

**Regulations for Student Internships
in the Faculty of Humanities in Warsaw
of SWPS University¹**

General Principles

§ 1

- 1) The Regulations for Student Internships in the Faculty of Humanities in Warsaw (hereinafter: the **“Faculty”**) of SWPS University (hereinafter: the **“University”**) shall specify:
 1. the rules concerning the completion of student internships,
 2. the rules governing the selection of internship providers by students and requesting individual internship providers,
 3. documenting the completion of internships by students.
- 2) Student internships are organised and completed pursuant to:
 - a. the Act of 20 July 2018 - Law on Higher Education and Science (hereinafter: the **“Act”**);
 - b. the regulation of the Minister of Science and Higher Education of 27 September 2018 on studies;
 - c. the Study Regulations of SWPS University adopted by way of Resolution No 25/2022 of the Senate of SWPS University of Social Sciences and Humanities of 22 April 2022 regarding the enactment of the Study Regulations of SWPS University with subsequent amendments (hereinafter: **“Study Regulations”**);
 - d. the Rules and Regulations for Studying in the Faculty of Humanities in Warsaw of SWPS University constituting an appendix to Order No 7/2023 of the Dean of the Faculty of Humanities in Warsaw of SWPS University of Social Sciences and Humanities of 4 August 2023 regarding the approval of the Rules and Regulations for Studying in the Faculty of Humanities in Warsaw of SWPS University (hereinafter: **“Rules and Regulations for Studying”**);
 - e. the relevant curricula for the fields of study conducted in the Faculty;
 - f. the curriculum for the given internship;
 - g. the syllabus for the given internship;

¹ *Effective of 1 October 2023 pursuant to Order No 16/2023 of the Rector of SWPS University of Social Sciences and Humanities of 1 March 2023 on amending the name of SWPS University of Social Sciences and Humanities with its registered office in Warsaw, the current name “SWPS Uniwersytet Humanistycznospołeczny z siedzibą w Warszawie” (SWPS University of Social Sciences and Humanities with registered office in Warsaw) shall be replaced with “Uniwersytet SWPS” (SWPS University).*

- h. these Regulations (hereinafter: “Regulations”).
- 3) Student internships are obligatory and form an integral part of the curriculum in fields of study with a practical profile, and also in fields of study with a general academic profile, if included in the curriculum. The hourly scope of student internships to be completed by the student in each semester is specified in the curriculum. As part of the internship, students should achieve the learning outcomes specified in the relevant syllabus.

Persons and Organs Responsible for the Student Internships

§ 2

1. Student internships shall be supervised by the Dean or their appointee.
2. Supervision over the completion of obligatory internships is performed by Internal Internship Coordinators on behalf of the Faculty.

Completion of Student Internships

§ 3

1. Student internships may be completed in the form of:
 1. institutional internships,
 2. individual internships,
 3. internships completed as part of the ERASMUS+ programme.
2. Students may pursue internships in more than one form.
3. Students may complete internships with more than one internship provider.
4. A student may be allowed to complete their internship remotely, provided that this method of completing internships is used by the institution in question, and the Internship Provider ensures supervision over the student's completion of tasks as well as the conditions for assessing their progress.
5. Documentation concerning the internship should be prepared in Polish, in the language of instruction in the given field of study or, with permission from the Internal Internship Coordinator, in the language in which the internship was completed.
6. Final-year students who are unable to complete the obligatory internships specified in the curriculum shall have the option to extend their course of study by the winter semester. In order to extend their studies, a student should submit the relevant application by the end of the semester in which the student internships are to be completed. Failure to submit the application within the deadline may result in the commencement of proceedings for deregistration of the student.
7. Successful completion of the subject entitled “Student Internship” is a requirement for admission to the diploma examination.

