

**Regulations of internship for students of the Faculty of Political Science and Journalism,  
field of study *International Relations***

§1.

A Student of the Faculty of Political Science and Journalism from the field of study "**International Relations**" is **obliged to complete internship included in the programme of the studies**. This concerns internship at the first degree and at the second degree of studies. This requirement does not include students of the Faculty of Political Science and Journalism of the "International Relations" course in part-time studies.

§2.

**The objective of the internship is:**

- a) get acquainted with the structure and functioning of institutions of the **governmental, non-governmental and corporate sectors** and to learn about the specifics of the work of particular organisational units,
- b) creating opportunities for the Student to practice the command of foreign languages and use theoretical knowledge in the field of **international social relations, both political and economic, international law, European integration, foreign trade, activities of international organisations (also non-governmental)**, etc,
- c) participation in various works of the institution i.e. performance of various imitative or creative tasks commissioned by **the departmental internship Advisor**.

§3.

Internship lasts:

- a) **3 weeks (120 hours)** during **the second year of first-cycle studies (semester 4)**;
- b) **3 weeks (120 hours)** during **the first year of second-cycle studies (semester 2)**;
- c) after completing the internship, the Student should obtain an entry (**pass with a grade**), at the latest by the end of the summer resit examination period

- d) **crediting the internship is recognised on the basis of a certificate of completed internship with the grade from a representative of the internship provider**, who supervises the substantive course of the internship.

§4.

Students of IOS or ITS, as well as those in exceptional situations, have the right to complete the internship at a different time after obtaining the consent of the Vice-Dean for Student Affairs and internship Advisor.

§5.

The date of the internship cannot collide with didactic classes.

§6.

The student is obliged to report the date and place of the internship to the departmental internship Advisor. It must be done in written form no later than two weeks before the beginning of the internship.

§7.

The apprentice who is on the internship is obliged in particular to:

1. selection of a Practitioner whose profile or scope of activity allows to achieve the effects of the internship and is consistent with the choice of specialisation within the "International Relations" field. The student chooses the place of the internship via consultations with the given institution and the departmental practice Advisor. The institution or its organisational unit where the internship will take place **must participate in the field international relations**. These institutions include:

- a) government administration bodies (e.g. ministries, law firms, voivodeship offices) and local government administration (city offices, marshal offices);
- b) the Sejm and the Senate;
- c) European Union institutions, their representative offices (e.g. Representation of the European Commission in Warsaw), offices of Members of the European Parliament;
- d) international organisations (including non-governmental ones) and their local representatives;
- e) diplomatic and consular posts;
- f) civilian structures of uniformed services;
1. others (foundations, associations, political parties, business entities, etc.) that participate in international trade.

2. obtaining the permission of the internship Advisor for the implementation of the internship with the selected Practitioner;

3. follow the regulations applicable at the Practitioner where they are practicing;

4. follow the regulations of labour discipline, health and safety, as well as keep state secrets, take care for a high quality of performance of the tasks assigned;

5. obtaining from the Practitioner **the certificate** confirming completion of the internship
6. have accident insurance during the internship;
7. provide the internship Advisor with documents confirming internship accomplishment within the previously agreed period.

§8.

Student's **work with financial gratification**, including work performed abroad, may be approved as part of the internship, provided that its nature meets the requirements of the internship programme.

§9.

**Responsibilities of the institution that hosts the Apprentice (Practitioner):**

- a) appointing a company internship Advisor;
- b) providing full-time internship (work);
- c) making a student get acquainted with the organisational structure of a given institution (except for units covered by state secrets);
- d) informing the Apprentice with the job description;
- e) controlling conscientiousness, punctuality and professionalism of the Apprentice in performed tasks;
- f) allowing the Apprentice, as far as possible and under appropriate control, to perform independent tasks;
- g) providing the Apprentice with social, health and safety conditions on generally accepted principles in the unit accepting the internship;
- h) issuing **a internship certificate (references)**, which will confirm the time and profile of internship, as well as evaluate its course.

§10.

In matters requiring additional programme explanations or the course of the internship and the behaviour of the Apprentice, please contact the internship Advisor or the appropriate student service employee at the dean's office of the Faculty of Political Science and Journalism. The Advisor was chosen from the academic teachers assigned to the discipline in which the field of study is implemented and was appointed by the Dean. Information about persons performing the abovementioned functions can be found on the Faculty's website.

§11.

Rules for passing the internship:

1. The internship is treated in the same way as any other subject taken by the Student during the process of education.
2. Interruption of the internship is treated as not completing the internship;
3. Failure to complete the internship within the set deadline results in consequences described in the Study Regulations,
4. The internship is credited by the departmental internship Advisor on the basis of the documents mentioned in §3.
5. The internship is credited with **a grade**.

§12.

Internship funding:

1. The apprentice does not receive remuneration from the University;
2. The Apprentice may receive remuneration from the Practitioner on the basis of a separate contract between the Apprentice and the Practitioner;
3. The University does not reimburse the Apprentice for any costs related to the internship;
4. The University does not pay remuneration for the organisation of internship at the Practitioner and remuneration for Patrons of internships;
5. In a situation where it is impossible to organise and conduct internship free of charge, the Vice-Rector of UMCS for Student Affairs may provide consent to organising the internship for a fee.

§13.

1. At the Student's request, the Vice-Dean for Student Affairs may decide **to dismiss Student from part or the whole of the internship**. Students who may apply for such a dismissal are those who:

- a) are employed during studies on the basis of an employment contract for at least half-time for a period of at least half a year at an institution that meets the requirements set out in §7;
- b) participate in volunteering, internships and internships in domestic or foreign institutions meeting the requirements set out in §7.

2. Documents which should be attached to the application for dismissal from internship are:

- a) employment contract;
- b) a certificate from the head of the employing institution which should contain a description of the job position and performed activities;
- c) a certificate of completed volunteering, internships or apprenticeships.