

**Rules and Regulations for the organization of professional trainings
and the system of controlling professional trainings for the curriculum of practical studies
at the Faculty of Aviation Law and Professional Pilot License at Lazarski University**

§ 1

General provisions

1. Professional training, hereinafter referred to as “the internship” is aimed at achieving selected learning outcomes and improving professional skills. The internship is an inseparable part of the curriculum of the Aviation Law studies at Lazarski University.
2. Students are obliged to participate in the internship provided for in the curriculum of the Aviation Law and Professional Pilot License studies.
3. The internship is obligatory and credits for completing the internship are treated equally with other subjects according to the curriculum of the Aviation Law and Professional Pilot License studies.
4. According to the rules and regulations of studies, lack of credit for the internship shall result in failing to complete a semester and a year. The internship shall not finish later than the end of the semester during which the internship is held.
5. The internship shall be held in the entities which have at their disposal the appropriate infrastructure that ensures for the proper accomplishment of learning outcomes.
6. The basis for serving the internship in the entity indicated by the University (in case of a legal internship it is possible for a student on the basis of these regulations to select the entity individually with the agreement of the coordinator of the internship) shall be a direct referral containing basic personal data such as: name, surname, student’s number, date of the internship, name of the entity.
7. The detailed program of the internship for a given curriculum and the duration of the internship shall be determined by the syllabi available at the University website.
8. During the period of the internship students shall not be entitled to receive a remuneration.

§ 2

Duration and purpose of the internship

1. Duration of the internship shall be determined by the curriculum for the faculty of the Aviation Law and Professional Pilot License.
2. The internship shall be aimed at achieving selected learning outcomes provided for the faculty of the Aviation Law and Professional Pilot License.
3. The internship must provide for the improvement of professional skills in the time scheme indicated in the curriculum and syllabus, and determined by learning outcomes for the faculty of the Aviation Law and Professional Pilot License.

§ 3

Organization of the internship offered by the University

1. In case of the internship organized in the entity which holds the internship agreement concluded with the University, the student is obliged to:
 - a) obtain from the coordinator of the internship two copies of referrals to the internship, separately for each semester;
 - b) submit the referrals to the entity indicated by the University prior to the date of commencement of the internship.

§ 4.

**The rules for the organization of the internship in the entity selected by the student
(applicable to legal internships only)**

1. The internship organized by the student of their own accord shall not be considered if the student fails to receive the agreement of the Coordinator of the Internship or infringes the procedures stipulated in this article.
2. Declarations for the completion of the internship in the entity selected by the student and not included in the offer of the Faculty shall be submitted to the Coordinator not later than 14 days before the planned commencement date of the internship.
3. The following documents shall be obtained in the Dean's Office: the form stating the student's admittance to the internship, the questionnaire, the student's declaration and statement confirming the acceptance of the conditions and discipline of the internship.
4. In case of the internship served in the entity which does not have the internship agreement concluded with the University, the student is obliged to:
 - a) submit to the Dean's office a written consent of the entity in which the internship is planned, signed and stamped by the person responsible for all matters connected with the organization of the internship. The consent shall contain the scope of duties and responsibilities to be fulfilled by the student as well as the questionnaire concerning the workplace;
 - b) collect from the Dean's office two copies of the referral to the internship in a given entity together with the consent for the internship;
 - c) submit, after obtaining agreement from the coordinator of the internship, a referral to the entity in which the internship is held before its commencement.
5. Within 7 days of submitting the documents referred to in subsection 4 (a) to the Dean's office, the coordinator of the internship shall present an opinion concerning the consistency of the scope of duties and responsibilities with the faculty of studies and the expected learning outcomes for a given curriculum. In case of a negative opinion, the student shall not serve the internship. If, in spite of a negative opinion, the student chooses to serve the internship, credits for obligatory internship shall not be awarded.
6. In case of a positive opinion, two copies of the agreement concerning organization of the internship signed by the authorized employee of the University and the referral to the internship shall be sent to the internship provider. The internship provider shall send back one copy of the agreement signed by the person authorized to represent the internship provider.
7. The coordinator shall be entitled to monitor the course of the internship in the workplace named by the student by means of checking the student's attendance, number of hours served or actually performed duties and responsibilities, also by phone. In case doubts concerning the above shall arise, and particularly in case of justified suspicion that the student fails to serve the internship, the Dean concerned, after consulting the opinion of the internship coordinator, shall have the right to deny credits for the internship.

