

**REGULATIONS FOR STUDENT TRAINEESHIPS IN *COGNITIVE SCIENCE***  
**SECOND GRADE STUDIES**  
**AT THE FACULTY OF PSYCHOLOGY**

**General provisions**

1. The Faculty of Psychology, hereinafter referred to as "the Faculty", supervises within the framework of the educational programme practical placements which are an integral part of studies, acting on the basis of the relevant regulations and the Rules and Regulations for Studies at the University of Warsaw.
2. Students of the second cycle *Cognitive Science course* are obliged to complete (by the end of the second year) the internships resulting from the curriculum in the amount of no less than 90 hours, for which they receive 5 ECTS credits. The credits are added to the total number of credits earned during the second year of studies regardless of the date of the internship.

**Internship objectives**

3. Student placements aim to:
  - to broaden the knowledge acquired at university and develop the skills to apply it,
  - to familiarise students with the specifics of the professional environment,
  - the development of specific professional skills directly related to the placement,
  - shaping the ability to communicate effectively within the organisation,
  - learning about the functioning of the organisational structure, principles of work organisation and division of competences, procedures, work planning process, control,
  - Improving skills of organising own work, teamwork, effective time management, conscientiousness, responsibility for entrusted tasks,
  - improving foreign language skills in professional situations.

**Organisation of traineeships**

4. The Head of Studies is responsible for supervising the organisation and conduct of the internship.

**Location of traineeship**

5. Traineeships may take place in economic units, state administration units, local government administration, social institutions, educational institutions, health services, cultural institutions, scientific and research institutions or other organisational units - hereinafter referred to as "Company/Institution" - if the nature of the student's traineeship is consistent with the profile of the course of study.

6. Internships can take place within the framework of ongoing European Union programmes and foreign exchanges aimed at students.
7. Students may take part in in-service training at companies/institutions of their own choice, in accordance with the profile of their field of study and within the number of teaching hours provided for in the study plan. The form of the internship other than that offered by the Faculty requires prior agreement with the Head of Studies.
8. Students may use the placement offer presented by the Plenipotentiary or the electronic database created by the University's Bureau of Professional Graduate Promotion (BZPA). The database is available on the BZPA website - [at ww.biurokarier.uw.edu.pl](http://ww.biurokarier.uw.edu.pl).

### **Forms of practice**

9. The following forms of practice are established:
  - 9.1. Organised internship - the student uses the internship offer prepared by the University or Faculty resulting from long-term contracts and available, respectively, at the Office of Professional Graduate Promotion or the Dean's Office;
  - 9.2. Individual practice - the student initiates the signing of an agreement with the Company/Institution, and the Faculty exercises substantive and organisational supervision over the course of the practice;
  - 9.3. Employment on the basis of an employment contract or civil law contracts for a period of at least one month in a Company/Institution at a position consistent with the profile of the course of study;
  - 9.4 As part of the activities organised by the University for the benefit of the University and outside the University, allowing to achieve the objectives of the internship in accordance with the profile of the field of study, among others:
    - implementation of projects within the framework of scientific circles,
    - participation in the implementation of scientific research work,
    - participation in projects commissioned by the University, e.g. implementation projects,
    - organising cognitive science meetings with secondary school students.
10. Organising an internship may also be the result of the student's initiative, in cooperation with the organisational units of the University, but requires the approval of the Head of Studies.

### **Obligations of the trainee**

11. Before starting the placement, the student should become familiar with the rules of the placement and in particular with the conditions for completing it.
12. Before starting the placement the student should:
  - agree the programme and conditions of the internship with the mentor in the Company/Institution;
  - obtain approval of the programme and date of the internship from the Manager;

13. In the case of internships organised by the Office of Professional Graduate Promotion, the programme and the date should be agreed with the Plenipotentiary, and a referral should be obtained from the Office of Professional Graduate Promotion.
14. The student is obliged to complete the internship in accordance with the agreed programme and, in addition, to:
  - abide by the rules of practice laid down by the University,
  - observe the work order and discipline established by the internship provider,
  - comply with health and safety and fire protection rules,
  - respect the principles of official and state secrecy and protect the confidentiality of data to the extent specified by the internship provider.
15. From the course website the student should download the relevant file(s) as required:
  - Specimen *Training Certificate* - Appendix 1 (to be filled in by the Company/Institution)
  - specimen *Application for credit for practice based on employment or other forms of activity* - Annex 2

### **Conditions for passing the traineeship**

16. Internships are credited by the Head of Studies on the basis of relevant documents, in particular the Certificate of Completion of the Internship or the Application for Credit for the Internship on the basis of employment or other forms of activity.
17. The Certificate of Apprenticeship at the Company/Institution should include according to the attached model:
  - Company/Institution stamp,
  - student data,
  - Company/Institution data,
  - date and hours of practice,
  - issues dealt with during the placement and the skills acquired during the placement,
  - general opinion of the trainee,
  - an overall assessment of the placement.
18. In order to pass the internship, the student must fulfil the tasks and programme specified in the internship and submit a relevant certificate.
19. The formal proof of successful completion of the internship is the entry made by the Head of Studies according to the rules in force at the University.
20. Failure to pass the placement means failing the year in which it should have been completed (i.e. 2nd year) and having to repeat it.

### **Final provisions**

21. During the internship period the student is required to have personal accident insurance (NNW).

22. The student doing the internship within the timeframe of the study plan is insured by the University.
23. Students deciding to do their internship at a time other than that stipulated in the study plan must take out their own insurance and present the relevant documents to the Internship Plenipotentiary before starting their internship.
24. The Faculty does not reimburse any costs to the student for the placement.
25. In the event that the Company/Institution decides to grant remuneration for work carried out during an internship, the relevant contract is concluded between the Company/Institution and the student, without the mediation of the University.
26. The rules for foreign students coming to the University for practical training are the same as for Polish students, unless the Dean, bound by international agreements, decides otherwise.
27. In the case of internships financed by European Union structural funds and other national and foreign financial resources, the relevant regulations and rules resulting from the agreements concluded by the University are applied.
28. Students have the right to undertake in-service training not included in their study plan. The Office for the Professional Promotion of Graduates is responsible for organising such placements at the University of Warsaw.