FREQUENTLY ASKED QUESTIONS

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GENERAL QUESTIONS

1. Am I required to complete a student internship, and if so, how many hours must I complete?

This depends on your field and cycle of study. Detailed information can be found in GAKKO and in the Student Internship Regulations, for example on this page: https://abk.pjwstk.edu.pl/biuro-karier/dla-studenta/praktyki-warszawa.

2. How many internship hours do I need to complete if the requirements in my program have changed?

This depends on the program you are currently following. Please check the required number of hours in GAKKO.

3. Do I need to complete internships twice if I change the mode or field of study?

Changing the mode of study does not require repeating internships. Please contact the Students' Office to properly resolve the issue in GAKKO.
If you change your field of study, new internship is required due to differences in learning outcomes for each program.

4. Can I be exempt from the internship requirement?

No one can be exempt from student internships, regardless of the reason.

5. When should I complete my internship? Is there a specific year or semester for it?

It is recommended to complete internships in the later semesters, though this is not mandatory. Students of Interior Design who began their studies in the 2025/2026 academic year may start their internships at earliest after the 4th semester.

6. Where can I find internship offers?

Internship and job offers received by PJAIT are available on the Academic Career Office's website: https://abk.pjwstk.edu.pl/biuro-karier/oferty. However, we encourage you to search independently to find opportunities best suited to your interests.

7. What requirements must my internship meet?

The internship provider must meet the requirements outlined in the *Student Internship Regulations*, and the scope of duties must align with your field of study and allow you to achieve the learning outcomes listed on page two of the *Student Internship Report* (*Sprawozdanie z praktyk*).

8. Can I complete my internship remotely?

There are no restrictions in this regard.

9. Can I do an internship during a dean's leave?

Yes, internships can be completed during a dean's leave as student rights are maintained.

10. Can I count work done before starting my studies as an internship?

No, only hours worked as an enrolled student at PJAIT can count towards mandatory internship hours.

11. Can I count as an internship my work for someone who does not run a business?

No, the internship provider must be a registered business entity.

12. Can I transfer internships completed during previous studies?

In exceptional cases, approval may be granted by the Rector Plenipotentiary for Student Internships.

13. Does the internship need to be related to my specialization?

Internships do not have to match your specialization, but must be related to your study program and enable you to achieve the assigned learning outcomes. This information can be found on the second page of the *Student Internship Report* (*Sprawozdanie z praktyk*).

14. What documents are needed to settle the internship?

The required *Student Internship Report* (*Sprawozdanie z praktyk*) can be found in GAKKO or on the Academic Career Office's website: https://abk.pjwstk.edu.pl/biuro-karier/dla-studenta/praktyki-warszawa. Additional documents depend on your method of settlement and are listed in the table on the first page of the *Report*.

15. Do I need an internship referral?

This depends on the specific internship provider. Usually, no referral is required.

16. Can my work done for PJAIT be considered a student internship?

It is not possible for students from the Faculty of Culture of Japan and the Faculty of Information Management. Other students should contact the Rector Plenipotentiary for Student Internships and provide a detailed description of their responsibilities for review.

17. Can I count my own business activity as a mandatory internship?

This is possible only if it is properly documented and you can prove achievement of learning outcomes, just as with a standard job.

18. What if I can't find any internships?

Please try improving your CV and cover letter. PJAIT Academic Career Office can help you with that: https://abk.pjwstk.edu.pl/kontakt. Please also consider developing new skills through courses and training.

19. What if I don't complete my internship before my thesis defense?

You cannot receive credit or defend your thesis without completing your internship. If the internship is the only missing requirement, you may apply for a free ITN for the internship via GAKKO. The final decision rests with the Dean of your Faculty.

20. Does PJAIT cover internship insurance costs?

Please always check current insurance information on the PJAIT website: https://pjatk.mentor.pl.

21. Why haven't I received a reply to my internship-related email?

Make sure you emailed from your student email address to: praktyki(at)pjwstk.edu.pl. The staff handling internships are also professors and respond emails as time allows.

22. Can I schedule a meeting with the Rector Plenipotentiary for Student Internships?

Yes. Please email in advance to: praktyki(at)pjwstk.edu.pl, stating the purpose of the meeting.

23. What if my question isn't answered in this document?

If it's not covered in the Student Internship Regulations or on the Academic Career Office's website, please email: praktyki(at)pjwstk.edu.pl. Make sure to include your faculty, field, and cycle of study.

FILLING OUT DOCUMENTS

24. Where can I find internship documents?

All documents are in the GAKKO (Internship module) or on the Academic Career Office's website: https://abk.pjwstk.edu.pl/biuro-karier/dla-studenta/praktyki-warszawa.

