

FREQUENTLY ASKED QUESTIONS

TABLE OF CONTENTS

GENERAL QUESTIONS

1. Am I required to complete an internship?
2. How many internship hours do I need to complete?
3. I returned to PJAiT after a break, and the required number of internship hours in my field of study has changed. How many hours do I need to complete?
4. I changed my mode / field of study. Do I need to complete the internship twice?
5. When do I need to complete the internship? Is it required in a specific year or semester?
6. What documents are required to settle the internship?
7. Where can I find internship opportunities?
8. What conditions must the internship I find meet?
9. Can internships be completed remotely or abroad?
10. Can I complete an internship during a dean's leave?
11. Can my work / internship done in high school count toward the internship requirement for my field of study?
12. Can my work for an individual be counted as an internship?
13. Can I transfer internship credits from another university?
14. Do the internships need to be related to my specialization?
15. Do I need to achieve the learning outcomes listed in the Student Internship Report?
16. Will my internship be settled?
17. Can my work completed for PJAiT be counted toward my internship requirement?
18. Can I be exempt from the internship requirement? I don't have time for an internship.
19. I can't find any internships. What should I do?
20. What if I am unable to complete the internship before my defense?
21. Does PJAiT cover the insurance costs for interns?
22. I sent an email to praktyki@pjwstk.edu.pl but haven't received a response. Why?
23. Can I schedule a meeting with the Rector Plenipotentiary for Student Internships?
24. I emailed the Rector Plenipotentiary for Student Internships / Student Internship Coordinator and haven't received a response. Why?
25. I read in the Student Internship Regulations / on the PJAiT Academic Career Office website / in Gakko that... Is it true?
26. I have a question that is not answered in this document. What should I do?

FILLING OUT DOCUMENTS

27. Where can I find the Student Internship Regulations / Student Internship Report template / Internship Agreement template (Umowa z pracodawcą) / Referral for Internship template?
28. Do I need a referral for an internship?
29. The internship provider requires proof of student status. Where can I get it?
30. Is the Student Internship Report (Sprawozdanie z praktyk) sufficient for settling

the internship?

31. How do I complete the Student Internship Report (Sprawozdanie z praktyk)?

32. Can the internship be settled using another document instead of the Student Internship Report (Sprawozdanie z praktyk)?

33. Do I need to fill out all the documents available in Gakko?

34. Where can I find a template for the employment / internship / traineeship certificate?

35. What information must be included in the employment / internship certificate?

36. Do I need to attach a scan of the entire contract with the employer?

37. What should I do with the personal information in the contract?

38. Can PJAiT sign a different internship agreement?

39. I don't understand the Polish template of the Student Internship Report (Sprawozdanie z praktyk). Can I use the English version?

40. My supervisor doesn't speak Polish — can they fill out the English version of the Report / fill out the Polish version of the Report in English?

41. The English template for the Report is shorter. Is this a mistake?

42. Can the documents be filled out in another language?

43. Can the documents be translated using an online translator?

44. The Student Internship Report template is displaying incorrectly. What should I do?

45. Can the Student Internship Report be filled out by hand?

46. Can the Report be printed and then scanned?

47. My supervisor doesn't have a business phone number. What should I enter?

48. If I'm settling the internship based on paid work or a traineeship, who should I list as the internship supervisor at the employer?

49. I'm settling the internship based on running my own business. Who should be listed as the employer?

50. What should I enter as the subject of the internship?

51. What should I enter as the position held in the company?

52. I'm settling the internship based on paid work — what internship start and end dates should I enter?

53. How should I fill in the number of weeks, days, and hours?

54. Do the employer's feedback and student's remarks need to be filled out?

55. What should the date for the employer's signature on the Report be?

56. Can documents be signed electronically?

57. What if the employer doesn't have a stamp?

58. How can I obtain the signature of the Faculty of Japanese Culture Internship Supervisor on the Student Internship Report?

