

Regulations of Student Internships for students of Biotechnology at the Faculty of Medicine of the John Paul II Catholic University of Lublin

§ 1

Internships for *Biotechnology* students are organized on the basis of:

1. Ordinance of the Rector of the John Paul II Catholic University of Lublin, December 19, 2017 on the definition of the rules for organising and undergoing compulsory and non-compulsory internships as part of a higher education programme at the John Paul II Catholic University of Lublin, item 553,
2. The Act from July 20, 2018, Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended).
3. Modular program and study plan of Biotechnology.

§ 2 Initial arrangements

Internships for Biotechnology students on the John Paul II Catholic University of Lublin are obligatory and constitute an integral part of the study program and the education process.

Internships take place on the basis of an agreement on internship with institutions, hereinafter referred to as the Host Institutions.

Obligatory internships are held in accordance with the Regulations of Student Internships for students of Biotechnology and are supervised by the Internship Supervisor.

Obligatory internships are carried out during the holiday period after the second year of first-cycle studies, with a duration of not less than 130 hours (at least 4 weeks).

The University does not cover the costs of internships.

Internships are free. The student may, however, receive payment on the basis of an employment contract (civil law contract) concluded with the Host Institution for the period of internship or longer.

Additional (non-obligatory) internships are performed according to the Order No. ROP-0101-116 / 17 of the Rector of the Catholic University of Lublin of December 19, 2017 and are not subject to the provisions of these Regulations.

§ 3 Purpose and the scope of internships

1. The purpose of internships is:

- a. expanding the knowledge acquired during studies and developing the ability to use it in practice;
- b. shaping the skills necessary to perform tasks in future professional work;
- c. learning about the principles of the organization structure and functioning of potential employers;
- d. professional activation of students on the labor market.

2. The scope of the internship includes familiarization with: the occupational health and safety regulations of the Host Institution, the rules of organization of work in the laboratory, including the rules for collecting, preparing and storing material for testing, disposal of biological material and the method of recording and archiving test results,

- b. research, diagnostic and control activities carried out in the laboratory,

- c. analytical methods used in a laboratory working in the field of general analytics, microbiology, molecular biology or related sciences,
- d. instrumental techniques and types of automatic analyzers used in the Host Institution, including their operation, principles of operation, scope of diagnostic testing.

§ 4 Educational outcomes

During the internship, the student should achieve the following learning outcomes:

- 1.P_W1 – student knows the principles of occupational health and safety, has knowledge of the basics of ergonomics specific for the place of practice (**K_W09**)
- 2.P_U1 – student can explain and interpret chemical and physicochemical phenomena with which he / she deals during the internship (**K_U08**)
- 3.P_U2 – student carries out biological or chemical determinations / experiments (**K_U15**)
- 4.P_U3 – student expands and updates knowledge and skills, and applies new research techniques related to the internship (**K_U17**)
- 5.P_K1 – student follows the rules of professional ethics in contacts with people with whom he / she has contact during the internship, in discussions uses the appropriate nomenclature adapted to the competences of the interlocutor (**K_K03**)
- 6.P_K2 – student actively participates in projects / expertises / other types of biotechnological ventures to the extent that they are carried out during the internship (**K_K05**)
- 7.P_K3 – student understands and follows regulations concerning the protection of intellectual property and intellectual integrity in work (**K_K06**)

§ 5 Place of internship

1. Students may take internships in industrial plants, research and development units or others, allowing them to achieve the goals of the internship and achieve the assumed learning outcomes.
2. Internships may take place in organizational units of the Catholic University of Lublin that meet the conditions referred to in § 4, after prior arrangement with the head of a given unit and the Internship Supervisor.
3. During the internship, the student is supervised by the Mentor of the Internship, who is an employee of the Host Institution where the internship takes place.
4. The decision on referring the student to the chosen place of internship is made by the Internship Supervisor, then an appropriate agreement on the internship with the Host Institution is signed.

