

## **REGULATIONS FOR MASTER'S INDUSTRIAL INTERNSHIPS**

*issued by the Faculty Board  
of the Faculty of Electronics, Telecommunications and Informatics  
of Gdańsk University of Technology on 8 July 2014*

The terms listed below, which are used in these Regulations, shall be understood as follows:

**Internship** – a period of time during which a student works pursuant to a special agreement in an industrial plant. The aim of the internship is to accomplish the earlier established internship programme drawn up by the student and his/her supervisor in the industrial plant;

**University** – Gdańsk University of Technology;

**Faculty Internship Representative** – a person who organises and coordinates work placements and internships at the Faculty, appointed by the Dean;

**Host Company** – an industrial plant in which a student undertakes the internship, under the signed agreement;

**Internship Supervisor** – a person working for the Host Company, who supervises the internship with regard to its organisational and professional aspect, and is appointed by the Host Company's management;

**Internship Programme** – a set of tasks which shall be fulfilled by a student undertaking the internship, corresponding to the level of Master studies at the University, drawn up to present the sequence in which the student should perform activities required for successful completion of the internship. The Internship Programme shall include the starting and finish dates for each activity.

### **Objectives of Master's industrial internships**

#### **§ 1**

Master's industrial internships (MII) are a part of the education process in science. Objectives of student internships are as follows:

1. practical use of knowledge and skills gained during the studies,
2. gaining new knowledge, practical and social skills,
3. recognition of employers' needs and requirements concerning new employees,
4. insight into teamwork, conditions and rules binding in industrial environment, ability to make a creative analysis of dependency relationships between assigned tasks,
5. developing a proper attitude towards teamwork: observing work quality, meeting deadlines, practising suitable cooperation with other people and the Host Company's units, developing student's own initiative in the workplace, acquiring efficient teamwork skills.

### **Organisation of Master's industrial internships**

## § 2

The MII are aimed only at full-time students after the first semester of postgraduate studies in the field of Informatics [*Informatyka*].

## § 3

The student must be employed by the Host Company under a work agreement for the whole duration of the internship.

## § 4

The internship comprises of 480 hours and a working week includes not less than 35 hours. More detailed arrangements on working hours may be agreed between the Host Company and the student.

## § 5

Host Companies that may accept students for the MII are enterprises and research and development units; the profile of work position should correspond with the field of studies. The internship may be conducted in the Republic of Poland or any other country unless the stay in this country is not recommended by the Ministry of Foreign Affairs.

## § 6

Students should find a place for the MII by themselves. The place of performing the internship and the internship programme should fulfil the following requirements:

1. The place where the internship is performed should correspond with the student's field of study.
2. The Internship Programme should enable the accomplishment of the internship objectives (described in §1) – they must allow students to perform work which will broaden their knowledge and develop skills gained at the level of Master studies.
3. The Internship Programme should cover the scope of duties to be performed by the student in the course of the internship. The cognitive aspect of the MII should be emphasised.

## § 7

The Vice-Dean for Organisation of Studies is the person in charge of supervising students, issuing approval for undertaking the MII in the industrial plant proposed by the student, and recognising the MII as completed on the basis of the submitted Report.

## § 8

The MII completion provides grounds for awarding 5 ECTS credits to the student and achieving learning outcomes specified in the postgraduate three-semester studies curriculum.

## § 9

### **Expenses**

All expenses related to the MII accomplishment, especially those concerning business trips (travel expenses, allowances, accommodation, visas and additional insurance) shall be covered by the Host Company.

### **Organisation, performance and completion procedure for students**

## § 10

The MII organisation, performance and completion procedure should cover the following points:

1. The student must find the place where the internship is performed corresponding with their host field of study.
2. The student, together with the Internship Supervisor arranges the Internship Programme and the dates when the internship shall commence and terminate. The internship programme must be made in written form and signed by the student, the Head of department (or an academic teacher authorised by the Head) conducting the student's host Master specialisation and the Internship Supervisor.
3. It is advisable that the starting day of the internship is the first working day of the month and the day when the internship ends – the last working day of the month. Holiday leave shall not be included in the internship duration period which will be automatically extended by the leave time.
4. The student shall submit a written application for undertaking the MII, together with the Internship Programme proposal and a document confirming his/her employment with the Host Company under a work agreement to the Vice-Dean for Organisation of Studies. Having received the Vice-Dean's approval, the student hands it over to the Faculty Internship Representative, who registers the student's MII.
5. The student shall sign the Master's Industrial Internship Agreement with the Host Company. The University is not the party of this Agreement. The student may use the Agreement form prepared by the Vice-Dean for Organisation of Studies.
6. The basis for recognising the MII as completed is preparing the Report on the Internship Programme accomplishment and submitting it to the Vice-Dean for Organisation of Studies within two weeks from the end of the internship. The Report must first be submitted for approval to the Internship Supervisor and include a proposal of the internship completion appraisal (grade). The student should receive an internship completion certificate issued by the Host Company.
7. The student shall submit the Report to the Vice-Dean for Organisation of Studies and the internship completion certificate to the Faculty Internship Representative.
8. The decision on the MII completion and the grade is made by the Vice-Dean for Organisation of Studies following the proposal of the Internship Supervisor, and is handed over to the Faculty Internship Representative, who confirms the internship completion by entering the grade in the protocol of the "Master's Industrial Internship" course in the MojaPG university portal.

### **Remuneration**

## **§ 11**

The student shall obtain remuneration for work performed during the MII under the work agreement concluded with the Host Company. The University shall not interfere in the amount of remuneration.

## **§ 12**

If the MII is terminated before the due date for any reason, the student should make it known to the Vice-Dean for Organisation of Studies in written form, providing reasons for early termination. If the period of the internship accomplished to this date constitutes not less than 12 weeks, it can be provide grounds for recognising the MII as completed.

## **§ 13**

### **Final provisions**

Any matters which are not covered by these Regulations shall be subject to the “Regulations for full-time and part-time higher education studies at Gdańsk University of Technology”, Gdańsk University of Technology internal rules, and general law provisions.