59. Who fills in the field "Total number of hours worked during internship ... "?

60. Should the Rector Plenipotentiary for Student Internships sign the documents before they are uploaded to Gakko?

61. What date should be entered on Attachment A (Załącznik A)?

62. Who should sign Attachment A (Załącznik A) on behalf of the employer?

63. The employer refuses to sign Attachment A (Załącznik A). What should I do?

64. Who should fill out Attachment B (Załącznik B)?

65. Polish characters are not working in the Report. What should I do?

66. My employer requires signed documents. How can I obtain the signature of the Rector Plenipotentiary for Student Internships on the agreement or referral?

INTERNSHIP SETTLEMENT — GAKKO

67. When are internships settled?

68. Can my internship be settled at a different time due to special circumstances?

69. When must I submit my internship for settlement after completion?

70. Can I upload additional documents later?

71. How will I know when I can upload the documents for settlement?

72. Do settled internships have an expiration date?

73. Where should I submit the documents for internship settlement?

74. Gakko isn't accepting my documents. Can I settle my internship another way?

75. Can you check my documents before I upload them to Gakko?

76. Gakko won't let me enter the start or end dates of the internship. What should I do?

77. I uploaded the Student Internship Report to Gakko. Can you confirm that everything is correct?

78. Will I receive a notification when the status of my Report changes?

79. I've already uploaded the documents to Gakko. When will my internship be settled?

80. What does the status of my Report mean (created, verified, reviewed, accepted)? Why aren't the internship hours showing as completed?

81. How will I know if my internship has been settled?

82. My Report was rejected. What should I do?

83. My Report was rejected due to an insufficient description of duties or achievements during the internship. How should I correct this?

84. I have an issue with Gakko. What should I do?

GENERAL QUESTIONS

1. Am I required to complete an internship?

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

2. How many internship hours do I need to complete?

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

3. I returned to PJAiT after a break, and the required number of internship hours in my field of study has changed. How many hours do I need to complete?

In this situation, please check the required number of hours in Gakko.

4. I changed my mode / field of study. Do I need to complete the internship twice?

If you change the mode of study, you do not need to complete the internship again. To resolve the issue in Gakko, please contact the Student's Office. If you change your program of study, you will need to complete the internship again due to the differences in learning outcomes assigned to different fields of study.

5. When do I need to complete the internship? Is it required in a specific year or semester?

There is no requirement regarding a specific semester or year of study.

6. What documents are required to settle the internship?

To settle the internship, a Student Internship Report (Sprawozdanie z praktyk) is required, the template for which can be found in Gakko or on the PJAiT Academic Career Office (ABK) website: <https://abk.pjwstk.edu.pl/biuro-karier/dla-studenta/praktyki-warszawa> Depending on the chosen form of internship, additional documents may be required, as listed in the table on the first page of the Student Internship Report. Please also read the answers to questions no. 39 and 40.

7. Where can I find internship opportunities?

Internship offers and job listings can be found on the PJAiT Academic Career Office (ABK) website: <https://abk.pjwstk.edu.pl/biuro-karier/oferty> However, it is recommended to also search for internships on your own.

8. What conditions must the internship I find meet?

The internship provider must meet the requirements outlined in the Student Internship Regulations, and the internship itself must enable you to achieve the learning outcomes assigned to internships in your field of study. These learning outcomes can be found on the second page of the Student Internship Report (Sprawozdanie z praktyk).

9. Can internships be completed remotely or abroad?

There are no restrictions in this regard.

10. Can I complete an internship during a dean's leave?

Yes, during a dean's leave the student rights are maintained.

11. Can my work / internship done in high school count toward the internship requirement for my field of study?

No, only hours worked as a PJAiT student can be counted as the required internship.

12. Can my work for an individual be counted as an internship?

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

13. Can I transfer internship credits from another university?

As a rule, this is not possible. In exceptional cases, approval may be granted by the Rector Plenipotentiary for Student Internships.

14. Do the internships need to be related to my specialization?

Internships must be related to your field of study and should enable you to achieve the learning outcomes assigned to internships. These outcomes can be found on the second page of the Student Internship Report (Sprawozdanie z praktyk).