§ 6 The rights and obligations of the student

1. Before starting the internship, the student is obliged to read the Regulations of Student Internship for Biotechnology students and the abbreviated instruction for the implementation of internships (ABC of student internships, Annex No. 1 to the Regulations of Student Internship for Biotechnology students).
2. The student has the right to choose the place of internship, provided that it meets the requirements set out in § 5 it. 1 and it will be approved by the Internship Supervisor.
3. A student may apply for credit by the Internship Supervisor for part or all of the internship in the case of other previous documented professional

activity (e.g. volunteering, internship or other internship) that meets the requirements specified in these Regulations.

4. In justified cases, the Dean, after consultation with the Internship Supervisor, may agree to change the date of the internship.
5. The student is obliged to choose, in agreement with and after approval of the Internship Supervisor, the place of internship and provide the declaration of the Host Institution on readiness to accept the internship.
6. The student is required to have appropriate accident insurance during the internship and to perform the necessary medical examinations, if required by the Host Institution.
7. During the internship, the student is obliged to:
 - a. implement of the internship program,
 - b. comply with the regulations applicable at the place of internship,
 - c. complete the internship journal in accordance with the internship program and activities performed,
 - d. proper representation of the University; in the case of improper behavior during the internship, absenteeism, improperly performed work or other information indicating a serious breach of work discipline by the student, the student loses the right to complete the internship.

§ 7

Completion of internships

1. After completing the internship, the student is required to obtain an opinion and confirmation of the achievement of the assumed learning outcomes from the Mentor of the Internship and a certificate of

student internship (Appendix No. 3 to the Order No. ROP-0101-116 / 17 of the Rector of the Catholic University of Lublin of December 19, 2017).

2. The internship is completed by the Internship Supervisor on the basis of the documents listed in § 7 sec 1 and a completed internship journal, delivered within the time limit set by the Internship Supervisor.
3. The internship is credited if all the requirements of these Regulations are met.

§ 8 The internship procedure

The internship procedure is as follows:

1. choosing the institution where the internship will take place (Internship Supervisor, Student);
2. obtaining a Declaration of Acceptance from the Host Institution (Appendix No. 1 to Order No. ROP-0101-116 / 17 of the Rector of the Catholic University of Lublin of December 19, 2017) (Student);
3. preparation of the agreement (Appendix No. 2 to the Regulations of Student Internship for *Biotechnology* students) regarding the completion of professional internship (Supervisor);
4. preparation of an internship program at the Host Institution (Student, Mentor, Supervisor);
5. signing the Agreement (Dean) or a permanent Cooperation Agreement (Vice-Rector responsible for internships);

6. completion of internships and keeping the internship journal (Appendix No. 2 to Order No. ROP-0101-116 / 17 of the Rector of the Catholic University of Lublin of December 19, 2017) (Student),
7. crediting the internship on the basis of the documents listed in § 7 sec. 2 (Supervisor).

§ 9 Final arrangements

1. Cases not covered by these Regulations regulates the ROP-Ordinance No. 0101-116 / 17 Rector of the Catholic University of Lublin of 19 December 2017.
2. In disputes, the decisions are made by the Dean.
3. These Regulations come into force on the date of approval by the ViceRector responsible for internships.



ABC OF STUDENT INTERNSHIPS

Internship Supervisor:

Dr hab. Anna Sierosławska

Department of Animal Physiology and

Toxicology KUL

anna.sieroslawska@kul.lublin.pl

1. Internship Regulations

- a. Before completing the internship, each student is required to read the Internship Regulations.
- b. The Regulations are available from the Internship Supervisor and on the Institute's website.
- c. **All documents** needed for the internship can be found on the website of the Institute of Biological Sciences (Student Internship tab on the right side)

2. Duration and place of internships

- a. Internships take place during the holiday period, after completing semester IV, for at least 130 hours, which includes all activities at the institution where the internship takes place (health and safety training, introductory classes, laboratory work, etc.).
- b. You can search for internships on your own - it is then necessary to obtain the approval of the place by the Internship Supervisor or use the list of institutions available on the Institute's website.

