acquisition by the Interns of knowledge, skills and competences related to:
  - a) care, educational and didactic work;
  - b) managing the group and diagnosing the individual needs of students;
- 2) confronting the acquired psychological and educational and didactic knowledge with the pedagogical reality in practical action;
- 3) assisting the Interns in the process of professional self-definition.

## **§ 20**

The specific nature of teaching internships and the way of documenting them is specified in detail in the internship regulations.

## **§ 21**

1. Interns who are employed in schools or other educational institutions (or who perform voluntary activities) may be exempted from the obligation to undergo teaching internships, provided that the tasks performed are consistent with the scope of activities contained in the internship instructions.
2. The conditions for exemption from all or part of teaching internships are specified in the internship regulations.

## **§ 22**

Detailed tasks and duties of the Intern, the Internship Supervisor and the Host Institution, as well as the conditions for being awarded credits for teaching internships are specified in the internship regulations referred to in § 18 (3).

## **NON-COMPULSORY INTERNSHIPS**

### **§ 23**

1. Non-compulsory internships:
  - 1) are job-specific;
  - 2) are organised in order for the student to acquire the practical competences required by employers;
  - 3) are characterised by a high degree of flexibility (the time, duration and number of hours of the internship depend on the Host Institution and the Intern);
  - 4) may take place during the academic year, in particular during periods when courses are not scheduled in Poland and abroad;
  - 5) last from 3 weeks to 6 months.
2. The Intern may complete an unlimited number of internships during his/her studies in order to gain work experience and acquire practical competences.
3. Non-compulsory internships may also be carried out as part of post-graduate (PhD) studies.

### **§ 24**

1. The offer for non-compulsory internships provides an opportunity to gain experience in various areas, e.g. in sales, customer service, finance, accounting, legal, IT, administration, HRM, marketing, training, logistics, control, audit departments, etc. The offers for non-compulsory internships are posted on the website of the Student Career Centre of the Catholic University of Lublin.
2. The Intern can use the internship database of the Student Career Centre of the Catholic University of Lublin or individually and independently search for a Host Institution.
3. The non-compulsory internship programme does not provide for the possibility of internships in places where there is a risk to the health or life of the Intern.

### **§ 25**

1. The conditions for undergoing non-compulsory internships shall be as follows:
  - 1) the Intern must have a student status for the entire duration of the non-compulsory internship (the internship may end no later than on the day of the diploma exam);
  - 2) the duration of the internship, the internship programme and the organisational details shall be agreed by the Intern with the Host Institution;

- 3) the Intern referred to a non-compulsory internship for the duration of the internship is obliged to fulfil the obligation to take out accident insurance and, if necessary, third party insurance and to present relevant documents both to the University (upon receipt of the non-compulsory internship agreement) and to the Host Institution;
  - 4) the Intern shall be obliged to perform the necessary medical examinations, if required by the Host Institution; the supporting documents for the medical examinations shall be presented by the Intern to the Host Institution at the latest on the first day of the internship;
  - 5) a non-compulsory internship shall be evaluated in the form of an on-line questionnaire, both by the Intern and by the Host Institution.
2. The procedure of concluding agreements for non-compulsory internships in Poland and abroad is specified in Appendix 4 to the Ordinance.

## **INTERNSHIPS UNDER THE ERASMUS+ PROGRAMME**

### **§ 26**

Internships under the Erasmus+ programme:

- 1) provide students with the opportunity to go for a job-specific internship to a company or other institution abroad (in the European Union) and to undergo an internship directly related to subjects preparing for the pursuit of a specific profession;
- 2) are addressed to students at all stages of study, as well as to graduates (so-called *recent graduates*). In the case of graduates, the internship must be completed within 12 months of graduation;
- 3) last from 3 to 5 months (within one academic year).

### **§ 27**

1. A student who wants to undergo Erasmus+ internships should have:
  - 1) foreign language skills at least at B2 level,
  - 2) the average grade for all credited semesters of the current stage of study of at least 3.5;
2. A student qualified for an Erasmus+ internship shall receive a programme scholarship for the entire duration of the internship, in accordance with the rates applicable in a given academic year (additional funding is provided for disabled students and students entitled to receive a social scholarship at the University).