Institutional Internships

§ 4

1. Institutional internships refer to internships completed at a location offered by SWPS University via the Virtual University - the online communication platform for students available at portal.swps.edu.pl (hereinafter: "Virtual University") - in the Internships and Career tile.
2. The Internal Internship Coordinator, whose task is to approve the students' choice of internship provider, shall assess whether the providers of institutional internships are suitable and adequate for a given field of study/specialisation (whether students will be able to achieve the expected learning outcomes).
3. The detailed course of institutional internships shall be at the discretion of the internship provider who determines the relevant tasks and obligations required to pass the placement.

Individual Internships

§ 5

2. Student internships are individual when the student independently proposes a particular institution and has obtained the necessary consent from the Internship Provider as well as approval of the Internal Internship Coordinator. If a student wishes to apply for individual internships, a special form is available in the Internships and Career tile of the Virtual University.
3. Students may obtain credit for internships based on their current professional activity, particularly in the form of employment, work placement, or volunteer work, provided that the nature of their work is in line with the internship curriculum applicable in the University and guarantees the achievement of the required learning outcomes - which shall be assessed by the Internal Internship Coordinator based on the submitted documentation. To request credit for professional activity for the purpose of passing student internships, a student must complete the individual internship application form which is available in the Internships and Career tile of the Virtual University.
4. A specific period of professional activity may be counted towards student internships only once.

Internships Completed as Part of the ERASMUS+ Programme

§ 6

3. Internships may also be completed within the scope of the Erasmus+ programme.
4. A student applying for an internship placement in the scope of the Erasmus+ programme should notify the Internal Internship Coordinator of that fact. This is done by completing the individual internship application form which is available in the Internships and Career tile of the Virtual University.

5. Detailed rules concerning the requirements for completing internships as part of the ERASMUS+ programme are specified in the relevant internal regulations of the University.

Student Internship Documentation

§ 7

1. Within 30 days from completing student internships as specified in § 4-6, students shall prepare the relevant documentation in the system (Internships and Career tile) by completing the internship journal and sharing thoughts about the tasks completed and the competencies acquired during the student internships. This documentation must be approved by the Internship Provider / Employer.
2. Having completed the student internships and prepared the relevant documentation specified in section 1 above, a student must meet for an internship interview with the Internal Internship Coordinator who will then issue a grade in accordance with the criteria specified in the syllabus and enter it into the protocol.
3. The documents and the internship interview with the Internal Internship Coordinator, as specified in sections 1-2, form the basis for the successful completion of student internships.
4. Documentation that is incorrectly prepared (no approval from the internship provider and student, learning outcomes inconsistent with the current internships syllabus, etc.) may be rejected for formal reasons. The student may then be requested to correct said documentation within 30 days of being notified of this fact.

Grade for the Completion of Student Internships

§ 8

1. The final grade for the internship is a product of:
 - a. achievement of the learning outcomes (weight 0.5)
 - b. student's level of critical reflection (weight 0.3)
 - c. presentation of the student's achievements during the internship interview (weight 0.2).
2. When assessing the achievement of learning outcomes, the Internal Internship Coordinator shall take into account the marks received from the Internship Provider or Employer. The Internal Internship Coordinator shall analyse the marks issued by the Internship Providers or Employers and calculate the average, taking into account the duration of internships with the specific Internship Provider or Employer, and the suitability of internships offered by the specific Internship Provider or Employer with regard to the required learning outcomes.
3. Learning outcomes are assessed on a scale of 2 to 5. A score of 2 indicates that the learning outcome was not achieved. A score of 3 signifies that the learning outcome was

achieved to a satisfactory degree (minimum required to pass). A score of 5 denotes that the learning outcome was achieved to a very high degree.

4. Absence of one of the learning outcomes shall automatically result in a negative grade for the internship.

Final Provisions

§ 9

1. On behalf of the dean, the Internal Internship Coordinator may be authorised to resolve individual student matters concerning the completion and crediting of student internships.
2. If the provisions of these Regulations are inconsistent with the Act, other generally applicable legislation or internal regulations of the university, in particular the Study Regulations, the provisions of the higher-tier act shall apply.