

STUDENT INTERNSHIP REGULATION
AT THE INSTITUTE OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION
FACULTY OF SOCIAL SCIENCES
THE JOHN PAUL II CATHOLIC UNIVERSITY OF LUBLIN
ACADAMIC YEAR 2023/2024
(International Relations second-cycle, full-time)

§ 1

1. Internships of students of the Institute of Political Sciences and Public Administration are compulsory, constitute an integral part of the study curriculum and are credit-bearing.
2. Internships are unpaid. The university does not cover any costs connected with internships.

§ 2

1. The purpose of the internship is:
 - a) to broaden the knowledge acquired during studies and develop skills for its practical application;
 - b) to develop skills necessary to carry out tasks in future professional work;
 - c) to become familiar with the principles of the organisation and operation of potential employers;
 - d) to professionally activate students on the labour market.

§ 3

1. Students of the Institute of Political Sciences and Public Administration are obliged to serve a 240-hour internship, second cycle.
2. The internships are carried out from the first semester of second-cycle studies.
3. The final date for completing the internship is specified in the detailed programme of the given major.
4. It is possible to complete the internship during the academic year after obtaining the written consent of the Dean of the Faculty of Social Sciences of the John Paul II Catholic University of Lublin.
5. During the internship the student is supervised by an Internship Supervisor and a Mentor appointed by the Host Institution.

§ 4

1. The intern is obliged to:
 - a. inform the Internship Supervisor about the place and time of the internship at least a month before the planned start. In the case of doubts as to the place and time of the internship, the director of the Internship Supervisor or the Dean makes a relevant decision;
 - b. have accident insurance during the internships;
 - c. comply with the principles of the internship regulations;
 - d. reliably perform the tasks assigned to him/her by the Host Institution;
 - e. undergo necessary medical examinations, if required by the Host Institution;
 - f. reliably record the course of the internship in the internship report;
 - g. comply with the health and safety and fire protection regulation at the Host Institution;
 - h. maintain confidentiality with respect to all information obtained during the internship,

as well as use the documents of the Host Institution only on its premises. All violations in this respect will be considered by the student disciplinary prosecutor;

- i. submit at a specified time the required documents, including especially the internship report and the internship completion certificate to the Internship Supervisor to receive credit.
2. By his/her conduct the intern should proudly represent the University and protect its good name.

§5

1. It is possible for the students of the Institute to participate in optional or foreign internships, organised so that the students acquire practical competences required by employers.
2. Optional internships are characterised by great flexibility, they can take place during the academic year in Poland or abroad.
3. The intern can participate in an unlimited number of optional or foreign internships. The KUL's Career Office and the Department of International Cooperation at the Catholic University of Lublin can help in their organisation.

§6

1. The selection of host institutions in which the intern can take internships lies with the Internship Supervisor;
2. The Internship Supervisor should direct the intern to institutions in which the student will have an opportunity to implement the internship work plan in accordance with the programme learning outcomes;
3. The following are recommended as the places for serving the internship: government and local administration institutions, non-governmental organizations, embassies, consulates, border guards, city guards, the army, the police, entities of the market economy and civil society

§7

1. After completing the internship students of international relations of the second cycle achieve the following learning outcomes:

Outcome symbol	Description of course learning outcome for the internship	Reference to programme learning outcome (2nd cycle)
P-W01	The intern gets acquainted with the areas of the Institution's activity and its structure, operation principles, working methods and types of tasks carried out	K_W03, K_W04
P-W02	The intern independently acquires and improves knowledge necessary to perform the assigned professional tasks	K_W07, K_W08
P-U03	The intern acquires the skill to operate within the structures of the Institution, acquires the skill to communicate with people from various departments and socio-professional environments	K_U01, K_U02, K_U03, K_U04, K_U06, K_U09
P-U04	The intern participates in team work and reliably/conscientiously performs the assigned tasks	K_U07
P-U05	The intern acquires useful skills related to using office equipment in the aspect of the implementation of professional tasks	K_U04, K_U06

P-K01	The intern demonstrates an ethical attitude and cares for the good name of a student of the Catholic University of Lublin	K_K01
P-K02	The intern develops personal characteristics related to professional work, such as responsibility, diligence and conscientiousness	K_K02
P-K03	The intern acquires necessary knowledge about workshop at specific positions	K_K01
P-K04	The intern uses acquired knowledge of political science and public administration to resolve specific problems arising in professional work	K_K02

§8

1. The internship is supervised by the Internship Supervisor whose tasks encompass:
 - a) establishing contacts with institutions in order to find places for student internships;
 - b) preparing draft agreements with entities offering internships for students and other documentation, including an internship report;
 - c) assisting the student in the preparation of the detailed internship work plan;
 - d) directing students to internships;
 - e) supervision of the course of internships and documentation generated during them;
 - f) awarding credit for completing internships;
 - g) submitting the documentation of the course of internships to the Faculty secretariat;
 - h) submitting reports on the supervision of internships to the Faculty Internship Coordinator at the end of the academic year;
 - i) cooperation with other research employees supervising internships.

§9

1. In the case of students who:
 - a) have a paid job,
 - b) are students or graduates of other universities and have completed or are doing an internship,
 - c) are taking part or have taken part in internships or apprenticeship (also as part of volunteering),
 the Internship Supervisor can make a decision about counting some or all of the above activities toward the internship if the student submits the schedule of their activities that are consistent with the learning outcomes assumed for the internship.

§10

1. The Internship Supervisor prepares an individual agreement with the Host Institution. Such an agreement should be signed by the Internship Supervisor and the Institution hosting the student for the internship (an authorised person).
2. The rules of student internships are set out in the student internship agreement and regulation.

§11

1. The Host Institution has the right:
 - a) to obtain a general internship work plan with the range of learning outcomes expected by the university;
 - b) to inform the Internship Supervisor of problems connected with the course of internships;
 - c) not to credit the internship if the intern fails to do the activities specified in the internship work plan;
2. The Host Institution is obliged to:
 - a) ensure the possibility of doing the internship in accordance with the internship work plan

- so that the intern can achieve the assumed learning outcomes;
- b) appoint an intern's Mentor;
 - c) provide safe and hygienic conditions for the intern in accordance with the provisions of the Labour Code;
 - d) inform the Internship Supervisor about the need to terminate the agreement for the organisation of internships should such circumstances arise.

§ 12

1. The student is awarded credit on the basis of the internship report and the internship completion certificate and an interview with the student.
2. The internship report contains information about the place, time and content of the internship, its course, the student's attitude during the internship, as well as its final assessment.
3. Information contained in the internship report is confirmed with a stamp and signature of the internship manager at the Host Institution.
4. The Internship Supervisor awards credit for internship completion.

§ 13

These Regulations apply to students commencing education on 1 October 2023.