

**STUDENT INTERNSHIP REGULATIONS**  
**of the Faculty of Food Technology**  
**at the Warsaw University of Life Sciences**

§ 1

1. The regulations for student internship programmes, hereinafter referred to as the INTERNSHIP REGULATIONS, define the rules for organising student internship programmes, hereinafter referred to as INTERNSHIPS, at the Faculty of Food Technology.
2. Completion of an internship, in accordance with the learning outcomes and study programme, is mandatory for all full-time and part-time first-cycle students, second-cycle students of food science: technology and nutrition, and postgraduate students (if the internship is included in the study plan) of the Faculty of Food Technology, and is a necessary condition for completing their studies.

§ 2

1. The internship documentation consists of:
  - a. Student internship regulations of the Faculty of Food Technology at the Warsaw University of Life Sciences;
  - b. Student internship agreement, hereinafter referred to as the AGREEMENT (template – Appendix 1);
  - c. Student professional internship logbook, hereinafter referred to as the INTERNSHIP LOGBOOK (template – Appendix 2);
  - d. Internship programme framework, hereinafter referred to as the INTERNSHIP PROGRAMME (template – Appendices 3a-d);
  - e. An internship referral for a student of the Faculty of Food Technology at the Warsaw University of Life Sciences, hereinafter referred to as the INTERNSHIP REFERRAL (template – Appendix 4).

§ 3

The aim of the internship undertaken by students of the Faculty of Food Technology is:

- a. deepening the theoretical knowledge acquired during the course of study through internship within the chosen field of study, in particular:
- b. attempting to put the theoretical knowledge acquired during the course of study into practice,
- c. gaining practical experience in an area consistent with the field of study, including experience in performing professional duties.

Detailed objectives:

- a. for students of Food Technology and Human Nutrition: internship in food technology, familiarisation with the organisation of work in a food industry plant or official food control unit, detailed knowledge of technological processes in individual production departments, familiarisation with the work of auxiliary and service departments, including transport, gathering information on the administration of a food processing plant, production planning and organisation, as well as familiarisation with work in various positions on production lines and in the plant laboratory.
- b. for students of Food Safety: internship in food safety, familiarisation with the organisation of work in a scientific research laboratory or official food control unit, or food industry plant, detailed knowledge of food quality and safety control methods, practical understanding of the functioning of food safety assurance systems, gathering information on the management of a scientific research laboratory or an in-house laboratory, or a food processing plant, as well as familiarisation with work in various positions related to the

operation of production lines or work positions in a scientific research laboratory or an in-house laboratory.

- c. for students of Food Marketing and Commodity Science: internship in food product science, familiarisation with the activities and organisation of food chain enterprises, including in particular food marketing, distribution, quality management systems, food production organisation and management, mass catering, processing, as well as in institutions supporting the functioning of these systems.
- d. For students of Food Science - Technology and Nutrition, the objectives are divided into two areas: 1) internship in food technology and analysis - familiarisation with the organisation of work in a food industry plant or official food control unit, detailed knowledge of technological processes in individual production departments, familiarisation with the work of auxiliary and service departments, including transport, gathering information on the administration of a food processing plant, production planning and organisation, as well as familiarisation with work in various positions on production lines and in the plant laboratory; 2) nutrition or catering practice – training in collective food planning, learning about the nature of work in HoReCa businesses (hospitality industry), professional kitchens/restaurants, collective catering businesses, catering companies and official food control units operating in this area.

#### § 4

1. Students complete their internship in accordance with the study plan, during the summer break, after the end of the introductory session, and after the 6th semester of first-cycle studies. Part-time students may complete their internship during the 6th semester of their studies, provided it does not interfere with classes resulting from the course of study. Second-cycle students of Food Science - Technology and Nutrition complete their internship in accordance with their study plan during the summer break or after the end of the semester, after the 2nd and 3rd semesters of their studies.
2. The total duration of the internship is 160 hours (4 weeks, i.e. 20 working days in an 8-hour working day cycle). If a public holiday falls on a working day, the contract must be signed by a deadline extended by 1 day. In the case of the Food Science - Technology and Nutrition programme, each of the two internships lasts 3 weeks (120 hours, i.e. 15 working days in an 8-hour working day cycle).
3. Students complete their internship in one workplace, continuously, i.e. for 4 weeks (five working days per week). In justified cases, it is permissible to complete the internship at two different workplaces, as two internships lasting 2 weeks each, provided that each internship is completed continuously and that the total duration of both internships is 160 hours. The consent of the Internship Coordinator and the workplace is required to complete a two-week internship at two workplaces. For two 2-week internships, you must sign two agreements, complete two internship logs, and prepare two reports. In the Food Science - Technology and Nutrition programme, each of the two internships lasts three weeks, with five working days per week.
4. Students are required to sign an annex to the agreement in the event of illness or unforeseen circumstances preventing them from completing the internship within the required time frame.
5. Students on an internship are required to work an eight-hour day. The workplace supervisor determines the start and end times of the internship on a given day. In justified cases, at the request of workplace management or the internship supervisor, and with the student's consent, it is permissible to extend the eight-hour working day, provided that

