

## **REGULATIONS FOR STUDENT INTERNSHIPS AT THE POLISH-JAPANESE ACADEMY OF INFORMATION TECHNOLOGY**

### **Chapter 1. General provisions**

#### **§ 1**

The obligation to complete student internships applies to full-time and part-time first-cycle students and all first-cycle and second-cycle students for the Faculty of Information Management.

#### **§ 2**

For each field of study, there is a specific report on student internships, the templates of which are attached to these regulations, Annexes 1-9.

#### **§ 3**

The internship report includes in particular:

- a) the purpose of the internship;
- b) learning outcomes specific for internships in a given field of study;
- c) methods and techniques of verification of learning outcomes and overall assessment;
- d) the duration of the internship.

### **Chapter 2. Organisation of internships**

#### § 4

Supervision over the organization and evaluation of internships on the part of the Polish-Japanese Academy of Information Technology is exercised by the Rector's Plenipotentiary for Student Internship.

#### § 5

Student internships may take place during the academic year, if they do not interfere with the course of studies.

#### § 6

The student may take advantage of the internship offers posted on the website of the Internship Office - [www.praktyki.pjwstk.edu.pl](http://www.praktyki.pjwstk.edu.pl) or may propose an Employer who agrees to offer the internship.

#### § 7

Internships should be completed until the end of the selected mode of study. Completion of the obligatory number of hours of student internships is a prerequisite for obtaining the discharge.

#### § 8

Internships should be settled no later than one month after their completion.

### **Chapter 3. Conditions for obtaining credits for internship**

#### § 9

Credit points for internship are granted by the Rector's Plenipotentiary for Student Internship.

#### § 10

Students employed under an employment contract / work / order / etc. or volunteering can complete the internship on the basis of the number of hours worked / realized for a given Faculty, provided that the nature of the work meets the requirements of the internship program at the relevant Faculty.

#### § 11

1. The condition for crediting the internship is filling in the internship report by the student and his/her employer.
2. Report templates for internships for individual Faculties constitute attachments to these regulations and are available on the website - [www.praktyki.pjwstk.edu.pl](http://www.praktyki.pjwstk.edu.pl) .
3. One of the documents - employment contract / work / order / etc. or the internship report must contain the signature or signature and stamp of the employer.
4. The internship report is accepted by the Rector's Plenipotentiary Student Internship in an electronic way. After receiving an e-mail from the Rector's Plenipotentiary for Student Internship, the student sends the approved report to the Students' Office.

#### **Chapter 4.** **Duration of internships**

##### § 12

1. Students of full-time and part-time first-cycle studies and students of long-cycle studies who started their studies after the academic year 2008/2009 and until the academic year 2016/2017 (inclusive) are required to complete the following number of hours of internship:
  - Faculty of Information Technology (major: Computer Science) in Warszawa, Gdańsk - 160 clock hours;
  - Faculty of Culture of Japan (major: Culture Studies) in Warszawa - 120 clock hours;
  - Faculty of New Media Arts (major: Interior Design) in Warszawa - 200 clock hours;
  - Faculty of New Media Arts (major: Graphic Design) in Warszawa - 120 clock hours;
  - Faculty of New Media Arts (major: Graphic Design) in Gdańsk - 120 clock hours;
  - Faculty of Information Management (major: Management) in Warszawa - 120 clock hours
2. Students of full-time and part-time first-cycle studies and students of long-cycle studies who started their studies from the academic year 2017/2018 and until the academic year 2018/2019 are required to complete the following numbers of hours of internship:
  - Faculty of Information Technology (major: Computer Science) in Warszawa, Gdańsk - 160 clock hours;
  - Faculty of Culture of Japan (major: Culture Studies) in Warszawa - 120 clock hours;
  - Faculty of New Media Arts (major: Interior Design) in Warszawa - 200 clock hours;
  - Faculty of New Media Arts (major: Graphic Design) in Warszawa - 120 clock hours;
  - Faculty of New Media Arts (major: Graphic Design) in Gdańsk - 120 clock hours;

- Faculty of Information Management (major: Management) in Warszawa - 360 clock hours

3. Students of full-time and part-time first-cycle studies and students of long-cycle studies who started their studies in the academic year 2018/2019 are required to complete the following number of hours of internship:

- Faculty of Information Technology (major: Computer Science) in Warszawa - 160 clock hours;
- Faculty of Information Technology (major: Computer Science) in Gdańsk - 360 clock hours;
- Faculty of Culture of Japan (major: Culture Studies) in Warszawa - 360 clock hours;
- Faculty of New Media Arts (major: Interior Design) in Warszawa - 200 clock hours;
- Faculty of New Media Arts (major: Graphic Design) in Warszawa - 120 clock hours;
- Faculty of New Media Arts (major: Graphic Design) in Gdańsk - 120 clock hours;
- Faculty of Information Management (major: Management) in Warszawa - 360 clock hours

