

REGULATIONS

ON THE ORGANISATION OF PROFESSIONAL INTERNSHIPS

at the Civic Initiative Association Pro Civium
/ consolidated text – as of 10 January 2026 /

Programme

KNOWLEDGE – EDUCATION – SOCIAL REHABILITATION

/ 6th edition – 2026 /

CHAPTER I

GENERAL PROVISIONS

1. These Regulations define the rules for the organisation, implementation, supervision and completion of professional internships carried out by students of higher education institutions at the Civic Initiative Association Pro Civium, hereinafter referred to as the “Internship Provider”.
 2. Internships are carried out within the statutory activities of the Association, in particular in the areas of: civic education, counselling, social rehabilitation, human rights, social communication, security, and the development of digital competencies.
 3. These Regulations are of an internal nature and constitute a binding document for all students completing internships with the Internship Provider.
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CHAPTER II

ORGANISATION AND SUPERVISION OF INTERNSHIPS

1. The organiser of internships is the Civic Initiative Association Pro Civium, with its registered office in Poznań.
 2. Systemic supervision over the organisation of internships is exercised by the Pro Civium Centre for Education and Cooperation with Higher Education Institutions.
 3. The structure of responsibility for the organisation of internships consists of:
 - a) Milena Sielicka – Director of the Centre for Education and Cooperation with Higher Education Institutions,
 - b) Karolina Skowron – Chief Internship Coordinator,
 - c) Julia Jakubowska – Administrative Coordinator for Students,
 - d) Internship Supervisors.
 4. Internship Supervisors hold relevant higher education qualifications and professional experience corresponding to the area of the internships carried out.
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CHAPTER III

RULES FOR THE IMPLEMENTATION OF INTERNSHIPS

1. General provisions

- 1.1. As part of professional internships, it is possible to complete up to 150 internship hours in the standard mode and up to 300 internship hours in the individual mode.
- 1.2. Each Intern is assigned an Internship Supervisor holding relevant higher education qualifications and professional experience corresponding to the area of the internship.

2. STANDARD MODE

2.1. The Intern is assigned to an appropriate organisational unit of the Internship Provider, depending on the field of study, and completes the internship in a daily hourly dimension, in accordance with arrangements made with the supervisor at the Centre. The internship must be completed within a maximum of 100 calendar days from the date of receiving the assignment.

2.2. In the organisational unit, tasks are assigned by the supervisor at the Centre, who evaluates the completion of the task by awarding an appropriate number of internship hours.

2.3. The Student is obliged to obtain access from the Chief Internship Coordinator or the Administrative Coordinator for Students to the Individual Internship Portfolio, in which documentation of all completed tasks is submitted.

2.4. Once a month, the Internship Supervisor carries out an additional assessment of the quality of task performance, also awarding an appropriate number of internship hours.

2.5. Upon obtaining the required number of internship hours, the internship is completed and credited.

3. INDIVIDUAL MODE

3.1. The individual mode may be undertaken by Students who obtain prior individual consent from the Chief Internship Coordinator to complete the internship in this form.

3.2. A Student completing an internship in the individual mode is granted access to the Google Classroom virtual work environment, in which assigned tasks are carried out.

3.3. Each task completed in the individual mode is assessed separately by the Internship Supervisor.

3.4. The Student should complete the internship within the academic year in which it was commenced.

3.5. No other time or task requirements apply.

3.6. The Student performs tasks at a time and pace most convenient for them.

3.7. The individual mode, due to its form requiring increased organisational involvement of the Internship Provider, involves covering by the Student the costs of preparation and implementation of individualised internships in the amount of PLN 300 gross, constituting the equivalent of actual organisational costs incurred.

3.8. The coverage of costs referred to in section 3.7 does not constitute remuneration of the Internship Provider, is not a reciprocal performance and does not constitute a condition for admission to the internship or its completion.

3.9. Coverage of costs is documented in accordance with applicable legal regulations and accounting principles.

CHAPTER IV

RULES FOR THE IMPLEMENTATION AND CREDITING OF INTERNSHIPS

1. The condition for receiving credit for a professional internship in the standard mode from the Internship Supervisor is the completion of all tasks assigned by the supervisor at the Centre in which the Student completes the professional internship, as well as their ongoing and timely settlement.
2. The Student is obliged to settle assigned tasks on a weekly basis.
3. Repeated delays in submitting tasks may result in removal of the Student from the internship.
4. The Student commences the internship after completing the registration procedure in the Mentor+ system, which constitutes an internal organisational tool of the Association used for coordination and documentation of the internship process.
5. The Mentor+ system is used exclusively for student registration and organisational handling of internships, in particular for assigning the Student to the internship and confirming their participation in the internship process.
6. Internship hours resulting from tasks completed and approved by the Internship Supervisor are recorded in the Volunteer Service System (SOW) of the Solidarity Corps as confirmation of the Student's completed hourly engagement. This activity is performed each time by the Student, no less frequently than once a week.
7. The Internship Supervisor exercises substantive supervision over the implementation of internships, in particular:
 - a) assigns and approves Student tasks,
 - b) provides feedback and substantive support,