the maximum daily working time does not exceed 12 hours and the weekly working time does not exceed 40 hours.

6. Students undertake their internship at a workplace (or workplaces) whose profile is consistent with their field of study.
  - a. For students of Food Technology and Human Nutrition, the recommended places for internships are food industry facilities (with more than 10 permanent production staff). Internships in scientific and research laboratories involved in food testing or official food control units are also permitted. In justified cases, with the consent of the Internship Coordinator, internships in catering facilities are also allowed (Appendix 5); internships in workplaces engaged exclusively in commercial activities (e.g. distribution centres, wholesalers, shops) are not permitted.
  - b. For students of Food Safety, the recommended places for internships are: scientific and research laboratories or company laboratories involved in food testing, official food control units, certification and accreditation units in the field of food testing. Internships in the production departments of food industry plants are also permitted (with more than 10 permanent production staff); in justified cases, with the consent of the Internship Coordinator, internships in catering facilities are also allowed (Appendix 5); internships in workplaces engaged exclusively in commercial activities (e.g. distribution centres, wholesalers, shops) are not permitted.
  - c. For students of Food Marketing and Commodity Science, the recommended places for internships are food industry facilities (with more than 10 full-time production staff), catering facilities (with more than 5 full-time employees), scientific and research laboratories involved in food testing, and official food control units. Internships in hotels, agritourism farms and other entities operating in the agribusiness sector, including companies providing food marketing services, are also permitted.
  - d. For students of Food Science – Technology and Nutrition, internships may be carried out in companies and institutions related to food technology and nutrition and are described in syllabuses structured in two areas: 1) technological or research laboratory practice and 2) nutrition or catering practice (Appendix 5). Both options allow for internships to be carried out in official food control units. Internships may be carried out in food industry plants (with more than 5 permanent production staff), companies engaged in food processing, scientific and research laboratories or other entities involved in food testing, as well as official food control units and certification and accreditation units in the field of food testing. Internships may also be carried out at food planning facilities, HoReCa companies, professional kitchens/restaurants, mass catering facilities, catering companies and official food control units operating in this area.
7. Students are responsible for finding their own internship locations. When choosing a location, students should consider the recommendations and guidelines for their field of study in the INTERNSHIP REGULATIONS. If in doubt about the suitability of an internship location, students may seek the Internship Coordinator's opinion.

#### § 5

Upon request of a student with a disability (Appendix 6), submitted before the date of completion of the module related to the professional internship indicated in the study plan, the Dean of the Faculty of Food Technology may determine a method and procedure for completing the internship other than that adopted in the internship regulations.

#### § 6

1. The basis for the completion of internships by students of the Faculty of Food Technology is an AGREEMENT on the completion of student internships concluded between the

Warsaw University of Life Sciences, the Faculty of Food Technology, represented by the Dean of the Faculty of Food Technology and the workplace. The AGREEMENT specifies the legal basis for the internship, the place and duration of the internship, indicates the obligations of the workplace and the University, and shows the persons responsible for the proper conduct of the internship. The AGREEMENT must be concluded in three identical copies, one for each party (the Student, the Faculty of Food Technology, and the Workplace), before the start of the internship.

2. It is unacceptable to undertake an internship without first signing the AGREEMENT. An internship undertaken without a signed AGREEMENT is treated as informal and is not recognised by the Faculty of Food Technology. Therefore, it cannot constitute the basis for the student's credit for the internship, even if the other formal conditions are met.
3. Internships may be undertaken based on an Agreement proposed by the workplace after the Dean of the Faculty of Food Technology has approved its provisions.
4. The student may be issued an INTERNSHIP REFERRAL, signed by the Internship Coordinator.
5. The Internship Coordinator supervises the internship at the Faculty of Food Technology.

