

Summer Practice Procedure – Instructions for Students (summer 2026)

General Procedure

1. **Check** whether you are completing your practice in accordance with the study programme - after the **4th, 8th, and 10th semester**, during the **summer break**.
Practice dates: **13 July 2026 – 13 September 2026**.
→ If you wish to complete your practice **earlier**, submit a **petition to the Vice-Dean** (at the Dean's Office) and obtain her consent.
 2. **Download the practice referral and agreement** from the website, **complete them**, and bring it to the Dean's Office for the Dean's signature.
 3. **Provide confirmation of accident insurance** (civil liability insurance is also recommended).
 4. → Collect the signed agreement and obtain the signature of the practice provider **no later than on the first day of the practice**.
→ Send a **scan** of the fully signed agreement to: **practice_FVM@sggw.edu.pl**
→ Deliver the **original** agreement to the Dean's Office **no later than 30 September 2026**.
 5. **Complete the required number of hours** (80 or 160 – according to the syllabus).
 6. After completing the practice: submit the fully signed agreement to the Dean's Office, **room 103** (practice provider's signature in **two places**).
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1. Rules for Completing Compulsory Practice

Types of summer practice after particular semesters:

- *4th – husbandry,*
- *8th – clinical(1) and veterinary inspection – slaughterhouse,*
- *10th – clinical(2) and veterinary inspection – meat production*

A. Dates Specified in the Study Programme

- Compulsory practice is completed **during the summer break** after the 4th, 8th, and 10th semester. Practice dates: **13 July 2026 – 13 September 2026**.
- Earlier completion requires a petition and approval from the Vice-Dean.
- With reference to the above and in accordance with Ordinance No. 64 of the Rector of the Warsaw University of Life Sciences (SGGW) of 17 June 2025, Appendix, point 2, we remind you that **internships must be completed by 18 April 2026**.

B. Insurance

- **mandatory:** accident insurance,
- **recommended:** civil liability insurance.

C. Referral and agreement with the Practice Provider

- The student downloads the referral and the agreement from the Faculty website.
- Completes them electronically, prints them out and submits them to the Dean's Office for signing, **in 2 copies each.**

Referral	Agreement
1 copy for the practice provider	1 copy for the practice provider
1 copy to the Practice Book	1 copy for the Dean's Office

- The referral **does not require signatures** from either the student or the practice provider.
- After collecting it, the student obtains the practice provider's signature **no later than on the day the practice begins.**
- Sends a **scan** of the signed agreement to the Dean's Office.
- Delivers the **original** agreement **by 30 September 2026.**

D. Practice Assessment

The practice will be assessed only after submission of a fully completed and signed agreement - **two signatures** from the practice provider (agreement + GDPR).

2. Duration of Practice

(according to the number of hours specified in the syllabus)

The number of hours depends on the type of practice and is defined in the relevant **syllabus**. Assuming a maximum of **40 hours per week**:

A. 80-hour Practices

- 80 hours → **min. 12 days** (10 working days + weekends)

B. 160-hour Practices

- 160 hours → **min. 26 days**

Legal Basis for Working Time and Days Off

In accordance with the **Polish Labour Code**, which also applies to practices carried out in working conditions:

- **Article 129 §1 Labour Code:**
"Working time may not exceed 8 hours per day and an average of 40 hours in an average five-day working week..."
 → Therefore, **40 hours per week** is treated as the maximum weekly practice duration.
- **Article 133 §1 Labour Code:**
"An employee is entitled to at least 35 hours of uninterrupted weekly rest, including at least 11 hours of uninterrupted daily rest."

→ As a result, practices are structured as:

5 working days + weekend rest,

which determines the minimum number of days needed to complete the required hours.

3. Additional Placements (Not Covered by the Programme)

A. Erasmus+ Traineeships

- Can be completed under the programme coordinated by **Prof. M. Klockiewicz**.

B. Other Non-Compulsory Placements

- The university may issue a **certificate of student status**.
 - The Dean's Office does **not** issue referrals or other documents for non-compulsory practice.
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4. Recognition of prior experience

In accordance with Article 67 of the *Law on Higher Education and Science*, the university may - upon the student's request - recognise relevant employment, traineeships, or volunteer work as fulfilling the internship requirement, **provided that these activities enabled the student to achieve the learning outcomes defined in the study programme for the professional internship**.

Deadline to submit a petition: **29th May 2026**.