

University	Academy of Finances and Business Vistula
Department	Faculty of Business and International Relations
Field of Study	Logistics <i>(recruitment from 2023/2024)</i>
Specialization	<i>(All)</i>
Level of study	I degree (Full Time and Part Time)
Education Profile	Practical
PROGRAM OF PROFESSIONAL STUDENT INTERNSHIP	
Legal basis for the internship	
<ol style="list-style-type: none"> 1. The Act of 20 July 2018 – Law on Higher Education (Journal of Laws 2018, item 1668 as amended), 2. The Act of January 13, 2023, amending the Act – Higher Education and Science Law (Journal of Laws of 2023, item 212, as amended). 3. Ordinance No. 6/08/2023 of the Rector of the Vistula Academy of Finance and Business in Warsaw of 11.08.2023 on the introduction of the Regulations of professional student internships of the Vistula Academy of Finance and Business in Warsaw. 4. Study Regulations of the Vistula Academy of Finance and Business in Warsaw. 5. Educational program. 	
Type and duration (number of weeks and hours) and year / semester of studies	
<p>The duration of the internship – 6 months (960 instructional hours: semester. 2-6. (sem. 2 - 180 h, sem. 4 - 390 h, sem. 6 - 390 h) /720 clock hours.</p> <p>The internship comprises a total of 720 clock hours, conducted in companies(workplaces) selected by the students, approved by the Course Supervisor of the Professional Student Internships in the Logistics field.</p> <p>The selection of the mode and location of the internships requires approval from the Course Supervisor of Professional Student Internships in the Logistics field.</p> <p>Students may apply to the Dean to have the internship credited based on other activities: professional work/self-employment/internship/volunteering, provided that the scope of tasks performed with the internship program and intended learning outcomes. To do so, a request for internship credit along with the required documents must be submitted to the Career and Internship Department for assessment by the Course Supervisor of Professional Student Internships.</p>	
Placement for internships	
(type of institution, departments where the internships will take place)	
<ul style="list-style-type: none"> • Logistic enterprises; • Freight forwarding companies; • Logistic centers, distribution centers; • Logistics departments in enterprises; • Courier companies; • Companies engaged in transport and freight forwarding activities. • Custom-logistics agencies.. 	

Objectives

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

Objectives in the area of knowledge:

- Consolidation of knowledge obtained during studies.
- Familiarizing the students with the specifics of the professional environment corresponding to future workplaces for Logistics studies graduates.
- Understanding the functioning of the organizational structure of logistic-oriented enterprise or department within a company/institution dealing with logistics services.
- Understanding the principles related to preparing offers and settlements.
- Familiarity with methods and modes of transportation and freight forwarding.

Objectives in the area of skills:

- Reinforcement of skills acquired during studies.
- Development of professional skills related to the location of student internships.
- Fostering activity and entrepreneurship related to the TSL industry (Transport, Shipping, Logistics).
- Acquisition of experience and skills required in the logistics job market.
- Gaining experience and skills in logistics handling.
- Enhancing skills in managing logistics processes.

Objectives in the area of social competences:

- Shaping competencies specific to the Logistics field of study.
- Familiarizing the student with the professional environment corresponding to future workplaces for Logistic studies graduates.
- Developing skills for effective communication within the organization.
- Cultivating teamwork skills.

Tasks and responsibilities of the apprentice

The basic task of the internship participant is to achieve the intended objectives of the internship and achieve the assumed learning outcomes in all areas, in accordance with the specialty.

1. Participation in occupational health and safety training.
2. Familiarization of the student with duties regarding the observance of state and official secrecy, the Labor Code, and internal workplace regulations.
3. Acquaintance with the functioning of the enterprise, the internship site.
4. Familiarization with the enterprise's infrastructure, including logistic infrastructure.
5. Understanding of database structures, their processing procedures, and protection. Collaboration in data archiving.
6. Understanding of enterprise operation procedures.
7. Familiarization with the scope of duties and specifics of work in logistics/freight forwarding.
8. Understanding of managerial decisions regarding logistics.
9. Participation in the activities of the logistics department.
10. Involvement in managing logistic processes.
11. Familiarization with the company's logistics software and its usage in logistic operations.
12. Completion of an independent logistic task utilized or offered by the company and accountability for its execution.

