

*Appendix No. 1
to Terms and Conditions of Vocational Student
Internships at Vistula University*

Vocational student internships program

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|--|--|
| University | Vistula University |
| Faculty | Foreign Languages School |
| Field of study | Philology |
| Specialty | English Philology, Spanish Philology |
| Level of study | Bachelor's degree, full-time, part-time |
| Profile | Practical |
| VOCATIONAL STUDENT INTERNSHIPS PROGRAM | |
| Legal basis for internship completion | |
| <p>The legal basis for student internships are:</p> <ol style="list-style-type: none"> 1. Art. 67 section 5, Art. 107 section 2 points 2 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended), Vistula University Terms and Conditions of Study, Vistula University Organizational Regulations and study programs. 2. Order No. 1/04/2020 of Vistula University Rector of 1 April 2020 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. Terms and Conditions of Organization at Vistula University in Warsaw, 5. Education Program | |
| Type and duration (number of weeks and hours) and year/semester of study | |
| <p>Duration of Internships for BA level – 6 months (720 hours / 30 ECTS) during the whole study period.</p> <p>The student is obliged to submit the internship documents for the total number of required hours by the end of 6th semester of their studies.</p> <p>Suggested division of hours by semester: 3rd semester: 160 hours 4th semester: 160 hours 5th semester: 160 hours 6th semester: 240 hours</p> | |
| Place of internships (type of host institution, department/s) | |
| <p>Students may complete their internships in institutions, companies and organizations where the main language of study is used at advanced level:</p> | |

- translation agencies
- companies and corporations using English/Spanish in everyday activities
- publishing houses
- cultural institutions
- primary and secondary schools, kindergartens
- high schools
- language schools
- hotels and other hotel facilities
- conference and business centres
- travel agencies
- non-governmental organizations operating in the sphere of culture, tourism, international relations
- governmental or local agencies of administration
- media companies: TV, newspapers, social media agencies
- marketing agencies

Students may complete the entire internship in one company/organization/field, or divide the hours between different fields (after agreeing on it with the Internship Coordinator)

Objectives

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

The Learning Objectives are based on art. 5 of Terms and Conditions for Vocational Student Internships at Vistula University in Warsaw. The objectives in the field of Philology are:

Objectives in the area of **knowledge**:

- on the advanced level: practical use of the primary foreign language in cultural and media activity (verification method: employer's assessment)
- basic principles of starting and developing various forms of entrepreneurship (verification method: employer's assessment and student's self-assessment³)
- principles of intellectual and industrial property and copyright
- basic economic, legal, ethical and other conditions of various types of professional activities connected with the work of a philology-related professions

Objectives in the area of **skills**:

- communicate with others in multicultural context applying the knowledge in the field of philology, building intercultural connections and supporting diversity
- use the primary foreign language on B++/-C1 level according to European Language Levels (CEFR)
- plan and organize work, both individually and within a team; cooperate with other people in group work (including interdisciplinary tasks)
- independently plan and put into practice one's own lifelong learning process, developing one's language skills and communication skills
- apply the knowledge acquired in completing tasks typical for the professional activity connected with the field of philology in not fully predictable conditions

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

- recognize the importance of knowledge in the process of solving educational and practical issues and seeking expert opinion in case of difficulties with solving the problem individually

- initiate activities for the benefit of society; think and act in an enterprising manner
- act in responsible professional manner, including observance of ethical professional principles and requiring the same from others, taking care of the heritage and traditions of the philology-related profession.

Intern's tasks and duties

The task of the intern is the completion of intended outcomes in all fields, according to specialization.

The obligations of students completing internships are based on art. 9 of Terms and Conditions for Vocational Student Internships at Vistula University in Warsaw.

The student is obliged to:

- 1) become familiar with the rules of vocational internships;
- 2) perform the duties entrusted to him/her during the internships in a scrupulous and accurate manner;
- 3) systematic, daily completion of the Daily Report on vocational student internships, the template of which is attached as **Appendix No. 5** to these Terms and Conditions;
- 4) provide the Faculty Supervisor of Vocational Student Internships with the Daily Report, immediately after completing the internship together with the opinion of the Institution/Enterprise and confirmation of the achieved learning outcomes;
- 5) comply with the work order and discipline established by the Institution/Enterprise;
- 6) comply with the health, safety and fire protection rules;
- 7) comply with the rules of professional and state secrecy and protection of data confidentiality to the extent specified by the host Institution/Enterprise;
- 8) maintain systematic contact (in the form established in the Faculty Rules for the Completion of Vocational Student Internships) with the Faculty Supervisor of Vocational Student Internships.

