Appendix No. 2 to the Rector's Order of 23 September 2026 on the introduction of the Student Internship Regulations at the Polish-Japanese Academy of Information Technology

STUDENT INTERNSHIP REGULATIONS AT THE POLISH-JAPANESE ACADEMY OF INFORMATION TECHNOLOGY

Chapter 1. General provisions

§ 1

The obligation to carry out student internships applies to students of all fields of first-cycle studies and students of second-cycle studies in the field of Information Management.

§ 2

For each field of study, a relevant student internship report is required.

§ 3

The student internship report includes, in particular:
a) the duration of the internship;
b) the student's tasks and achievements;
c) the learning outcomes specific to the field of study;
d) comments from internship providers and students.

Chapter 2. Organisation of internships

§ 4

The Rector's Plenipotentiary for Student Internships oversees the organisation and assessment of internships on behalf of the Polish-Japanese Academy of Information Technology.

§ 5

1. Student internships may take place during the academic year, provided they do not interfere with the fulfilment of student obligations.
2. During the internship, the student must have student rights.

§ 6

The student can take advantage of the internship offers posted on the portal of the Academic Career Office: abk.pjwstk.edu.pl/biuro-karier/oferty or propose their own internship provider who will accept them.

§ 7

1. The internship must be completed by the end of the course of study.
2. Completing the mandatory number of hours of student internship is a prerequisite for obtaining discharge (clearance of academic obligations).

Chapter 3.
Conditions for completing internships

§ 8

Student internships are credited by the Rector's Plenipotentiary for Student Internships.

§ 9

1. Internships are settled only on the indicated settlement dates.
2. Information about them is available in GAKKO and on the website of the Academic Career Office https://abk.pjwstk.edu.pl

§ 10

1. In justified cases, other forms of activity may be credited as a student internship—such as suitably documented paid employment, a traineeship, or volunteering (including activities performed for the University or within student research clubs)—provided that the nature of these activities meets the requirements of the internship program for the given field of study and the student held student status while performing the assigned tasks.
2. Activities undertaken for the benefit of the University cannot be classified as internships in the case of students of fields of study with a practical profile.

§ 11

1. The condition for passing the internship is to send a correctly completed Internship Report and provide the necessary attachments to verify the achievement of the required learning outcomes.
2. All documents must be signed by the internship provider's representative.
3. Internship report forms for individual fields of study are available on the website of the Academic Career Office and in the GAKKO system.
4. After completing the internship, the student submits the completed documents via the GAKKO system. These are verified by the Student Internship Coordinator (Warsaw) or the Internship Supervisor (Gdańsk branch) and electronically reviewed by the Rector's Plenipotentiary for Student Internships. Subsequently, the report is approved by the Students' Office.

Chapter 4.
Length of internship

§ 12

WARSAW		
FACULTY	**FIELD**	**NUMBER OF HOURS**
Computer Science	Computer Science first-cycle studies	160 clock hours
	Cognitive Science – Technology, Communication, Design first-cycle studies	160 clock hours
Culture of Japan	Cultural Studies first-cycle studies	720 clock hours

New Media Arts	Interior Design first-cycle studies	200 clock hours
	Graphic Design first-cycle studies	120 clock hours
	Graphic Design and Multimedia Art first-cycle studies	120 clock hours
Information Management	Information Management first-cycle studies started before 2019	360 clock hours
	Information Management first-cycle studies started after 2018	720 clock hours
	Information Management second-cycle studies	360 clock hours

GDANSK		
FACULTY	**FIELD**	**NUMBER OF HOURS**
Computer Science	Computer Science first-cycle studies started before 2018	160 clock hours
	Computer Science first-cycle studies started in 2018 and 2019	360 clock hours
	Computer Science first-cycle studies started after 2019	720 clock hours
New Media Arts	Graphic Design first-cycle studies	120 clock hours

Chapter 5.
Specific Provisions

§ 13

1. Internships can take place in companies, institutions, foundations, museums, embassies, schools, theatres, in Poland and abroad, as long as the nature of the assigned tasks corresponds to the curriculum of a given field of study.
2. The type and number of hours of internships is specified in the study program of a given field.
3. Detailed information on the requirements regarding the timing of the internship is included in the study programme.
4. The *Student's Internship Report* form in English is valid only for internships carried out outside Poland.
5. The Dean may appoint an Internship Supervisor at a given Faculty.
6. The duties of the Internship Supervisor are approved by the Rector's Plenipotentiary for Student Internships.

Chapter 6.
Final provisions

§ 14

Internships can be both paid and unpaid.

§ 15

The university does not cover the costs associated with the organisation of internships.

§ 16

The internship provider may require the student to have a referral for internship issued by the University (*Referral for Internship*). The referral is signed by the Rector's Plenipotentiary for Student Internships or a person authorized to do so.

§ 17

University employees who have information about any internship offers are obliged to submit it to the Academic Career Office or to the Rector's Plenipotentiary for Student Internships.

Attachments:

1. Report on internship for the field of Interior Design (until 2025);
2. Report on internship for the field of Interior Design (from 2025);
3. Report on internship for the field of Graphic Design (Warsaw);
4. Report on internship for the field of Graphic Design (Gdańsk);
5. Report on internship for the field of Graphic Design and Multimedia Art;
6. Report on internship for the field of Computer Science (Warsaw);
7. Report on internship for the field of Computer Science (Gdańsk);
8. Report on internship for the field of Cognitive Science;
9. Report on internship for the field of Cultural Studies;
10. Report on internship for the field of Information Management of the first-cycle study;
11. Report on internship for the field of Information Management of the second-cycle study;
12. Student’s Internship Report for internships abroad;
13. Referral for internships in Polish;
14. Referral for Internship in English.