

Student Internship Regulations of the Strzemiński Academy of Fine Arts Łódź

The legal basis for the document is the Higher Education Act of July 27th, 2005 - (Dz. U. Nr 164 poz.1365 z późn. zm.), Study Regulations of the Strzemiński Academy of Fine Arts Łódź;

General provisions

1. The Regulations concern internships for students of first-cycle studies and long-cycle Master studies, as well as students of second-cycle studies provided that the study programme and course of studies include a student internship.
2. Student Internship included in the study programme and course of studies is obligatory.
3. In the case of a field of study of a practical educational profile the Student is obliged to undergo an internship included in the study programme (a total of three months on each study cycle). In the case of a field of study of a general education profile – if the study programme includes an internship – the student is obliged to undergo the internship as required by the study programme of a given field of study.
4. The date of realization and the length of an internship as well as the number of ECTS points acquired by the student is determined by the study programme and course of studies of a given field of study and the Faculty Student Internship Regulations. The Student completes the internship according to the course of studies of a given field of study accepted by the Faculty Boards.
5. The Regulations determine the general rules of organizing internships at the Strzemiński Academy of Fine Arts Łódź – the detailed rules are determined by the Faculty Student Internship Regulations prepared separately by each Faculty for particular fields of study and, in the case of internships realized within the framework of the Erasmus+ Programme, by the Academy's Erasmus+ Programme Regulations.
The internship should be appropriate for a particular field of study/major at the Academy.
6. An internship declared to be facultative will not be treated as an internship included in the study programme – this concerns also internships realized within the framework of the Erasmus+ Programme.
7. The Student takes part in a facultative internship on his/her own responsibility. The Academy does not issue a referral for the Student and the Student is not required to provide the Academy with any internship documentation. The only exceptions to this rule are internships within the framework of the Erasmus+ Programme in which the Student participates according to the Academy's Erasmus+ Programme Regulations.
8. The student internships on each Faculty are supervised by Student Internship Supervisors appointed by the Dean and the Rector of the Academy.
9. The student internship at the Strzemiński Academy of Fine Arts Łódź is understood as:

- a) in the case of a field of study of a **general education** profile the internship takes place mainly during the summer break or during the semester, provided that it does not interfere with the Student's other classes determined by the programme of studies and the Student's timetable. The Student cannot point to the internship as a circumstance justifying not performing other tasks.
 - b) in the case of a field of study of a **practical education** profile the internship takes place alternately with classes realized at the Academy and takes into account all educational outcomes determined by the study programme for a given field of study, study cycle and education profile.
 - c) plein-air sessions– if they are a form of internship accepted by the study programme of given studies.
10. The date and duration of the student internship, including the number of ECTS points received by the student, are determined in the plan of studies of a given field of study accepted by the Faculty Board.
 11. The Student may choose a business entity or institution in Poland or abroad whose profile enables the Student to meet the requirements described in § 2.
 12. The internship may take place at the Strzemiński Academy of Fine Arts Łódź if it is allowed by the Faculty Student Internship Regulations for a given field of study, study cycle and education profile.
 13. The Internship is free of charge for both the Student and the Host Institution. The Academy does not reimburse any costs covered by the Student on account of the internship. If the Student's tasks within the framework of the internship require expenditures, the Academy does not cover such expenses. The work performed by the Student for the host institution is unpaid.
 14. Before commencing the internship the Student is obliged to get acquainted with the Student Internship Regulations and the Faculty Student Internship Regulations for a given field of study.
 15. The Host Institution is required to appoint an internship supervisor.
 16. The Student is required to undergo the internship according to the requirements of the study programme for a given field of study and to the signed contract.

§2

Internship aims

1. The aim of the internship is:
 - a) to broaden the Students' knowledge acquired during their studies and to develop their skills connected with putting it into practice,
 - b) to develop skills necessary in the Students' future professional career including: analytical, organizational, team work and networking skills and to prepare Students for independent work, taking responsibility for their tasks, etc.,
 - c) to broaden Students' knowledge about various branches of economy,

- d) to create circumstances conducive to Students' occupational development on the job market,
- e) to get acquainted with the principles of organization, mechanisms and the specifics of functioning of companies and institutions connected with the Student's field of study and major; to acquire new foreign language skills,
- f) to confront the theoretical knowledge acquired during the studies with practical requirements of the future professional career,
- g) to build up contacts useful in preparing the diploma work and finding a job.

§ 3

Responsibilities of the internship organizers and participants

1. The Faculty Internship Supervisor's responsibilities

- 1) The student internship is supervised on behalf of the Academy by an internship supervisor, that is an academic teachers appointed by the Dean and the Rector. The list of internship supervisors of particular Faculties is available at www.asp.lodz.pl.

The internship supervisors:

- 2) cooperate with the Careers Service to verify units which may accept students for an internship,
- 3) prepare the Faculty Internship Regulations for particular fields of study /majors, present them at the Faculty Board Meeting and ensure they are up-to-date,
- 4) organize information meetings for students,
- 5) direct students for an internship – they prepare and issue documents related to the course of the internship,
- 6) accept the company/institution chosen by the Student as a Host Institution,
- 7) cooperate with the Faculty Erasmus+ Coordinator,
- 8) monitor the correct realization of the internship,
- 9) check the required documentation,
- 10) solve problems occurring during the course of the internship,
- 11) assess the realization of the internship programme,
- 12) credit the internship by filling in and signing the Internship Assessment Form and other documents necessary to successfully complete the internship – once the Student delivers an appropriate internship report.