#### § 7

1. After selecting a potential internship location, the Student contacts the workplace to obtain information about the possibility of accepting them for a 3-week internship during the period specified in the study plan. A representative of the workplace management must give consent for the internship.
2. After obtaining consent for the internship, the student proceeds to organise the formalities related to the internship. To this end, the student:
  - a. submits an internship application to the Internship Coordinator,
  - b. after obtaining approval for the internship, the student downloads the Student Internship Agreement form provided by the Internship Coordinator and fills it in carefully without changing the text format, entering: the full name and address of the workplace, the first and last name and position of the person representing the workplace; the first and last name and telephone number of the internship supervisor; their first and last name and student ID number, the start and end dates of the internship,
  - c. Three copies of the completed and printed agreement and the INTERNSHIP PROGRAMME FRAMEWORK should be delivered in person to the Internship Coordinator during consultation hours.
3. The agreement is sent to the Dean of the Faculty of Food Technology for signature, and then made available at the Dean's Office for collection by the student for delivery to the company and signature by the representative of the workplace management authorised to conclude agreements (a personal/company stamp must accompany the signature).
4. After the representative of the Workplace Management has signed the Agreements, one copy of the Agreement should be delivered in person to the Internship Coordinator during consultation hours. The signed agreement should be offered at least one week before the start of the internship.
5. A few days before the start of the internship, the student shall contact the company internship supervisor by telephone to arrange the time at which they are to report to the company on the first day.
6. Students shall not receive any remuneration for the internship.
7. Students shall cover the costs of travel to the internship location and accommodation themselves.

#### § 8

The responsibilities of the workplace where the internship is carried out include:

1. Providing the conditions necessary for the student to complete the internship, in accordance with the approved INTERNSHIP PROGRAMME, and in particular:
  - a. providing appropriate workstations, necessary equipment, tools, materials and technical documentation,
  - b. providing appropriate personal protective equipment, footwear and protective clothing,
  - c. appointing an in-house internship supervisor,
  - d. familiarising the student with the company's work regulations, health and safety regulations and the protection of company secrets,
  - e. conducting initial on-the-job training on the work performed by the student and training in health and safety,
  - f. supervising the student's performance of the tasks assigned to them and the achievement of the internship objectives set out in the INTERNSHIP PROGRAMME,
  - g. enabling an authorised representative of the University to monitor the student's professional internship at the workplace.
2. After completing the professional internship, the workplace is required to issue the student with confirmation of completion of the internship by making an appropriate entry in the internship documentation (INTERNSHIP LOG) together with an assessment of the course of the internship.

#### § 9

A student undergoing an internship has the right to:

1. Acquire and deepen theoretical and practical knowledge by participating in the basic activities of the workplace and performing tasks assigned by an authorised employee of the workplace (Owner, Director, President, Manager or Internship Supervisor) related to the activities of the workplace and in accordance with the INTERNSHIP REGULATIONS and INTERNSHIP PROGRAMME,
2. Respect for personal dignity on the part of every representative of the workplace,
3. Report any irregularities in the implementation of the internship to the Dean of the Faculty of Food Technology or the Internship Coordinator, including situations where the intern considers that the work assigned to them is too burdensome and/or grossly inconsistent with the objectives of the internship. The student has the right to expect the Faculty of Food Technology to take action to resolve any problems arising from improper internship conduct. In justified cases, with the consent of the Dean and the Internship Coordinator, the student has the right to interrupt the internship and continue it at another workplace.

#### § 10

1. Before commencing the internship, the student is required to:
  - a. Familiarise themselves with the INTERNSHIP REGULATIONS,
  - b. Complete all formalities related to the internship.
2. The student is required to complete the internship within the time frame and at the location specified in the AGREEMENT.
3. During the internship, the student is required to strive to achieve the objectives set out in the INTERNSHIP REGULATIONS.
4. During the internship, the student is required to:
  - a. Comply with the INTERNSHIP REGULATIONS and the Study Regulations of the Warsaw University of Life Sciences;
  - b. Comply with the rules and regulations in force at the workplace, within the scope of which they have been trained. In the event of a student's violation of the rules and regulations in force, the workplace may, in consultation with the university,

take appropriate action. The workplace may request the university to dismiss the student from the internship in the event of a gross violation of work discipline. If the breach of discipline has resulted in a threat to life or health, the workplace may refuse to allow the student to continue the internship.

