

Rules regarding the completion of an internship during First Cycle Studies at the Institute of English Studies of the Faculty of Modern Languages at the University of Warsaw for the following courses: English Studies - Linguistics and English Studies - Literature and Culture

General provisions

1. The Institute of English Studies at the Faculty of Modern Languages of the University of Warsaw, hereinafter referred to as the “Institute”, organises internships, which constitute an integral part of the studies, as part of the educational program, acting on the basis of Article 166 of the Act of 27 July 2005 on Higher Education (Journal of Laws No. 164, item 1365), the Regulation of the Minister of Science and Higher Education of 12 July 2007 on educational standards for particular study programs, and the Regulations of Study at the University of Warsaw.

2. A student of full-time First Cycle Studies is required to complete professional internships. Professional internships are included in the pool of mandatory subjects in the fifth semester of the third year of studies. The internship is carried out by the student for a duration of at least 32 hours (clock hours), including 3 hours for documenting the fulfilment of the internship. For the completion of the internship, the student receives 2 ECTS points.

Internship Objectives

3. The objectives of student internships include, most notably:

- establishing contact with a professional setting and familiarising the student with the specifics of an occupational environment,
- developing and applying the abilities acquired during studies in a professional context,
- shaping specific professional skills directly related to the setting of the internship and gaining experience in the labour market,
- developing effective communication skills within an organisation and enhancing social competencies,
- understanding the functioning of the organisational structure, principles of work organisation and division of responsibilities, procedures, work planning processes, and control,
- improving self-organisation skills, teamwork, effective time management, diligence, and responsibility for assigned tasks.

Internship Organisation

4. The supervisor of internships at the Institute of English Studies oversees the organisation and progress of internships.

Internship Location

5. Internships can be completed in business units, government administration and local government administration units, social institutions, educational establishments, scientific research institutions, or other organisational units – hereinafter referred to as “Company/Institution” – provided that the nature of the internship tasks performed by the student aligns with the graduate profile and learning outcomes for the study program. Students can, for instance, complete internships in cultural institutions (the British Council), translation agencies, publishing houses, schools (teaching internships), companies utilising AI technology, etc., as well as selected units at the University of Warsaw (e.g., the PR Office, the Press Office). These can be companies and institutions with which the University of Warsaw has written agreements or others suggested by the student and approved by the internship coordinator, as long as the company’s activities allow for the achievement of the above-mentioned learning outcomes concerning the study programs “English Studies – Linguistics” and “English Studies – Literature and Culture,” including companies and institutions where students are employed under work contracts.

6. The student independently chooses the internship location outside of the University of Warsaw or at the University of Warsaw, and after obtaining the consent of the receiving Institution/Company, receives a referral to complete the internship at the designated Institution/Company. Detailed rules are agreed upon with the Company/Institution, depending on its profile of activities.

7. Internships can be recognised as part of the European Union programs, or international exchanges aimed at students (e.g., Erasmus+). In regard to Erasmus+ internships, students should contact the Office of International Cooperation:

<https://biurokarier.uw.edu.pl/dla-studentow-doktorantow-i-absolwentow/praktyki-i-staze-studenckie/praktyki-erasmus/>

8. The student may take advantage of internship offers presented by the internship supervisor or the electronic database created by the Professional Promotion Office (BZPA) operating at the University. The database is available on the BZPA website – www.biurokarier.uw.edu.pl

Forms of Internship

9. The following forms of internships have been established:

9.1. Organised internship – the student takes advantage of one of the internship offers prepared by the University, resulting from long-term agreements and available at the Professional Promotion Office for Graduates (BZPA), or an offer prepared by the internship supervisor.

9.2. Individual internship – the student initiates the signing of an agreement with the Company/Institution, while the Institute oversees the academic and organisational aspects of the internship.

9.3. Employment – based on an employment contract or civil law agreement for a period of at least one month in a Company/Institution in a position consistent with the student's field of study.

9.4. Running one's own business;

9.5. Activities organised by the University, both within and outside the Institution, that allow for the fulfilment of the internship objectives following the profile of the study programme, including:

- participation in projects organised by academic circles,
- involvement in scientific research,
- collaboration on translating regulations and materials for the IA website,
- event organisation,
- arranging meetings with secondary school students,
- participation in promotional campaigns for the University,
- organisation of the University's cultural and economic life,
- organisation of the University's scientific and sporting life (e.g., assisting in the organisation of conferences at the Institute of English Studies).

