

ORDINANCE
of the Rector of Krakow University of Economics
No. R.0211.53.2025
from 6 October 2025

on
detailed organization of student internships

Acting pursuant to Article 23(1) of the Act of 20 July 2018. – The Law on Higher Education and Science (i.e. Journal of Laws of 2024, item 1571, as amended) and §16(7)(2) of the Statute of the Krakow University of Economics, is regulated as follows:

§ 1

1. The Ordinance defines the detailed organization of student internships and the rules for their credit, to the extent not regulated in the Study Regulations.
2. The terms used in the ordinance mean:
 - 1) University – Krakow University of Economics,
 - 2) Study Regulations – Regulations of Studies at the Krakow University of Economics,
 - 3) Internship organizer – an external entity accepting a student for a student internship,
 - 4) Internship supervisor – an employee of the University appointed by the Director of the Institute to take care of student internships,
 - 5) Student internships – internships, as well as professional work, apprenticeships, or volunteering, which may be classified as student internships, in accordance with the provisions of the Study Regulations and this Ordinance,
 - 6) Professional work – the completion of internships may take place on the basis of performing work on the basis of an employment contract, contract of mandate, running one's own business,
 - 7) EOD system – Electronic Document Circulation system operating at the University, which is used to complete the student internship procedure,
 - 8) Student Service Centre (SSC) – an organizational unit dealing with tasks related to the handling of student matters in the course of studies, indicated in the applicable Organizational Regulations of the University.

§ 2

1. Heads of departments, from among the academic teachers of a given department, indicate candidates to perform the function of supervisor of internships on a given degree in a given academic year and submit the relevant information in writing to the relevant College Office by 30 September each year.
2. On the basis of the information received in accordance with paragraph 1, the competent College Office shall compile a list of all the candidates for internship supervisors at the Institute of the College concerned, which shall then be forwarded to the Director of the relevant Institute.
3. The Institute Director approves and informs the Teaching Department about the academic teachers of this Institute appointed as Internship Supervisors.
4. A change of the Internship Supervisor during the academic year requires the head of the Department to report this fact to the Institute Director. After accepting the change, the Institute Director informs the Teaching Department and the SSC Director about the change. The Teaching Department introduces and updates the list of Internship Supervisors in the University's EOD system.
5. The Internship Supervisor receives a salary supplement, specified in the Remuneration Regulations.
6. For each degree in which the number of students does not exceed 150 people, one supervisor is appointed. In justified cases, it is possible to appoint a larger number of supervisors with

the consent of the Vice-Rector responsible for student affairs. In the case of appointment of two or more supervisors, the maximum annual rate of the supervisor's allowance indicated in the Work Regulations for the number of students over 100 is divided among the appointed supervisors in proportion to the number of students whom they supervise.

7. If the number of students on the degree exceeds 150 students, the annual amount of allowances paid to Internship Supervisors on a given degree is determined as the sum of the maximum annual allowance rates for the number of more than 100 students and the rate for the relevant range. The division among the appointed supervisors takes place on the terms specified in paragraph 6.
8. The salary supplement referred to in paragraph 5 shall be payable after the end of the academic year and after:
 - 1) creating an electronic protocol on the completion of student internships using the University's USOS system,
 - 2) creating a report with a list of names of students who were supervised by individual Internship Supervisors during the implementation of student internships, by the Teaching Department using the University's EOD system.