5. Students shall be subject to disciplinary action for conduct that violates their dignity and breaches the regulations in force at the Warsaw University of Life Sciences.
6. During the internship, the student is obliged to perform the tasks assigned by an authorised employee of the company (Owner, Director, President, Manager or Internship Supervisor) related to the company's activities and in accordance with the INTERNSHIP REGULATIONS and INTERNSHIP PROGRAMME.
7. During the internship, the student is required to keep an up-to-date INTERNSHIP LOGBOOK, in which they record the course of each day of the internship. The authenticity of the entries in the INTERNSHIP LOGBOOK should be confirmed by the Student's signature and the company Internship Supervisor's signature. At the end of the internship, the INTERNSHIP LOGBOOK should be certified by an authorised employee of the company (Owner, Director, President, Manager or Internship Supervisor) in the form of a signature and a personalised company stamp and contain a confirmation of the duration of the internship and the opinion of an authorised employee of the company on the intern's performance of the tasks assigned to them.
8. A student undertaking a professional internship at a workplace is required to have valid accident insurance [NNW] and civil liability insurance [OC] for the duration of the internship and to present a document confirming such insurance to the internship supervisor on the day the internship begins.
9. A student undertaking an internship at a workplace, during which work is undertaken that may result in the transmission of an infection or infectious disease to other people, is required to have a current medical certificate confirming their ability to perform such work and to present this certificate to the internship supervisor on the first day of the internship. The Dean's Office issues referrals for such examinations.
10. After completing the internship, the student is required to prepare an internship report (minimum 3, maximum 5 pages; font TNR 12 pt, line spacing 1.5) containing a description of the workplace and its activities, in accordance with the INTERNSHIP PROGRAMME.
11. Students are required to complete an anonymous questionnaire about the course of the student internship, which they fill out online, and confirm its completion along with the rest of the internship documentation. The information provided in the questionnaire does not affect the credit for the internship.

#### § 11

1. Documents required for the internship to be credited shall be submitted by the student in person within the deadline specified by the Internship Coordinator.
2. The Internship Coordinator shall approve the internship based on:
  - a. a document signed by an authorised representative of the workplace (Owner, Director, President, Manager or Internship Supervisor) and bearing their personal or company stamp, certifying that the internship was completed:
    - in a place corresponding to the field of study and in accordance with the INTERNSHIP REGULATIONS;
    - in a scope consistent with the study programme and the INTERNSHIP REGULATIONS;

- b. a positive opinion from a representative of the workplace on the completion of the internship;
  - c. a correctly kept INTERNSHIP LOGBOOK;
  - d. a self-prepared and substantively correct internship report attached to the INTERNSHIP LOGBOOK.
3. Internships are graded on a pass/fail basis, i.e. pass (P), fail (F). The internship coordinator makes an entry in the eHMS system.
4. Information about the student's internships, in the form of the last two pages of the INTERNSHIP LOGBOOK containing confirmation of the internship, the opinion of the company supervisor on the course of the internship, and confirmation of completion of the internship, is archived in the student's personal file. Other documents, i.e. the INTERNSHIP LOGBOOK and the internship report, are archived by the internship coordinator in accordance with the procedures in force at the Faculty of Food Technology.
5. Student internships should be completed within the time limit specified in the Rector's Ordinance of the Warsaw University of Life Sciences regarding the organisation of the academic year for SGGW students.
6. If the internship is not completed within the specified time limit, the student has the right to submit an application to the Vice-Dean of the Faculty of Food Technology requesting conditional completion of the semester. The application must specify the reasons for not completing the internship, as well as the date and location of the repeat internship.

#### § 12

Matters not covered by the Student Internship Regulations of the Faculty of Food Technology shall be decided by the Dean of the Faculty of Food Technology.

The Internship Regulations shall enter into force on 3 March 2023.

#### Appendices:

- |             |  |
|-------------|--|
| Appendix 1  | Student Internship Agreement   |
| Appendix 2  | Student Internship Logbook   |
| Appendix 3a | Internship Programme Framework in scientific and research laboratories or company laboratories involved in food testing and official food control units. |
| Appendix 3b | Internship Programme Framework in companies providing services to agribusiness.  |
| Appendix 3c | Internship Programme Framework in catering facilities.   |
| Appendix 3d | Internship Programme Framework in food processing plants.  |
| Appendix 4  | Internship Referral for students of the Faculty of Food Technology at the Warsaw University of Life Sciences.  |
| Appendix 5  | Application for consent to an internship in a catering company.  |
| Appendix 6  | Application for a change in the manner and procedure of student internships for students with disabilities.  |