3. Internship - step by step

- a. After determining the place where the internship will take place, the following information and documents should be provided (by e-mail!) to the Internship Supervisor:
 - what will you do during the internship in the form of a short list (or oral / written confirmation from the Host Institution that it is possible to implement the scope of the internship - the scope is available on the Institute's website, the Internship tab),
 - a completed Declaration of Acceptance from the Host Institution (available on the Institute's website) - at the initial stage it may be in electronic form. The original can be delivered to the Faculty Secretariat later. **Remember to complete the Declaration before sending it** to the Host Institution.
- b. Then, on the basis of this information, the Internship Supervisor prepares the agreement on the internship.
- c. The agreement (in 2 copies) is sent to the Secretariat of the Faculty, where it is signed by the Dean.
- d. Then, the signed agreement should be brought to the Host Institution and signed by an authorized person. One of the copies remains in the Host Institution, the other should be brought to our Seretariat. At the same time, you should download the internship journal from the Institute's website, on which you will obtain the Faculty's seal at the Secretariat.
- e. During the internship, you should keep the journal regularly, and the Mentor of Internship confirms that the internship has been carried out in accordance with the program with his signature, company seal and opinion..
- f. After completing the internship, you should receive a confirmation on the Student internship certificate (document available on the Institute's website). After agreeing with the Mentor, you can complete this document by yourself based on the data from the internship journal (learning outcomes).

- g. On the date set by the Internship Supervisor, the following documents should be delivered: completed journals (to the Internship Supervisor), certificates of student internship and the original Declaration of Acceptance (if not delivered earlier) (to the Secretariat of the Faculty). During the winter session, the Internship Supervisor meets students in order to give a credit for the internship. Failure to obtain credit for the internship will make it impossible to complete the semester.
- h. The internship journal is your property and remains with you.



4. Please, remember:

- a. to make sure that the Host Institution does not require a fee for the internship - in this case, because the University does not participate in the costs, you would have to cover it out of your own pocket;
- b. to make sure that the Host Institution does not require additional documents, e.g. proof of student insurance - in this case, if you have insurance at KUL, you must obtain a relevant certificate (GG, p. 54, Anna Zepchła, M.Sc., tel. 81 445 42 85); if you are insured outside the University, you must present your certificate;
- c. sometimes you will also need a CV, cover letter and / or reference letter - the latter can be requested from the Internship Supervisor or another person with whom you had classes and who is able to give such an opinion;
- d. sometimes you may be asked to provide an internship framework - it is available on the Institute's website (Scope of internships);
- e. it is also worth asking the Mentor after completing the internship for an opinion about you, which you will be able to use in the future when looking for a job.

Appendix No. 2 to the Regulations of Student Internship for Biotechnology students at the Faculty of Medicine of the John Paul II Catholic University of Lublin

INTERNSHIP AGREEMENT

concluded on(dd/mm/yy) in Lublin between
 The John Paul II Catholic University of Lublin
 represented by.....
 hereinafter referred to as the "University" and

 represented by
 hereinafter referred to as the "Host Institution", according to the provisions of the Order of the Rector of the John Paul II Catholic University of Lublin of December 19, 2017 on the definition of the rules

for organising and undergoing compulsory and noncompulsory internships, was concluded for the period

§ 1

The John Paul II Catholic University of Lublin directs, in order to undergo internship, Mr / Ms (student book number:), student of the year of Biotechnology (1st degree full-time studies) at the period as above.

§ 2 The

Host Institution undertakes to:

- appoint the Internship Mentor (internship manager);
- provide appropriate work conditions, rooms, devices, tools and materials necessary for work, as well as personal protection equipment;
- acquaint students with the company work regulations and information on the protection of state and official secrets;
- supervision over the implementation by students of assigned tasks within the framework of the general program of internships;
- enabling the Internship Supervisors of the didactic management and control of student internships.

4 3

The University undertakes to:

- didactic and educational management of student internships, • evaluation of internships.

4 4

The University does not cover the costs of:

- accident insurance,
- accommodation, travel and food.

4 5

This agreement has been drawn up in two identical copies, one for each party.