### **§ 28**

1. Students can use the contact database of the International Cooperation Department or search for a Host Institution where they would like to take part in an internship. The Host Institution indicated by the student signs a Letter of Intent, which is an acceptance of the student's admission to the internship.
2. An Erasmus+ internship cannot take place in the European Union institutions and other bodies of the European Union, including specialised European Union agencies, as well as in organisations managing European Union programmes, such as national agencies (in order to avoid possible conflicts of interest or double funding).
3. The detailed rules for undergoing Erasmus+ internships shall be governed by separate provisions.

## **INTERNSHIP FUNDING**

### **§ 29**

1. The Intern shall not be remunerated by the University.
2. The Intern may be remunerated by the Host Institution on the basis of a separate agreement between the Intern and the Host Institution.
3. The University shall not reimburse the Intern for any costs incurred for the internship.

4. The University shall not pay remuneration for the organisation of internships at the Host Institution or remuneration to Intern's Mentors, including teachers supervising Interns in schools.
5. If it is not possible to organise and undergo the internship free of charge, the Vice-Rector responsible for internships may agree to conclude an agreement with the Host Institution for the organisation of the internship against payment.
6. The Vice-Rector responsible for internships may agree to provide mutual services (e.g. organisation of lectures for students of schools in which Interns undergo internships, etc.) under internship agreements, if justified by economic calculation.
7. The rules for remunerating the Internship Supervisors and Faculty Internship Coordinators shall be governed by separate provisions.
8. The rules for financing internships subsidised from other sources, including EU funds, shall be governed by separate provisions.

### **§ 30**

The Intern shall bear the costs of possible additional requirements of the Host Institution, including:

- 1) accident insurance;
- 2) possible medical examinations;
- 3) possible third party insurance;
- 4) possible translation of the agreement into a foreign language;
- 5) possible purchase of work clothes and personal protective equipment (unless this cost is covered by the Host Institution).

## **FINAL PROVISIONS**

### **§ 31**

The rules for organising and undergoing internships shall be interpreted by the Vice-Rector responsible for internships.

### **§ 32**

1. The Ordinance of the Rector of the Catholic University of Lublin of 22 March 2006 on student internships (ROP-0101-10/06, as amended) shall expire.
2. The Ordinance of the Rector of the Catholic University of Lublin of 15 April 2008 on the organisation of internships and the principles of remuneration for the supervision of field-related internships run by the University Archives, University Library and Publishing House of the Catholic University of Lublin (ROP-0101-17/08) shall expire.
3. Internships commenced before the date of entry into force of this Ordinance shall be completed and accounted for in accordance with the existing rules, but not later than by 30 September 2018.
4. The Ordinance shall become effective as of 1 January 2018.

Rector of the Catholic University of Lublin  
Rev. Prof. Dr. Hab. Antoni Dębiński

**Appendix 1** to the Ordinance of the Rector of the Catholic University of Lublin of 19 December 2017 on the definition of the rules for organising and undergoing compulsory and non-compulsory internships as part of a higher education programme at the John Paul II Catholic University of Lublin (ROP-0101-116/17, Monitor of the Catholic University of Lublin item 553).

.....  
name of the Host Institution place, date

.....  
street, number

.....  
postal code, city/town

.....  
phone number

**Declaration of acceptance of a student of the John Paul II Catholic University of Lublin for an internship**

(Host Institution) .....

declares that it will accept from ..... to .....

for a student job-specific internship a student of the John Paul II Catholic University of Lublin:

(name and surname) ....., student book No. ....

Faculty ....., field .....

The Intern's Mentor: (name and surname, position) .....

.....

phone/fax: ....., e-mail: .....

Person authorised to sign an agreement on the organisation and conduct of the student job-specific internship on the part of the Host Institution .....

.....  
stamp and signature

**Appendix 2** to the Ordinance of the Rector of the Catholic University of Lublin of 19 December 2017 on the definition of the rules for organising and undergoing compulsory and non-compulsory internships as part of a higher education programme at the John Paul II Catholic University of Lublin (ROP-0101-116/17, Monitor of the Catholic University of Lublin item 553).



