

Regulations on organizing and doing obligatory internships by students of the Faculty of Mathematics and Information Science

§1

1. These Regulations set forth the provisions for the organization and principles for doing obligatory internships by students of the Faculty of Mathematics and Information Science (under the study programme).
2. As used in these Regulations, the terms below shall have the following meanings ascribed to them:
 - 1) Dean shall mean the Dean of the Faculty of Mathematics and Information Science.
 - 2) Office Instruction of the Warsaw University of Technology shall mean Annex No. 1 to Regulation No. 53/2016 of the WUT Rector of 17 October 2016, including later amendments.
 - 3) Obligatory student internships shall mean student internships done by students under the study programme.
 - 4) Proxy for Professional Training Placement shall mean the Dean's Proxy for Professional Training Placement, a person appointed by the Dean, in compliance with §3 of *Regulations on financing obligatory student internships included in the first- and second-cycle and long-cycle Master's full-time and part-time degree programmes*, constituting Annex No. 1 to Regulation No. 45/2021 of the WUT Rector of 21 May 2021.
 - 5) External Entity shall mean a business entity, an academic and research unit, or a local government unit offering an internship to a student in a position complying with the profile of their studies.
 - 6) Intern shall mean a student doing the internship.
 - 7) Internal internships shall mean internships done by students in academic and teaching units of the Faculty.
 - 8) University shall mean the Warsaw University of Technology.
 - 9) Faculty shall mean the Faculty of Mathematics and Information Science.
 - 10) Regulation No. 45/2021 of the WUT Rector of 21 May 2021 shall mean Regulation No. 45/2021 of the WUT Rector of 21 May 2021 on introducing the Regulations on financing obligatory student internships included in the first- and second-cycle and long-cycle Master's full-time and part-time degree programmes.

§2

Obligatory internships aim to familiarize students with the practical aspects of their future profession, including:

- 1) facilitating the application of knowledge and skills gained by students during their study programme to date.
- 2) acquiring new practical knowledge and practical skills by students and developing their social competences.
- 3) familiarizing students with principles of work organization.
- 4) preparing students for independent work and accepting the responsibility for the tasks performed.

§3

1. Students of the Faculty may do obligatory internships:
 - 1) in external entities in positions complying with the profile of their study
 - 2) in academic and teaching units of the Faculty, following the Faculty Dean's consent.
2. Student internships done with external entities shall be done in a manner set forth in §6.
3. Student internships done in academic and teaching units of the Faculty shall be done in a manner set forth in §5.
4. Students shall individually look for an entity or unit in which they would like to do an internship.
5. To facilitate looking for an entity or unit specified in section 4, information on the internship offers made by the Faculty partners shall be transferred to students by the Proxy for Professional Training Placement or made available on the website of the Careers Service of the Warsaw University of Technology.
6. Should there be any difficulties with selecting the entity or unit mentioned in section 4, students may avail themselves of the offer of the Careers Service of the Warsaw University of Technology and the assistance of the Proxy for Professional Training Placement.

§4

1. The minimum period of an internship shall be:
 - 1) 120 hours – for first-cycle studies completed with obtaining the Bachelor of Science degree by the graduate, internships shall be done by the end of the sixth term.
 - 2) 90 hours – for second-cycle studies completed with obtaining the Master of Science degree by the graduate, internships shall be done by the end of the third term.
2. For the period of the internship, students shall have insurance against an unfortunate accident. Students may avail themselves of the collective student insurance offer signed by the University.

§5

Procedure for doing internships by students in the organizational units of the Faculty

1. Students may do obligatory internships in academic and teaching units of the Faculty under the supervision of teaching staff or academic and teaching staff, subject to provisions of section 2.
2. An academic teacher willing to supervise the students doing an internship in academic and teaching units of the Faculty shall submit a request to the Vice-Dean for Student Affairs to be granted permission to supervise the interns. The teacher shall attach a proposal for a framework internship programme to the request submitted to the Vice-Dean for Student Affairs. The recommended framework internship programme shall assist in implementing teaching tasks (participation of interns in teaching classes under the supervision of an academic teacher), involving students in academic work done by teachers, and shall conclude with speaking at a departmental seminar appropriate for a given employee.
3. After receiving permission to supervise the interns from the Vice-Dean for Student Affairs, the information on the places offered for internal internships shall be published by the Dean's Office on the website of the Faculty.
4. A student willing to do an internship in an academic and teaching unit of the Faculty shall report to the academic teacher specified in section 2 to agree on the programme of the internship done by the student and its dates. An agreed proposal for an internship programme (signed by the teacher) shall be submitted for approval to the Proxy for Professional Training Placement. The proposal of the internship programme shall include the following information: student data (name and surname, number of dean's group, e-mail), name of the

academic and teaching unit of the Faculty in which the student will do the internship, data of the academic teacher supervising the student, date of the internship, proposal of responsibilities and duties performed by the student during the internship.

