

WARSAW UNIVERSITY OF TECHNOLOGY

Regulation no. 45/2021  
of the Warsaw University of Technology Rector  
of 21 May 2021

on the adoption of the Regulations on financing obligatory student internships included in the first- and second-cycle and long-cycle Master's full-time and part-time degree programmes

Pursuant to Article 23 section 1 of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Acts of 2021, item 478, as amended) in connection with § 27 of the Academic Regulations at the Warsaw University of Technology, included in Annex to Resolution no. 363/XLIX/2019 of the WUT Senate of 26 June 2019, it is resolved as follows:

§ 1

1. The Regulations on financing obligatory student internships included in the first- and second-cycle and long-cycle Master's full-time and part-time degree programmes, hereinafter referred to the "Regulations", included in Annex no. 1 hereto, are introduced.
2. The template on the agreement on organisation of obligatory student internship, included in Annex no. 2 hereto, is introduced.
3. The template of the referral to student internship, included in Annex no. 3 hereto, is introduced.
4. The template of the student internship report, included in Annex no. 4 hereto, is introduced.

§ 2

The templates of the agreement and referral, referred to in § 1 sections 2 and 3 may be used for internships not included in the study programme (non-obligatory internship).

§ 3

Regulation no. 24/2017 of the Warsaw University of Technology Rector of 27 April 2017 on the adoption of the Regulations on organisation and financing obligatory student internships included in the first- and second-cycle full-time and part-time study programme shall expire.

§ 4

The regulation enters into force on the day of its signing.

RECTOR

Professor Krzysztof Zaremba

**Regulations on organisation and financing obligatory student internships  
included in the first- and second-cycle and long-cycle Master's full-time and  
part-time degree programmes**

§ 1

The regulations determine the rules of organisation and financing of obligatory student internships included in the study programmes laid down by the WUT Senate.

§ 2

1. Student internships may be completed at the University or with external entities.
2. Student internships are completed on the basis of an agreement concluded between heads of WUT basic organizational units and the student who participates in the internship or between WUT – the organizational unit, an external entity and the student and on the basis of an individual referral.
3. If the student during the internship has entered a job contract, an internship contract or a contract of mandate with the external entity, the conclusion of the agreement between WUT – the basic organizational unit and the external entity is not required.
4. The student may apply for a credit for the internship which is being completed at the chosen external entity in Poland or abroad on the basis of:
  - 1) programme of the internship approved by the proxy for student internships;
  - 2) internship report;
  - 3) certificate on completion of the internship, issued by the entity where the internship was completed.

§ 3

1. The head of the basic organisational unit may appoint a proxy for student internships to supervise the organisation and completion of internships. If the proxy may not be appointed, their tasks shall be performed by the relevant vice-dean.
2. The tasks of the proxy for internships shall include, in particular:
  - 1) drawing up a timetable of student internships;
  - 2) supporting internship supervisors in organisation of student internships;
  - 3) publishing on the website of the basic organizational unit a current offer of obligatory internships and presenting to students the university database of employees with the database of offers and addresses of external entities run by the Warsaw University of Technology Careers' Office;
  - 4) organising annual student meetings to present the rules of organisation of student internships;
  - 5) cooperating with external entities where students complete their internships;
  - 6) cooperating with the Student Affairs Office to make financial settlements of the costs related to organisation of obligatory student internships.
3. At the request of the proxy for student internships, the head of the basic organisational unit shall appoint internship supervisors from among academic teachers of the organisational unit.
4. The tasks of the internship supervisor shall include, in particular:
  - 1) drawing up detailed programmes of obligatory student internships;
  - 2) preparing internship referrals for students;
  - 3) informing students about the rules of financial support for internships;
  - 4) collecting and forwarding to the Bursar's Proxy in the relevant organizational unit,

- documents for financial settlement of the costs of internships;
  - 5) settlement of the internship in terms of their academic completion at the end;
  - 6) supervising the student's internship;
  - 7) awarding credit for the internship, making entries in student record books and in semester grade registers.
5. In special cases, the proxy for internships may perform the role of the internship supervisor.