2. The Student's responsibilities:

The Student is required to:

- 1) find a company/institution willing to accept him/her for an internship,
- 2) present all documents necessary to undergo an internship to the Faculty Internship Supervisor, including an Accident Insurance and Civil Liability Insurance for the course of the internship and their copies. The copy of the insurance is an attachment to the Student Internship Contract,
- 3) perform tasks according to the programme of the internship,
- 4) actively participate in the internship,
- 5) conform to the Host Institution's work rules, occupational health and safety regulations, fire safety regulations, as well as the rules of state and official confidentiality and data confidentiality within the scope defined by the Host Institution,
- 6) perform tasks designated by the Host Institution's Internship Supervisor,
- 7) keep documentation of the internship,
- 8) deliver all required internship documents on the date and to the place defined by the Faculty Internship Regulations,
- 9) get the Internship Supervisor's signature on the Internship Assessment Form and any other documents necessary to complete the internship,
- 10) follow the rules of the Internship Regulations and Faculty Internship Regulations.

3. The Host Institution Internship Supervisor's responsibilities:

The Supervisor is required to:

1. give the Student tasks in accordance with the form of the internship and its programme;
 - a) monitor the realization of the programme by the Student;
 - b) supervise the Student with regard to conforming to the regulations, discipline and working time of the Host Institution;
 - c) issue a written assessment of the internship and write it down in the Internship Assessment Form;
 - d) remain in contact with the Academy's Internship Supervisor from a given Faculty.

§ 4

The organization and course of the internship

1. The Student chooses the host institution.
2. The Student may use the list of host institutions at [www. asp.lodz.pl](http://www.asp.lodz.pl)
3. The Student undergoes the internship on the basis of the Student Internship Contract signed by the Strzemiński Academy of Fine Arts Łódź and the Host Institution (attachment No 1). The Contract is signed by the authorised Faculty Internship Supervisor.
4. The course of the internship is documented by the Student in the Internship Assessment Form (Attachment No 2)

§ 5

Rules and conditions of completing the internship

1. The internship is considered to be completed if all the following conditions are met:
 - a) the Student has undergone the internship and confirmed it by filling in the Internship Assessment Form,
 - b) the Internship Assessment Form includes a signed assessment of the Student – the signature belongs to the Student's Internship Supervisor mentioned in the contract;
 - c) the Internship Assessment Form is signed by the Internship Supervisor;
 - d) the Internship Supervisor has confirmed the completion of the internship on the Student's transcript of records and all other necessary internship documents.
2. In the case when the Student does not successfully complete the internship the Dean may agree to the Student's repeating it. On the Student's written request, he/she may repeat the internship in the same or in a different Host Institution.
3. The Student will not be allowed to defend his/her diploma thesis without a successfully completed internship required by the teaching programme.
4. All internship documents are archived in the Student's file.
5. On the Student's request copies of the documents mentioned in point 4 may be issued.

§ 6

Recognizing the internship on the basis of a documented professional work

1. Full-time and part-time Students may apply for full or partial recognition of the internship on the basis of documented professional work in Poland or abroad (work performed under an employment agreement or a different kind of agreement e.g. a civil-law contract, or operating one's own business) or of documented unpaid form of employment (e.g. voluntary work, traineeship) which is in accordance with the Student's education profile in a given field of study or major.
2. The condition for recognizing the internship is to document the Student's form of professional activity in a period no shorter than the duration of the internship defined by the study programme for a field of study.
3. The internship may be fully recognized if the Student's professional activity enabled him/her to achieve the learning outcomes included in the internship programme for a given field of study, study cycle and profile of studies and its duration is not shorter than the duration of the internship defined in a given programme.
4. The recognition of the internship takes place on the Student's written request (attachment No 3) addressed and submitted to the Faculty Internship Supervisor. The request has to be submitted before the period in which the internship should be realized.
5. The Student attaches to the request mentioned in point 1 his/her employment agreement, a civil-law contract or a certificate issued by the employing company/institution including information about the period of employment, the position and the range of responsibilities. In

the case of Students who operate their own business it is necessary to attach a certificate of entry in the business activity register or the National Court Register.

6. The decision about recognition of the student internship, on the Student's request, is made by the Faculty Internship Supervisor after positive assessment of the request and the attachments.

§ 7

ERASMUS +

Students of the Strzemiński Academy of Fine Arts Łódź may seek to undergo the internship within the framework of the Erasmus+ Programme. The internship is then realized according to the rules of the Academy's Erasmus+ Programme Regulations for the academic year when the Student goes for the internship.

§ 8

Final provisions

1. In all matters not settled herein and in the case of disputable issues the final decision will be made by the Pro-rector for Teaching.
2. The Regulations become effective on the day of its publication.
3. An internship commenced or organized before the day of the Regulation's publication will be realized according to the former Regulations.