15. Do I need to achieve the learning outcomes listed in the Student Internship Report?

Yes, during the internship, you must achieve the learning outcomes listed in the Student Internship Report (Sprawozdanie z praktyk).

16. Will my internship be settled?

If the internship provider meets the requirements outlined in the Student Internship Regulations and the scope of responsibilities allows you to achieve the required learning outcomes, the internship can be settled. The learning outcomes for your field of study can be found on the second page of the Student Internship Report (Sprawozdanie z praktyk).

17. Can my work completed for PJAIT be counted toward my internship requirement?

Students from the Faculty of Japanese Culture should consult any such work with the Rector's Plenipotentiary for Student Internship Organization at the Faculty of Japanese Culture. Students from other faculties should contact the Rector Plenipotentiary for Student Internships.

18. Can I be exempt from the internship requirement? I don't have time for an internship.

No, no one can be exempt from the student internship requirement, regardless of the reason.

19. I can't find any internships. What should I do?

Please review your CV and cover letter — perhaps they can be improved. If you are unsure, contact the PJAIT Academic Career Office for assistance: <https://abk.pjwstk.edu.pl/kontakt> You may also consider expanding your skills by taking additional courses or training.

20. What if I am unable to complete the internship before my defense?

Without completing the student internship, you cannot complete your studies or defend your thesis. If the internship is the only missing requirement, you can apply for a free ITN for the internship. In such case, please submit a petition in the Gakko system. The final decision rests with the Dean.

21. Does PJAIT cover the insurance costs for interns?

Insurance-related information can be found on this PJAIT website: <https://pja.edu.pl/dla-studenta/ubezpieczenie-nnw-i-oc-studentow/>

22. I sent an email to praktyki@pjwstk.edu.pl but haven't received a response. Why?

The staff handling internships are also professors and respond to emails as time allows. No email will be overlooked, so please be patient. In the meantime, ensure that your message was sent from your university email address — emails from private addresses are automatically sent to spam.

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

Yes, but please request a meeting in advance by emailing: praktyki@pjwstk.edu.pl

24. I emailed the Rector Plenipotentiary for Student Internships / Student Internship Coordinator and haven't received a response. Why?

Please check if the message was sent from your student email address to: praktyki@pjwstk.edu.pl Replies about internships are provided only to questions sent to the appropriate address.

25. I read in the Student Internship Regulations / on the PJAIT Academic Career Office website / in Gakko that... Is it true?

Yes, the information in the Student Internship Regulations, on the PJAIT Academic Career Office website, and in Gakko is up to date.

26. I have a question that is not answered in this document. What should I do?

Please send an email to: praktyki@pjwstk.edu.pl Include all necessary details in your message, such as information about your faculty, field and level of study.

FILLING OUT DOCUMENTS

27. Where can I find the Student Internship Regulations / Student Internship Report template / Internship Agreement template (Umowa z pracodawcą) / Referral for Internship template?

All documents can be found in Gakko (Internships module) or on the PJAIT Academic Career Office website: <https://abk.pjwstk.edu.pl/biuro-karier/dla-studenta/praktyki-warszawa>

28. Do I need a referral for an internship?

This depends on the requirements of the specific internship provider. Typically, such a referral is not required.

29. The internship provider requires proof of student status. Where can I get it?

Please contact the Student's Office.

30. Is the Student Internship Report (Sprawozdanie z praktyk) sufficient for settling the internship?

Depending on the form of the internship, additional documents may be required. This information can be found in the table on the first page of the Student Internship Report (Sprawozdanie z praktyk).

<i>Student Internship:</i>	Attachments A and B to the Student Internship Report
<i>Paid Job:</i>	Certificate of employment or a copy of the contract
<i>Internship:</i>	Attachments A and B to the Student Internship Report and a certificate of completion of the internship / traineeship
<i>Own Business:</i>	Registration documents and an invoice or contract
<i>Other:</i>	Attachments A and B to the Student Internship Report

31. How do I complete the Student Internship Report (Sprawozdanie z praktyk)?

Please follow the instructions in the Student Internship Report and the template provided.