- c) approves the completion of tasks and the corresponding internship hours.
8. Settlement of the internship takes place after the joint fulfilment of the following conditions:
- a) completion of the established scope of tasks,
 - b) achievement of the required number of internship hours,
 - c) obtaining a positive evaluation from the Internship Supervisor.
9. Internship documentation is submitted in electronic form, in a manner agreed with the Internship Supervisor, with respect for personal data protection and confidentiality of information.
10. The Internship Provider confirms the completion of the internship in the form required by the university, in particular by signing the internship logbook, certificate or other document provided for in the study regulations.
11. An additional condition for crediting the internship is the Student's participation in at least three webinars, held no less frequently than once a month, if the supervisor at the Centre indicates a specific webinar as mandatory for the Student. Failure to participate in such a webinar without justification may result in removal of the Student from the internship.
12. After completing the internship, the Student applies to the supervisor at the Centre where the professional internship was carried out for the issuance of a certificate confirming settlement of the internship. The supervisor issues an appropriate certificate together with a summary evaluation.
13. The Student submits the certificate to the Internship Supervisor, who within 14 calendar days verifies the quality of completed tasks and decides on granting or refusing internship credit.
14. After obtaining internship credit, the Student sends electronically a complete set of documents exclusively in PDF format (scans) to the e-mail address:
sekretariat@stopstygmacyzacji.pl.
15. Files in other formats, in particular photographs of documents, will not be processed.

16. The Internship Supervisor is obliged to issue return documents within 14 subsequent working days from the date of receipt of complete documentation in the required format.
17. Internship documentation may also be submitted by post, provided that:
- a) a return envelope with the recipient's address (Student or university) is enclosed,
 - b) postage stamps of appropriate denominations are affixed.
18. The condition for signing internship documentation is the complete completion of documents by the Student, leaving space intended for the opinion about the Student, the signature of the Internship Supervisor and the internship evaluation.
19. Postal documentation should be sent to the address:
- CEiWzSW
Civic Initiative Association Pro Civium
ul. Przełom 1
61-423 Poznań
20. In the case of using the individual mode, the condition for receiving internship credit is the correct completion of all tasks carried out in the Google Classroom environment.
21. A Student who has chosen the individual mode of internship implementation is not subject to the following obligations provided for the standard mode:
- a) the obligation to settle assigned tasks on a weekly basis,
 - b) the obligation to complete the internship within 100 calendar days,
 - c) the obligation to participate in two of the three indicated webinars,
 - d) the obligation to perform tasks within one indicated Centre of the Internship Provider.
22. The rules for implementing internships in the individual mode are specified separately in these Regulations and result from individual arrangements with the Chief Internship Coordinator and the Internship Supervisor.
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CHAPTER V

VOLUNTEERING WITHIN THE ASSOCIATION

1. Students who, after completing the internship, wish to continue professional development and gain further experience may notify the Volunteer Coordinator of their willingness to remain in the Association under the principles of providing volunteer service.
 2. The conditions of volunteering are determined individually after completion of the volunteer recruitment process and agreed with the Volunteer Coordinator.
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CHAPTER VI

REMOVAL FROM INTERNSHIP

1. Any Student supervisor during the implementation of a professional internship may submit a motion to remove the Student from the internship in the event of:
 - conduct violating good manners,
 - conduct inconsistent with principles of social coexistence,
 - failure to participate in a mandatory webinar without justification,
 - permanent and untimely performance of assigned tasks,
 - refusal to introduce corrections indicated by the Internship Supervisor,
 - refusal to perform a task assigned by the supervisor at the Centre,
 - lack of activity in the Centre's activities,
 - lack of contact with the supervisor or the Internship Supervisor,
 - performance of tasks of very low quality and substantive value,
 - violation of personal data protection and GDPR principles,
 - gross violation of occupational health and safety rules,
 - failure to systematically register credited internship hours in the SOW.
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CHAPTER VII

LEARNING OUTCOMES AND THEIR VERIFICATION

1. Professional internships carried out with the Internship Provider enable the Student to achieve learning outcomes, in particular in the scope of:
 - a) knowledge – concerning the functioning of a non-governmental organisation, public institutions and substantive areas related to implemented tasks,
 - b) skills – in particular analytical, organisational, communication and digital skills,
 - c) social competencies – including responsibility for entrusted tasks, work ethics, independence and teamwork.

