

The rules of completing the internship during the second-cycle studies in Machine Learning

General provisions

1. The Faculty of Mathematics, Informatics and Mechanics, hereinafter referred to as "the Faculty", organizes internships within the framework of its educational programme, acting on the basis of
 - a. Article 67 of the Act of 20 July 2018 The Law on Higher Education and Science (Journal of Laws No. 2018, item 1668), and
 - b. § 68 sections 1-2 of the Statute of the University of Warsaw (Monitor UW of 2019, item 190), and
 - c. § 5 item 1 pt. 6 and item 2 pt. 2-3 of the Rules of Study at the University of Warsaw (Monitor UW of 2019, item 186).
2. A student of second-cycle studies in Machine Learning is obliged to complete an internship during the studies as specified in the study programme. The internship should last at least four weeks, i.e., 160 hours. The student is awarded 6 ECTS after completing the internship.

Internship objectives

3. Student internships are in particular designed to:
 - provide the student with an opportunity to critically evaluate acquired knowledge and information;
 - give the student the opportunity to recognise the significance of knowledge in solving cognitive and practical problems and the importance of consulting experts when difficulties arise in finding a self-devised solution;
 - develop thinking and acting in an entrepreneurial way;
 - extend the knowledge of machine learning acquired during studies and develop the skills to use it;
 - familiarise the student with the specifics of the professional environment;
 - develop specific professional skills directly related to the Company/Institution where the internship takes place;
 - develop effective communication skills within an organisation;
 - develop the ability to critically evaluate the knowledge and information obtained;
 - learn about the organizational structure, principles of work organisation and division of competences, procedures, work planning process, control;
 - improve personal skills of work organisation, teamwork, effective time management, diligence, responsibility for the tasks assigned;
 - improve language skills in professional situation.

Organization of internships

4. The Dean's Plenipotentiary for Internships is responsible for supervising the organization and course of internships.

5. The records of students who have completed an internship, including the necessary data, are kept by an employee of the Dean's Office responsible for Internship service using an IT application.

Internship location

6. The internship may take place in companies, public administration units, local government administration, social institutions, as part of the implementation of European Union programmes, foreign exchanges, educational institutions, research institutions, higher education institutions, including the University of Warsaw, health care institutions, cultural institutions, scientific and research institutions or other organizational units - hereinafter referred to as the "Company/Institution" - if the nature and profile of the internship is relevant to the profile of the student's field of study.

Forms of internship

7. The following forms of internships available to the student are possible:

- a. Internship in an individual form - the student starts the process of signing the agreement by the University of Warsaw with a Company/Institution, and the Faculty takes the professional and organizational control over the course of the internship.
- b. Employment under employment contract or civil law contracts for a period of at least one month in a Company/Institution in a position corresponding with the profile of the field of study.
- c. Completing two several-day study visits in research groups working in areas related to machine learning.
- d. Student's own business activity.
- e. Within the framework of activities organized 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, such as:
 - implementation of projects within the activities of student research groups and societies,
 - taking part in scientific research projects,

- taking part in teaching activities,
 - taking part in projects commissioned to the University, e.g., in implementation projects,
 - taking part in projects that stimulate or support the activities of the University community.
8. The internship may be completed in foreign institutions and companies.
9. Organising an internship may also be the result of the student's own initiative, but it requires the approval of the Dean's Plenipotentiary for Internships.

Students' obligations

10. The student should get familiar with the rules of completing the internship and in particular with the conditions of obtaining credit for internship before its beginning;
11. Before the beginning of the internship:
- the student should agree on the internship program and conditions with the internship supervisor at the Company/Institution;
 - the student should obtain approval of the program and start and end dates of the placement from the Dean's Plenipotentiary for Internships;
 - in the case of internship in individual form in a Company/Institution, the student should provide the Company/Institution with the template of the agreement on the organization of internship used by the University;
 - in the case of internship in organized form, the student should obtain the approval of the program and start and end dates of the internship by the Dean's Plenipotentiary for Internships and obtain a referral to complete the traineeship from the The UW Careers Office.
12. The student shall complete the internship in accordance with the agreed program and in addition shall:
- comply with the rules of completing the internship laid down by the University;
 - obey order and discipline of work established by the Company/Institution;
 - observe the rules of workplace health and safety and fire protection;
 - observe the principles of professional and state secrecy and respect intellectual property rights to the extent specified by the Company/Institution.
13. Files containing the forms required to complete the internship and the internship evaluation template will be available from the MIM Faculty website.
- The student should, as needed, download the appropriate files, e.g.:
- template of the Internship Agreement on the organisation of the internship between the University and the Company/Institution - Attachment No. 1,