Basis and conditions for crediting internships

The basis for crediting internships are described in art. 12 of Terms and Conditions for Vocational Student Internships at Vistula University in Warsaw.

Obtaining credit for internships is subject to the following conditions:

- 1) internships must be realized within the set deadline;
- 2) the student must accomplish the tasks provided for in the internship program;
- 3) the student must submit the Contract on the organization of student vocational internships;
- 4) the student must submit a document certifying realization of internships to the Faculty Supervisor of Vocational Student Internships:
 - a) confirmation of completing internships - in the case of students engaged in internships organized in the form specified in § 8 section 2 points 1-2 - in accordance with the template attached as **Appendix No. 6** to these Terms and Conditions
 - b) documents specified in an appropriate resolution of the University Senate - in the case of students completing internships in the form specified in § 8 section 2 points 3-5.
- 5) the student must submit internship reports in the form of the Daily Report, in accordance with the template attached as **Appendix No. 5** to these Terms and Conditions, bearing the seal of the host Enterprise/Institution and signed by a representative of the host Enterprise/Institution;

6) the student must obtain the acceptance of the report by the Faculty Supervisor of Vocational Student Internships.

Faculty Supervisor of Vocational Student Internships makes the decision about crediting internships. The vocational internship is assigned a number of ECTS points in accordance to the Education Program

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

The internships are obligatory, so there is no possibility of exempting a student from internships.

The information concerning failure to complete the internship is included in art. 12 of Terms and Conditions for Vocational Student Internships at Vistula University in Warsaw.

- The Faculty Supervisor of Vocational Student Internships decides upon awarding the student with a credit for the internships.
- In case of doubts as to achieving by the student learning outcomes during the internship, the Dean or the Dean's Proxy may: conduct a verifying interview with the student, contact directly the Enterprise/Institution in which the student completed the internship, request additional documents.
- The University has the right to terminate the internships prior to the date of its completion date when:
 - 1) the student violates the discipline or order adopted in the Institution/Enterprise;
 - 2) the student's behaviour is not adequate for the character of the Institution/Enterprise;
 - 3) the Enterprise/Institution does not allow the student to commence internships;
 - 4) the student failed to take out accident insurance in the required scope.
- Interruption of internships is tantamount to the recognition that the student has not realized internships.
- 9. Failure to complete internships is tantamount to the obligation to repeat it and results in a failure to complete the academic year.
- 10. The decision of failure to complete the internship referred to in section 9 can be appealed against to the Rector. The Rector's decision is final.

*Appendix No. 2
to Terms and Conditions of Vocational Student
Internships at Vistula University*

**Agreement
on student's admission to vocational internships
(TEMPLATE)**

Concluded on between:

Vistula University, Stokłosy 3, 02-787 Warsaw, entered in the *Register of Non-public Higher Education Institutions and Associations of Non-public public Higher Education Institutions* kept by the Minister of Science and Higher Education under No. 2, NIP: 526-00-09-816, REGON: 011021150, hereinafter referred to as the **University**, represented by the Rector

.....,

and

..... with its registered office in
....., entered into the National Court Register under
No....., NIP:, REGON:, hereinafter
referred to as the **Host Institution/Enterprise**, represented by:

.....,

on admission to vocational student internships, for students pursuing studies in the field of
....., of the degree program
conducted at the Faculty of at Vistula University,
in the period from to, reading as follows:

§ 1

1. The Host Institution/Enterprise conducting the internship declares its readiness to receive at least students of the faculty referred to in the Agreement during the academic year.
2. The Host Institution/Enterprise conducting the internship receives the University students in the period agreed with the University under the Contract on the organization of student internships. Students are referred to internships by the Field Supervisor of Vocational Student Internships acting on behalf of the University.
3. The internship will be carried out in accordance with the internal regulations of the Host Institution/Enterprise, the Terms and Conditions of Vocational Student Internships of Vistula University and the Internship Program, which constitutes an appendix to the student's Daily Report.

