

Regulations for internships for the field of study “Business and Administration”

I. Internship organisation

1. Internship is an integral part of the education of students in the field of Business and Administration first-cycle studies and failure to complete it is equivalent to failing the semester.
2. The number of hours of internship, the number of ECTS points and the deadline for completing them result from the schedule of internship in a given academic year and are available on the University's website (Student internship/Internship schedule)
3. Students completing an internship under the Erasmus+ programme are required to submit documentation of the internship within two weeks of returning to the country.
4. Completion of the internship implemented under the Erasmus+ programme is based on the documentation submitted (internship journal, certificate of the completed internship).
5. The organizational supervision over the course of the internship is carried out by the Head of the Student Internship and Career Department and the student internship coordinator at the university.
6. Substantive supervision is provided by the internship supervisor from ANS AS, appointed by the Rector in a given academic year.
7. At the request of a student, the University may include activities performed by him/her as part of employment, internship or volunteering as student internship, if they enabled the achievement of learning outcomes specified in the study program for internship at a given stage. The principles for including professional activity as part of the internship are regulated by a separate Resolution.
8. Potential internship locations include: public administration units focused on international cooperation, companies and institutions in the small and medium-sized enterprise sector, e.g. HR departments, marketing and advertising departments, PR, corporations, including international corporations, companies operating on the international market or trading with foreign countries, companies cooperating with foreign partners, marketing departments.
9. The student may choose an institution from the database of offers posted on the university website in the Internships/Company database tab or from outside the database, in consultation with the internship supervisor who ultimately approves the place of realization of the internship in the Internship Application Form.

10. The professional specificity of the institution must correspond to the field of study and thus enable the achievement of the intended learning outcomes.

II. Intended learning outcomes

During the internship, the student achieves learning outcomes defined separately for each stage which are indicated in the course cards (Internship I, Internship II, Internship III).

III. Obligations and tasks of a student-intern

It is the student's responsibility to:

- become familiar with the specific internship regulations;
- prepare all the documents related to the implementation of the internship, applicable in a given academic year;
- become familiar with the organisational structure of the workplace and the legal regulations in force at the workplace;
- become familiar with the issues of the application of labour law and health and safety regulations in force at the workplace and at individual positions;
- become familiar with the circulation of documentation at the workplace;
- carry out tasks in the scope of administration and other aspects of the profession;
- document the mini-task/mini-tasks;
- keep records of the course of the internship.

IV. Tasks of the internship supervisor at the university

The tasks of the internship supervisor include in particular:

- development and ongoing verification of the internship regulations;
- conducting consultations for students at the university or on the e-learning platform;
- conducting observations at institutions or via the e-learning platform (with the consent of the relevant internship supervisor);
- oral assessment: substantive assessment of the internship and final verification of the internship documentation; decision on the crediting of the internship; entering the internship assessment in the USOS system;
- preparation of an annual report on the implementation of the internship.

V. Tasks of the internship supervisor in the institution / enterprise

The tasks of the internship supervisor at the place of its implementation include:

- observation of the student's behaviour during the internship (punctuality, activity, personal culture, interest in work, ability to establish contacts);

- substantive support during the implementation of assigned tasks and supervision over the intern;
- making documentation related to the tasks performed by the student available for inspection;
- control over the course of the internship and verification of learning outcomes;
- familiarizing the student with the work regulations and health and safety regulations;
- confirming the student's presence in the internship journal;
- approving the report and internship journal completed by the student;
- issuing a certificate with an assessment of the internship (university form); filling in a questionnaire for the Employer.

VI. Required documents and form of crediting internship

1. The internship is credited on the basis of:
 - the internship application form approved by the relevant internship supervisor at the university;
 - student internship agreement;
 - internship journal which contains information on the dates and number of hours of internship completed on a given day and own conclusions and observations from the internship (completed by the student, approved by the relevant internship supervisor);
 - student reports on the course of the student internship with a certificate of completion of the internship, containing an assessment issued by the internship supervisor on behalf of the institution;
 - documented mini-task and/or mini-tasks;
 - interviews (oral assessment) with the relevant internship supervisor for a given field;
 - questionnaires for the employer.
2. The oral assessment of the internship (grade and assigned ECTS points resulting from the study programme) is made by the relevant internship supervisor at the university, after the coordinator for student internships has assessed the internship documentation.
3. The deadline for submitting the required documents is indicated in the *Schedule for the implementation of internship* applicable in a given academic year posted on the university website (*Student Internship*).
4. Failure to submit the above-mentioned documents within the specified deadline will result in failure to obtain credit for the *Internship* course and its repetition in the following academic year/semester, in accordance with the principles of the Study Regulations.