



WYŻSZA SZKOŁA SPOŁECZNO – PRZYRODNICZA  
*im. Wincentego Pola* W LUBLINIE

**VINCENT POL UNIVERSITY**  
**in Lublin**

20-816 Lublin, ul. Choiny 2

tel/fax + 48 81 740 72 40, +48 81 740 25 04    infoenglish@pol.edu.pl    www.wssp.edu.pl

## **RULES AND REGULATIONS OF PRACTICAL TRAINING**

## **I. *General provisions***

The primary statutory objective of Vincent Pol University in Lublin is educating students in the area of professional qualifications and providing practical preparation for a professional career. Practical trainings are one of the most important means of achieving this purpose.

### **§1**

1. The type and duration of practical training are determined by the programs of each field of study and specialty areas.
2. The rules of student practical training have been prepared in accordance with the regulation of the Council of Ministers of 12 August 1991 concerning student practical training (Journal of Laws no.73, item 323 as amended), and the Act on higher vocational schools of 26 June 1997 (Journal of Laws no.96, item 590 as amended).
3. Students should look for companies where they can undergo practical training on their own. Their self-reliance in this area should be considered as an essential element of achieving one of the fundamental purpose of practical training - preparing students for leaving the academy and undertaking professional activity on their own. According to the valid regulations, the University supports students in the social area during practical training which is a part of the study program.
4. The University supervises didactic and organizational aspects of practical training.
5. The University does not cover the costs of organizing practical training. The cost of board and lodging is not refunded.

## **II. *Organizing practical training***

### **§2**

1. The Director of Practical Training enters into practical training agreements with companies and institutions active in the areas corresponding to the educational program of practical subjects of each field of study and specialty area taught at the University.
2. A detailed program and schedule of practical training is prepared by the Deans or academic teachers of appropriate fields of studies appointed by the Deans.
3. The deadline for completing a practical training is determined by the program and schedule of each field of study and specialty area. The process of undergoing a practical training cannot conflict with other didactic activities specified by the program of study.
4. The place of a practical training should be suitable for the general purpose of the practical training arising from the program. During practical training, it is important to pay attention to shaping personal characteristics recommended in the graduate's profile and required by specific professions.
5. Practical training should begin after a Student has learned the course content and become skilled enough to achieve the goals of the practical training.
6. Prior to beginning practical training, a Tutor appointed by a Dean conducts a 2-hour class session aiming to present: the program and goals of the practical training, the

way of keeping practical training register and the regulations concerning the practical training.

### §3

1. A Student may be exempted from undergoing a practical training only if s/he is employed in the field corresponding with the area of the study specialty.
2. A Student may apply for exemption from undergoing a practical training if they:
  - a) have entered into a contract of employment with an institution which guarantees acquiring relevant practical skills,
  - b) are a student or a graduate of other academic institution or vocational school, and have already undergone or are undergoing such practical training,
  - c) are conducting individual economic activity,
  - d) are participating or has already participated in practical training and traineeship programs in domestic or foreign companies which guarantee acquiring relevant practical skills.
3. The decision concerning exempting a Student from undergoing the practical training is made by the Dean on the basis of documents concerning situations mentioned in section 2 of this paragraph.
4. A Student may appeal against the Dean's decision to the Rector. In such case, the Rector's decision is definitive.
5. Students who are not able to undergo practical training in the specified time limit for various reasons (illness, pregnancy, maternity leave, etc.) should apply for permission for undergoing the practical training in other time.

### §4

1. Upon the request of the Director of a department, a Dean chooses an academic teacher and appoints him or her as a Tutor of the practical training in order to ensure a proper didactic supervision.
2. The supervision of organizing and performing practical training is ensured by the Director of Practical Education employed by the Chancellor.
3. The detailed duties of practical training Tutors are specified by the Deans.
4. The detailed duties of the Director of Practical Education are specified by the Chancellor.

### ***III. Duties of the institutions admitting students to practical training***

### §5

1. Pursuant to the provisions of the agreement with the University, the Institution admitting an apprentice is obliged to provide conditions necessary for undergoing practical training, in particular:

- a) appointing an Institution Practical training Supervisor,
  - b) providing proper workstations, equipment, tools and materials necessary for implementing the practical training program,
  - c) making a Student familiar with the employee rules and regulations, occupational safety and health regulations, and the rules concerning professional secrets,
  - d) providing supervision of the tasks performed by students realizing the practical training program.
2. The Institution Practical training Supervisor is appointed by a Director, Manager, or a President. It is recommended that the Supervisor is an experienced person. His or her duties are in particular:
- a) familiarizing with the practical training rules and program,
  - b) supervising the performance of tasks and achieving the practical training goals in progress,
  - c) checking the practical training register kept by students, writing comments and recommendations concerning the manner of performing tasks, confirming completion of the practical training.
3. In case of a serious breach of the employee rules by a Student undergoing an practical training, the Director (Manager, President) may dismiss the Student from the practical training upon the request of the Institution Practical training Supervisor. The Director (Manager, President) shall immediately inform the Director of Practical Education about such case. The Student who is dismissed from the practical training shall immediately inform the Dean's office about this situation.
4. If a Student is absent and the absence is unexcused for more than two days, the Institution Practical training Supervisor shall inform the Director of Practical Education about such case.
5. If a Student undergoing a practical training finds that fundamental provisions of the practical training agreement are not kept, and the practical training program is evidently not implemented, s/he shall inform the Practical training Institute of the University about this situation.
6. On the day of completing a practical training, the Institution admitting a Student shall make a properly signed and sealed entry in the practical training register. The Student shall submit the register in the Dean's office within the time limit specified by the Dean.

#### ***IV. Rights and obligations of a student undergoing a practical training***

##### **§6**

1. Prior to beginning a practical training, a Student should acquire a current practical training program, register, and rules.

2. A Student is obliged to become familiar with the practical training rules and to observe them, confirming this by personal signature.
3. During a practical training, a Student is required to have the personal accident insurance.
4. A Student undergoing a practical training should follow the employee rules and regulations established by a particular Institution.
5. The duration of a practical training must be in accordance with the practical training program.
6. When performing field tasks and activities involving interacting with local people, a Student should behave tactfully, and display an exemplary moral and ethical attitude. Field activities require strict compliance with directions of the Supervisor, increased discipline and particular attention to the physical condition of one's own and of the whole group.
7. During a practical training, a Student is required to keep the practical training register systematically, with detailed descriptions of the performed activities and personal comments.

## §7

1. At the end of a practical training, a Student obtains a mark. The date, place, and the composition of a board and the procedure of giving the credit will be established by a Dean, with the approval of the Director of Practical Education.
2. The practical training register kept by a Student is required during the procedure of giving the credit.
3. If a Student fails to perform the duties specified in the practical training program, further steps will be taken in accordance with the rules and regulations of the studies.
4. In case of failing to get the credit, rules concerning other subjects of the studies shall apply.

## **V. Final provisions**

## §8

1. Changes to these rules may be introduced in the form of the Senate Resolution.

*These rules have been approved  
by the Resolution of the Senate  
of Vincent Pol University in Lublin  
of 19 June 2008*

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