Appendix
to the Rector's Ordinance No. R.0211.60.2026
from 7 October 2026

Consolidated text of the Ordinance No. R.0211.53.2025 from 6 October 2025

§ 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 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 15 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. It is recommended that prior to commencing a student internship conducted under an tripartite agreement or a referral for an internship, each student holds civil liability insurance (in Polish "OC") and accident insurance (in Polish "NNW") appropriate to the nature of the internship and covering its entire duration.
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.

Appendix No. 1
to the Rector's Ordinance No.
R.0211.53.2025 from 6 October 2025

AGREEMENT PSWN/year/month/number
for the organization of student internships

Concluded on: .....
Company Name: .....
Headquarters:.....
KRS/entry in the register: .....
REGON: ..... NIP:.....
hereinafter referred to as the Internship Organizer, represented by:
……..
and
Krakow University of Economics, 27 Rakowicka Street, 31-510 Krakow, hereinafter referred to as the University, represented by:
…….
and
student Mr./Mrs./Ms. .....
residing in: .....
hereinafter referred to as the Intern.

§ 1

The University directs the Intern to undertake a student professional internship (hereinafter: "internship") on the premises and under the direction of the Internship Organizer, within the period from ……. to……..……
(duration of student internship: ..... teaching hours)

§ 2

1. The Internship Organizer undertakes to create the conditions necessary for the implementation of the internship in accordance with the program agreed between the parties and to ensure:
   1) undertaking the internship in conditions that are not harmful to health within the meaning of the provisions of the Polish labor law;
   2) an appropriate job position for the Intern, in accordance with the assumptions of the agreed internship program;
   3) familiarizing the Intern with the company's work regulations, occupational health and safety regulations, fire safety regulations and regulations on the protection of professional secrecy;
   4) supervising the performance by the Intern of tasks resulting from the internship program taking into account the learning outcomes specified in the subject card (syllabus) "Internship", which is attached to this agreement.
2. The following are authorized to agree on the internship program:

1) from the University ..... **, Internship supervisor,**

2) from the Internship Organizer - .....

§ 3

1. The University is obliged to exercise substantive and educational supervision over the course of the internship.

2. The duties referred to in paragraph 1 are performed on behalf of the University by the Internship Supervisor indicated in §2 section 2 point 1, who is authorized to control the implementation of the internship program and to decide, in consultation with the Internship Organizer, all matters related to the course of the internship.

§ 4

1. The Intern undertakes to complete the internship in accordance with the established program, and in addition, to:
   1) compliance with the internship rules set by the University,
   2) compliance with the order of and discipline of work established by the Organizer,
   3) compliance with health and safety and fire protection regulations,
   4) compliance with the principles of maintaining professional and state secrecy and data confidentiality protection to the extent specified by the Internship Organizer.
2. In the event of a breach of the obligations set out in this agreement, the Intern may not be allowed to continue the internship by the Internship Organizer or be dismissed from it by the University at the request of the Internship Organizer.

§ 5

1. After completing the internship, the Intern prepares a report on its course and presents it for approval to the Internship Organizer and the Internship Supervisor from the University.
2. The condition for passing the internship is that the Intern has completed all the learning outcomes specified in the subject card (syllabus) "Internship" in the PRK system.
3. The approved report is the basis for the Internship Supervisor to make a decision on crediting the Intern with the internship provided for in the degree program.

§ 6

1. The internship is free of charge and the Trainee is not entitled to financial claims for its implementation and completion – neither against the University nor against the Internship Organizer, subject to paragraph 2.
2. In the event that the Internship Organizer decides that the Intern may receive remuneration for the work performed during the internship, the relevant agreement shall be concluded between the Internship Organizer and the Intern, without the participation and intermediation of the University.
3. During the internship, the Intern is obliged to have civil liability and accident insurance adequate to the type of internship. A document confirming insurance is an Appendix to this agreement.

Student signature Guardian signature Employer's signature

Appendix No. 2
to the Rector's Ordinance No.
R.0211.53.2025 from 6 October 2025

REPORT
ON THE CONDUCT OF STUDENT PROFESSIONAL INTERNSHIP
(hereinafter: "Internship")

Student's name: ……
Album number ……
Degree: ……
Specialty: ……
Year of study: …….

Duration of the internship from ..... to.....

Internship organizer:
……

Registry number: PSWN/year/month/number

CONDUCT OF THE INTERNSHIP

(achieved learning outcomes, completed tasks, activities)

#	Category	Learning outcomes	Tasks, activities performed during the internship
1	Knowledge		
2	Skills		
3	Social competences		

I confirm the course of the internship described above and the student's achievement of learning outcomes during the internship (*please mark the correct answer*):

#	Learning outcomes category	Confirmation of the level of compliance by Internship organizer*	
1	Knowledge outcomes(s)		has been fully completed by the student
			has been partially completed by the student
			has not been completed by the student
2	Skills outcomes(s)		has been fully completed by the student
			has been partially completed by the student
			has not been completed by the student
3	Social competences outcomes(s)		has been fully completed by the student
			has been partially completed by the student
			has not been completed by the student

***** in the fields preceding the levels of fulfilment of individual categories of learning outcomes, mark the level achieved by the student during the internship with an X

…… ……

Date *Signature and stamp of the Internship Organizer*

Appendix No. 3
to the Rector's Ordinance No. R.0211.53.2025
from 6 October 2025

Krakow, on .....

Krakow University of Economics

Employer's address ....

REFERRAL FOR STUDENT INTERNSHIP

In accordance with the Agreement/Memorandum on the organization of student internship No.

PRST/year/month/number(s) concluded between **Krakow University of Economics** and **the**

EMPLOYER

I direct you .....

student .....

on the degree .....

album number .....

ID number .....

to complete a student internship in the period of:

Planned start date: ……..

Planned completion date: ……..

Appendix No. 4
to the Rector's Ordinance No.
R.0211.53.2025 from 6 October 2025

#	Question	Answer
1	The internship enabled me to gain knowledge	I strongly agree
		I rather agree
		I don't have an opinion / it's hard to say
		I rather disagree
		I strongly disagree
2	The internship gave me the opportunity to acquire skills useful in the industry	I strongly agree
		I rather agree
		I don't have an opinion / it's hard to say
		I rather disagree
		I strongly disagree
3	The internship allowed me to become acquainted with the specifics of the functioning of the industry	I strongly agree
		I rather agree
		I don't have an opinion / it's hard to say
		I rather disagree
		I strongly disagree
4	During my internship, I received appropriate support from the person who took care of me from the employer’s side	I strongly agree
		I rather agree
		I don't have an opinion / it's hard to say
		I rather disagree
		I strongly disagree
5	The employer provided me with the right conditions to perform tasks during the internship	I strongly agree
		I rather agree
		I don't have an opinion / it's hard to say
		I rather disagree
		I strongly disagree
		I strongly agree
6	During my internship, I had the opportunity to develop social competences (e.g. teamwork, communication)	I strongly agree
		I rather agree
		I don't have an opinion / it's hard to say
		I rather disagree
		I strongly disagree
		I strongly agree
7	What factors supported the performance of responsibilities during the internship?	
8	Have you encountered any difficulties or challenges during your internship?	YES / NO If YES, please indicate what were they:
9	Other comments	