

Apprenticeship terms and conditions for students of Technical Academy of Informatics in Applied Sciences

§ 1

General provisions

1. The legal basis for apprenticeships is:
 - 1) the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws, item 1668, as amended),
 - 2) the Regulation of the Minister of Science and Higher Education of 27 September 2018 on degree programmes (Journal of Laws, item 1861, as amended),
 - 3) the programme for a given field of study.
2. Completing an apprenticeship programme is mandatory and is an integral part of the study programme for all students (the “Students”) of Technical Academy of Informatics in Applied Sciences (the “University”).
3. The apprenticeship will be carried out on the basis of the Student apprenticeships agreement concluded between the University and selected organisational units (the “Workplaces”, a template of which is attached as Annex 1 hereto).
4. The Student shall submit the Student apprenticeships agreement for signature to the representative of the Workplace and to the Dean of his/her Department or Rector’s proxy for apprenticeships.
5. The Student may commence the apprenticeship programme only once the Student apprenticeship agreement has been signed by all parties.

§ 2

Apprenticeship objectives

1. The objectives of student apprenticeship include:
 - 1) familiarisation with the work at various positions, in various industries,
 - 2) the development of the ability to apply theoretical knowledge gained in the course of study in practice – in the functioning of an organisation,
 - 3) acquisition of practical knowledge of issues related to the given specialty,
 - 4) the assessment of own skills and possibilities on the labour market,
 - 5) establishment of professional contacts, which can be used later when looking for employment.

§ 3

Apprenticeship duration

1. The total duration of the internship is 6 months (720 hours) for undergraduate and 3 months (360 hours) for graduate study programmes.
2. The apprenticeship shall be carried out according to the following schedule:
 - 1) for undergraduate Students who begin their study programme in October:
 - a) until the end of semester II – 2 months,
 - b) until the end of semester IV – 2 months,
 - c) until the end of semester VI – 2 months.
 - 2) for undergraduate Students who begin their study programme in March:
 - a) until the end of semester I – 2 months,
 - b) until the end of semester III – 2 months,
 - c) until the end of semester IV – 2 months,
 - 3) for graduate Students who begin their study programme in October:
 - a) until the end of semester II – 2 months,
 - b) until the end of semester IV – 1 month,
 - 4) for graduate Students who begin their study programme in March:
 - a) until the end of semester I – 2 months,
 - b) until the end of semester III – 1 month,
3. In justified situations, the Student has the right to submit his/her own suggestion regarding the apprenticeship programme. The decision regarding its acceptance will be made by the Dean of the relevant Faculty or Rector's proxy for apprenticeships.

§ 4

Apprenticeship terms and conditions

1. The apprenticeship may be conducted during holidays or in the course of the academic year provided that it does not interfere with the study programme.
2. The Student has the right to submit his/her own suggestions concerning the date and place of apprenticeship.
3. Issues regarding potential compensation are determined individually between the Student and the Workplace.
4. The University does not cover any costs related to the apprenticeship.
5. The University does not provide insurance for the Student against accidents during the apprenticeship. Student who undertake internship are responsible for insuring themselves against accidents for the duration of the apprenticeship.
6. Attendance at the apprenticeship is mandatory.

7. Unexcused absence from the apprenticeship will result in failing it.
8. The apprenticeship may be extended by the duration of any excused absences.
9. After successful completion of the apprenticeship programme, the Workplace shall confirm it in the Logbook (Annex 2 hereto) and award the Student a grade.
10. Once the Student submits the Logbook, filled out as specified in point 9 above, and the Student Internship Agreement, the Dean of the relevant Faculty or Rector's proxy for apprenticeships shall confirm the completion of the apprenticeship programme in the dean's office system and periodic progress report.
11. If the student does not complete the apprenticeship programme within the specified period of time or receives a negative grade from the designated supervisor at the Workplace, the internship shall be considered as failed.
12. Completing the apprenticeship – in accordance with the study programme and these terms and conditions – is required for completing each semester and, consequently, for graduation.

§ 5

Conditions for recognition of professional work performed towards apprenticeships

1. A student in full-time or part-time studies may have their work recognised as part of their professional apprenticeship if they simultaneously meet the following conditions:
 - 1) they document performing work that corresponds to the objectives and content of the apprenticeship in their field of study,
 - 2) they document work performed during their studies. The duration of the work must correspond to the duration of the apprenticeship.
2. The recognition of work performed towards the professional apprenticeship is done in weeks, assuming that 1 week of work is equivalent to 1 week of internship. The recognition referred to in paragraph 1 is based on a document describing the scope of duties entrusted and providing Annexes 3 and 4 to these Regulations.
3. A student running their own business may apply for recognition as referred to in paragraph 1 if the business activity allows achieving the learning outcomes specified in the apprenticeship program applicable to their field of study. In this case, they must provide a printout from the Central Register and Information on Economic Activity and Attachment No. 5 to these regulations. The student should document professional experience that corresponds to the apprenticeship program, lasting at least as long as the time stipulated for the apprenticeship in the study programme. Acceptable documents

may include references issued by the contractor, a contract along with confirmation of its execution provided by the contractor, or other equivalent documents.

4. The documents listed in paragraph 2 must be certified by the employer or an authorised person.
5. The final decision on recognizing the work performed towards the completion of all or part of the professional apprenticeship is made by the Dean of the relevant Faculty or the Rector's proxy for apprenticeships upon a written request from the interested party, supplemented with the documentation mentioned in paragraph 3.
6. A student who has been recognized in accordance with paragraph 5 receives recognition according to the study programme.

§ 6

Final provisions

All matters that are not regulated herein, as well as any disputes shall be resolved by the Rector of Technical Academy of Informatics in Applied Sciences.

Załączniki:

1. Porozumienie o praktykę zawodową
2. Karta praktyki zawodowej
3. Wniosek o uznanie pracy zawodowej/prowadzenia działalności gospodarczej na poczet praktyki zawodowej