

University	Vistula University
Faculty	Faculty of Business and International Relations
Field of study	Business and security analytics <i>(For education cycles starting in the academic year 2023/2024 and subsequent ones..)</i>
Speciality	(all)
Level of Study	I degree studies (full time and part time)
Educational profile	Practical

PROGRAM OF PROFESSIONAL STUDENT INTERNSHIPS

Legal basis for undertaking the internship

1. Act of 20 July 2018 - Higher Education and Science Law (Journal of Laws 2018 item 1668, as amended).
2. Act of 13 January 2023 amending the Act - Higher Education and Science Law (Journal of Laws 2023 item 212, as amended).
3. Order No. 6/08/2023 of the Rector of the Vistula University in Warsaw of 11 August 2023 regarding the introduction of the Regulations for professional student internships at the Vistula University in Warsaw.
4. Study Regulations of the Vistula University in Warsaw.
5. Education Program.

Type and duration (number of weeks/number of months) and the year/semester of studies

The internship lasts for 6 months (960 teaching hours: semester 2 - 180 hours, semester 4 - 390 hours, semester 6 - 390 hours) / **720 clock hours**.

The internship comprises a total of 720 clock hours, carried out in selected companies (workplaces) approved by the Course Supervisor of Professional Student Internships for the Business and Security Analytics course.

The choice of mode and place of internship implementation requires the approval of the Course Supervisor of Professional Student Internships for the Business and Security Analytics course.

A student may apply to the Dean for the recognition of the internship based on other activities: professional work/self-employment/internship/volunteering, the scope of which tasks were in line with the internship program and the intended learning outcomes. To do this, the student must submit a request for internship recognition along with the required documents to the Career and Internship Office for assessment by the Course Supervisor of Professional Student Internships.

Place of internship (type of institution, department(s) where the internships will take place)

- Manufacturing and service enterprises
- Government and local government institutions
- International corporations
- State Treasury companies
- Economic Intelligence Centers
- Consulting firms
- Banks
- Financial and insurance institutions
- Government and local government administration
- Analytical, research, and expert centers

Internship objectives

(with division into areas: theoretical knowledge / practical skills / social competences)

Objectives in the area of theoretical knowledge:

- Reinforcing knowledge acquired during studies
- Familiarizing students with the specifics of the professional environment corresponding to future workplaces for graduates of Business and Security Analytics studies
- Understanding the functioning of the organizational structure of entities in the public and private sectors utilizing business analysis and security analysis processes
- Understanding the basics of business management, threat identification and response, and data analysis using quantitative and qualitative tools
- Understanding the principles of business analysis and security analytics of organizational information resources

Objectives in the area of skills:

- Reinforcing skills acquired during studies
- Developing specific professional skills related to the place of internship
- Fostering activity and entrepreneurship and gaining experience and skills required in the job market
- Reinforcing skills specific to business analytics
- Reinforcing skills specific to security analytics
- Developing skills in gathering, processing, and interpreting business data
- Developing skills in conducting analysis based on business database
- Identifying threats to information security
- Conducting security analysis
- Managing databases in the context of protection against cyber threats
- Making organizational decisions based on conducted analysis
- Developing practical skills in using analytical tools by creating reports and data visualizations
- Recommending decisions based on conducted analysis
- Verifying adopted security procedures

Objectives in the area of social competences:

- Shaping competencies relevant to the field of Business Analytics and Security studies
- Familiarizing students with the specifics of the professional environment corresponding to future workplaces for graduates of Business Analytics and Security studies
- Developing effective communication skills within organizations
- Fostering teamwork skills to develop and implement organizational security policies
- Developing skills in increasing team awareness of cyber threats and safe use of organizational information resources
- Developing skills in working in teams with diverse competencies

Tasks and duties of the intern

The intern's **tasks** include achieving the set internship objectives and attaining the agreed-upon learning outcomes in all areas.

1. Participation in occupational health and safety training.
2. Familiarization of the student with responsibilities regarding the observance of state and professional secrecy, the Labor Code, and internal workplace regulations.
3. Introduction of the student to company operating procedures.
4. Familiarization of the student with the scope of duties and specifics of work in the Business Analytics and Security position.
5. Introduction of the student to the company's infrastructure.
6. Familiarization of the student with the company's functioning.
7. Participation of the student in installing new or updated software versions.
8. Introduction of the student to managerial decisions concerning business analysis and security-related issues.
9. Familiarization with database structure, data processing, and data protection.
10. Collaboration in data archiving.
11. Participation in the work of the analytics department.
12. Completion of an independent analytical task and reporting on its execution.

The duties of the intern are defined in §9 of the Regulations for Professional Student Internships.

Methods of working with students: direct work in the institution and integration into its functioning, collaboration with the internship supervisor.

Tools and techniques for working with students: discussions, case studies, individual and group projects.

Sample tasks and areas of responsibilities:

- Collaboration in identifying and analyzing threats.
- Collaboration in data analysis using quantitative and qualitative tools.
- Collaboration in designing security solutions.
- Analysis of legal and operational documents.
- Collaboration in the implementation of specific tasks and duties arising from work in the respective company.

Additionally, the student's responsibilities include:

- 1) Familiarization with the principles of professional internships.
- 2) Diligence and careful execution of assigned duties during the internship.
- 3) Regular, daily completion of the Professional Student Internship Daily Report.
- 4) Submission of the Professional Student Internship Daily Report directly to the Course Supervisor of Professional Student Internships upon completion of the internship, along with the institution/company's opinion and confirmation of achieved learning outcomes.
- 5) Adherence to the institution/company's established work order and discipline.
- 6) Compliance with occupational health and safety rules and fire protection regulations.
- 7) Adherence to rules of confidentiality and data protection as defined by the institution/company.
- 8) Maintaining regular contact with the Course Supervisor of Professional Student Internships.

The basis and conditions for passing the internship

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

The condition for passing the internship is the submission of required documents to the Career and Internship Office, as well as obtaining a positive assessment from the Course Supervisor of Professional Student Internships for the Business and Security Analytics course.

The required tasks and documents for the internship to be submitted to the Career and Internship Office (room 116) are as follows:

- Agreement on the organization of professional student internships;
- Completion of the internship within the specified period;
- Completion of tasks outlined in the internship program;
- Submission of a document confirming completion of the internship;
- Submission of the internship journal along with the supervisor's opinion.

Regulations regarding exemption from internships, non-passing of internships, and dismissal from internships

Regulations regarding exemption from internships, non-passing of internships, and dismissal from internships are specified in the Regulations for Professional Student Internships at the Vistula University in Warsaw, including Section 8 and 12 Conditions for passing internships - Order No. 6/08/2023 of the Rector of Vistula University in Warsaw dated August 11, 2023.

A student may apply to the Dean for the recognition of the internship based on other activities: professional work/self-employment/internship/volunteering, the scope of which tasks were in line with the internship program and the intended learning outcomes. To do this, the student must submit a request for internship recognition along with the required documents to the Career and Internship Office for assessment by the Course Supervisor of Professional Student Internships.

Documents required to submit an application for the credit of internship based on other activities

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

Documents required to submit an application for internship based on running own business:

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