

# **TERMS AND CONDITIONS OF VOCATIONAL TRAINING AT THE VISTULA SCHOOL OF HOSPITALITY**

## **§ 1.**

1. These Terms and Conditions of Vocational Training at the Vistula School of Hospitality (hereinafter referred to as the Terms and Conditions) define the organization and course of internships as well as the related rights and obligations.
2. The legal basis for student internships is Art. 67 section 5 and section 7, Art. 107 section 2 point 2 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2022, item 574, as amended), the Vistula School of Hospitality Terms and Conditions of Study, the Vistula School of Hospitality Organizational Regulations and study programs.

## **§ 2.**

1. The terms used in the Terms and Conditions shall have the following meaning:
  - 1) “University” - the Vistula School of Hospitality;
  - 2) “Institution/Enterprise” - host organization receiving the student to vocational training.

## **§ 3.**

### **General Provisions**

1. Vocational training for students of the Vistula School of Hospitality are compulsory for the fields of study having a practical profile and they constitute an integral element of the study program. Their forms and durations are tailored to the specifics of a given field of study and the assumed field learning outcomes.
2. The rules, procedures for completing and crediting internships resulting from study programs are set out in the Field Rules for Completing Vocational Training, developed on the basis of learning outcomes specified by the University Senate for a given field, level and profile of education, and taking into account the provisions of these Terms and Conditions.
3. Study programs for the fields of study for which the Ministry of Science and Higher Education defined educational standards preparing for the occupation, take into account all learning outcomes and other internship requirements stipulated by ministerial education standards.

## **§ 4.**

### **Assumptions and program of Vocational Training**

1. Internships program should be consistent with the field of study and the specialty chosen by the student.
2. Internships must enable the student to achieve the learning outcomes assumed for the study program and specified in detail in the internship program for each field of study.
3. The term and duration of internships are determined by the study program and the timetable for the implementation of the study program.
4. The program of compulsory internships for a given field of study/specialty is available in the Career and Internships Department , in the secretariat of the relevant faculty, in the USOS system and on the E-Career portal.

## **§ 5.**

### **Objectives of Vocational Training**

1. Objectives of internships include:
  - 1) broadening the knowledge and improving practical skills acquired during studies as well as developing competencies relevant to a specific field of study;
  - 2) acquainting students with the specifics of the professional environment;
  - 3) developing specific vocational skills directly related to the place of internships;
  - 4) acquiring knowledge about the functioning of the organizational structure, the principles of work organization, division of competence, procedures, the work planning process and control;
  - 5) developing the ability to communicate effectively in the organization;
  - 6) improving work organization skills, team-working skills, effective time management, conscientiousness, responsibility for assigned tasks;
  - 7) improving foreign language skills in professional situations;
  - 8) acquiring thorough knowledge of the activity profile of the entity receiving the student to internships, getting to know the specifics of work in different positions;
  - 9) developing initiative and entrepreneurship, gaining experience, knowledge of the labour market and skills required at work, making self-assessment of student skills to enhance the ability to compete successfully in the labour market;
  - 10) expanding knowledge, practical skills and gaining experience facilitating career choices;
  - 11) gaining experience and collecting materials that can be used in writing the thesis.

## **§ 6.**

### **Organization of student internships and supervision over their completion**

1. Organizational and didactic supervision over student internships is exercised by the Dean of the relevant faculty.
2. The Dean appoints Faculty Coordinator of Vocational Training, in agreement with Directors of Study Programs and grants them powers of attorney in the form of an appropriate authorization.

3. The Director of the Study Program of in a given field of study in cooperation with the Faculty Coordinator of Vocational Training and with the Field Supervisor of Vocational Training prepares and submits for approval to the Faculty Dean a programme and detailed rules for the completion of internships by students of that field of study.
4. The programme referred to in section 3 should be worked out in accordance with the template attached as in **Appendix No. 1** to these Terms and Conditions.
5. The internships program include in particular:
  - 1) objectives and scope of internships;
  - 2) field learning outcomes applicable for internships in a given field of study;
  - 3) methods and ways of verifying the learning outcomes related to the completion of internships;
  - 4) possible places/institutions for the completion of internships, whose scope of activities corresponds to the profile of the graduate of a given field of study at a defined level, form and education profile.
6. Tasks of the Faculty Coordinator of Vocational Training include:
  - 1) comprehensive coordination of vocational training within individual fields of study and programs implemented at the Faculty of Tourism and Recreation at the Vistula School of Hospitality;
  - 2) comprehensive coordination of the work of the Field Supervisors of Vocational Training through cooperation both in the context of the preparation of internships and related documents, as well as their implementation;
  - 3) comprehensive supervision over the implementation of internships by students and active cooperation with entities accepting students for internships, including coordination and implementation of inspections at the place of internships;
  - 4) cooperation with the Career and Internships Department, as well as other departments of the University, the University's partners and external stakeholders in developing the internship offer;
  - 5) initiating new organizational solutions in the field of organization of internships and circulation of documents and their settlement with the use of modern technologies;
  - 6) establishing cooperation with entities offering internships outside Poland, setting its rules and monitoring the implemented activities.
  - 7) submitting to the Dean an annual report on the course of Vocational Training at a faculty and within individual fields of study, in accordance with the template constituting Appendix No. 8 to these Terms and Conditions.
7. Tasks of the Faculty Coordinator of Vocational Training include, in particular:
  - 1) coordination of work on the development of internship programs and their improvement,

