

RESOLUTION NO. 4
OF THE TEACHING COUNCIL IN CHARGE OF STUDIES IN
PSYCHOLOGY AND APPLIED ANIMAL PSYCHOLOGY
of March 9, 2021

on adopting regulations for internships
at the studies in Psychology

Pursuant to §68 para. 2 of the Statute of the University of Warsaw (UW Monitor, 2019, item 190), the Teaching Council decides as follows:

§ 1

The proposed regulations for internships at the studies in Psychology, which are appended to this resolution, are accepted.

§ 2

The resolution shall enter into force as of the day of its signing.

Head of the Teaching Council:
A. Rynkiewicz

to the Resolution No. 4 of the Teaching Council in charge of studies in Psychology and Applied Animal Psychology of March 9, 2021.

Rules and Regulations for internships at the studies in Psychology:

- 1) The student of the long second cycle study, full-time and part-time, has the opportunity to take part in internships during the studies; the internships are not mandatory.
- 2) The maximum length of internships at the faculty of Psychology is 8 ECTS. At the beginning of the internships they are entered in USOS as a subject requiring credit.
- 3) The basic objectives of student internships carried out as part of the curriculum at the studies in Psychology are as follows:
 - a) to familiarize the student with the specificity of the professional environment,
 - b) to broaden the knowledge gained during the studies and to develop skills allowing the student to use it in practice,
 - c) to shape specific professional skills directly related to the place of internships,
 - d) to enhance effective communication in organizations skills,
 - e) to learn of the functioning of the organisational structure, principles of work organisation and division of competence, procedures, work planning and control processes,
 - f) to improve the ability to organize one's own work, teamwork, effective time management, diligence, and responsibility for assigned tasks,
 - g) to enhance foreign language skills in professional situations.
- 4) Credit for the internship as part of the curriculum in the field of psychology is granted on the basis of approval by the Deputy Dean for Students' Affairs on the basis of a certificate of the completed internship (a description of the way of realization of the 7 aims of the practice, which the parties decide on as part of the signed agreement).
- 5) The internship can take place in economic units, state administration units, local government administration, social institutions, educational institutions, health care, cultural, scientific and research institutions, or other organizational units - hereinafter referred to as the "Institution" - if the nature of the student's placement is consistent with the curriculum of the studies in the field of psychology organized by the Faculty of Psychology UW.
- 6) On behalf of the University, the Deputy Dean for Students' Affairs, or a person authorized by them, is responsible for monitoring and organizing the internships.
- 7) The records of students who have completed internships, including the necessary data, shall be kept by a designated employee of the Dean's Office for internships, using an IT application.
- 8) The requirement for commencing the internship is the conclusion of a contract between the Faculty of Psychology and the Institution organising the internship before it begins.
- 9) Before commencing the internship the student shall be obliged to:
 - a) become familiar with the rules of the internship, and in particular with the conditions for completing the internship,
 - b) agree the programme and conditions of the internship with the counsellor at the Institution in accordance with the 7 students' internship dimensions,
 - c) obtain approval of the programme and conditions of the internship from the Deputy Dean for Students' Affairs,
 - d) provide the Deputy Dean for Students' Affairs with a mutually signed agreement on the organization of the internship, issued by the University or Institution organizing the internship.
- 10) Three lengths of internship addressed to students of different years are allowed to be recognized as part of the curriculum:
 - (a) initial practice (years 2-3) - at least 50 h (2 ECTS)
 - the student completes at least 4 of the 7 objectives described in point 3,
 - function: training of basic psychological skills; initial orientation in potential professional development paths,
 - initial training is unpaid (voluntary) and cannot be carried out in a regular, permanent workplace.
 - b) basic internship (from the 4th year onwards) - 100 h (4 ECTS)

- the student meets at least 5 of the 7 objectives described in point 3,
- function: forming professional skills - specialization.
- c) additional vocational training (from the 4th year onwards) - up to 100h (up to 4 ECTS)- The student realizes at least 5 of the 7 objectives described in point 3,
- function: broadening (different range of tasks) or deepening (new, more complex competences) of the basic internship.

11) The following forms of internship organization are established:

- a) individual placement - the student initiates the signing of an agreement with the Institution, while the Faculty exercises substantive and organizational supervision over the course of internship,
- b) employment on the basis of an employment contract or civil law contracts for a period of at least one month in an Institution at a position consistent with the studies profile,
- c) organized practice - the student makes use of the offers prepared by the Faculty of Psychology, or the University's Bureau of Professional Graduate Promotion (BZPA).
- d) Within the University-organized activities for the benefit of the University and outside the University, which enable to achieve the aims of the internship in accordance with the curriculum of the studies organized by the Faculty of Psychology, including University commissioned projects, e.g. implementation projects, organizing meetings with high school students, participation in actions promoting the University, organization of the scientific life of the University

12) Students can perform their internships in:

- (a) institutions of their own choice, in accordance with their study profile.

Organizing a practical placement may also be a result of the student's initiative, in cooperation with organizational units of the University, however, it requires the approval of the Deputy Dean for Students' Affairs, or the Dean's Representative for internships

- b) foreign institutions (including European Union institutions) - the internships may take place via the European Union programs, or foreign exchanges addressed to students
- c) institutions offered by the Dean's Representative for internships, heads of relevant departments or in the electronic database created by the Bureau of Professional Graduate Promotion (BZPA).

13) The student is obliged to complete the internship in accordance with the agreed curriculum, and additionally to:

- a) comply with the rules of the internships determined by the University,
- b) observe the work order and discipline set by the internship provider,
- c) observe the principles of occupational health and safety, and fire protection,
- d) comply with the principles of official and state secrecy, and protection of confidentiality of data within the scope determined by the internship provider,
- e) to take out personal accident insurance (NNW) if it is not ensured by the institution that organizes the internship, or the University.

14) Templates of the required documents are available on the Faculty website:

- (a) template of the internship Agreement between the University and the Institution,
- b) template of the internship Certificate.

15) The credit for the internship is awarded by the Deputy Dean for Students' Affairs on the basis of the internship certificate issued by the institution.

16) The Certificate of internship at the Institution should include, according to the attached template:

- (a) the stamp of the Institution,
- b) student's data,
- c) data concerning the Institution,
- d) the period and amount of hours of the internship,
- e) the issues dealt with by the student during the placement in accordance with the objectives in point 3,
- f) general opinion on the student,
- g) overall assessment of the completed internship,
- h) signature and personal stamp of the person authorized to confirm the completion of the internship.

17) The credit for the internship based on other forms of activities undertaken within and outside of the University (listed in item 11d) shall be awarded by the Deputy Dean for Students' Affairs, based on the submitted certificates. The internship Agreement is not mandatory in such cases.

- 18) The rules of internships for foreign students coming to the University are the same as for Polish students, unless the Deputy Dean for Students' Affairs, obliged by international agreements, decides otherwise.
- 19) In the case of internships financed by the European Union structural funds and other national and foreign financial resources, appropriate regulations and rules resulting from agreements concluded by the University are applied.
- 20) When an Institution decides that a student may receive reimbursements for the internship, the relevant agreement is made between the Institution and the student, without the agency of the University. This rule does not apply to preliminary internships described in item 10a, which, as a rule, is unpaid (voluntary work).
- 21) The Department does not reimburse any costs to the student for the placement.