The duties of the intern have been specified in §9 of the Regulations for Professional Student Internships.

Methods, tools, and techniques used during the internship.

Work methods: Direct work in the institution and implementation into its functioning, cooperation with the internship supervisor.

Tools and techniques of work: discussions, case studies, individual and group projects. Examples of tasks and areas of responsibility:

- Collaboration in managerial decision-making concerning logistics.
- Cooperation in creating financial and settlement documents in logistics.
- Collaboration in planning and implementing logistical activities.
- Analysis of legal operational documents in the TSL field.
- Participation in managing logistic processes.
- Collaboration in executing specific tasks and duties arising from working in a particular enterprise.

Additionally, the student's duties include in particular:

- Familiarizing oneself with the rules of professional internships.
- Diligence and meticulousness in performing the assigned duties during the internship.
- Adhering to order and discipline in the hosting Institution/Enterprise.
- Observing health and safety regulations and fire protection measures.
- Adhering to the principles of confidentiality concerning official and state secrets as well as data confidentiality within the scope specified by the hosting Institution/Enterprise.
- Maintaining contact with the supervisor during the internship at the Institution/Enterprise
- Regularly completing the Daily report of professional student internships,
- Submitting internship documents immediately after its completion: the daily report of professional student internships with the opinion of the Institution/Enterprise and certification of achieved learning outcomes.

The basis and conditions for completing the internship

The basis and conditions for crediting the internship are defined in §8 and 12 of the Regulations for Professional Student Internships at AFiB Vistula.

The condition for passing the internships is the submission of required documents to the Career and Internship Department and obtaining a positive assessment from the Vocational Training Supervisor of Professional Student Internships in the Logistic field.

Required tasks and internship documents to be submitted to the Career and Internship Department (room 116):

- Agreement on the organization of professional student internships.
- Completion of the Vocational Training within the specified period.
- Execution of tasks specified in the internship program.
- Submission of a document confirming the completion of the internship.
- Obtaining a positive decision of the Faculty Tutor for Vocational Student Internship on crediting the internship.

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

The regulations regarding exemptions from internships, non-passing of internships, and appeals from internships are specified in the Regulations Professional Student Internships of the Vistula University of Finance and Business in Warsaw, including §8 and 12 Conditions for passing internships – Rector's Directive dated August 11, 2023.

The student may apply to the Dean to have the internship credited based on other activities: Professional work/ self-employment/ volunteering, provided that the scope of tasks performed aligns with the internship program and intended learning outcomes. To do so, a request for internship credit along with the required documents must be submitted to the Career and Internship Department for assessment by the assessment from the Vocational Training Supervisor of Professional Student Internships.

Documents required to submit an application for crediting the internship based on other activities:

1. Application to the Dean for internship credit based on professional activity.
2. Employment contract or internship/volunteering agreement – for a minimum period of 6 months (*scope of duties in accordance with the internship program for the study program, signed by an authorized person in the company*).
3. Certificate confirming the course of employment, including the scope of duties and tasks performed (in line with the internship program for the study program), signed by authorized person in the company, **or** an employer's opinion regarding the course of employment.
4. Current (*matching the date of application submission*) extract from the National Court Register (KRS) or Central Registration and Information on Business (CEIDG) confirming the company/institution/ activity's activity and containing basic data, scope of economic activity, and persons authorized to represent.

Documents required to submit an application for internship credit based on self-employment:

1. Application on the Dean for internship Credit based on self-employment.
2. Current (*matching the date of application submission*) certificate of entry in the Central Register and Information on Economic Activity (CEIDG), confirming: contact details, subject and scope of economic activity, active business conducted for minimum period of 1 year.