- 2) evaluation of the compliance of the internship program with the study program specific to a given field of study,
- 3) cooperation with the University Career and Internships Department in organizing internships;
- 4) systematic forwarding of programs and information on program changes (in Polish and English) to the Career and Internships Department;
- 5) providing students with the objectives, program assumptions, deadlines and terms and conditions of obtaining credit for internship
- 6) Referring the student to internships, taking into account:
  - a) faculty, specialty and educational profile,
  - b) student's preferences
  - c) student's academic performance,
  - d) student's predisposition determined on the basis of the competence test;
- 7) verification of places of internship completion, in particular places of internships proposed by students on their own initiative;
- 8) supervision over the realization of internships in line with the objectives and its specific program agreed with the Host Institution/Enterprise Vocational Training Supervisor including internship observation;
- 9) settlement, together with the Institution/Enterprise representative the issues related with the course of internships,
- 10) evaluating and awarding credit for internships,
- 11) keeping records of internships;

## **§ 7**

### **Duration and time of internships**

1. Internships cannot be shorter than specified in the provisions of the current law, if those provisions define such requirements.
2. Type and duration of internships and the study period in which the internships should be completed is specified in the education program for a given field, including the curriculum and the internship program.
3. Internships are completed and credited before the end of the academic year as stipulated in the study program.
4. In special cases, internships can be credited at another time before graduation subject to the consent of the Dean.
5. Realization of internships cannot interfere with other activities in the course of study and students cannot rely on internships as a circumstance justifying a failure to perform any other student obligations.

## **§ 8**

### **Forms and place of internships**

1. Internships take place under conditions permitting direct implementation of adequate practical activities by students.
2. Internships can be:
  - 1) organized by the University – students use the database of companies cooperating with the University prepared by the Career and Internships Department on the basis of concluded Agreements on accepting students for vocational internships;
  - 2) organized individually - students independently define the place of internships and initiate the signing of the Agreement on the organization of student internships with the Institution/Enterprise in agreement and with the consent of the Faculty Coordinators of Vocational Training. The internship can be carried out in the Institution/Enterprise selected by the student (at home or abroad), whose activity profile enables the student to achieve the objectives described in § 5 as well as to achieve the learning outcomes in terms of knowledge, skills and social competencies specified for vocational internships in the study program of a given field;
3. At the student's request, the Dean may accept activities performed by the student as part of vocational internships, in particular activities:
  - 1) realized in the form of employment in the position consistent with the requirements of the internship program under a contract of employment, employment relationship or a civil contract;
  - 2) realized in the form of work placement or voluntary service, if it is in line with the requirements of the internship program;
  - 3) realized in the form of conducting business activity relevant to the field of study.if such activities allow the student to obtain the learning outcomes specified in the study program for vocational training.
4. Internships can be realized in domestic or foreign organizational units, whose activity is related to the field or specialization of studies.
5. As a rule, internships organized individually by the student abroad, should take place in the Institution/Enterprise with which the University has signed a cooperation agreement.
6. In special cases, subject to the consent of the Dean, internships organized by the student individually may be exempted from the above requirement.
7. Internships can be carried out in organizational units of the University.
8. Regardless of the place and time of internships, their completion requires the consent of the Faculty Coordinator of Vocational Training.
9. Students who will benefit from the company database coordinated by the Career and Internships Department, are obliged to report this information to the Faculty Coordinator of Vocational Training, in time and manner communicated to students by the Career and Internships Department.
10. The basis for completing student vocational training is an agreement or contract on cooperation on the completion of student internships concluded between the University and the Institution/Enterprise and a personal referral issued for the student completing the internship. The agreement is signed in the case of long-term cooperation regarding

the organization of internships, and the contract concerns one-off cooperation in this scope.

11. Agreements and contracts between the University and the Institution/Enterprise are submitted to the Career and Internships Department in accordance with the document circulation procedure.
12. Completion of student internships is confirmed in the Daily Report, which constitutes **Appendix No. 5** to these Terms and Conditions.
13. Students are entitled to complete optional internships not resulting from the study program. However, this does not affect the process of passing or failing the next semesters of study. At the student's request, information on additional internships may be included in the diploma supplement. In such a case, students are required to provide the Dean's office with a confirmation of completing the internship in a given institution, including the name of the entity in which the internship was carried out and its duration.