§ 2

1. The Host Institution/Enterprise conducting the internship appoints an Internship Supervisor.
2. After completing the internship, the Host Institution/Enterprise will issue the student a certificate confirming the completion of internships in accordance with the attached template which constitutes an appendix to the student's Daily Report.

§ 3

This Agreement may be terminated at any time by mutual agreement of the Parties.

§ 4

Any changes to this Agreement must be made in writing in the form of an appendix, otherwise null and void.

§ 5

This Agreement has been drawn up in two identical copies, one for each Party.

.....
University

.....
Host
Institution/Enterprise

***delete as appropriate**

*Appendix No. 3
to Terms and Conditions of Vocational Student
Internships at Vistula University*

**Contract
on the organization of vocational student internships
(TEMPLATE)**

Concluded on between:

Vistula University, Stokłosy 3, 02-787 Warsaw, entered in the *Register of Non-public Higher Education Institutions and Associations of Non-public public Higher Education Institutions* kept by the Minister of Science and Higher Education under No. 2, NIP: 526-00-09-816, REGON: 011021150, hereinafter referred to as the **University**, represented by the Rector

.....,

and

..... with its registered office in
....., entered into the National Court Register under
No....., NIP:, REGON:, hereinafter
referred to as the **Host Institution/Enterprise**, represented by:

.....,

on the organization of vocational student internship

for Mr./Ms.

student of (field of study), at the (level of study)

..... degree program, full-time / part-time* at the Faculty of

..... of Vistula University (student ID card No.) in the period from

..... to reading as follows:

§ 1

1. The Host Institution/Enterprise is obliged to:

- 1) appoint an internships supervisor who specifies the scope of the intern's duties;
- 2) familiarize the student with the work regulations, occupational health and safety regulations, fire protection and other provisions related to the activity of the Host Institution/Enterprise in the scope useful for the completion of the internships;
- 3) complete of the internship program.

§ 2

1. The University undertakes to provide substantive and organizational care over the course of the internship.
2. The University does not cover the costs incurred by students and the Host Institution/Enterprise related to the completion of the internships.

§ 3

1. The internship cannot take place in conditions hazardous or harmful to health.
2. Students completing internships are obliged to take out accidental death and dismemberment insurance [NNW] on their own.
3. Students completing internships should take out liability insurance [OC].

§ 4

The Host Institution/Enterprise is not obliged to pay remuneration for activities performed by the student as part of the internship and does not bear the costs of the intern's medical treatment.

§ 5

All disputes that may arise from this Contract shall be settled by: on the part of the University - the Faculty Supervisor of Vocational Student Internships, and the on the part of the Host Institution/Enterprise – an appointed person competent for vocational internships.

§ 6

This Contract may be terminated at any time by mutual agreement of the Parties.

§ 7

Any changes to this Agreement must be made in writing in the form of an appendix, otherwise null and void.

§ 8

This Contract has been drawn up in two identical copies, one for each Party.

.....
University

.....
Host
Institution/Enterprise

***delete as appropriate**

*Appendix No. 4
to Terms and Conditions of Vocational Student
Internships at Vistula University*

Warsaw, date

Vistula University

Faculty

Stokłosy 3

02-787 Warsaw

Faculty Supervisor of Vocational Student Internships:

phone number:

e-mail address:

Referral for vocational student internships

(TEMPLATE)

Vistula University refers Mr./Ms.
student of (field of study), at the (level of study)
..... degree program, full-time / part-time* at the Faculty of
..... of Vistula University (student ID card No.) to complete the vocational
student internship at the Enterprise/Institution:

..... based on
the Contract on the organization of vocational student internships of in
the period from to (internship duration is defined
by the study program).

.....
*(date and signature of the Faculty Supervisor of Vocational
Student Internships)*

***delete as appropriate**

*Appendix No. 5
to Terms and Conditions of Vocational Student
Internships at Vistula University*

**DAILY REPORT ON VOCATIONAL STUDENT INTERNSHIPS
For Vistula University Students**

Student's Name and Surname:

Student ID card No.:

Mode of study: full-time/part-time* Field of study:

Degree profile: general/practical* Specialty:

Level of study: first/second* level Year of study/semester:/.....

