

Internships regulations



applicable at the Faculty of Electronics, Telecommunications
and Informatics, Gdańsk University of Technology

in 2024

(approved by the Faculty Council on February 16, 2021)

Internship is an element of the education process and has the following objectives:

- practical application of the knowledge and skills acquired during previous studies,
- gaining new knowledge, practical skills and social competences,
- getting to know the industrial teamwork environment and the conditions and rules applicable in this environment,
- shaping the right attitude to work in a team: taking care of the quality of work, timely performance of tasks, proper cooperation with other people and cells at the place of internship, development of own initiative in the work environment and acquiring the ability to work effectively in a team.

I. FORMS, MODES AND RULES OF INTERNSHIP

1. Compulsory subject *Internship* belongs to the curriculum of the 7th semester of the full-time and part-time studies, and its completion is one of the conditions for admission to the engineering examination.
2. In principle, vocational training must be completed for at least 240 hours and 6 ECTS points (full-time studies) or 5 ECTS points (part-time studies). For full-time studies, internships of at least 160 hours and 2 ECTS points are allowed..
3. Students are required to complete their apprenticeship during their free time, ie during the summer holidays. In justified cases, e.g. referral for leave not related to the health condition, the epidemic in Poland, etc., students may complete the internship on another date with the prior consent of the Deputy Dean for Education and Didactics.
4. As part of the internship, students are required to complete at least three points of the framework program appropriate to their field of study (Annexes 1 A÷D).
5. It is allowed to carry out internship in one of the following forms, to the extent consistent with the field of study:
 - a. unpaid internship, on the basis of a contract for the organization of professional internship (Annex 3),
 - b. foreign practice (e.g. IAESTE, ERASMUS etc.),
 - c. paid or unpaid industrial internship,
 - d. graduate internship,
 - e. employment contract,
 - f. contract of mandate or contract for specific work (also in the form of B2B),
 - g. other, after obtaining the Dean's prior consent.
6. The choice of the form and place of apprenticeship is up to the students, however, in accordance with the University's Apprenticeship Regulations, they should be carried out outside the Gdańsk University

of Technology. In justified cases, e.g. the epidemic in Poland, consent to the implementation of professional internships in GUT units is granted by the vice-dean for education and didactics.

7. In the case of the internship, the scope or content of which is confidential and cannot be reported, the consent of the Vice-Dean for Education and Didactics should be obtained prior to the commencement of the internship.
8. Before commencing apprenticeship, the student must complete the necessary formalities and obtain the consent of the Dean's plenipotentiary for apprenticeship appropriate for his field of study for the placement at the workplace of his choice. Such approval is granted via the e-learning platform. For this purpose:
 - a. Regardless of the form of the internship, the student must do the internship:
 - i. register for the *WETI Internship* course on the e-learning platform,
 - ii. fill in the application form,
 - iii. obtain all necessary approvals from the Vice-Dean for Education and Didactics,
 - iv. upload to the e-learning platform a scan or photo of a properly completed and signed individual internship program (Annex 2) and all necessary consents of the Vice-Dean for Education and Didactics.
 - b. In the case of unpaid internships carried out on the basis of an agreement between the workplace and Gdańsk University of Technology (not applicable to unpaid internship, etc.), the student is obliged to provide two copies of the Agreement on the organization of the internship signed by the representative of the workplace (Annex 3) at least 7 days before the start of the internship. The Dean of the ETI Faculty, in consultation with the Legal Office of GUT, may decide to sign a contract according to the template proposed by the workplace. At the same time, the student should send an electronic version of the application form for accident insurance, the template of which is on the course website on the e-learning platform, or submit a copy of the insurance concluded independently.
9. A student who goes to an unpaid internship receives accident insurance for the duration of the internship, provided that all formalities are completed within the applicable deadlines. The scope of accident insurance covers costs resulting from loss of health as a result of an accident. In the event of failure to meet the deadline for applying for accident insurance, the student is obliged to insure himself on his own and present documents confirming the insurance together with the application.

II. COMPLETION OF A TRAINING PRACTICE

10. The reported apprenticeship is assessed on a scale of 2 to 5 by the Dean's representative for apprenticeships appropriate for the field of study. The evaluation criteria include both the substantive evaluation of the internship (internship evaluation sheet and the report on professional practice) and formal (including timeliness and completeness of submitted documents).
11. Regardless of the form in which the internship was performed, the student is obliged to submit the correctly completed:
 - a. Report on the work placement in an electronic form specified in the WETI internship course on the e-learning platform;
 - b. The original of the certificate of completion of the internship (Annex 4) completed and signed by the internship tutor or an authorized representative of the workplace.
12. Completing the internship in a form other than free internship requires additionally uploading scans or photos of the documents specified below on the e-learning platform, in which information about the amount of remuneration and other data sensitive to the company may be hidden:

- a. a copy of the contract on the basis of which the internship was carried out. In the case of an employment contract, it is allowed to present an employment certificate or an equivalent certificate from the workplace;
- b. documents confirming that the internship has been completed (e.g. acceptance protocol);
- c. documents confirming that the student has received remuneration for the work performed (not applicable to an unpaid internship). Note that the receipt of the salary is not the invoice issued by the student;
- d. departure settlements in the case of foreign internship.