

MANDATORY STUDENT INTERNSHIP REGULATIONS

Digital Entrepreneurship MA Course, Collegium Polonicum (CP), Slubice

Legal grounds for student internships has been set by Article 67 of the Higher Education and Science Act of 20th July 2018 (JoL of 2018 item 1668, as amended), Regulation of the Minister of Science and Higher Education of 27th September 2018 on studying (JoL item 1861, as amended), Ordinance no. 49/2020/2021 of the Rector of Adam Mickiewicz University Poznań (UAM) of 19th January 2021 changing Ordinance no. 383/2019/2020 of the Rector of UAM of 9th December 2019 on guidelines regarding study programmes, and Ordinance no. 38 of the Rector of UAM of 14th December 2016 on the organisation of mandatory student internship, and the Agreement of 31st October 2019 made between Adam Mickiewicz University and European Viadrina University on the Digital Entrepreneurship course.

General

1. Digital Entrepreneurship students are required to complete their mandatory student internships.
2. Previous internships and documented employment within the period of past two years can be counted into the current mandatory student internship, provided these have been completed in organizations whose operating profile and positions held are in line with skills taught at the course.
3. Previous internships already counted into the mandatory student internship at the first degree course cannot be counted into the MA level mandatory student internship.
4. The duration of the mandatory student internship and ECTS points are determined in the study programme.
 - a) According to the programme, student internships are organised after the first degree study (grade is recorded in USOS). However, a student may complete his/her student internship during the second year of studying.

Student internships should be completed and all required documents delivered to the student internship supervisor at the latest on the last day of the summer semester of the second year of study.

- b) Duration and ECTS points in line with study programmes are defined in the table below:

Course	Mode	Duration	ECTS points
Digital Entrepreneurship	stationary	3 months - 380 hours	12

- b) The function of the student internship supervisor is provided by an academic teacher employed in the CP and appointed by the Education Plenipotentiary of the Rector.

6. During the internship, the student needs to be insured against personal accidents.
7. Internship documents are available at the Collegium Polonicum website (www.cp.edu.pl, “dla studenta”).

Student internship venue

8. Student internships can be organized in companies whose operation profiles are in line with the course of study as specified in the study programme.
9. Students may choose the venue of their internship themselves. Students should agree the course of the internship with the company (i.e. date of internship, scope of responsibilities) before signing an agreement.
10. On the student’s request, the venue of internship can be selected by the supervisor.
11. Internships can be completed in one or several companies, provided the total duration of the internship complies with requirements set in point 3. In such a case, student internships in each company should be documented separately.

Documentation of student internship implemented during studying

12. Before commencing the internship, upon the student’s request, the supervisor should prepare the following documents:
 - a) student internship agreement with the company (Appendix_1) – made in two copies,
 - b) assignment to internship by the university (Appendix_2),
 - c) statements on insurance and protection of personal data (Appendix_3).
13. The university and the company may sign an agreement of different content than in Appendix no. 1. However, its wording should be approved by the AMU.
14. Before the commencement of student internship, the student should deliver to the supervisor the following documents:
 - a) A copy of the student internship agreement signed by an authorised representative of the company,
 - b) Statements signed.

Student internship credit

15. After the completion of the student internship, the student should provide the supervisor a internship report (Appendix_4) with the opinion of the internship supervisor representing the company.

16. In case of students who apply for the approval of their internship based on their previous employment, they should provide the internship supervisor with a confirmation of their employment and responsibilities (Appendix_4), as well as an opinion of their superior in the company.
17. The internship supervisor approves student internships based on the confirmation that skills learned have been implemented in practice, revision of the opinion about the student by his/her superior in the company, examination of the completeness and content of the internship report or the confirmation of a previous employment. The internship supervisor records student's grade in the USOS.

Appendices:

Appendix_1. Agreement on student internship

Appendix_2. Assignment to student internship

Appendix_3. Statement on insurance and protection of personal data

Appendix_4. Report on internship/previous employment