

ORDER No. 94/2023**of the Rector of the AGH University of Krakow
of December 14, 2023*****on the rules for the organization of student placements at the AGH University of
Krakow***

Pursuant to Article 23 section 2 point 2 of the Act of July 20, 2018 – Law on Higher Education and Science (uniform text Polish Journal of Laws of 2023, item 742, as amended), as well as pursuant to § 20 section 2 of the Statute of the AGH University of Krakow (uniform text resolution No. 123/2023 of September 27, 2023) in conjunction with § 16a of the Study Regulations of the AGH University of Krakow (uniform text Resolution No. 40/2023 of the AGH Senate of April 26, 2023), I order as follows:

§ 1.**Material scope of the Order**

1. This Order set forth the rules for the organization of student placements at the AGH University of Krakow, if they are provided for in the curriculum applicable to a given field of study, level and profile.
2. This Order shall not apply to optional practical placements, not provided for in the curriculum applicable to a given field of study, level and profile. Detailed rules for such practical placements shall be determined by the Dean of the Faculty.
3. Whenever this Order refers to:
 - 1) **Workplace** – shall be understood as an entrepreneur, public or non-public institution (domestic or foreign) or other entity where a student carries out a practical placement;
 - 2) **Study Regulations** – shall be understood as the Study Regulations of the AGH University of Krakow;
 - 3) **University** – shall be understood as the AGH University of Krakow (AGH);
 - 4) **Act** – shall be understood as the Act of July 20, 2018 – Law on Higher Education and Science.
4. The provisions of this Order with respect to the implementation of practical placements shall be applied accordingly to the implementation of diploma placements, unless the Dean of the Faculty has laid down different conditions for the implementation of diploma placements.
5. This Order shall not apply to the so-called pedagogical practice carried out as part of fields of study preparing for the teaching profession. Such practical placements are carried out in accordance with the requirements specified in the educational standard established pursuant to Article 68 section 3 point 4 of the Act.

§ 2.**General provisions**

1. The dimension, rules and form of practical placements, as well as the number of ECTS credits that a student shall be required to obtain for completing practical placements shall be determined by the curriculum applicable to a given field of study, level and profile, established with respect to the Senate's guidelines for the establishment of the curricula for higher education studies at the AGH University of Krakow.
2. The conditions for the implementation of practical placements, including in particular the system of supervising and crediting practical placements shall be determined by the Dean of the Faculty in the study rules as referred to in § 7 section 17 of the Study Regulations.
3. The rules for crediting practical placements, including the cases and conditions allowing credit for such a practical placement for activities performed by students as part of employment, internship or volunteering, as well as the related rights and obligations of students, shall be laid down by the Study Regulations.

§ 3.

Implementation of the practical placement

1. Practical placements may be implemented in the following manner:
 - 1) continuous, i.e. in consecutive weeks (day by day);
 - 2) intermittent, i.e. on selected days of the week.
2. The implementation of student practical placements may not interfere with other activities provided for in the curriculum and the class schedule.
3. Practical placements shall be held:
 - 1) at workplaces whose scope of activity is related to a particular field of study, in particular in the form of employment, volunteering, internship, study trip, scientific or scientific and technical camp, as well as in organizational units of the AGH University of Krakow, its laboratories, workshops or other University facilities;
 - 2) in conditions appropriate to the scope of a particular professional activity and in a manner that allows students to perform practical activities.
4. Practical placements may be carried out at a workplace:
 - 1) with which AGH has concluded an agreement on cooperation regarding the implementation of practical placements by AGH students, or
 - 2) chosen by the student with the consent of the AGH practical placement supervisor if the profile of the workplace or the nature and scope of the tasks and activities performed by the student will enable the achievement of the learning outcomes assigned to the practical placement specified in the curriculum applicable to a given field of study, level or profile.
5. The agreement as referred to in section 4 point 1, drawn up in accordance with the template specified in Attachment No. 1 to this Order, shall be concluded on behalf of AGH by the Dean of the Faculty or the AGH practical placement supervisor, or by another person authorized on the basis of the power of attorney granted by the Rector.
6. The University and the Workplace may conclude an agreement on cooperation regarding the implementation of practical placements by AGH students of a different content, including at least the elements indicated in the template. In such a case, the content of the agreement shall be subject to approval by the AGH Legal Services Team in terms of compliance with the law.
7. Once the agreement as referred to in section 4 point 1 is concluded, its copy shall be forwarded to the AGH Careers Centre.
8. The agreement as referred to in section 4 point 1 shall not be concluded if the practical placement takes place in an organizational unit of AGH.
9. In case as referred to in § 4 section 2, the consent of the Workplace, drawn up in accordance to the template set out in Attachment No. 2 to this Order, shall be required.
10. If the profile of the Workplace or the nature and scope of the tasks and activities performed by the student do not enable the achievement of the learning outcomes assigned to the practical placement provided for in the curriculum applicable to a given field of study, level or profile, the AGH practical placement supervisor may refuse permission for the student to perform the practical placement at the Workplace selected by the student.
11. Student practical placements shall be carried out on the basis of a referral to practical placement issued by the AGH practical placement supervisor drawn up in accordance with the template set out in Attachment No. 3 to this Order.
12. The student shall, prior to being directed to the practical placement, submit a declaration regarding having appropriate insurance if required by the Workplace
13. The costs related to the implementation of the practical placement, in particular the costs of travel, accommodation, meals, and insurance costs, shall be borne by the student at his/her own expense, unless the University or Faculty has funds from external sources to cover the costs of the practical placement.
14. Students shall carry out practical placements in accordance with the established practical placement programme and assigned duties and in accordance with the rules applicable at the Workplace, in particular with respect to the health and safety and fire regulations, working time, order and discipline, as well as to the protection of

professional secrecy of the Workplace, data confidentiality and personal data protection.