#### § 4

1. The costs of organisation and completion of internships borne by the University include, in particular, the costs of delegation of staff, remuneration of the proxy for internships and internship supervisors, transport of equipment, costs of equipment.
2. The costs of internships shall be settled pursuant to the stipulations of the Regulation of the Warsaw University of Technology Rector on drawing up accounting documents, controlling their flow and storing them at the Warsaw University of Technology.
3. The costs of internships should be covered by the head of the basic organisational unit from the funds allocated for teaching tasks of the unit.
4. Students who complete the internship away from their place of residence and the seat of the University may apply for financial support towards the costs of accommodation and travel they have paid and documented. The rules of providing financial support shall be laid down by the head of the basic organisational unit upon consultation with the Student Union Board of the unit.
5. The amount of financial support for accommodation during obligatory student internships shall be laid down at the amount no greater than the fee for a double room in the most expensive University hall of residence laid down pursuant to the University internal regulations, within the period of the internship.
6. The student who was awarded credit for internship pursuant to § 2 section 4 shall not be entitled to financial support.
7. Prior to the internship, the student shall take out accident insurance for the period of the internship.

#### § 5

1. Payments for students who were awarded financial support shall be made by the Bursar's Office on the basis of lists of payments issued by the dean's office or college office upon the completion of the internship. The lists shall be verified in formal terms by the Student Affairs Office.
2. The financial settlement related to obligatory student internships should be completed by 30 November every year.
3. The annual report on obligatory student internships shall be drawn up by the Student Affairs Office on the basis of information collected from basic organisational units.
4. Spending of the funds of the basic organisational unit on financing student internships shall be supervised by the head of the unit.

#### § 6

To all matters not settled herein, the internal regulations of the Warsaw University of Technology and generally binding legal regulations shall apply.

**AGREEMENT No. / unit code / year**  
**ON ORGANISATION OF OBLIGATORY STUDENT INTERNSHIP**  
concluded in Warsaw on .....

between:

Warsaw University of Technology – Faculty of..... /"WUT organisational unit"\*, hereinafter referred to as the "University", represented by the Faculty Dean/.....

and

..... - hereinafter referred to as the "External Entity"/"WUT organisational unit"\*, represented by .....

and

Ms/Mr ..... residing in ....., hereinafter referred to as the "Internship Participant".

§ 1

1. Pursuant to the terms and conditions included herein, the External Entity/WUT organisational unit\* shall take on the Internship Participant ..... from the ..... year of study  
(student's name and surname) (year of study)  
of the Faculty of ..... to complete the obligatory student  
(name of the faculty)  
internship in the period from ..... to .....

2. In addition, the External Entity/WUT organisational unit\* shall:
  - 1) provide an appropriate work station, according to the internship programme;
  - 2) make the Internship Participant familiar with the company work regulations, health and safety regulations, fire safety regulations and regulations on protection of classified information as well as any other regulations necessary to complete the internship referred to in section 1;
  - 3) supervise the completion of the internship in substantive and organisational terms by the appointed internship coordinator.

§ 2

The Internship Participant shall be taken on the internship referred to in § 1 section 1 on the basis of an internship referral.

§ 3

The University/WUT organisational unit\* shall:

- 1) provide the External entity/WUT organisational unit\* with the internship goals and programme;
- 2) supervise the internship by the appointed internship supervisor;
- 3) upon the request of the External Entity/WUT organisational unit\*, withdraw the

- Internship Participant if the Participant is in flagrant breach of work discipline;
- 4) provide the Internship Participant, in the form of a printout, with information on the university employee database run by the Warsaw University of Technology Careers' Office in order to invite the External Entity/WUT organisational unit\* to publish information about the company and include internship offers in future.

#### § 4

The Internship Participant shall:

- 1) take up the internship in the company at the specified date, according to the determined internship programme and requirements laid down by the External Entity/WUT organisational unit\*;
- 2) comply with internship regulations and rules valid in the company related to work discipline, working hours, health and safety, fire safety regulations and any other legal regulations related to confidentiality;
- 3) attend the internship regularly and confirm attendance on the relevant list;
- 4) immediately inform the internship coordinator on absences and the reasons therefor;
- 5) immediately inform the internship supervisor on any irregularities in completion of the internship;
- 6) take out an accident insurance prior to the beginning of the internship;
- 7) submit an internship report;
- 8) inform the employer on the possibility of setting up the company profile in the University Database of Employers run by the Warsaw University of Technology Careers' Office on the website [www.bk.pw.edu.pl](http://www.bk.pw.edu.pl).

