**REGULATIONS OF THE PROGRAM**

**“ACADEMIC TEACHER’S**

**STUDENT ASSISTANT (SANA) AT VISTULA UNIVERSITY”**

**§1**

## Goals for establishing the position of the Student Assistant (SANA)

1. The purposes of establishing the position of the Academic Teacher’s Student Assistant (SANA) at Vistula University are as follows:
   1. increasing motivation to study among exceptionally talented and successful students and providing them with new opportunities for development,
   2. strengthening the student scientific community,
   3. increasing the involvement of students in scientific and didactic activities of the University,
   4. promoting the community dimension of the University as a result of cooperation between staff and students,
   5. preparing students to choose and follow the scientific and didactic career path.

**§ 2**

**Principles of implementing the**

**Academic Teacher’s Student Assistant (SANA) Program**

1. The Academic Teacher’s Student Assistant performs his/her duties according to the following principles:
   1. joining the Academic Teacher’s Student Assistant (SANA) program is voluntary for both students and academic teachers (Appendices No. 1 and 4),
   2. the student undertakes to perform the tasks falling into the scope of duties specified in these Regulations and by the didactic supervisor in *the Application Questionnaire for the* *Student Assistant (SANA) Scientific and Didactic Supervisor* (Appendix no. 4),
   3. the period of student participation in the Academic Teacher’s Student Assistant (SANA) program cannot exceed four semesters,
   4. students of the first-cycle studies (Bachelor’s and Engineer’s) and long-cycle Master’s degree studies can participate in the program during the last four semesters of studies,
   5. students of the second-cycle studies can participate in the Academic Teacher’s Student Assistant (SANA) program during the entire duration of studies,
   6. the period of holding the position of Student Assistant (SANA) by the student comprises two stages, each lasting two semesters,
   7. after successful completion of the first stage, confirmed by a positive opinion and recommendation of the Scientific and didactic Supervisor, the student is entitled to a special scholarship,
   8. as part of the awarded scholarship, the student may benefit from an adequate reduction in tuition fees.

# **§3**

**Application Conditions for**

**the Academic Teacher’s Student Assistant (SANA) Program**

1. Students applying for the position of the Academic Teacher’s Student Assistant (SANA) must meet the following enrolment requirements, i.e., they must:
   1. have completed all the subjects required in the study program and have obtained an appropriate number of ECTS credits by the date of application submission,
   2. have achieved an arithmetic mean of grades at least 4.2 during the two semesters preceding the submission of the application,
   3. have settled financial obligations towards Vistula University,
   4. actively participate in the University life (e.g., in the activities of the student self-government, mentoring program, volunteering, scientific clubs, student clubs, by representing the University in sports competition, etc.),
   5. have not been penalised by the University Disciplinary Committee,
   6. submit references from an academic teacher employed at Vistula University, with whom they intend to cooperate,
   7. submit at least a B2 level language competency certificate of a foreign language, in which they will perform the duties of the Academic Teacher’s Student Assistant (SANA).

## §4

**Recruitment and appointment of**

**the Academic Teacher’s Student Assistant (SANA)**

1. The maximum number of persons participating in the Academic Teacher’s Student Assistant (SANA) Program for a given academic year is determined by the Executive Council at the request of the Deans and/or the Head of the School of Foreign Languages.
2. Recruitment for the Academic Teacher’s Student Assistant (SANA) Program takes place twice in a given academic year: no later than 30 June and no later than 15 December.
3. Information about the launch of the program and recruitment is presented on the University’s website in the “student” tab.
4. The amount of the scholarship for the Academic Teacher’s Student Assistant (SANA) Program for a given academic year is determined by the Financial Director and announced no later than two weeks before the deadline for the recruitment of candidates.
5. The application questionnaire together with the required appendices should be submitted to the secretariat of the relevant Faculty or of the School of Foreign Languages.
6. The ranking list of candidates is prepared by the Committee appointed by the Dean/Director of the School of Foreign Languages composed of: Dean/Director of the School of Foreign Languages, Directors of Educational Programs, Student Representative, the Committee Secretary.
7. Appointment of students to the Academic Teacher’s Student Assistant (SANA) Program takes place on the basis of the decision of the Dean/Director of the School of Foreign Languages at the request of the Committee.
8. Students are appointed to the position of Academic Teacher’s Student Assistant (SANA) for the period of 10 months with the possibility of extending their appointment for subsequent periods.
9. The Committee decides to appoint students to the position of the Academic Teacher’s Student Assistant (SANA) for the next period at the request of the student and after obtaining the recommendation of the Scientific and didactic Supervisor.
10. Students appointed to position of the Academic Teacher’s Student Assistant (SANA) perform their duties in the amount of not less than 30 hours during the term of the appointment.
11. In the event of violating by the student appointed to position of the Academic Teacher’s Student Assistant (SANA) any applicable Regulations of Studies and/ or academic integrity, he/she will be immediately dismissed from his/her position on the basis of the Committee decision.