 2. Verification of the achievement of learning outcomes is carried out on the basis of:
 - a) evaluation of tasks carried out by the Student,
 - b) analysis of internship documentation,
 - c) final evaluation carried out by the Internship Supervisor.
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CHAPTER VIII

LETTER OF COMMENDATION AND OTHER AWARDS

1. At the request of the Chief Internship Coordinator or the supervisor at the Centre where the Student completes the professional internship, with the consent of the Director of the Centre for Education and Cooperation with Higher Education Institutions, the Internship Provider may:
 - a) issue a Letter of Commendation to the Student addressed to the university authorities,
 - b) grant a material or financial award in the amount of up to PLN 100 gross, one-time.

2. At the request of the Student, as part of professional internships, the Student may complete a certified project internship while implementing a public task carried out by the Internship Provider.

3. Participation in the internship does not require the completion of additional hours beyond the obligatory internship hours. The request should be submitted to the Chief Internship Coordinator.
 4. After completing the certified project internship, the Student may be qualified to perform paid tasks in a public task currently implemented by the Internship Provider, on the basis of a separate civil law contract, in particular a contract of mandate.
 5. The entitlements referred to in sections 1–2 do not apply to Students completing internships in the individual mode, unless the Chief Internship Coordinator gives separate written consent.
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CHAPTER IX

STUDENT SUPPORT

1. A Student Internship Ombudsman is delegated to support the Student in matters related to the implementation of professional internships, and in the event of a vacancy in this position – the Volunteer Coordinator.
 2. The Student Internship Ombudsman may represent the Student in disputes related to the course of professional internships.
 3. The Student Internship Ombudsman issues opinions exclusively on the basis of possessed knowledge and experience and an analysis of the case.
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CHAPTER X

DISPUTE MATTERS

1. The Student has the right to challenge any decision of the supervisor taken during the implementation of the professional internship.
 2. In the event of a dispute, the Student submits a written letter or complaint to the Chief Internship Coordinator, in electronic form, to the indicated e-mail address. The Chief Internship Coordinator examines the case and issues a decision within 3 working days. Letters and complaints submitted in a form other than electronic are not subject to examination.
 3. Within 3 working days from the date of issuing the decision by the Chief Internship Coordinator, the Student has the right to appeal against this decision to the Director of the Centre for Education and Cooperation with Higher Education Institutions, personally or through the Student Internship Ombudsman. The Director resolves the case within 7 working days. The Director's decision is final in the internal procedure.
 4. All correspondence conducted in dispute matters takes place exclusively in written form.
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CHAPTER XI

STUDENTS WITH DISABILITIES AND ENGLISH-SPEAKING STUDENTS

1. The Internship Provider ensures Students with disabilities the possibility of completing professional internships in a form adapted to their individual needs, psychophysical capabilities and state of health, with respect for the principles of equal treatment and non-discrimination.
2. The adaptation referred to in section 1 may include in particular:
 - a) completing internships in a remote or individual mode,
 - b) flexible adjustment of deadlines for task implementation,

- c) adjustment of the scope or form of assigned tasks,
 - d) organisational and substantive support from the Internship Supervisor or the supervisor at the Centre.
3. A Student with a disability informs the Internship Provider of special organisational needs before the commencement of the internship or during its implementation, in written or electronic form.
 4. The Internship Provider enables English-speaking Students, including international Students and Students completing study programmes in English, to complete professional internships.
 5. In the case of Students referred to in section 4, internships may be carried out:
 - a) in English with regard to substantive tasks,
 - b) using documentation and working tools in English,
 - c) with the support of an Internship Supervisor or supervisor at the Centre using the English language.
 6. The rules for crediting internships, settling hours, documenting and responsibility of Students with disabilities and English-speaking Students remain identical to the rules specified in the remaining chapters of these Regulations, unless individual adaptations provide otherwise.
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CHAPTER XII

FINAL PROVISIONS

1. These Regulations enter into force on 10 January 2026.
2. In matters not regulated by these Regulations, the internal regulations of the Civic Initiative Association Pro Civium and generally applicable law shall apply.

3. Registration of the Student in the Mentor+ system is tantamount to acceptance of these Regulations.