#### § 5

The Internship Participant completing the internship with the External Entity/WUT organisational unit\* on the basis hereof shall not be entitled to remuneration. The student may receive remuneration from the External Entity on the basis of a separate contract.

#### § 6

1. Detailed regulations on the organisation and completion of the internship shall be laid down by consultation between the parties hereto, prior to the beginning of the internship.
2. During the internship, the Internship Participant shall be a subordinate, in terms of work order and discipline, of the heads of the organisational unit of the External Entity/WUT organizational unit\* where the student is completing the internship.
3. The parties hereto shall appoint their representatives to complete tasks related to this agreement.

#### § 7

1. To cooperation in terms of personal data protection related to the completion hereof, the generally binding legal regulations shall apply, in particular Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and to the free flow of the data and repealing Directive 95/46/EC.
2. If personal data are provided in relation to the completion hereof, the Party receiving the personal data shall be the Administrator (of the personal data) and shall independently comply with the legal regulations in terms of personal data protection and shall be responsible for the provided personal data (as of the moment of their receipt).

3. Each Party hereto shall protect the personal data through relevant technical and organisational solutions required by legal regulations on personal data protection and shall be fully responsible for any damage related to the processing of personal data.
4. In connection with the completion of this Agreement, the Parties hereof shall mutually complete the information obligation (towards their employees completing this Agreement). The wording of the information clause used by the University shall be included in Annex no. 2 hereto, whereas the wording of the information clause used by the External Entity shall be included in Annex no. 3 hereto.

§ 8

To all matters not settled herein, the provision of the Civil Code shall apply.

§ 9

The Agreement has been made in three identical copies, one for each party.

§ 10

Any amendments hereto shall be null and void unless made in writing.

§ 11

The Agreement shall enter into force on the day of its signing.

External Entity

/WUT organisational unit\*

Internship Participant

University – Faculty/WUT  
organisational unit

List of annexes

Annex no. 1 – information clause of the University for the internship participant;

Annex no. 2 – information clause of the University for the external entity;

Annex no. 3 – information clause of the external entity.

\* delete as applicable

**INFORMATION CLAUSE OF THE WARSAW UNIVERSITY OF TECHNOLOGY  
FOR THE INTERNSHIP PARTICIPANT**

Pursuant to Art. 13 of Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and to the free flow of the data and repealing Directive 95/46/EC (Journal of Laws EU L 119/1 of 4 May 2016), hereinafter referred to as GDPR, the Warsaw University of Technology hereby informs that:

- 1) The administrator of your personal data is the Warsaw University of Technology, with the official seat at pl. Politechniki 1, 00-661 Warsaw.
- 2) The administrator has appointed the Data Protection Inspector (DPI) to supervise the processing of personal data. The Inspector can be contacted at the email address: [iod@pw.edu.pl](mailto:iod@pw.edu.pl).
- 3) The administrator shall process your personal data in the scope: name and surname, address.
- 4) Your personal data shall be processed by the administrator in order to complete the Agreement on organisation of obligatory student internship - the legal basis of the processing of your personal data is Art. 6 section 1 letter b of GDPR.
- 5) The Warsaw University of Technology has no intention of forwarding your data beyond the European Economic Area.
- 6) You are entitled to access your personal data and you have the right to correct the data, the right to demand to delete them, limit the processing of the data, the right to object to the processing of the data. Since the processing of your data is not based on your consent, you are not entitled to transfer the data.
- 7) Your personal data will not be made available to third parties (administrators) except for entities authorised in accordance with legal regulations.
- 8) Access to your personal data may be granted to entities (processing entities) which may be given tasks related to the processing of personal data by the Warsaw University of Technology.
- 9) The Warsaw University of Technology does not use towards you automated decision making tools, including profiling you.
- 10) Providing your personal data is not obligatory; however, unless you provide your personal data, you will not be able to participate in the completion of the Agreement on organisation of obligatory student internship.
- 11) Your personal data will be processed for the period under the Agreement and for the period necessary to secure possible claims.
- 12) You are entitled to make a complaint to the supervisory authority - President of the Office for Personal Data Protection if you find that the processing of your personal data violates the provisions of the GDPR Regulation.

