

University	Vistula University
Faculty	Engineering
Field of study	Computer engineering (<i>recruitment from.....academic year</i>)
Specialty	<ol style="list-style-type: none"> 1. Designing of computer games 2. Database technologies 3. Internet technologies 4. Computer networks 5. Engineering of IT systems 6. IT in business
Mode of study	<ul style="list-style-type: none"> - Full-time - Part-time
Degree profile	Practical
PROGRAM OF VOCATIONAL STUDENT INTERNSHIPS	
Legal basis for internships completion	
<ol style="list-style-type: none"> 1. Act of 27 July 2005 - Law on Higher Education (Journal of Laws of 2012, item 572, as amended), 2. Order No. 2/09/2014 of the Rector of Vistula University in Warsaw of 1 September 2014 on the introduction of the Terms and Conditions for Vocational Student Internships at Vistula University in Warsaw, 3. Terms and Conditions of Study at Vistula University in Warsaw, 4. Education program 	
Type and duration (number of weeks and hours) and year/semester of study	
Duration of internships - 3 months, i.e. 300 hours (100 hours per month)	
Place of internships (type of institution, department/departments in which internships will take place)	
<ul style="list-style-type: none"> ✓ Company, public administration institution, enterprise, non-profit organization or any other organization (e.g. university) of an IT profile ✓ IT department of the above-mentioned institutions 	

Objectives
(divided into areas, e.g. theoretical knowledge / practical skills / social competences)

Objectives in the area of **knowledge**

- Enhancing the knowledge gained during studies
- Acquainting the student with the specificity of the professional environment corresponding to the future work places of *Computer Engineering* graduates
- Understanding the functioning of the organizational structure of an IT company or department of a company/local government institution providing IT services

Objectives in the area of **skills**:

- Strengthening the skills acquired during studies
- Developing specific professional skills related to the place of internships
- Developing activity and entrepreneurship as well as gaining experience and skills required in the labor market

Objectives in the area of **social competences**:

- Developing competences relevant for the *Computer Engineering* field of study. Introducing the student to the specificity of the professional environment corresponding to the future work places of *Computer Engineering* graduates.
- Developing the skills of effective communication in an organization

The intern's tasks and duties

The intern's task is to achieve the assumed objectives of internships and to achieve the adopted learning outcomes in all areas, according to the specialty.

1. Health and safety training, in particular, provisions regarding computer work.
2. Acquainting the student with the obligation to respect state and professional secrecy, abide by the Labor Code and internal workplace regulations.
3. Getting acquainted with the company's operating procedures.
4. Getting acquainted with the scope of duties and the specifics of the computer scientist's work.
5. Getting acquainted with the IT infrastructure, technology and topology of the computer network, the functioning of the server room.
6. Getting acquainted with the functioning of the helpdesk.
7. Participation in installing new or updated software versions.
8. Cooperation in the maintenance and support of website, postal and other services in an enterprise.

9. Organization of maintenance and support services and periodic inspections.
10. Acquainting the student with computer-aided marketing activities.
11. Configuring and administering a computer network.
12. Cooperation in creating software and developing documentation.
13. Cooperation in creating software usage instructions.
14. Getting acquainted with the structure of the database, data processing process and data protection. Cooperation in archiving data.
15. Help in administering a computer network.
16. Participation in the work of the IT department.

The intern's **duties** are set out in §7 of the Terms and Conditions of Vocational Student Internships

The intern is obliged to:

1. complete internships in accordance with the internship program,
2. comply with the good order and discipline of work set out by the Company,
3. comply with the health and safety regulations and fire protection regulations,
4. comply with the rules of professional and state secrecy and protection of confidentiality of data in the scope specified by the Company,
5. comply with the remaining rules and regulations applicable at the premises of the Company,
6. comply with the rules of internships set out by the University

Basis and conditions for completing internships

The basis and conditions for obtaining a credit for internships are defined in §8 of Terms and Conditions of Completing Vocational Student Internships

Internships are credited on condition of:

- 1) submitting a contract for internships organization,
- 2) completing internships in the agreed number of hours, scope and time schedule provided for in the study program,
- 3) performing the tasks provided for in the internships program,
- 4) submitting a document confirming the completion of internships,
- 5) submitting a properly completed Daily Report of vocational student internships,
- 6) obtaining a positive decision of the Faculty Supervisor of Vocational Student Internships on completing the internships.

Regulations regarding exemption from internships, failure to complete, and withdrawal from internships

1. Terms and Conditions of Completing Vocational Student Internships of Vistula University in Warsaw - §8 *Conditions for obtaining credit for internships*,
2. Resolution No. 4/30.09/2014 Senate meeting of the Vistula University dated 30 September 2014 on the matter of setting out the conditions of exempting a student from compulsory occupational internship.