25. Can I settle my internship using a different document than the Student Internship Report (*Sprawozdanie z praktyk*)?

No. Only the designated *Student Internship Report* (*Sprawozdanie z praktyk*) is accepted.

26. How do I fill out the Student Internship Report (*Sprawozdanie z praktyk*)?

Please follow the instructions provided in the document and the *Completed Internship Report Example* (*Przykładowe sprawozdanie z praktyk*).

27. Can I use the English version of the Student Internship Report?

Only if the internship was completed abroad. If your internship supervisor doesn't speak Polish, they can fill out the Polish form in English.

28. Can documents be filled out in a language other than Polish?

Only Polish and English are accepted. Other languages require official translations.

29. Can I fill out the Internship Report manually or in a different program?

If possible, please use Adobe Acrobat Reader. Incorrect or unreadable forms are rejected.

30. Can I print and scan the Internship Report?

Yes, if needed (e.g., to add a handwritten signature).

31. Can documents be signed electronically?

Yes, if the signature is qualified and verifiable.

32. What dates should I enter if I'm settling internship based on an employment contract?

The internship period must fall within your employment period and active student status. The end date must not be later than the date the employer signs the Report.

33. How should I list weeks, days, and hours of internship?

Provide averages that reflect actual hours worked. The number of weeks must align with the internship dates.

34. Who is considered the internship supervisor if I'm settling the internship based on an employment contract?

In this case your direct supervisor is the internship supervisor.

35. What should I write as the internship subject?

A phrase generally describing your responsibilities.

36. What date should appear next to the employer's signature?

It must be a date after the internship end date.

37. How do I get the Faculty of Culture of Japan's Internship Supervisor's signature on the Internship Report?

Please email the documents to: praktyki(at)pjwstk.edu.pl.

38. Do I need the Rector Plenipotentiary for Student Internships' signature before uploading the report to GAKKO?

No, the approval is done electronically in GAKKO.

39. What date should be entered in Attachment A?

It must be earlier than the internship start date.

40. Who signs Attachment A on behalf of the internship provider?

An authorized representative of the company.

41. What if the internship provider refuses to sign Attachment A?

Please note this on the second page of the *Student Internship Report* (*Sprawozdanie z praktyk*). If another agreement was signed, please attach it.

42. Can PJAIT sign a different internship agreement?

Yes, as long as it is approved. Please send the proposed agreement in an editable format to: praktyki(at)pjwstk.edu.pl.

43. What if Polish characters don't display correctly in the Internship Report?

Please use Adobe Acrobat Reader. If they still disappear, replace them with Latin equivalents. Unreadable forms will be rejected.

44. How can I get the Rector Plenipotentiary for Student Internships' signature if my employer needs signed documents?

Please email a filled-in contract/referral to: praktyki(at)pjwstk.edu.pl, indicating whether a digital or physical copy is needed.

45. What should an employment certificate look like?

It must confirm your name, company name, and employment period, signed by the employer's representative.

46. Do I need to include the full employment contract?

You only need to submit pages showing your name, employment period, job duties, and signatures. Be sure to hide sensitive data like PESEL, ID number, address, salary, and bank account number.

47. Where can I get a student status certificate?

Please request it from the Students' Office if needed by the internship provider or employer.

INTERNSHIP SETTLEMENT – GAKKO

48. When should I submit my internship for settlement?

As soon as possible – in the next settlement period in GAKKO.

49. Can I settle my internship at a different time than the one stated on the Academic Career Office's website?

No. Exceptions are not allowed.

50. Can I upload additional documents later?

No, all documents must be submitted in a single application.

51. Can I submit my documents via email or other means?

No, internships are only settled through the GAKKO Internship module.

52. What if GAKKO doesn't allow me to enter the right internship dates?

There may be a gap in your student status. Please contact the Students' Office.

53. What if my report is rejected?

Please correct the documents taking into consideration the comments under *Rejected* status. Make sure to include tools used, software, or project details in the descriptions of duties.

54. What to do after uploading my documents to GAKKO?

Please monitor your submission status. The *Created* status means that the documents have been successfully submitted for verification. If there are errors in the report, it will appear as *Rejected* with instructions on what to correct. Internship hours will appear as credited only once the status shows as *Accepted* (by the Students' Office).

55. Will I get a notification when my status changes?

Email notifications are sent only when the status changes to *Rejected*. Please monitor your status in GAKKO.

56. How long does it take to settle internships?

Internships are processed continuously, but it may take longer during peak periods. We encourage you to submit your documents as early as possible.

57. Do settled internships expire?

Once approved, internships remain valid until graduation.

58. What to do if I have a problem with GAKKO?

Please report any technical issues to the GAKKO helpdesk.