John Paul II Catholic University of Lublin

Faculty .....

field: ....., studies..... \*

# Internship journal

.....

name and surname of the Intern

.....

student book number

Faculty's stamp

Signature of the Internship Supervisor

*\*form (full-time, part-time) and level (BA/BSc, supplementary MA/MSc and uniform master's studies) of education*

## Compulsory internship

**Host Institution** .....

address: .....

.....

.....

Name of the organisational unit/units of the Host Institution in which the Intern is undergoing the internship:

.....

### Intern's Mentor

Name and surname: .....

Function / position: .....

Internship commencement date: .....

Internship end date: .....

Host institution's stamp

Signature of the Intern's Mentor

### Instructions

Detailed rules and instructions for internships resulting from the curriculum, as well as the conditions for being awarded credits for internships are specified in the Internship Regulations approved by the Rector of the Catholic University of Lublin.

Number of hours of the internship: .....

### Learning outcomes to be achieved through the internship\*

Outocme symbols	Content of the outcome	Reference to the field-related outcome (symbol)
In the field of knowledge		
In the field of skills		
In the field of social competences		

*\*For the field / specialisation / major to be prepared the Internship Supervisor on the basis of the learning outcomes approved by the Senate and to be made available to students for printing; the number of rows of the table should be changed depending on the needs*

### INTERNSHIP RECORD<sup>1</sup>

Date <sup>2</sup> and number of hours	Description of the work performed, duties entrusted and functions performed	Reference to the expected learning outcomes <sup>3</sup>	Confirmation of the achievement of the expected learning outcomes and signature of the Mentor	Notes
1	2	3	4	5
			I confirm / do not confirm	

- <sup>1</sup> Columns 1-3 to be filled by the Intern, columns 4-5 to be filled by the Intern's Mentor, the number of rows of the table should be changed depending on the needs
- <sup>2</sup> In the case of repeatability of the performed work and functions, it is possible to present the entrusted duties in a weekly system
- <sup>3</sup> The tasks carried out must relate to all learning outcomes shown in the instructions

Intern's name and surname, student book number


Descriptive assessment by the Intern's Mentor

.....

.....

.....

.....  
date and signature of the Intern's Mentor

Descriptive assessment by the Internship Supervisor

.....

.....

.....

.....  
date and signature of the Internship Supervisor

## Non-compulsory internship\*

**Host Institution** .....

address: .....

.....

.....

Name of the organisational unit/units of the Host Institution in which the Intern is undergoing the internship:

.....

### Intern's Mentor

Full name: .....

Function / position: .....

Internship commencement date: .....

Internship end date: .....

Host institution's stamp Signature of the Intern's Mentor

*\* in order to gain professional experience and practical competences, the Intern may complete an unlimited number of non-compulsory internships during the course of studies*

### Instructions\*

The conditions for undergoing non-compulsory internships and the procedure for concluding non-compulsory internship agreements are defined in the Ordinance of the Rector of the Catholic University of Lublin on the rules for organising and undergoing compulsory and non-compulsory internships at the John Paul II Catholic University of Lublin at BA/BSc, supplementary MA/MSc, uniform master's and post-graduate (PhD) studies.

The date and duration of the internship, the programme and the organisational details shall be agreed by the Intern with the Host Institution.

Number of hours of the internship: .....

### Learning outcomes that the Intern intends to achieve as a result of the internship\*\*

Content of the outcome	Notes
In the field of knowledge	
In the field of skills	
In the field of social competences	

*\*The date and duration of the internship, the programme and the organisational details shall be agreed by the Intern with the Host Institution.*

*\*\*The intended learning outcomes are prepared by the Intern in agreement with the Host Institution; the number of rows of the table should be changed depending on the needs*

**INTERNSHIP RECORD<sup>4</sup>**

Date and number of hours <sup>5</sup>	Description of the work performed, duties entrusted and functions performed	Reference to the expected learning outcomes, <sup>6</sup> as described in the instructions	Confirmation of the achievement of the expected outcomes and signature of the Mentor	Notes
1	2	3	4	5
			I confirm / do not confirm	

<sup>4</sup> Columns 1-3 to be filled by the Intern, columns 4-5 to be filled by the Intern's Mentor, the number of rows of the table should be changed depending on the needs

<sup>5</sup> In the case of repeatability of the performed work and functions, it is possible to present the entrusted duties in a weekly system

<sup>6</sup> The tasks carried out must relate to all learning outcomes shown in the instructions

Intern's name and surname, student book number


Descriptive assessment by the Intern's Mentor

.....

