RULES AND REGULATIONS OF STUDENT INTERNSHIPS  
CONDUCTED AT SECOND-CYCLE DEGREE STUDIES

PRACTICE-BASED PROFILE  
AT THE FACULTY OF ENGINEERING MANAGEMENT  
BIALYSTOK UNIVERSITY OF TECHNOLOGY

§1

GENERAL PROVISIONS

1. The Student has the right to participate and conclude all internship schemes included in the studies curriculum.
2. The manner of participating and concluding student internships is defined in these Internship Rules and Regulations.
3. The duration of the internship is at least three months.
4. It is possible to participate in the internship in several organisations.
5. The student internship can be executed in Poland and abroad.
6. The Student commencing the professional internship must have an accident insurance policy.
7. The current document templates required for participating and concluding the professional internship with a detailed curriculum applicable to a given major are published on the website of the Faculty of Engineering Management.

§2

INTERNSHIP OBJECTIVES

1. The objective of the internship is to expand and improve professional skills and competences, in particular:

* the application of the theoretical knowledge gained in the course of studies into the practical operational activity of an organisation,
* gaining the practical knowledge of issues associated with a selected educational profile and level,
* improving practical skills of solving engineering tasks commissioned by the organisation with the use of general and specialist knowledge that supports an engineer’s work, including computer techniques,
* establishing professional relations that become useful in the course of searching occupation,
* developing a professional network of relations in the students’ field of interest, familiarisation with the professional environment,
* developing the students’ skill of dealing with difficult situations and solving real professional conflicts,
* gaining expanded knowledge of the industry and gathering materials and information aimed at writing a diploma dissertation of an applied nature as well as defining the future direction of the student’s professional career,
* developing competences and preparation for the practical performance of professional activities, introduction to performing tasks at a specific position.

§3.

INTERNSHIP CURRICULUM

1. The internship must be concluded until the end of the last semester of studies.
2. The internship must be conducted in the period that does not disrupt the student from participating in didactic classes.
3. Before commencing the internship, the student should make suitable preparations by means of getting familiarised with the internship objectives, internship rules and regulations, basic provisions of the labour law and internship executive regulations.
4. The internship curriculum should include:

* practical issues in the scope of the executed studies curriculum that ensure the achievement of the assumed educational results,
* detailed familiarisation with the functioning of a given organisation with a focus on the specifics of its operational activity,
* a set of tasks that ensure expanding and improving professional skills achieved at a given major.

1. The scope of the internship should comply with the executed curriculum at specific majors.
2. The internship curriculum is created in cooperation with employers.
3. The student must submit a request for approving the site and curriculum of the internship (and other required documents in the event of an international internship) to the Internship supervisor at least one month (30 days) before commencing the internship, for summer internships – not later than on 20th June.

§4.

ORGANISATION AND COURSE OF INTERNSHIP

1. The student individually indicates an institution that expresses its willingness to accept him/her for the professional internship. For this purpose the student may use an internship offer published on the website of the Faculty of Engineering Management, notice boards on the University’s premises, use an offer of the Career Centre at the BUT or a different source of his/her own.
2. Before the internship, the student should receive the approval of the site and curriculum of the internship by the Internship supervisor – it being the internship daily and hourly schedule.
3. Before the student commences the internship, the receiving organisation must conclude an agreement with Bialystok University of Technology, represented by the suitable Vice Dean.
4. The internship documentation required for crediting the internship includes: internship agreement, an internship activity log, an acknowledgement for completed internship and a final report.
5. The Internship supervisor is in charge of didactic and educational supervision over the internship. The Internship supervisor is appointed by the Dean of the Faculty of Engineering Management among academic teachers. The Internship supervisor holds this function until dismissal by the Dean.
6. The Internship supervisor appointed by the University authorities should perform the following tasks:

* cooperate with institutions that are willing to accept the student for the internship or to which the student was referred by the University,
* monitor internship sites in terms of potential achievement of the assumed educational results ascribed to the internship as well as ensure the possibility to expand the student’s professional skills,
* supervise the course of the internship,
* evaluate documentation submitted by the students after concluding the internship,
* credit the internship in the USOS system.

1. The internship also engages an employee of an enterprise where the internship is held. This employee holds the function of an external supervisor. The supervisor appointed by the enterprise takes part in the preparation of the internship curriculum, supervises the proper course of the internship that ensures the achievement of educational results and expanding the student’s professional skills, makes an evaluation of the student and the degree of his/her achievement of educational results in the final report, assists in preparing the internship documentation that is a prerequisite of its crediting.

§5.

CONDITIONS FOR CREDITING THE INTERNSHIP

1. In order to be credited, the student must perform tasks formulated in the internship curriculum and submit suitable documentation that confirms the achievement of all assumed educational results.
2. The student must submit to the Internship supervisor appointed by the Faculty authorities documentation that confirms the completed internship: internship activity log, a final report and an acknowledgement for completed internship issued by the organisational unit where the internship was held.
3. The Internship supervisor appointed by the University credits the internship. In order to credit the internship, the Internship supervisor must review the submitted documentation and conduct a summarising discussion with the student
4. The internship may be credited by the Dean in the following forms:

* employment of the student in Poland or abroad in the period not shorter than 3 months if the character of work allows for achieving all educational results ascribed to the professional internship, pursuant to the submitted agreement and the scope of duties confirmed by the employer that is compliant with the major and allows for achieving educational results,
* other forms of professional activity that last minimum 3 months and comply with the internship curriculum, e.g. participation in professional internships, conducting individual business activity based on the submitted contract/entry in the KRS (Polish National Court Register) together with a scope of duties that complies with the major and allows for achieving educational results.

1. Professional work can be credited as an internship on the student’s written request. The request should be provided with suitable documents, primarily a contract that serves as a confirmation of the performed professional wok and the internship activity log that specifies the scope of the performed tasks and activities in the course of professional work together with their reference to the profile of professional competences of a graduate at a given major.
2. The student that participates in an international internship must submit a photocopy of a document confirming his/her insurance status in the period of the internship.
3. The student who failed to participate in the internship required in the curriculum may not be allowed for the diploma exam.

§6.

FINAL PROVISIONS

1. In matters not governed in these Rules and Regulations, internal provisions of Bialystok University of Technology and the generally applicable law apply.
2. These Rules and Regulations become effective from the beginning of the academic year 2018/2019.