5. The Proxy for Professional Training Placement shall verify the compliance of the submitted internship programme with the thematic scope of the study and assess the possibility of achieving by the student the learning outcomes planned for student internships as a result of the programme implementation. Upon approval, the Proxy Professional Training Placement shall grant written permission for doing the internship by the student in accordance with the submitted programme proposal.
6. After the student completes an internal internship, the academic teacher supervising the student shall issue a confirmation of a completed internship. The confirmation of a completed internship shall contain the following information: the scope of done internships, the responsibilities and duties performed by the student during the internship, assessment of the learning outcomes planned for the internship that have been achieved by the student.
7. The student shall present the confirmation of a completed internship specified in section 6 to the Proxy for Professional Training Placement no later than in the first month of the term following the completion of the internships.

§6

Procedures for doing student internships in external entities

1. Student internships done in external entities shall take place based on an agreement concluded by the Faculty, the external entity, and the student, and based on an individual referral.
2. If the student has an employment contract, internship contract, or civil-law contract with the external entity during the internship, concluding the agreement between the Faculty, the external entity, and the student is not required. Procedures, in this case, shall be defined by §7.
3. The student shall individually find the external entity in which they want to do an internship. The student shall approach the external entity representative for an interview to be granted permission for doing an internship. If permission is granted, the student shall agree on the internship programme and its dates.
4. The internship programme shall include the following: student data (name and surname, student book number, number of dean's group, e-mail), data of the institution in which the student will do the internship (name and address of the institution, name, and surname of the person who will conclude the agreement on behalf of the external entity), internship dates, framework internship programme.
5. The student shall submit the internship programme agreed on with the external entity to the Proxy for Professional Training Placement for approval through signing the document.
6. The Proxy for Professional Training Placement shall assess the compatibility of the external entity activity, in which the student intends to do an internship and the proposed internship programme with the thematic scope of the study, as well as the potential for achieving by the student the learning outcomes planned for the student internships as a result of the programme implementation.
7. Upon approval, the Proxy for Professional Training Placement shall prepare an "Agreement on organization of obligatory student internship" (3 copies). The template for "Agreement on organization of obligatory student internship" is specified in Annex No. 2 to Regulation No. 45/2021 of the WUT Rector of 21 May 2021. When collecting the agreement, the student shall present a copy of the proof of insurance against unfortunate accidents.

8. The student shall submit an “Agreement on organization of obligatory student internship” (3 copies) to the external entity for signing.
9. Agreements signed by the external entity and the student shall be submitted by the student to the Proxy for Professional Training Placement. The Proxy for Professional Training Placement shall issue “Referral for Internship” to the student. The template for “Referral for Internship” is specified in Annex No. 3 to Regulation No. 45/2021 of the WUT Rector of 21 May 2021.
10. The student shall do the internship for which they have obtained the referral.
11. During the student internship, a representative of the external entity in which the student is doing the internship:
 - 1) shall document the tasks performed by the student in the ”Student Internship Report” and shall prepare in it an evaluation of the internship and the learning outcomes planned for the student internship that have been achieved by the student (achieving all learning outcomes for the internship is indispensable for earning credits for the student internship).
 - 2) shall certify the student internship in the form “Certificate of Completed Internship”. The template “Certificate of the Completion of the Internship” constitutes Annex No. 1 to these Regulations. The template “Certificate of the Completion of the Internship” is specified in Annex No. 3 to Regulation No. 45/2021 of the WUT Rector of 21 May 2021.
12. The student who completed a student internship shall submit to the Proxy for Professional Training Placement “Student Internship Report” and “Certificate of the Completion of the Internship” no later than in the first month of the term following the internship completion.
13. Based on the report submitted by the student, the Proxy for Professional Training Placement shall evaluate the achievement by the student of the learning outcomes planned for the internships. Earning credits for the internship by the student shall mean that the student has achieved the learning outcomes planned for this subject in the opinion of the Proxy for Professional Training Placement.

§7

Other forms of earning credits for student internships

1. A student employed based upon the employment contract, internship contract, or civil-law contract may request getting credit for the performed work as a student internship, upon presenting to the Proxy for Professional Training Placement the following:
 - 1) the internship programme approved by the Proxy for Professional Training Placement,
 - 2) the report on the internship,
 - 3) certificate of internship completion issued by the entity in which the internship took place.
2. A student conducting business activity may request getting credit for the performed work as a student internship upon presenting to the Proxy for Professional Training Placement a valid certificate of an entry to the Central Registration and Information on Business.
3. A student may request getting credit for the internships done abroad based on the documents mentioned in section 1.
4. Getting credit for the performed work, as defined in sections 1-3, as a student internship may occur no later than in the first month of the term following the internship completion.