**INFORMATION CLAUSE OF THE WARSAW UNIVERSITY OF TECHNOLOGY  
FOR THE EXTERNAL ENTITY**

Pursuant to Art. 13 and 14 of Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and to the free flow of the data and repealing Directive 95/46/EC (Journal of Laws EU L 119/1 of 4 May 2016), hereinafter referred to as GDPR, the Warsaw University of Technology hereby informs that:

- 1) The administrator of your personal data is the Warsaw University of Technology, with the official seat at pl. Politechniki 1, 00-661 Warsaw.
- 2) The administrator has appointed the Data Protection Inspector (DPI) to supervise the processing of personal data. The Inspector can be contacted at the email address: [iod@pw.edu.pl](mailto:iod@pw.edu.pl).
- 3) The administrator shall process your personal data in the scope: name and surname, company email, company telephone number.
- 4) Your personal data shall be processed by the administrator in order to complete the Agreement on organisation of obligatory student internship - the legal basis of the processing of your personal data is Art. 6 section 1 letter f of GDPR.
- 5) The Warsaw University of Technology has no intention of forwarding your data beyond the European Economic Area.
- 6) You are entitled to access your personal data and you have the right to correct the data, the right to demand to delete them, limit the processing of the data, the right to object to the processing of the data. Since the processing of your data is not based on your consent, you are not entitled to transfer the data.
- 7) Your personal data will not be made available to third parties (administrators) except for entities authorised in accordance with legal regulations.
- 8) Access to your personal data may be granted to entities (processing entities) which may be given tasks related to the processing of personal data by the Warsaw University of Technology.
- 9) The Warsaw University of Technology does not use towards you automated decision making tools, including profiling you.
- 10) Your personal data were provided directly by you or an entity which you represent. If the personal data are obtained directly from you, providing your personal data is voluntary; however, unless you provide your personal data, you will not be able to participate in the completion of the Agreement on organisation of obligatory student internship.
- 11) Your personal data will be processed for the period under the Agreement and for the period necessary to secure possible claims.
- 12) You are entitled to make a complaint to the supervisory authority - President of the Office for Personal Data Protection if you find that the processing of your personal data violates the provisions of the GDPR Regulation.



INFORMATION CLAUSE OF THE EXTERNAL ENTITY

Warsaw, .....

(Stamp of the WUT basic organisational unit)

### REFERRAL

Pursuant to the concluded Agreement no....., I hereby refer:

....., ....-year student for the internship:

to:.....

Duration of the internship from:..... to:.....

(stamp and signature of the head of the basic  
organisational unit or the person authorised)

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*(Please, return the certificate on the completion of the internship)*

.....  
*place/date*

### CERTIFICATE ON THE COMPLETION OF THE INTERNSHIP

I hereby certify that:.....

..... - year student, pursuant to the Agreement no. ...., completed the  
internship:

in:.....

in the period from:..... to:.....

Comments of the external entity/WUT organisational unit\*:

.....

*(stamp of the external entity/WUT organisational unit) (stamp and signature of the person authorised)*

\* delete as applicable

**STUDENT INTERNSHIP REPORT**  
**OF THE STUDENT OF THE FACULTY OF ..... OF THE WARSAW**  
**UNIVERSITY OF TECHNOLOGY**  
(name of the Faculty)

----- COMPLETED BY THE STUDENT -----

Name .....

Surname .....

Student record book number.....

Time of completion of the internship: from ..... to .....

*dd-mm-yyyy*

*dd-mm-yyyy*

Place of the internship:.....

Name of the External Entity/WUT organisational unit\*:

.....

Address of the External Entity/WUT organisational unit \*:

.....

Internship coordinator from the External Entity/WUT organisational unit\*: (name, surname,  
phone number, e-mail)

.....

.....

Scope of business of the External Entity:

.....

.....

.....

----COMPLETED BY THE REPRESENTATIVE OF THE EXTERNAL ENTITY----

no.	Date/number of hours	Tasks completed	Confirmation of attendance, comments
1			
2			
3			