32. Can the internship be settled using another document instead of the Student Internship Report (Sprawozdanie z praktyk)?

No, internships cannot be settled without the Student Internship Report (Sprawozdanie z praktyk).

33. Do I need to fill out all the documents available in Gakko?

Follow the table on the first page of the Student Internship Report.

34. Where can I find a template for the employment / internship / traineeship certificate?

The employer issues an employment or internship / traineeship certificate based on their own template.

35. What information must be included in the employment / internship certificate?

The required information includes data that confirms the validity of the details in the Student Internship Report: your name, employment or internship dates, and location, confirmed by the signature of a company representative.

36. Do I need to attach a scan of the entire contract with the employer?

You need to provide the pages that include your name, employment dates, scope of duties, and signatures.

37. What should I do with the personal information in the contract?

Please cover the following details: PESEL number, passport / other identity document number, home address, salary, bank account number, etc.

38. 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@pjawst.edu.pl

39. I don't understand the Polish template of the Student Internship Report (Sprawozdanie z praktyk). Can I use the English version?

No, the English template can only be used for internships completed abroad.

40. My supervisor doesn't speak Polish — can they fill out the English version of the Report / fill out the Polish version of the Report in English?

The English version of the Report can only be used if the internship was conducted abroad. If the supervisor doesn't speak Polish, they can fill out the Polish version of the Report in English.

41. The English template for the Report is shorter. Is this a mistake?

No, the English template applies to internships completed abroad, which is why it differs from the Polish version.

42. Can the documents be filled out in another language?

Documents for internship settlement can only be filled out in Polish or English. For any other languages, an official translation must be provided.

43. Can the documents be translated using an online translator?

No, only official translations are accepted.

44. The Student Internship Report template is displaying incorrectly. What should I do?

Please complete the Report using Adobe Acrobat Reader. Reports that display incorrectly will be rejected.

45. Can the Student Internship Report be filled out by hand?

It is recommended to complete the document on a computer. Handwritten Reports that are illegible may be rejected.

46. Can the Report be printed and then scanned?

Yes, if necessary, for example, to provide a handwritten signature.

47. My supervisor doesn't have a business phone number. What should I enter?

Please enter the company's contact number.

48. If I'm settling the internship based on paid work or a traineeship, who should I list as the internship supervisor at the employer?

In this case, you should list your direct supervisor.

49. I'm settling the internship based on running my own business. Who should be listed as the employer?

The owner of the company or a business partner. The activity should be appropriately documented to be counted as an internship (as per the table on the first page of the Student Internship Report).

50. What should I enter as the subject of the internship?

Please provide a general description of the duties performed.

51. What should I enter as the position held in the company?

Enter a title that roughly reflects the scope of your duties. In extreme cases, you can simply enter "intern."

52. I'm settling the internship based on paid work — what internship start and end dates should I enter?

The internship dates must fall within the employment period, and the internship end date cannot be later than the date of signing the Report. Only hours worked while holding student status can be counted.

53. How should I fill in the number of weeks, days, and hours?

Provide an average so that the total number of hours worked is accurate. The number of weeks must match the internship start and end dates provided, and the number of days per week cannot exceed 7.

54. Do the employer's feedback and student's remarks need to be filled out?

Yes, please fill them out — the employer's comments are essential for improving the quality of education at PJAiT.

55. What should the date for the employer's signature on the Report be?

The date must not be earlier than the internship end date.

56. Can documents be signed electronically?

Yes, provided the signature is qualified and verifiable.

57. What if the employer doesn't have a stamp?

Please attach a document certifying the employer's business activity, as indicated on the second page of the Student Internship Report.

58. How can I obtain the signature of the Faculty of Japanese Culture Internship Supervisor on the Student Internship Report?

Please send your Report to: praktyki@pjwstk.edu.pl

59. Who fills in the field "Total number of hours worked during internship ... "?

This field should be filled in automatically. If not, it will be completed during the verification process in Gakko.

60. Should the Rector Plenipotentiary for Student Internships sign the documents before they are uploaded to Gakko?

No, Reports are approved electronically by the Rector Plenipotentiary for Student Internships in Gakko.

