

RESOLUTION No. 4/30.09/2014

Senate meeting of the Vistula University

dated 30 September 2014

on the matter of setting out the conditions of exempting a student from compulsory occupational internship

Acting on the grounds of the Art. 166 Par. 3 of the Act from 27th July 2005 r. – Law of Higher Education (Dz. U. 2012 r. poz. 572 with subsequent amendments), the Senate of the VU decrees as follows:

§ 1

1. Students who provide proof of their employment, self-employment, volunteering or participating in internship, including abroad, taking place after high school graduation, can apply for crediting their internship in whole or in part, without the obligation to complete it, provided that the nature of that activity, volunteering or internship program meets the requirements of the internship in question, and that the duration of this activity was not shorter than the period specified in the student occupational internship programme.
2. Students with majors in the general academic profile who provide proof of participation in research, including laboratory activities and fieldwork, educational excursions, scientific or scientific and technical camps, or of other specific character, can apply for crediting their internship, in whole or in part, if the scope of work of the program conforms to professional practice.
3. The crediting referred to in paragraphs 1 and 2 is given upon the student's request addressed to the Dean in writing, and a positive opinion from the Department Supervisor for Student Internship.
4. The request referred to in paragraph 3 must contain the following attachments:
 - 1) documents that confirm the period of professional activity and its character, position, range of activities that will make it possible to assess the degree of achievement of the intended learning outcomes included in the internship programme in the case of crediting referred to in paragraph 1, and
 - a) a statement of completion of occupational internship in accordance with the faculty and profile of studies, as well as an opinion of the course of employment, volunteering or internship,
 - b) a statement of completion of occupational internship and a document that confirms the student's self-employment—refers to students whose own business is in sync with the faculty and profile of studies.
 - 2) a statement of completion of occupational internship in accordance with the faculty and profile of studies, and documents that confirm the period of participation in the activities, as well as information about their character, position, abridged range of activities and the opinion of the course of participation in these, that would allow for assessment of the student's achievements regarding the learning outcomes as specified in the programme of the internship—this being in the case of crediting referred to in paragraph 2.
5. The statement of completion of the occupational internship referred to in paragraph 4 is enclosed to this Resolution.

§ 2

1. The rules of completing the student occupational internship for foreign students are the same as those for Polish students, provided that the Rector does not state otherwise as a result of international international laws and agreements.
2. In the case of student occupational internship that is financed from EU funds and other domestic and foreign financial resources, relevant rules and principles resulting from the agreements concluded by the University apply.

§ 3

This Resolution shall come into force on the date of signature, effective as of 1 October 2014.

President of the Senate

Associate Professor VU Krzysztof Rybiński

Warsaw, date

**STATEMENT ON THE COMPLETION OF THE
OCCUPATIONAL INTERNSHIP**
(*TEMPLATE*)

.....
student's full name

.....
album no.

I am a student of year of studies of degree on the faculty
....., specialisation:
....., profile
conducted in the Department in the Vistula University.

I hereby state that in the period from to I was
involved in activities covering the scope of student occupational internship in the total amount
of hours, this being in the form of (*please tick those relevant*):

- occupational work;
- own business;
- volunteering;
- participation in traineeship;
- participation in research;
- participation in laboratory work or fieldwork;
- participation in educational excursions;
- participation in scientific and scientific and technical camps;
- other of a specific character (*please specify the type*)
.....relevant to
my faculty and profile of studies, and involving:

.....
name or description of the post

.....
name of the institution

..... in
address *city*

I performed the following duties:

-
-
-
-
-
-
-
-
-
-
-

✓

.....
legible signature of the student

Attachment:

Opinion on the student's employment, voluntary work or internship, or a document certifying the student's own
business