

THE REGULATIONS OF PROFESSIONAL PRACTICE/INTERNSHIP

Implemented in the program of APPLIED ANTHROPOLOGY

(on the basis of the order of the Rector of the Catholic University of Lublin of December 19, 2017)

I. General Rules

1. Obligatory and optional practice or internship are an integral part of the education process.
2. These regulations define the conditions for the organization of professional practice, type, and the form of internships, period and placements, conditions for crediting and obligations of the organizers and participants of the practices and/or internships.
3. The practice/internship regulations apply to undergraduate students pursuing practices/internships conducted by the Institute of Philosophy of the John Paul II Catholic University of Lublin.

II. Purpose of professional practice and internship

The general purposes of the professional practice and internship include:

- a) preparation for the practical exercise of the profession,
- b) getting to know institutions and work environments, including various workplaces,
- c) application of knowledge, skills and competences to professional situations,
- d) gaining experience in independent and team performance of professional duties,
- e) establishing professional relations enabling employment of a graduate of applied anthropology.

III. Organization of practice/internship

1. Students of applied anthropology are required to realize practice and/or internships in a continuous way (compulsory and extending competences).
2. In the course of the program, the student can undertake two practices/internships: the first compulsory one, lasting 60 hours (approx. 3 weeks) until the end of the second year of studies, the second - expanding competences, lasting min. 300 hours (i.e. at least 3 months), generally during the third year of study (usual intern).
3. Practices and internships may take various forms of pro-social activities (such as work practice, volunteering, humanitarian missions, charity campaigns), provided that this form and the institution organizing it are accepted by the practice/interns supervisor as corresponding to the study profile.

4. Obligatory practices or internships are unpaid. The university does not cover the costs of this. The student will be informed each time about the possibilities of co-financed practice/internships. (The exception may be practices or internships supported by special projects, and Erasmus.) If, on the other hand, the receiving institution offers a salary, this is done on the basis of a separate agreement between the institution and the student.
5. The practices/internships are individual, the student chooses the preferred place of internship from the pool of available places of work (he can be supported by a tutor). It is possible for the student to independently select the host; in such a situation, the student is obliged to complete the formalities resulting from the agreement between the host institution and the university.
6. The practice/intern supervisor appointed by the university authorities is responsible for organizing, conducting and completing the student practice/intern.
7. Interns are realized based on contracts signed by the university with state or church institutions, non-governmental organizations and other institutions that perform the functions of employers or organize pro-social activities corresponding to the profile of applied anthropology program.
8. The following course of organization of interns is established: no later than three months before the planned commencement of the practice/intern, the student is obliged to write an application to the practice/intern supervisor asking for consent to the choice of the host and to refer the student to the selected institution. The supervisor issues a referral to the student, which defines the scope of rights and obligations as well as the learning outcomes that the student should acquire during his intern. The student presents the referral at the selected institution. No later than two months before the start of the internship, the student is obliged to provide the internship supervisor with a written declaration of the host institution agreeing to the internship by the student. At the request of the host institution, the university signs an agreement with it to organize an internship for a given student. The student is required to complete the intern by the end of September of the year in which the intern is planned and immediately provide the internship supervisor with a certificate of the completed intern issued by the host institution.

Internships expanding competences (300h and other optional) are organized in the course of individual preparations. There is a possibility to realize interns longer than the minimum period (12 weeks) within the third year of studies. In such a case, however (confirmed by the host institution), the student is obliged to apply for an approval (in the case of an extension not exceeding one month) or for approval of the individual study program, or apply for a semester extension of the study program (in accordance with the Regulations of CUL).

A student realizing individual intern (unless otherwise stated in the case of internships expanding their competences) bears all possible costs related to it (including: accident insurance, possible medical tests, possible insurance, possible translation of the contract into a foreign language, possible purchase of workwear and personal protective equipment – unless this cost is covered by the host institution).

IV. Responsibilities of organizers and participants of practice/intern

1. The supervisor of internships of undergraduate studies at KUL is responsible for:
 - a) coordinating or organizing interns, establishing cooperation and if the Faculty does not have a personal separation of the functions of the supervisor and coordinator - acting as a coordinator between the University and the host institution for interns,
 - b) preparation of the internship program (development of a detailed program of individual work placements after consultation with the host institution),
 - c) familiarizing trainees with the internship program,
 - d) preparation of internship participants for interns,
 - e) taking care of the student during the internship and, if necessary, intervening,
 - f) settlement of internship participants on the acquired skills and learning outcomes acquired during the interns (according to the learning outcomes attached to the "Regulations of practice/intern"),
 - g) completion of internships,
 - h) conducting a final interview with the student and the host institution regarding the curriculum implemented under the field of applied anthropology, due to the possibility of its modification, adapting it to the needs of the labor market.

2. The duties of trainees include:
 - a) familiarity with the content of these Regulations before starting the interns,
 - b) active participation in professional practices/interns,
 - c) fulfilling the instructions and tasks set by the internship supervisor and internship mentor (the person responsible for the student within the host institution), in accordance with the assumed results (according to the appendix "Learning outcomes ..."),
 - d) systematic keeping of a practice diary,
 - e) compliance with the regulations in force at the workplace,
 - f) submitting individual confirmation at the place of internship accident insurance and any other required documents.
 - g) trainee participant bears civil liability for damage to property caused by his fault during the intern.

V. Completion of internships

1. The intern and the credit index are credited by the intern supervisor on the basis of the required documentation provided by the student (certificate of completion of the intern and achievement of the planned learning outcomes) and an interview.

2. Completing the internship is a condition for completing the year in which the student is obliged to realize it (in individual cases, with the consent of the Dean, the intern term may be changed).

VI. Final Provisions

The rules of organization of practices and interns are interpreted by the vice-rector responsible for these.

VII. Attachments

1. Document "Learning Outcomes to be achieved by an Applied Anthropology student as a result of practice/internship".