§ 3

1. Student internship is carried out on the basis of an agreement concluded between the University, the Internship Organizer and the student (tripartite agreement).
2. A detailed procedure for the preparation of documentation as part of the crediting of a student internship is described in the *Instructions for completing a student internship in the EOD system* and is available on the SSC website in the Internship tab.
3. Document templates are introduced, that are automatically generated as part of the procedure for crediting student internships in the University's EOD system:
 - 1) agreement on the organization of student internship referred to in paragraph 1 – as specified in Appendix No. 1,
 - 2) a report on the course of student internship or professional work/apprenticeship/volunteering as an internship – as specified in Appendix No. 2,
 - 3) referral for internship (if applicable) – as specified in Appendix No. 3,
 - 4) a questionnaire for the evaluation of learning outcomes achieved during the student internship and the identification of factors conducive to its implementation by a given Organizer of the internship carried out by the student – as specified in Appendix No. 4.
4. In the event that – due to the requirements of the Internship Organizer – an agreement not drawn up in accordance with the template referred to in paragraph 3 point 1 is submitted for signature in the University's EOD system:
 - 1) if its content does not differ fundamentally from the content presented in the template – the Internship Supervisor decides on its acceptance and signing by the University,
 - 2) if its content is fundamentally different from the content presented in the template – it is necessary to obtain the opinion of the Team of Legal Advisors, subject to paragraph 5.
5. The Internship Supervisor takes into account the bilateral agreement concluded between the Internship Organizer and the student or a tripartite agreement, provided that the student internship corresponds to the student's field of study and meets the objectives referred to in the Study Regulations, the curriculum and the subject sheet, primarily with regard to the learning outcomes indicated in the "Internship" subject card (syllabus). In such a case, the opinion of the Team of Legal Advisors is not required.
6. It is not permitted to carry out a student internship outside the territory of the Republic of Poland on the basis of a tripartite agreement or a referral to an internship.
7. It is possible to complete internships under the Erasmus program under the rules set out therein.
8. A mandatory attachment to a tripartite agreement or referral for an internship is an insurance

document or policy confirming that the student has purchased civil liability (in Polish "OC") and accident insurance for the period of the student internship, adequate to the type of internship, which, in accordance with the procedure for completing the student internship, should be attached in the University's EOD system.

9. In the case of a student's application for credit for an internship on the basis of documents in a language other than Polish, the student is required to submit a translation of the documents by a sworn translator. This requirement does not apply to internships carried out under the Erasmus international program.
10. If the student applies for the crediting of a student internship on the basis of professional work/apprenticeship/practice based on a bilateral agreement/volunteering, the student uploads a document in the University's EOD system confirming the existence of prerequisites for crediting the internship on this basis, including the assessment made by the Internship Supervisor regarding the compliance of the activities performed with the degree learning outcomes included in the subject card (syllabus) "Internship" of the degree studied.
11. The Internship Supervisor is authorized to sign the documents referred to in paragraphs 3-5 on behalf of the University, provided that the agreement does not give rise to financial obligations for the University. The Internship Supervisor is not authorized to grant further powers of attorney.

§4

1. After completing the procedure of completing the student internship, the documentation is stored in the University's EOD system, from which the Internship Supervisor can generate a report with a register of completed internships on a given degree at any time. The student is obliged to download and print two sets of documentation: one for himself and one that will be handed over to the Internship Organizer.
2. The register referred to in paragraph 1 shall contain at least:
 - 1) the number of items in the register,
 - 2) a reference number consisting of the designation "PSWN", identified as a student internship, the designation of the calendar year and the month of commencement of the procedure for completing student internships in the University's EOD system, and the next number of the procedure commenced in a given month of that year at the University (e.g. **PSWN/2025/05/00003** – means the launch of the third procedure for crediting a student internship registered in May of the calendar year 2025 (i.e. the academic year 2024/2025) at the University,
 - 3) name and surname of the student, album number, year and degree,
 - 4) indication of the Organizer of the internship,
 - 5) other elements of the register, in accordance with the reporting capabilities in the University's EOD system.
3. The period of storage of documentation in the EOD system, and then the method of archiving them, is determined by the Office Archiving Instruction in force at the University.

§ 5

1. The University does not reimburse the student for any costs for the implementation and completion of the student internship, therefore the student is not entitled to financial claims against the University for completing this internship.
2. The work of a student undergoing a student internship for the Internship Organizer is free of charge, subject to paragraph 3.
3. In the event that the Internship Organizer decides that the student may receive remuneration for the work performed during the student internship, the relevant agreement is concluded between the Internship Organizer and the student, without the participation and mediation of the University.

§ 6

1. The Ordinance enters into force on 1 October 2025.
2. On the date indicated in paragraph 1, the Rector's Ordinance No. R.0211.4.2025 of 27 January 2025 on the detailed organization of student internships, subject to paragraph 3, is repealed.
3. Student internships commenced before the date of entry into force of this Ordinance are carried out in accordance with the regulations in force on the date of signing the internship agreement.

RECTOR

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