§ 5

Admittance to serve the internship

1. As the basis for admittance to serve the internship, the student shall be obliged to hold the following documents:
 - a) Insurance against accidents (NWW) covering occurrences connected with the programme of the internship, valid during the internship period.
2. Before the commencement of the internship, the student is obliged to collect from the Dean's office:
 - a) Referral to the internship,
 - b) Internship register,
 - c) Certified true copies of the documents referred to in subsection 1 (a) in case the institution where the internship is served demands them to be presented.

§ 6

Supervision over the student

1. The Dean of the Faculty shall appoint the coordinator of the internship for the Faculty of Aviation Law and Professional Pilot License or shall supervise them in person. Information about the coordinator of the internship shall be publicized on the University website.
2. Obligations of the coordinator include:
 - a) Monitoring the course of the internship,
 - b) Advising and helping students in the matters connected with the internship,
 - c) Controlling the quality of learning by visiting the workplace or by phone,
 - d) Monitoring entries in the internship register,
 - e) Assessing the essay prepared by students (credit without a mark – passed/not passed).
3. The supervisor of the internship in the workplace shall be an employee appointed by a manager of the workplace and delegated to perform this function.
4. The supervisor in the entity in which the internship is served shall be responsible for implementation of the internship programme, supervise the student directly and confirm accomplishment of learning outcomes in the internship register.
5. The student and/or the supervisor of the internship acting on behalf of the internship provider may contact the coordinator acting on behalf of the University in all organizational disputes concerning the internship. All remaining doubts and problems connected with serving the internship shall be resolved by the coordinator of the internship in liaison with the Dean of the Faculty. The authorities of the Faculty or the University, the coordinator of the internship and other appointed persons may visit the student while serving the internship, also by making a contact by phone.
6. After the internship is completed, the supervisor of the internship appointed by the employer shall verify the achieved learning outcomes. (Appendix No 1)

§ 7
Obligations of the student

1. The student serving the internship shall be obliged to:
 - a) get acquainted with and observe all rules and regulations which are in force in the entity such as: health and safety regulations, fire protection rules, discipline of work and regulations for protection of information and personal data. The student is obliged to maintain confidentiality of acquired information and personal data both during and after the internship,
 - b) take care of the entrusted property and protect information and data against unauthorized access, unjustifiable modification or damage as well as illegal disclosure.
 - c) Perform tasks resulting from the programme of the internship and follow instructions of the coordinator and the supervisor of the internship.
2. The student shall serve the internship within the framework of duty hours consulted with the internship provider.
3. The student's absence in the internship may only be justified by a doctor's leave. The doctor's leave for the period exceeding one week results in the necessity of prolonging the internship by an adequate period.

§ 8
Rules for awarding credits for the internship

1. The course of the internship is documented in the internship register in which all practical activities and acquired skills compliant with learning outcomes for a given curriculum shall be entered.

2. Performing each of the skill included in the internship register shall be confirmed by the signature and stamp of the supervisor of the internship.
3. The completed internship register together with the certificate received from the internship provider (Appendix No 2) shall be submitted in the Dean's office not later than till the end of the semester in which the internship is served.
4. The condition for completing the internship is:
 - a) confirmation in the internship register of having acquired all skills listed in the table by the signature and stamp of the supervisor of the internship
 - b) submitting the internship register together with an essay written by the student after the internship is completed. The essay consisting of 400–550 words shall describe skills acquired by the student during the internship. The credit for the essay shall be entered in the internship register by the coordinator of the internship.
 - c) submitting a certificate for completion of the internship (integral part of the internship register) signed by the internship provider.
7. The Dean shall award credits for the professional training by signing the internship register, classes report and the card of periodical achievements of the student.
8. After the internship is finished, the student shall fill in the appraisal form of the entity in which the internship was served (Appendix No 3)
9. The internship register shall be attached to the documentation of the academic record.
10. The student may discontinue the internship for a specified period of time or terminate the internship prematurely as well as fail to begin the internship or begin the internship at a later date only in the event of such instances as a disease of the student or their close relatives, taking up employment, major force, etc.
11. The events referred to in subsection 10 shall not exempt the student from the obligation to serve the internship at a later date or to carry out the formalities for an employment to be credited towards the internship.
12. In case of the event referred to in subsection 10, the student shall be obliged to forward an adequate information to the Dean's office in writing.
13. Willful (without permission of the coordinator of the internship) premature discontinuation of the internship shall result in failure to obtain credits for the internship.