61. What date should be entered on Attachment A (Załącznik A)?

The date on Attachment A (Załącznik A) must be earlier than the internship start date.

62. Who should sign Attachment A (Załącznik A) on behalf of the employer?

A person authorized to represent the employer.

63. The employer refuses to sign Attachment A (Załącznik A). What should I do?

Please note this in the comments section on the second page of the Report. If another agreement (e.g., an internship agreement between the employer and the student) was signed, please attach it as well.

64. Who should fill out Attachment B (Załącznik B)?

The internship supervisor at the workplace should fill out Attachment B (Załącznik B).

65. Polish characters are not working in the Report. What should I do?

Please complete the Report using Adobe Acrobat Reader. If Polish characters are disappearing or being replaced by other symbols, use Latin alphabet equivalents. Reports that display incorrectly will be rejected.

66. My employer requires signed documents. How can I obtain the signature of the Rector Plenipotentiary for Student Internships on the agreement or referral?

Please email praktyki@piwstk.edu.pl with the completed agreement/referral form and indicate whether a physical or electronic version is required.

INTERNSHIP SETTLEMENT — GAKKO

67. When are internships settled?

Internships are settled in November, January, April, and June. An additional settlement period is open at the end of August for students defending their theses in September.

68. Can my internship be settled at a different time due to special circumstances?

No, regardless of the reason, this is not possible.

69. When must I submit my internship for settlement after completion?

Internships should be submitted for settlement as soon as possible, during the nearest settlement period in Gakko.

70. Can I upload additional documents later?

No, all documents must be submitted in one submission.

71. How will I know when I can upload the documents for settlement?

Information about the deadlines can be found in Gakko (<https://gakko.pjwstk.edu.pl/internships/student>), on the PJAIT Academic Career Office website (<https://abk.pjwstk.edu.pl/biuro-karier/dla-studenta/praktyki-warszawa>), and in the email sent at the beginning of each semester.

72. Do settled internships have an expiration date?

No, once settled, internships remain valid until the completion of your studies.

73. Where should I submit the documents for internship settlement?

Please submit the documents through Gakko, under the Internships module: <https://gakko.pjwstk.edu.pl/internships/student>

74. Gakko isn't accepting my documents. Can I settle my internship another way?

No, internships can only be settled through Gakko.

75. Can you check my documents before I upload them to Gakko?

Documents are reviewed once they are uploaded to Gakko.

76. Gakko won't let me enter the start or end dates of the internship. What should I do?

This likely indicates an issue with your student status during the specified period. Please contact the Student's Office.

77. I uploaded the Student Internship Report to Gakko. Can you confirm that everything is correct?

If the documents contain errors, the Report will be returned with a status of "Rejected." Please monitor the status of your Report.

78. Will I receive a notification when the status of my Report changes?

Status changes can be checked in Gakko. Email notifications are not sent.

79. I've already uploaded the documents to Gakko. When will my internship be settled?

Internships are processed on an ongoing basis, but during busier periods, it may take longer. Please be patient; Reports will be reviewed in due time.

80. What does the status of my Report mean (created, verified, reviewed, accepted)? Why aren't the internship hours showing as completed?

Created: The Report has been successfully uploaded to the system.

Verified: The Report has been verified by the Student Internship Coordinator.

Reviewed: The Report has been reviewed by the Rector Plenipotentiary for Student Internships.

Accepted: The Report has been approved by the Student's Office.

The internship hours will be recorded as completed in the system only after the status changes to "Accepted."

81. How will I know if my internship has been settled?

Once the internship is settled, the status will change to "Accepted," and the hours will appear as completed.

82. My Report was rejected. What should I do?

Please correct the Report according to the comments provided with the "Rejected" status.

83. My Report was rejected due to an insufficient description of duties or achievements during the internship. How should I correct this?

Please ensure that the scope of duties and achievements is described in detail. It may help to include information about the tools, software, or project specifics.

84. I have an issue with Gakko. What should I do?

For any technical issues, please report them to the Gakko helpdesk.