**§5**

## Duties of the Academic Teacher’s Student Assistant (SANA)

* 1. The main duties of the Academic Teacher’s Student Assistant (SANA) include:
     1. conscientious execution of tasks related to the fulfilment by the Scientific and Didactic Supervisor of his/her scientific and didactic research duties, the detailed scope of which is presented individually for each Student Assistant (SANA) in Appendix No. 4 to these Regulations,
     2. active participation in the work of a selected scientific club,
     3. individual publication or co-authorship of at least one publication per year (also in the A’Vista Student Scientific Journals and/or in student scientific journals of other universities),
     4. systematic reding of scientific publications recommended by the Scientific and Didactic Supervisor,
     5. maintaining the confidentiality of data obtained in the course of performing duties.

# **§6**

## Academic Teacher’s Student Assistant (SANA) Appraisal

1. At the end of each semester, the Academic Teacher’s Student Assistant (SANA) submits a report to his/her Scientific and Didactic Supervisor (Appendix No. 3) on the performed work. The Supervisor provides a written appraisal of the Student Assistant’s work (Appendix No. 2) and submits it for approval to the Dean of the Faculty/Director of the School of Foreign Languages.
2. At the end of the appointment period, the Committee, conducts an overall appraisal of the Student Assistant (SANA) at the request of the Dean of the Faculty/Director of the School of Foreign Languages.

**§7**

## Benefits of holding the position of Academic Teacher’s Student Assistant (SANA)

1. A student who successfully completes the Academic Teacher’s Student Assistant (SANA) program obtains an appropriate entry in the Diploma Supplement.
2. A student who successfully completes the first stage of the Academic Teacher’s Student Assistant (SANA) program may receive a special educational scholarship for one or two consecutive semesters of holding the Student Assistant (SANA) position, depending on the appraisal.
3. At the request of the Scientific and didactic Supervisor and after obtaining the approval of the Dean/Director of the School of Foreign Languages, the Student Assistant (SANA) can participate free of charge in international conferences and seminars organized by Vistula University, and other universities.
4. The Student Assistant (SANA) obtains additional recommendations in the process of applying for the ERASMUS+ program, the Rector’s scholarship, the Minister’s scholarship, etc.
5. The Student Assistant (SANA) obtains additional recommendations in the process of applying for a doctoral scholarship and taking up didactic work at universities.

# **§8**

## Duties of the Scientific and didactic Supervisor

1. The position of the Scientific and Didactic Supervisor is open to holders of at least a PhD.
2. The position of the Scientific and didactic Supervisor is open to University employees who actively participate in the didactic process in a given academic year.
3. A person applying for the assignment of a Student Assistant (SANA) is obliged to submit to the secretariat of the Faculty / School of Foreign Languages a work schedule for the entire duration of the appointment. The person is added to the list of Scientific and didactic Supervisors upon acceptance of the submitted work schedule.
4. The Scientific and Didactic Supervisor is responsible for the development, clarification with the Student Assistant (SANA) and completion of the tasks assigned to the Student Assistant (SANA).
5. The Scientific and didactic Supervisor is obliged to hold regular meetings as part his/her duty hours the assistant.
6. The Scientific and didactic Supervisor systematically monitors the work of the Student Assistant (SANA) and at the end of the semester / end of the appointment period conducts his/her appraisal (Appendix No. 2) and forwards it to the appropriate Committee.

Appendices:

1. SANA Application Questionnaire
2. SANA Appraisal Questionnaire
3. SANA Apprenticeship Record
4. Application questionnaire of the SANA Scientific and Didactic Supervisor