



GUIDE

INTERNSHIP

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1. MANDATORY STUDENT INTERNSHIP

- ☒ General information - Mandatory professional internships are required only in practice-oriented study programmes, namely:

1. [Architecture B.Eng. \(Bachelor of Engineering\)](#)
Students recruited from 2024/25
720h clock hours / 960 didactic hours
Students recruited from 2020/21 to 2023/24
750h clock hours / 1000 didactic hours
2. [Business and Security Analytics BA. \(Bachelor of Arts\)](#)
Students recruited from 2024/25 to 2025/26 are not required to complete internships due to the change of the programme's profile.
Students recruited in 2023/24
720 clock hours / 960 didactic hours
3. [Computer Science B.Eng. \(Bachelor of Engineering\)](#)
Students recruited from 2024/25
720h clock hours / 960 didactic hours
Students recruited from 2019/20 to 2023/24
750h clock hours / 1000 didactic hours

[Computer Science M.Eng. \(Master of Engineering\)](#)
Students recruited from 2024/25
360 clock hours / 480 didactic hours
Students recruited from 2019/2020 to 2023/2024
420 clock hours / 560 didactic hours
4. [English Philology BA. \(Bachelor of Arts\)](#)
Students recruited from 2021/22
720 clock hours / 960 didactic hours
Students recruited in 2020/21
750 clock hours / 1000 didactic hours

[English Philology MA. \(Master of Arts\)](#)
Students recruited from 2022/23
360 clock hours / 480 didactic hours
Students recruited from 2020/21 to 2021/22
375 clock hours / 500 didactic hours
5. [Graphics Design BA. \(Bachelor of Arts\)](#)
Students recruited from 2023/24
720 clock hours / 960 didactic hours
Students recruited from 2019/20 to 2022/23
750 clock hours / 1000 didactic hours

[Graphics Design MA. \(Master of Arts\)](#)
Students recruited from 2018/19
360 clock hours / 480 didactic hours

6. [Journalism and Social Communication BA. \(Bachelor of Arts\)](#)
Students recruited from 2023/24
720 clock hours / 960 didactic hours
Students recruited from 2019/20 to 2022/23
750 clock hours / 1000 didactic hours
7. [Logistics BA \(Bachelor of Arts\)](#)
Students recruited from 2024/25 to 2025/26 are not required to complete internships due to the change of the programme's profile. Students recruited in 2023/24- 720h
8. [Tourism and Hospitality Management BA \(Bachelor of Arts\)](#)
Students recruited in 2025/26
720 clock hours / 960 didactic hours
9. [Int. Tourism and Hospitality Management MA \(Master of Arts\)](#)
Students recruited in 2025/26
360 clock hours / 480 didactic hours

Students of I degree studies enrolled in the 2025/26 intake may serve 112.5 clock hours / 150 didactic hours in form of various activities at the university.

- ☐ Advantages of internships and traineeships:
 1. First professional experience
 2. Building a CV
 3. Networking
 4. Soft skills development
 5. Employment opportunities
- ☐ Scan the code on the right to watch a tutorial on how to submit your internship documents:



2. HOW TO FIND THE RIGHT INTERNSHIP?

- Start with the Gallup Test and the Competency Test - available with our Career Advisors (d.wojcik@vistula.edu.pl and k.gromadka@vistula.edu.pl) - discover your strengths and take advantage of them in your both your internship and professional career (scan the QR code on the right).



- Where to find internship offers:
 1. Careers and Internships Department - room 116
 2. Job portals - e.g. Rocketjobs.pl, pracuj.pl, praca.pl, etc.
 3. Social Media - LinkedIn, Company websites - usually the “CAREER” section
- How to recognize a valuable internship - verification:
 1. Paid internships usually signalise more organised workplaces, however, there are many unpaid offers that allow you to gain the same valuable experience
 2. Real tasks
 3. Mentoring
 4. Opportunities for future cooperation/potential employment perspectives
- Warning signs - how to spot dishonest offers:
 1. No clear scope of duties - **beware!** Copying documents and making coffee should not be the main tasks of an intern, especially since they do not align with the internship goals specified in the Internship Programme.
 2. Full-time responsibilities without a pay
 3. Charging candidates for the opportunity to do the internship/traineeship
 4. Reluctance to provide additional information during recruitment
 5. Check opinions/reviews about the given company on the internet

3. HOW TO PREPARE FOR A JOB INTERVIEW?

- ☐ Reading comprehension - extracting as much information as possible from the job posting about the type of candidate the company is looking for the internship and whether you have the required skills.
- ☐ Assistance from Vistula Career Advisors - it is possible to schedule consultations for your CV and mock job interviews. You may also ask our specialists in room 116.
- ☐ Knowledge base - articles are available on the e-Kariera portal and Careers and Internships Department's social media (e.g. LinkedIn).