10. Internships can also be carried out in institutions of the European Union.

11. Internships can also be organised as a result of the student's initiative in cooperation with the University's organisational units, but they must be approved by the internship supervisor.

Obligations of the person completing the internship:

12. Before beginning the internship, the student should familiarise themselves with the rules for completing the internship, particularly the conditions for obtaining credit for the internship.

13. Before starting the internship, the student should:

- agree on the programme and conditions for completing the internship with the supervisor at the Company/Institution;
- obtain approval for the internship programme and dates from the internship supervisor at the Institute of English Studies.

14. The student is required to complete the internship in accordance with the agreed-upon programme and additionally:

- comply with the rules for completing internships established by the University,
- adhere to the work order and discipline set by the internship organiser,
- follow health and safety (BHP) and fire safety regulations,

- observe rules regarding the protection of official and state secrets, as well as the confidentiality of data, as specified by the internship organiser.

15. Documents related to the completion of the internship can be found on the Kampus UW page: (<https://kampus.uw.edu.pl/>)

Conditions for obtaining credit for the internship

16. Credit for the internship is granted by the supervisor based on the relevant documents. (Certificate of Internship Completion and the Internship Record)

17. According to the attached template, the Certificate of Internship Completion from a Company/Institution ought to include:

- the full name of the Company/Institution,
- student details,
- Company/Institution details,
- the date and duration of the internship,
- matters the student became familiar with; skills acquired during the internship,
- general feedback on the intern,
- overall assessment of the internship,
- personal name stamp of the person authorized to confirm the internship completion.

18. Internship credit, based on employment in a Company/Institution in a position related to the student's field of study, is granted by the internship supervisor based on the submitted application along with a certificate confirming the student's employment and a job description.

19. Internship credit, based on running one's own business, is granted by the internship supervisor based on the submitted application along with a document confirming running the business.

20. Internship credit, based on other forms of activity, both within and outside the University, is granted by the internship supervisor based on the submitted application along with the documents confirming the undertaken activity, which allows for achieving the internship objectives.

21. The condition for completing the internship is the fulfilment of the tasks and programme of the given internship as well as the submission of a relevant certificate by the student.

22. The formal confirmation of internship completion are the entries made by the internship supervisor in accordance with the University's regulations.

Completing the internship is required to pass the 6th semester of the first cycle studies in English Studies - Linguistics and English Studies - Literature and Culture, therefore the set of documents must be submitted to the internship supervisor (<https://kampus.uw.edu.pl/>) no later than a week before the end of the exam retake session of the sixth semester. In case of completing the internship earlier, the set of relevant documents must be submitted to the internship supervisor no later than two weeks after finishing the internship.

Final provisions

23. The student is required to have the casualty insurance (NNW) during the internship.
24. The student completing the internship during the time scheduled by the study programme is insured by the University.
25. The student deciding to complete the internship outside the time scheduled by the study programme must insure themselves on their own and supply documentary evidence for the internship supervisor before the start of the internship.
26. The Institute does not refund any expenses by way of completing the internship.
27. If the Company/Institution decides that the student can be compensated by way of their work during the internship, an appropriate contract is concluded between the Company/Institution and the student, without the University's involvement.
28. Rules regarding the completion of an internship by a foreign student visiting the University are analogous to the rules for Polish students unless the Dean obliged by international agreements decides otherwise.
29. In case of completing internships funded by the European Union's structural funds or other domestic and foreign financial resources, relevant regulations and rules apply, stemming from the contracts signed by the University.
30. The student has the right to complete an internship that is not a part of the studies programme. The organization of such internships at the University of Warsaw is handled by the Professional Promotion Office.

Attachments to the Rules regarding the completion of an internship during first cycle studies:

(available online on the Kampus page of the Institute of English Studies at the University of Warsaw)

1. Declarations to sign (doc2)
2. Internship referral form (doc3)
3. Template of a general internship programme + Certificate of Internship Completion form (to be filled out by the Company/Institution) (doc4)
4. Internship Record (doc5)
5. Survey – the internship/internship supervisor from the Company/Institution evaluation (doc6)
6. Application form for internship credit based on employment, running one's own business, or engaging in other activities and Certificate of employment (doc7ab) – not applicable to everyone.