.....

.....

.....  
date and signature of the Intern's Mentor

**Appendix 3** to the Ordinance of the Rector of the Catholic University of Lublin of 19 December 2017 on the definition of the rules for organising and undergoing compulsory and non-compulsory internships as part of a higher education programme at the John Paul II Catholic University of Lublin (ROP-0101-116/17, Monitor of the Catholic University of Lublin item 553).

.....  
name of the Host Institution place, date

.....  
street, number

.....  
postal code, city/town

.....  
phone number

### **Certificate of student job-specific internship**

I hereby certify that a student of the John Paul II Catholic University of Lublin:

(name and surname) ....., student book No. ....

Faculty ....., field .....

(type and level of studies) .....

from ..... to .....completed a job-specific

internship at (name of the Host Institution) .....

at (name of the organisational unit of the Host Institution) .....

during which he/she achieved the assumed learning outcomes:

*(here is a list of the learning outcomes achieved by the Intern, according to the list indicated in the internship journal)*

.....  
Host institution's stamp Signature of the Intern's Mentor

**Appendix 4** to the Ordinance of the Rector of the Catholic University of Lublin of 19 December 2017 on the definition of the rules for organising and undergoing compulsory and non-compulsory internships as part of a higher education programme at the John Paul II Catholic University of Lublin (ROP-0101-116/17, Monitor of the Catholic University of Lublin item 553).

### **Procedure for concluding non-compulsory internship agreements**

- 1) At the University there are model agreements approved by the legal service (with an external entity and with an organisational unit of the Catholic University of Lublin). In the case of external entities, a bilateral agreement is concluded: i.e. between the Host Institution and the University.
- 2) In the case of internships in the organisational units of the University, a model agreement between the student and the University applies (the agreement is signed by the student, the head of the Student Career Centre of the Catholic University of Lublin and the head of the organisational unit of the Catholic University of Lublin where the internship will take place).
- 3) In order to receive a non-compulsory internship agreement, the student should fill in the form available on the website of the Student Career Centre of the Catholic University of Lublin <http://www.kul.pl/praktyki-nadobowiazkowe,11961.html>.
- 4) The completed form together with the signed consent to the processing of personal data for the purpose of the internship programme should be sent by the student in electronic form to the Student Career Centre of the Catholic University of Lublin to the address: [kariera@kul.pl](mailto:kariera@kul.pl).
- 5) The form must be received by the Student Career Centre of the Catholic University of Lublin at least 2 working days before the start of the internship.
- 6) A non-compulsory internship agreement in two copies is prepared by an employee of the Student Career Centre of the Catholic University of Lublin, after verification of the student's status in the university database.
- 7) The Intern receives the non-compulsory internship agreement in two copies in person in the Student Career Centre of the Catholic University of Lublin, after prior telephone or e-mail information received from the employee of the office. Upon receipt of the agreement, the student is obliged to present a valid student ID card.
- 8) Upon completion of the internship, the Intern returns one copy of the internship agreement signed by the Host Institution to the Student Career Centre.

### **Foreign internships**

- 1) The Intern is obliged to provide a model non-compulsory internship agreement applicable in a given entity, the internship programme and other documents required by the Host Institution, translated into Polish.
- 2) The agreement is checked for correctness by the legal service before being submitted for signature.
- 3) If the Host Institution located abroad requires an agreement in a language other than Polish, the Intern shall cover the costs of a sworn translation of the agreement and additional documents.
- 4) The Intern is obliged to fulfil the obligation to take out the necessary insurance required by the Host Institution.