§ 9

Repealed.

§ 10.

Foreign internship (for legal practice only)

1. Foreign internship or traineeship served within the framework of international programmes (e.g. Erasmus, etc.) may be credited towards the obligatory internship.
2. Crediting foreign internship or traineeship towards the professional training shall only be possible after verifying if the student achieved learning outcomes provided for the curriculum of the Faculty of Aviation Law and Professional Pilot License.
3. The coordinator of the internship appointed by the Dean shall verify the accomplishment of learning outcomes provided for the internship after receiving full documentation from the International Programmes Office and the Dean's Office.

§ 11.

Discipline of the internship

1. The student referred to the internship shall worthily represent the University and strictly observe provisions of this article.
2. The student shall observe the rules and regulations which are in force at the workplace of the internship provider and at the University.
3. The student shall meet the obligations which were entrusted to them, in a dutiful manner.
4. The student shall be obliged to keep secrecy connected with performing allocated duties and responsibilities as well as to keep secrecy in the scope determined by the internship provider. The student shall not disclose any internal materials owned by the internship provider to anyone.
5. The student shall arrive at the workplace punctually and according to the agreed schedule of the internship. In the week prior to the week of commencement of the internship the student shall be informed by the employees of the Dean's office about the commencement date and hour of the internship as well as about the identity of the internship supervisor.
6. A flagrant violation of order and discipline of the internship may be the basis for failure to obtain credits for the internship.
7. In case any doubts and problems connected with the course of the internship, the scope of activities or the character of the performed duties should occur, the student shall immediately report it to the employees of the Dean's office.

**§ 12.
Final provisions**

1. Rules and Regulations shall enter into force on the day of its adoption.

Appendix No 1. Learning outcomes relevant for a given curriculum

After completing the internship it is necessary to confirm learning outcomes achieved by the student

The student in the scope of knowledge:		Confirmation (date, signature, stamp) of the authorized person on the part of the internship provider
1		Learning outcome (based on the curriculum)
2		Learning outcome (based on the curriculum)

The student in the scope of skills		Confirmation (date,signature,stamp) of the authorized person on the part of the internship provider
1		Learning outcome (based on the curriculum)
2		Learning outcome (based on the curriculum)
The student in the scope of social competences		Confirmation (date,signature,stamp) of the authorized person on the part of the internship provider
1		Learning outcome (based on the curriculum)
2		Learning outcome (based on the curriculum)

Confirmation of the remaining skills acquired during the internship

Lp.	TYPE OF ACTIVITIES/SKILLS	Confirmation (date,signature,stamp) of the authorized person
1		
2		

3		
4		

Essay written after completing the internship

Awarding credits for an essay – no mark (passed/not passed)	date, stamp, signature of the coordinator of the internship appointed by the Dean of the Faculty of Law and Administration

Awarding credits for the internship

Awarding credits for the internship – no mark (passed/not passed)	Date, stamp, signature of the Dean of the Faculty of Law and Administration

Appendix No 2. Certificate of the employer about the completion of the internship by the student

(stamp of the company)

(city, date))

CERTIFICATE

It is hereby certified that Mr./Ms.

The student of year (student's number.....) of Lazarski University of the –cycle studies at the faculty of of the general academic profile served the internship in

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NIP, regon, from to

in the number of working hours.

In the course of the internship the student performed the following tasks:

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Additional information:

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(stamp and signature)

Appendix No 3. Appraisal form of the entity in which the internship was served

Please respond to the following statements giving the rating from 1 to 5 (5 meaning **I strongly agree** and 1 **I strongly disagree**).

Full name of the company where the internship was served

.....

		1	2	3	4	5
Date of the internship:.....						
1	The internship was being served according to a previously developed programme					
2	The internship supervisor was helping me in completing the plan of the internship					
3	Employees of the company were sharing their knowledge and skills willingly					
4	During the internship I acquired knowledge and skills consistent with my faculty or the field of studies					
5	The experience I got during the internship will have a positive effect on my future professional career					
6	The internship met my expectations					

7	I recommend the company in which I served my internship to other students					
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Description of the course of the internship

(characteristics of departments of the entity in which the internship was served, access to computer software, what was cooperation with the internship supervisor like, to what extent was the student entrusted with individual tasks, other remarks concerning the internship.)

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