

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

Vocational student internships program

University	Vistula University
Faculty	School of Foreign Languages
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. Program of Studies 	
Type and duration (number of weeks and hours) and year/semester of study	
<p>Duration of Internships for BA level – 6 months (750 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:</p> <p>3rd semester: 175 hours 4th semester: 175 hours 5th semester: 175 hours 6th semester: 225 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.