

**STUDENT INTERNSHIP REGULATIONS
AT THE POLISH – JAPANESE ACADEMY OF INFORMATION TECHNOLOGY**

Chapter 1.

General provisions

§ 1

The obligation to carry out student internship applies to all full-time and part-time first-cycle students, as well as second-cycle students of the Faculty of Information Management.

§ 2

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

§ 3

The student internship report takes into account in particular:

- a) the purpose of the internship;
- b) educational and learning outcomes specific to internships in a given field of study;
- c) methods and means of verifying learning outcomes and final assessment;
- d) internship duration.

Chapter 2.

Internship organisation

§ 4

The organization and assessment of internships at the Polish-Japanese Academy of Information Technology are supervised by the Rector's Plenipotentiary for Student Internships.

§ 5

Student internships may take place during the academic year, provided they do not impede the course of studies.

§ 6

The student may take advantage of internship offers available on the website of the Academic Career Office: <https://abk.pjwstk.edu.pl/biuro-karier/oferty> or may propose an employer who agrees to conduct the internship.

§ 7

Internship must be completed by the end of your studies. Successful completion of the mandatory number of student placement hours is a prerequisite for graduation.

§ 8

Internship are only settled by the indicated deadlines. Information on these is available from Gakko and on the Academic Career Office website.

Chapter 3. Conditions for passing the internship

§ 9

Student internships are assessed by the Rector's Plenipotentiary for Student Internships at PJAiT in Warsaw or Gdańsk.

§ 10

Students who are employed under a contract of employment/job/commission/etc. or who are doing voluntary work may be given credit for the internship on the basis of the number of hours worked required for the relevant Faculty, provided that they had student rights while doing the work. The nature of their work must meet the requirements of the internship programme of the relevant Faculty.

§ 11

1. In order to pass the internship, the student and his employer must complete the internship report correctly and provide the necessary attachments.
2. Templates of internship reports for individual faculties and fields of study are available on the website of the Academic Career Office (abk.pjwstk.edu.pl) and in the Gakko system.
3. Employment/work/commission contract etc. and the internship report must contain the signature of the Employer or the Employer's representative.
4. The student submits the completed report to the Gakko system. It is verified by the Internship Supervisor and reviewed electronically by the Rector's Plenipotentiary for Student Internships. Then the report is accepted by the Student's Office.

Chapter 4. Internship duration

§ 12

1. Students of full-time and part-time first-cycle studies and students of long-cycle master's studies who started their studies from 2017/2018 to 2018/2019 are obliged to complete student internships of the following duration (in total number of hours):
 - Faculty of Computer Science (major: Computer Science) in Warsaw and Gdańsk - 160 clock hours;
 - Faculty of New Media Art (major: Interior Design) in Warsaw - 200 clock hours;
 - Faculty of New Media Art (major: Graphic Design and major: Graphic Design and Multimedia Art) in Warsaw - 120 clock hours;
 - Faculty of New Media Art (major: Graphic Design) in Gdańsk - 120 clock hours;
 - Faculty of Information Management (major: Information Management) in Warsaw - 360 clock hours.

2. Students of full-time and part-time first-cycle studies and students of long-cycle master's studies who started their studies in 2018/2019 are obliged to complete student internships of the following duration:
 - Faculty of Computer Science (major: Computer Science) in Warsaw - 160 clock hours;
 - Faculty of Computer Science (major: Computer Science) in Gdańsk - 360 clock hours;
 - Faculty of New Media Art (major: Interior Design) in Warsaw - 200 clock hours;
 - Faculty of New Media Art (major: Graphic Design and major: Graphic Design and Multimedia Art) in Warsaw - 120 clock hours;
 - Faculty of New Media Art (major: Graphic Design) in Gdańsk - 120 clock hours;
 - Faculty of Information Management (major: Information Management) in Warsaw - 360 clock hours.

3. Students of full-time and part-time first-cycle studies and students of long-cycle master's studies who started their studies in 2019/2020 are obliged to complete student internships of the following duration:
 - Faculty of Computer Science (major: Computer Science) in Warsaw - 160 clock hours;
 - Faculty of Computer Science (major: Computer Science) in Gdańsk - 360 clock hours;
 - Faculty of New Media Art (major: Interior Design) in Warsaw - 200 clock hours;
 - Faculty of New Media Art (major: Graphic Design and major: Graphic Design and Multimedia Art) in Warsaw - 120 clock hours;
 - Faculty of New Media Art (major: Graphic Design) in Gdańsk - 120 clock hours;
 - Faculty of Information Management (major: Information Management) in Warsaw - 720 clock hours.

4. Students of full-time and part-time first-cycle studies and students of first-cycle and second-cycle studies who started their studies after 2019/2020 are obliged to complete student internships of the following duration:
 - Faculty of Computer Science (major: Computer Science) in Warsaw - 160 clock hours;
 - Faculty of Computer Science (major: Computer Science) in Gdańsk - 720 clock hours;
 - Faculty of Culture of Japan (major: Cultural Studies) in Warsaw - 720 clock hours;
 - Faculty of New Media Art (major: Interior Design) in Warsaw - 200 clock hours;
 - Faculty of New Media Art (major: Graphic Design and major: Graphic Design and Multimedia Art) - 120 clock hours;
 - Faculty of New Media Art (major: Graphic Design) in Gdańsk - 120 clock hours;
 - Faculty of Information Management, first-cycle studies (major: Information Management) in Warsaw - 720 clock hours;
 - Faculty of Information Management, second-cycle studies (major: Information Management) in Warsaw - 360 clock hours.

Chapter 5. **Specific information**

§ 13

1. Internships may take place in companies, institutions, foundations, museums, embassies, schools, farms, theaters in Poland and abroad, if the nature of the internship corresponds to the curriculum in 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 determined by the study plan and curriculum applicable at a given Faculty.
4. Upon completion of the internship, the student shall submit a report to the Gakko system for verification, and at the Faculty of Culture of Japan additionally a grade given for the internship is required. If a negative grade is obtained, the internship shall not be credited.
5. On the basis of the interpretative position No. 3/2020 of the Presidium of the Polish Accreditation Committee of 21 May 2020, a new interpretation of the number of compulsory hours of student practice in the form of clock hours was introduced.
6. The English version of the report template (specified in the appropriate annex) is valid only for internships carried out outside Poland.

Chapter 6. **Final provisions**

§ 14

Internships can be both paid and unpaid.

§ 15

The university does not cover the costs associated with organising internships.

§ 16

The employer may require the student to provide a referral for an internship signed by the Academy (**specified in the appropriate annex**). The referral is completed by the Rector's Plenipotentiary for Student Internships or an authorized person.

§ 17

1. The list of internships is managed by the Rector's Plenipotentiary for Student Internships.
2. University employees who have information about a potential 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 Computer Science,
2. Internship report template for the Faculty of New Media Art - Graphic Design,
3. Internship report template for the Faculty of New Media Art - Interior Design,
4. Internship report template for the Faculty of New Media Art - Graphic Design and Multimedia Art,
5. Internship report template for the Faculty of Information Management for first-cycle studies,
6. Internship report template for the Faculty of Information Management for second-cycle studies,
7. Internship report template for the Faculty of Culture of Japan,
8. Report template for foreign employers,
9. Referral for internship.