15. Students who seriously infringe the rules of the practical placement may be expelled from the practical placement by the Workplace. The Workplace shall immediately inform the AGH practical placement supervisor of this fact.
16. In order to obtain credit for the practical placement in a given semester, the student shall be obliged to submit the following documents to the AGH practical placement supervisor immediately upon completion of the practical placement:
 - 1) a certificate from the Workplace confirming completion of a student practical placement, drawn up in accordance with the template constituting Attachment No. 4 to this Order;
 - 2) a practical placement report drawn up in accordance with the template constituting Attachment No. 5 to this Order.
17. In case of applying for crediting a practical placement for activities performed by a student, in particular as part of employment, internship or volunteering, the student shall be obliged to submit to the AGH practical placement supervisor, together with an application in this regard, a certificate from the Workplace confirming the achievement of the learning outcomes assigned to the practical placement, drawn up in accordance with the template constituting Attachment No. 6 to this Order.
18. Upon the completion of the practical placement, the implementation of the practical placement is evaluated on the basis of the student's practical placement report and the report of the AGH practical placement supervisor.

§ 4.

AGH practical placement supervisor

1. The AGH practical placement supervisor shall be appointed and dismissed by the Dean of the Faculty from among academic teachers employed by AGH as the place of their primary employment.
2. The Dean of the Faculty may appoint more than one practical placement supervisor if he/she deems it justified by the specificity of the implementation of the practical placement in a particular field of study.
3. The duties of the AGH practical placement supervisor include in particular:
 - 1) organization of practical placements at a given faculty, including the preparation of agreements between the University and workplaces and all documents related to the implementation of practical placements;
 - 2) educational supervision of the progress of the practical placement;
 - 3) cooperation with the Dean of the Faculty in all matters related to the organization and implementation of practical placements;
 - 4) conducting a meeting with students which includes the presentation of:
 - a) practical placement syllabus, including practical placement programme,
 - b) the documents required when applying for a practical placement and those related to its implementation,
 - c) the dates for the implementation of practical placements as required by the curriculum applicable to a given field of study, level or profile,
 - d) conditions for the implementation of practical placements, including the system of supervising practical placements and the requirements for their completion laid out by the Dean of the Faculty,
 - e) requirements set by the Workplace where the practical placement may be carried out, including information on the obligation to have accident and/or civil liability insurance during the period of the practical placement;
 - 5) issuing a referral of the student to a practical placement in accordance with the template adopted by AGH;
 - 6) giving permission for the implementation of the practical placement at the Workplace chosen by the student;

- 7) recording the completion of the practical placement in the USOS system on dates set by the University on the basis of the relevant certificate issued by the Workplace and the student's practical placement report;
 - 8) holding office hours for students at specified times and issuing relevant information to students;
 - 9) preparing a report on his/her activities containing information on the evaluation of the progress of the practical placement, including among others:
 - a) information about the workplaces where the practical placement were carried out,
 - b) opinion on the preparation of students for the practical placement,
 - c) proposals for improving the organization and implementation of practical placements,
 - d) conclusions and recommendations for the future.
4. The AGH practical placement supervisor shall submit to the Dean of the Faculty the report as referred to in section 3 point 9, drawn up in accordance with the template constituting Attachment No. 7 to this Order, no later than within 14 days after the end of the academic year in question. The report shall be the basis for the payment of the benefit for supervising and monitoring student practical placements, as referred to in the AGH Salary Regulations.

§ 5. Careers Centre

1. The process of organizing student practical placements at the University is supported by the AGH Careers Centre, which plays an information and advisory role, and in particular:
 - 1) supports students in matching the profile of the Workplace to the learning outcomes assigned to the practical placements specified in the curriculum applicable to a given field of study, level and profile;
 - 2) supports students by discussing procedures and preparing documents necessary when applying for a practical placement (CV, cover letter, etc.) and those related to implementation of the practical placement;
 - 3) cooperates with the AGH practical placement supervisors at particular faculties in the preparation of cooperation agreements with a given Workplace and documents for students;
 - 4) maintains a list of workplaces where AGH students may carry out practical placements.

§ 6. Final provisions

1. The following shall be repealed:
 - 1) Order No. 11/2006 of the Rector of the AGH University of Krakow of June 14, 2006 on the rules of organizing and conducting student practical and diploma placements in the course of university studies at the AGH University of Krakow, as amended;
 - 2) Order No. 7/2007 of the Rector of AGH University of Krakow of February 19, 2007 on the maximum amounts to which Faculties may cover the costs related to the organization and course of practical placements of full-time students.
2. The Order enters into force on January 1, 2024.

RECTOR

prof. dr hab. inż. Jerzy Lis