

**REGULATIONS FOR PROFESSIONAL STUDENT INTERNSHIPS  
CARRIED OUT DURING FULL-TIME / PART-TIME BACHELOR'S / MASTER'S DEGREE STUDIES  
AT THE FACULTY OF MANAGEMENT OF THE UNIVERSITY OF GDANSK**

1. Students of the Faculty of Management at the University of Gdańsk, studying in the following fields: Management, Computer Science and Econometrics, Health Care Management, Sports Management, and Finance and Accounting (delivered in Polish or English), are required to complete professional internships. In the case of Management, Information Technology and Econometrics, Sports Management, and Finance and Accounting, a report on the completion of the internship must be submitted during the fifth semester of the first cycle of studies and during the third semester of the second cycle of studies. Students of Healthcare Management (first-cycle full-time studies delivered in Polish) are required to complete professional student internships during all six semesters of their studies.
2. The obligation to complete professional internships applies to both full-time and part-time students.
3. The course of internships at the Faculty of Management of the University of Gdańsk is coordinated by the Head of Professional Student Internships.
4. All information on the course of the internship and the form of reporting, including in particular the procedures for registering for insurance, the form and procedures for concluding an agreement between the University and the company/institution where the internship is to take place, as well as the forms of the required internship reports, can be found on the Faculty's website.
5. At the beginning of each academic year, the Head of Student Professional Internships organises information meetings to discuss the responsibilities related to the implementation of internships.
6. Students of individual fields of study are required to complete an internship in the scope specified in the study programme of a given level.
7. Professional internships may be carried out, among others, in: business entities, public institutions, scientific and research institutions, educational institutions, cultural institutions, as part of activities organised by universities to achieve the objectives of the internship, and others.
8. The dates of the internship may not conflict with other classes required by the study plan.
9. The basis for completing the internship may be documented professional experience or running a business, if they correspond to the internship programme specified separately for each field of study at the Faculty of Management of the University of Gdańsk.
10. Previous professional experience consistent with the internship programme for the following fields of study (delivered in Polish or English): Management, Computer Science and Econometrics, Healthcare Management, Sports Management, and Finance and Accounting, may be recognised as a basis for completing the professional internship, provided that it was

gained no earlier than the date of commencement of studies at the Faculty of Management of the University of Gdańsk.

11. All students of the Faculty of Management at the University of Gdańsk who are completing compulsory professional internships must have valid accident insurance (NNW) covering the duration of the internship. Students who do not have individual accident insurance may be covered by the University of Gdańsk, provided that they notify the Dean's Office responsible for professional internships of this need by the 10th day of the month preceding the start of the internship. To apply, please submit the Application Form for Accident Insurance for the duration of compulsory professional internships to the Dean's Office.
12. The notification referred to in point 11 does not need to be made if the student has completed the internship on their own (without an agreement with the university, e.g. on the basis of a previously concluded employment contract, contract of mandate, contract for specific work, etc.). In such a situation, the student will only be required to settle the internship by documenting its completion with properly completed and submitted forms.
13. All forms related to the student internship reporting process are available on the Faculty website and include, in particular:
  - a) application for insurance - mandatory in the case of an internship planned for the future. It should be printed out and submitted in two copies to the Dean's Office together with the fixed-term agreement referred to in point 13b, no later than on the 10th day of the month preceding the internship. This form should not be submitted if the student has previously completed an internship or if the internship is carried out on the basis of a previously concluded employment contract, contract of mandate, contract for specific work, etc.
  - b) fixed-term/indefinite agreement – an agreement concluded between the University of Gdańsk and the entity where the internship will be carried out. The agreement is concluded only in the case of internships planned for the future – it should not be concluded if the student has already completed an internship or if the internship is carried out on the basis of a previously concluded employment contract, contract of mandate, contract for specific work, etc. In this situation, when settling the internship, it is required to submit a statement of no agreement together with the internship description card and attachments documenting the course of the work performed, which constitutes the basis for the settlement of the professional internship. If it is necessary to refer a student for an internship, the appropriate form must be completed and submitted together with the agreement for a fixed period.
  - c) internship report – a document completed during and after the internship by the internship supervisor, i.e. the representative of the entity with which the agreement was concluded, and by the student.
14. After completing the mandatory professional internship, students are required to complete an evaluation questionnaire concerning the course and organisation of the internship. The questionnaire is available on the website of the Faculty of Management at the University of Gdańsk. The completed questionnaire is part of the documentation required to pass the internship.

15. In order to ensure the quality of the internship and its compliance with the study programme and learning outcomes, internship supervisors make a non-random selection of student internship placements for observation. Observation may take the form of a physical visit, an online meeting or a telephone conversation with the intern's supervisor at the institution hosting the internship. During the observation, the following aspects are assessed: the relevance of the tasks to the field of study, the student's commitment, the organisational conditions of the internship and the manner in which the student is supervised. The results of the observation are documented in an observation form and archived in the university's database.
16. The Head of Professional Student Internships is responsible for answering any questions or concerns from students regarding the compulsory professional internship process at the Faculty of Management of the University of Gdańsk.