

Requirements for Internship Completion Documents

For each stage of internship completion, a separate set of original documents must be submitted either in person or by post office to the Career and Internship Office.

The documents must be signed by hand or electronically (**copies of signatures are not acceptable!**).

Students may complete internships under one of two available options:

Option 1

A student applying for an internship independently with a selected Employer or from the University's Partner Companies Database (companies that have signed internship agreements with the University) is required to submit the following documents to the Internship Office

before starting the internship:

- referral – (Appendix 4)
- two copies of the agreement – (Appendix 5)
- statement of the company internship supervisor – (Appendix 6)

After completing the internship:

- internship logbook – (Appendix 3)
- learning outcomes verification form – (Appendix 9d)
- internship evaluation survey completed by the student – (Appendix 8)

Option 2

A student applying for internship recognition based on:

a) professional work duties performed during employment,

b) activities carried out as part of:

- non-governmental organizations (NGOs)
- volunteer work
- internships and placements

c) internships completed at another university and learning outcomes achieved, as specified in the Course Description for Student Professional Internships for the given field and specialization,

must submit the appropriate documents:

a. Appendices 9, 9a, 9d and a certificate confirming employment and performed duties/responsibilities*

b. Appendices 9, 9b, 9d and a certificate confirming the activity and performed duties/responsibilities

c. Appendices 9, 9c, and 9d

* In the case of **self-employment** activity, it is necessary to provide Appendices **9 and 9a** together with an extract from the Central Registration and Information on Business (CEIDG) or equivalent.

A detailed set of required documents for each option can be found in the tabs dedicated to particular field of studies. To download the correct set of documents:

- select your field of study
- go to the tab **“Applicable from March 1, 2026”**
- download the complete set of documents assigned to the selected internship option

In case of questions or doubts, please contact the

Career and Internship Office: praktyki.kaweczynska@vistula.edu.pl

Or the academic internship supervisor:

Field	academic internship supervisor	Email address
Computer science	Mgr Artur Karwatka	a.karwatka@vistula.edu.pl
Management	Mgr Ewa Rogozińska	e.rogozinska@vistula.edu.pl