§8

Subsidizing expenses incurred by the student during the internships

1. A student doing internships away from the permanent place of residence and seat of the University may request subsidizing the incurred and appropriately documented accommodation and transportation expenses. Principles for subsidizing are set forth by the Dean in agreement with the Faculty Board of Student Government.
2. A student who was given credit for the internships based on §7 is not eligible for subsidizing the incurred expenses.

§9

Asking the employers' opinion about the knowledge and skills acquired as a result of the study programme implemented to date

1. The Proxy for Professional Training Placement shall make the content of the employers' evaluation form available to the student. The content shall be agreed on with the Vice-Dean for Academic Affairs.
2. The Student doing an internship shall submit an evaluation form to the external entity with a request for completion. The evaluation form completed by the external entity shall be submitted to the Proxy for Professional Training Placement.
3. Based on the evaluation forms submitted by students, the Proxy for Professional Training Placement shall prepare a collective summary of the evaluation of knowledge and skills of students from the point of view of the employers, which then is submitted to the Vice-Dean for Academic Affairs.
4. Conclusions based on the conducted evaluation, mentioned in section 3, shall be discussed during the meeting of the Programme Committee of a given field of study to introduce any necessary changes in the implemented study programmes.

§10

Storing the documentation of the student internships

1. The Proxy for Professional Training Placement shall submit the documents supporting doing internships and getting credit by a student to the Dean's Office. The documents are placed in the student's on-site personal files, stored by the Faculty Dean's Office. Upon passing the master's exam or striking the student off the register of students, the student's on-site personal files, stored by the Faculty Dean's Office, shall be transferred to the Department of Student Records, in compliance with the Office Instruction of the Warsaw University of Technology.
2. Evaluation forms completed by the employers, the original copy of the report on the evaluation referred to in §9 shall be stored by the Proxy for Professional Training Placement for the period set forth in the Office Instruction of the Warsaw University of Technology.
3. Records of the Programme Committee of a given field of study shall be stored in the Dean's Office for the period specified in the Office Instruction of the Warsaw University of Technology.

Annex No. 1 to the “Regulations on organizing and doing obligatory internships by students of the Faculty of
Mathematics and Information Science”

**REPORT ON THE COMPLETION OF THE INTERNSHIP OF A
STUDENT OF THE FACULTY OF MATHEMATICS
AND INFORMATION SCIENCE OF THE WARSAW
UNIVERSITY OF TECHNOLOGY**

----- TO BE COMPLETED BY THE STUDENT -----

1. Name
2. Surname
3. Field of study
4. Student record book number
5. Time of completion of the internship: from to
dd-mm-yyyy *dd-mm- yyyy*
Place of internship:
6. External Entity’s name
7. External Entity’s address.....
8. Intern’s coordinator on behalf of the External Entity:
(name, surname, phone, e-mail)
.....
.....
9. External Entity’s scope of business:
.....
.....

Annex No. 1 to the “Regulations on organizing and doing obligatory internships by students of the Faculty of
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--- TO BE COMPLETED BY THE EXTERNAL ENTITY’S REPRESENTATIVE ---

10. Internship timetable:

No.	Date/number of hours	Tasks completed	Confirmation of attendance, comments
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

11. Evaluation of the internship:

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12. Evaluation of learning outcomes:

We kindly request you to evaluate the intern regarding the learning outcomes listed below, which the Faculty considers to be important for its graduates:

- | | |
|--------------------|---------------|
| 0 – unsatisfactory | 2 – good |
| 1 – satisfactory | 3 – very good |

Please complete the table **relevant for the field of study** of the intern:

Learning outcomes for Computer Science and Information Systems, Data Science*	Grade 0 – 3
The student has knowledge of the implementation of information projects or processes.	
The student implements tasks in an information project or process utilizing the imposed methodology and technology.	
The student collaborates in a team and/with the client representative.	

* choose as appropriate

Learning outcomes for Mathematics	Grade 0 – 3
The student has knowledge of the project implementation or processes requiring mathematical support.	
The student implements tasks in a project or a process requiring knowledge of mathematics utilizing the imposed methodology and technology.	
The student collaborates in a team and/with the client representative.	

Learning outcomes for Mathematics and Data Analysis	Grade 0 – 3
The student has knowledge of the project implementation or processes requiring mathematical and information technology support.	
The student implements tasks in a project or a process requiring knowledge of mathematics or data analysis utilizing the imposed methodology and technology.	
The student collaborates in a team and/with the client representative.	

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(Stamp and signature of the External Entity’s representative)