Duration of internships: from to

Name and address of the Host Institution/Enterprise, where the internships are held:

.....

Name and Surname of the Host Institution/Enterprise Internships Supervisor:

.....

** delete as appropriate*

| | |
|---|---|
| Confirmation of internships commencement (date, stamp, signature) | Confirmation of internships completion (date, stamp, signature) |
|---|---|

Daily Report is completed by the student.

The Host Institution/Enterprise Internships Supervisor confirms on an ongoing basis that the student is completing the tasks.

The person representing the host Institution/Enterprise signs the completed Daily Report on the last day of the internship.

Page 2 should be duplicated as required by the student.

..... (.....)
Student's Name and Surname (student ID card No.)

| DATE | INTERNSHIPS TIMETABLE FROM = TO | TYPE OF ACTIVITIES | NOTES, OBSERVATIONS AND STUDENT'S CONCLUSIONS | SUPERVISOR'S SIGNATURE |
|-------------|--|---------------------------|--|-----------------------------------|
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| | | | | |

....., date

Internships objectives (defined in the internships program)

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The main learning outcomes achieved by the student during internships
(describe in particular the outcomes in the scope of skills and social competencies):

– knowledge

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– skills

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– social competences

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(date and student' signature)

Appendices:

1. Terms and Conditions of the vocational student internships at Vistula University.
2. Program of vocational student internships of the pursued field of study and specialty.
3. Referral for vocational student internships.
4. Template certificate of completing vocational student internships.

*Appendix No. 6
to Terms and Conditions of Vocational Student
Internships at Vistula University*

....., date

The certificate of completing vocational student internships
(TEMPLATE)

This is to certify that Mr./Ms.
student of (field of study), at the (level of study)
..... degree program, full-time / part-time* at the Faculty of
..... of Vistula University (student ID card No.) in the period from
..... to completed a vocational student internship
at the Host Institution/Enterprise: covering
..... hours.

He/she carried out independently the following tasks/activities:

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He/she also participated in the following activities:

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Proposed final grade:

Characteristics, that the Host Institution/Enterprise Internships Supervisor considers as:

1. Student's strengths:

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2. Student's areas for improvement:

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*Date and Signature of the Host
Institution/Enterprise Internships Supervisor*

.....
Date and Student's Signature

.....
Stamp and signature of the Host Institution/Enterprise representative

***delete as appropriate**

*Appendix No. 7
to Terms and Conditions of Vocational Student
Internships at Vistula University*

....., date

**Annual report on vocational student internships carried out
in the faculty of**
(TEMPLATE)

In the academic year of /, students of the Faculty of completed internships as part of the vocational student internships, according to the summary presented in the table below:

| Faculty: | | |
|-------------------------------------|---|--------|
| Field: | | |
| Academic year: / | | |
| No. | Category | Number |
| 1. | Total number of students commencing internships / eligible | / |
| 2. | Number of students completing internships (in Poland / abroad) | / |
| 3. | Number of students exempted from the obligation to complete internships | |
| 4. | Number of students partially exempted from the obligation to complete internships | |
| 5. | Number of students who obtained credits for internships | |
| 6. | Number of students who failed to obtain credits for internships | |

.....
*Date and signature of the Faculty Supervisor
for Vocational Student Internships*

*Appendix No. 8
to Terms and Conditions of Vocational Student
Internships at Vistula University*

**Observation protocol of vocational student internships
(TEMPLATE)**

Observation of vocational student internships carried out by

Mr./Ms.

student of (field of study), at the (level of study)

..... degree program, full-time / part-time* at the Faculty of

..... of Vistula University (student ID card No.)

at the Host Institution/Enterprise:

was held on

The observation included an interview with the Host Institution/Enterprise Internships Supervisor,

Mr./Ms.

Observation conclusions:

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*(Date and signature of the Faculty Supervisor
for Vocational Student Internships)*

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*(Date and signature of the Host
Institution/Enterprise Internships
Supervisor)*