4. Students of full-time and part-time first-cycle studies and students of long-cycle studies who started their studies in the academic year 2019/2020 are required to complete following number of hours of internship:

- Faculty of Information Technology (major: Computer Science) in Warszawa - 160 clock hours;
- Faculty of Information Technology (major: Computer Science) in Gdańsk - 360 clock hours;
- Faculty of Culture of Japan (major: Culture Studies) in Warszawa - 360 clock hours;
- Faculty of New Media Arts (major: Interior Design) in Warszawa - 200 clock hours;
- Faculty of New Media Arts (major: Graphic Design) in Warszawa - 120 clock hours;
- Faculty of New Media Arts (major: Graphic Design) in Gdańsk - 120 clock hours;
- Faculty of Information Management (major: Management) in Warszawa - 720 clock hours

5. Students of full-time and part-time first-cycle studies and first-cycle studies and second-cycle studies who started their studies from the academic year 2020/2021 are required to complete the following number of hours of internship:

- Faculty of Information Technology (major: Computer Science) in Warszawa - 160 clock hours;
- Faculty of Information Technology (major: Computer Science) in Gdańsk - 720 clock hours;

- Faculty of Culture of Japan (major: Culture Studies) in Warszawa - 720 clock hours;
- Faculty of New Media Arts (major: Interior Design) in Warszawa - 200 clock hours;
- Faculty of New Media Arts (major: Graphic Design) in Warszawa - 120 clock hours;
- Faculty of New Media Arts (major: Graphic Design) in Gdańsk - 120 clock hours;
- Faculty of Information Management, 1<sup>st</sup> cycle studies(major: Management) in Warszawa - 720 clock hours
- Faculty of Information Technology, 2<sup>nd</sup> cycle studies (major: Management) in Warszawa – 360 clock hours.

## **Chapter 5.**

### Detailed information

#### § 13

1. Internships may take place in companies, institutions, foundations, museums, embassies, schools, farms, theatres in Poland and abroad, if the nature of the internship corresponds to the curriculum for a given field of study.
2. The Dean appoints the Student Internship Supervisor. The duties of the Internship Supervisor are approved by the Rector's Plenipotentiary for Student Internships.
3. The type and duration of the internship are specified in the study plan and curriculum applicable at a given Faculty.
4. After completing the internship, the student submits a report to the Student Internship Supervisor for verification and grading, and then the Supervisor forwards the report to the Rector's Plenipotentiary for Student Internship. In case of a negative assessment, the internship will not be credited.
5. On the basis of interpretative position no. 3/2020 of the Presidium of the Polish Accreditation Committee of May 21, 2020, a new interpretation of the number of obligatory student internship hours in the form of clock hours (60 minutes) was introduced.

## **Chapter 6.**

### **Final Provisions**

#### § 14

Internships can be paid or unpaid.

#### § 15

The university does not cover the costs related to the organization of internships.

## § 16

If required by the internship organiser or the employer, the student is obliged to take out accident insurance. The student may also take out insurance on his own, regardless of whether such insurance is provided by the above-mentioned required.

## § 17

The employer may require the student to provide a placement referral signed by the Academy official (Annex 10). The referral is filled in by the Rector's Plenipotentiary for Student Internship.

## § 18

1. Student internship offers are available on the website of the Academic Career Office: [www.praktyki.pjwstk.edu.pl](http://www.praktyki.pjwstk.edu.pl).
2. The list of internships is managed by the Rector's Plenipotentiary for Student Internship.
3. Academy employees who have information about the internship offer are obliged to submit it to the Academic Career Office or to the Rector's Plenipotentiary for Student Internships.

### **Annexes:**

1. Internship report template for the Faculty of Information Technology,
2. Internship report template for the Faculty of New Media Arts – Graphic Design,
3. Internship report template for the Faculty of New Media Arts – Interior Design,
4. Internship report template for the Faculty of Information management until the academic year 2016/2017,
5. Internship report template for the Faculty of Information Management from the academic year 2017/2018 for first-cycle studies,
6. Internship report template for the Faculty of Information Management from the academic year 2020/2021 for second-cycle studies,
7. Internship report template for the Faculty of Culture of Japan – until the academic year 2019/2020,
8. Internship report template for the Faculty of Culture of Japan – from the academic year 2020/2021,
9. Internship report template for foreign employers,
10. Referral for student internship