

21University	Academy of Finances and Business Vistula
Department	Faculty of Computer Engineering, Graphic Design and Architecture
Level of study	1degree
Field of study	Computer Science (recruitment from 2024-2025)
Specialization	<ol style="list-style-type: none"> 1. Database engineering 2. Web technologies engineering 3. Cybersecurity and Computer networks engineering 4. Information systems engineering 5. Computer Game Development Engineering 6. Artificial Intelligence in Engineering
Mood of study	<ul style="list-style-type: none"> - Full Time - Part Time
Education Profile	Practical

PROGRAM OF PROFESSIONAL STUDENT INTERNSHIP

Legal basis for the internship

1. 1. The Act of 20 July 2018 - Law on Higher Education (Journal of Laws 2018, item 1668, as amended),
2. 2. Ordinance No. Nr 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.
3. Study Regulations of the Vistula Academy of Finance and Business in Warsaw.
4. Educational program.

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

The duration of the internship 6th and 7th semesters, Total 960 teaching hours

The venue (type of institution, department / departments in which the internship will take place)

Company, public administration institution, enterprise, non-profit organization or any other (e.g. University) of an IT profile S IT department of the abovementioned company

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

Objectives in the area of **knowledge**:

- Consolidation of knowledge obtained during studies
- Acquainting the student with the specificity of the professional environment corresponding to the future jobs of IT graduates
- Understanding the functioning of the organizational structure of an enterprise having an IT profile or a department of an enterprise / local government institution dealing with IT services

Objectives in the area of **skills**:

- Consolidation of skills acquired during studies
- Developing specific professional skills related to the place of internships
- Developing entrepreneurship as well as gaining experience and skills required in the labour market

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

- Developing competences appropriate to the field of Computer Science studies
- Acquainting the student with the specificity of the professional environment corresponding to the future jobs of IT graduates

- Developing the skills of effective communication in the organization
- Developing teamwork skills

Tasks and responsibilities of the apprentice

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

1. Health and safety training, in particular provisions on working with the computer.
2. Acquainting the student with the obligations to observe state and company's confidentiality, the Labour Code and the internal regulations of the workplace.
3. Acquainting the student with the company's operating procedures.
4. Acquainting the student with the scope of duties and the specificity of IT work.
5. Acquainting the student with the IT infrastructure, technology and topology of the computer network, operation of the server room.
6. Acquainting the student with the helpdesk.
7. Student participation in installing new or updated software versions.
8. Student cooperation in the maintenance of websites, e-mail and other services found in the enterprise.
9. Acquainting the student with the organization of the website and periodic reviews.
10. Acquainting the student with computer-assisted marketing activities carried out in the company.
11. Student participation in configuring and administering a computer network.
12. Cooperation in creating software and developing documentation.
13. Cooperation in creating software usage instructions.
14. Getting to know the structure of the database, data processing and data protection. Cooperation in archiving data.
15. Participation in the work of the IT department.
16. Performing an independent engineering task and accounting for the implementation of this task, used or offered by the enterprise

The intern's duties are set out in §9 of the Terms and Conditions of Vocational Student Internships of Vistula University.

The basis and conditions for completing the internship

The basis for crediting the internship is specified in §8 of the AFiB Vistula Professional Student Training Regulations.

The condition for crediting the internship is:

- Completion of the internship on the agreed date;
- Assigning the tasks provided for in the internship program;;
- Presentation of a document confirming the completion of the internship;
- Submission of the internship diary;
- 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

1. Regulations of Vocational Student Internship at the Vistula Academy of Finance and Business in Warsaw §8 Conditions for crediting the internship