4. PROFESSIONAL INTERNSHIPS – THE THREE POSSIBILITIES

A student can fulfil the Internship subject requirement in one of the following ways:

1. Completion of internship hours - by serving internships for the required number of hours set by the program.
2. Relevant employment/volunteering/long-time internship - by being employed in a company for at least 6 months, provided the work tasks are related to the student's field of study.
3. Running a company - by operating a business related to the student's field of study for at least 1 year.

To find the documents required, visit [this link](#) and choose your major below.

4.1 COMPLETION OF INTERNSHIP HOURS

- ☐ Location and verification:
 - The first step to start an internship is to find a suitable place.
 - The internship placement may be chosen by the student or recommended by the Career and Internship Office. Examples of internship locations can be found in the Professional Internship Program.
- ☐ Signing the agreement:
 - The second step is to print two copies of the Student Internship Agreement, have them signed by the Employer, and submit them to the Careers and Internships Department, where they will be signed by the Internship Supervisor.
 - Some workplaces may require an internship referral - in this case, you should print the Referral for Professional Student Internship and submit it to the Careers and Internships Department to be signed by the Internship Supervisor. The signed document should then be collected and delivered to the workplace.
- ☐ Updating the daily report
 - The basis for the evaluation of the internship by the Internship Supervisor is the Daily Report. This document must include: the days and hours when the internship was carried out, as well as the tasks performed during those periods.

Remember not to exceed the limit of 40h a week (8h a day, 5 days a week)

- ☐ Submitting documents to the Careers and Internships Department

- The final step in completing the internship is submitting the Internship Record and the Certificate of Completed Internship. The documents should be delivered within 3 weeks from the end of the internship.
- Correctly completed documents will be forwarded to the Internship Supervisor, who will evaluate them and then enter the grade into the USOS system.

4.2 PROFESSIONAL WORK/INTERNSHIP/VOLUNTEERING – MIN. 6 MONTHS

- ☐ Professional work / Internship / Volunteering
 - Students who have worked for a period of no less than 6 months can complete their internship requirement through professional work, an internship, or volunteering.
 - **NOTE** - The period of professional activity required to complete the mandatory internship is the same for every program and cannot be shorter than 6 months!
- ☐ Confirmation of compliance with the Professional Internship Program
 - When planning to complete the internship requirement through professional work, an internship, or volunteering, you must first ensure that the workplace is included on the list of sample internship sites. If the workplace is not listed, you must make sure that it meets at least one objective of each type of internship (knowledge, skills, social competences) and consult the Internship Supervisor.
- ☐ Submitting documents to the Careers and Internships Department
 - When planning to complete the internship requirement through professional work, an internship, or volunteering, you must first ensure that the workplace type is included on the list of sample internship sites. If the workplace type is not listed, you must make sure that it meets at least one objective of each type of internship (knowledge, skills, social competences) and consult the Internship Supervisor.
 - Documents required for credit:
 - Application for internship credit through professional activity
 - Employer's evaluation
 - Copy of employment / internship / volunteering agreement
 - Current extract from KRS or CEIDG registration

Correctly completed documents will be forwarded to the Internship Supervisor, who will evaluate them and then enter the grade into the USOS system.

4.3 RUNNING YOUR OWN BUSINESS – MIN. 12 MONTHS

- ☐ Running your own business that meets the objectives of the Professional Internship Program also entitles you to receive internship credit.
 - Documents required for credit:
 - Application for internship credit - own business
 - Current extract from KRS or CEIDG registration

5. ADDITIONAL RESOURCES AND SUPPORT

- ☐ Room 116 according to the duty schedule
- ☐ e-Kariera + social media - information about webinars, internship offers
- ☐ Career Advisors
- ☐ Events such as JobSpot