- template of the Internship framework program - Attachment No. 2,
- template of Internship Completion Certificate (to be filled by the Company/Institution representative) - Attachment No. 3,
- template of the Application for Internship Credit under employment, business or other activity - Attachment No. 4.

Terms of completing the internship

14. The Dean's Plenipotentiary for Internships awards the student with internship credit on the basis of a certificate of completion of the internship or an application for internship credit along with a document confirmed by a competent employee of the University confirming that the objectives of the internship have been achieved, e.g.: activity report, description of responsibilities and duties or a description of the completed works or projects.
15. The Certificate of Completion of the Internship at the Company/Institution should include according to the attached template:
 - confirmation from a Company/Institution,
 - student data,
 - Company/Institution data
 - internship start and end dates and number of hours
 - problems faced and projects undertaken by the student during the internship,
 - information on the achievement of internship objectives,
 - general opinion on the intern.
16. The credit and assessment of the internship under employment in a Company/Institution at a position consistent with the profile of the student's field of study is given by the Dean's Plenipotentiary for Internships based on a submitted application together with a certificate confirming the student's employment and a description of the scope of intern's duties and responsibilities.
17. The credit and assessment of the internship, in the form of student's own business activity, is given by the Dean's Plenipotentiary for Internships on the basis of a submitted application together with a document confirming the student's business activity and a description of completed tasks and/or projects.
18. The credit and assessment of the internship on the basis of other activities undertaken within the University or outside the University is given by the Dean's Plenipotentiary for Internships on the basis of the application submitted together with the documents confirming that the student has undertaken a specific activity to meet the internship objectives.
19. The formal proof of successful completion of the internship are entries in USOS protocol made by the Dean's Plenipotentiary for Internships according to the University rules.

20. Completing the internship shall be a prerequisite to obtaining credit for the second year of second cycle studies in Machine Learning.

Rules for monitoring internships

21. The Faculty Team for the Quality of Education includes, within the annual monitoring reports on diploma examination process, the analysis and conclusions from the assessment of the professional internships by students, taking into account:

- the results of the review of internship syllabus;
- the results of evaluation of internships by students;
- the opinion of the Dean's Plenipotentiary for Internships on the course of internships;
- opinion of entities, in which internships of Machine Learning students take place.

22. The Dean's Plenipotentiary for Internships performs a detailed assessment of selected entities (3 entities per year) where internships take place, in order to check whether the learning outcomes set out in the internship syllabus are achieved.

23. At least once every three years, the Teaching Council shall review the syllabuses of internships, taking into account the annual reports of the Faculty Team for the Quality of Education and the opinions of the entities where the student internships take place.

Final provisions

24. The student is obliged to have personal accident insurance (NNW) for the duration of the internship.

25. The student doing his/her internship within the period provided for in the study plan shall be insured by the University.

26. The Faculty does not refund any costs of doing the internship.

27. If the Company/Institution decides that the student may receive payment or remuneration during the internship, the relevant agreement is made directly between the Company/Institution and the student.

28. The conditions of doing the internship by foreign students are the same as for Polish students, unless the vice-dean for students' affairs, obliged by an international agreement, decides otherwise.

29. In the case of internships financed by European Union structural funds and other domestic and foreign financial resources, the relevant regulations and rules resulting from the agreements concluded by the University apply.

Attachments to the rules of completing the internship during the second-cycle studies in Machine Learning:

(available on the Faculty website)

1. Internship Agreement
2. Internship framework program
3. Internship Completion Certificate (to be completed by the Company/Institution)
4. template of the Application for Internship Credit under employment, business or other activity