## **§ 9.**

### **Obligations of students completing internships**

1. On the premises of the host Institution/Enterprise, students are subject to the applicable provisions of that Institution/Enterprise.
2. The student's direct superior during the internship is:
  - 1) on the part of the University - the Field Supervisor of Vocational Training;
  - 2) on the part of the Institution/Enterprise - the Host Institution/Enterprise Supervisor of Vocational Training or a person appointed by him/her.
3. The student is obliged to, among others:
  - 1) become familiar with the rules of vocational training;
  - 2) perform the duties entrusted to him/her during the internships in a scrupulous and accurate manner;
  - 3) systematic, daily completion of the Daily Report on Vocational Training, the template of which is attached as **Appendix No. 5** to these Terms and Conditions;
  - 4) provide the Field Supervisor of Vocational Training with the Daily Report, immediately after completing the internship together with the opinion of the Institution/Enterprise and confirmation of the achieved learning outcomes;
  - 5) comply with the work order and discipline established by the Institution/Enterprise;
  - 6) comply with the health, safety and fire protection rules;
  - 7) comply with the rules of professional and state secrecy and protection of data confidentiality to the extent specified by the host Institution/Enterprise;
  - 8) maintain systematic contact with the Field Supervisor of Vocational Training.

## **§ 10**

### **Obligations of the Host Institution/Enterprise**

1. The Host Institution/Enterprise is obliged to, among others:

- 1) provide the conditions necessary to conduct the internships in a way enabling the student to achieve the learning outcomes in the field of knowledge, skills and social competencies in accordance with the provisions of the contract concluded with the University;
  - 2) provide the student with adequate facilities;
  - 3) familiarize the student with the health and safety Regulations and the requirements associated with the functioning of the institution;
  - 4) appoint the internship supervisor having relevant professional experience.
2. In the event when the student grossly violates the discipline of work or does not adapt to the requirements issuing from the character and function of the institution, the Institution/Enterprise has the right to request the University to dismiss the student from the internship.

## **§ 11.**

### **Obligations of the Career and Internships Department**

1. The basic obligations of the Career and Internships Department in the scope of supporting the process of completing Vocational Training include:
  - 1) establishing and maintaining systematic contacts with Institutions/Enterprises ready to host students for internships;
  - 2) constant cooperation with the Field Supervisors of Vocational Training and representatives of the Business Council;
  - 3) searching and collecting offers of internships, taking into account the needs and program specifics of individual fields of study;
  - 4) providing students with information on available placements, on the e-Career portal and providing necessary information to students seeking a placement;
  - 5) informing students about the required procedures and formalities and the availability of template documents related to the completion of internships;
  - 6) determining in cooperation with the Field Supervisor of Vocational Training, the reasons for the inability to realize the subject of the agreement or contract concluded between the University and the Institution/Enterprise and immediately providing information on the above-mentioned reasons. Information should be provided in writing (electronically via e-mail or post).

## **§ 12.**

### **Conditions for obtaining credit for internships**

1. Obtaining credit for internships is subject to the following conditions:
  - 1) internships must be completed within the set deadline;
  - 2) the student must accomplish the tasks provided for in the internships program;

- 3) the student must submit the Contract on the organization of student vocational internships – in the case of students undergoing organized internships in the form specified in § 8 sec. 2 points 1-2;
  - 4) the student must submit a document certifying completion of internships to the Field Supervisor of Vocational Training:
    - a) confirmation of completing internships - in the case of students engaged in internships organized in the form specified in § 8 section 2 points 1-2 - in accordance with the template attached as **Appendix No. 6** to these Terms and Conditions
    - b) student's declaration - in the case of students completing internships in the form specified in § 8 section 3 points 1-3 - on completing vocational internships in line with the field of study and the supervisor's opinion on the course of employment, volunteering, job placement or a declaration on completing vocational internships together with a document confirming the student's business activity in line with the field of study - in accordance with the template attached as **Appendix No. 7** to these Terms and Conditions;
  - 5) the student must submit internship reports in the form of the Daily Report, - in the case of students undergoing organized internships in the form specified in § 8 sec. 2 points 1-2 - in accordance with the template attached as **Appendix No. 5** to these Terms and Conditions, bearing the seal of the host Enterprise/Institution and signed by a representative of the host Enterprise/Institution;
  - 6) the student must obtain the acceptance of the report by the Field Supervisor of Vocational Training – in the case of students undergoing organized internships in the form specified in § 8 sec. 2 points 1-2.
2. The documents referred to in section 1 must be submitted within three weeks after the student completes internships.
  3. The Field Supervisor of Vocational Training decides upon awarding the student with a credit for the internships.
  4. In case of doubts as to achieving learning outcomes by the student during the internship, the Dean or the Dean's Proxy may: conduct a verifying interview with the student, contact directly the Enterprise/Institution in which the student completed the internship, request additional documents.
  5. The entry of obtaining a credit for internships is be made upon presentation of documents confirming the completion of internships as specified in these Terms and Conditions.
  6. Student internships are assigned the adequate number of ECTS Credits based on the study program.
  7. The University has the right to terminate the internships prior to the date of its completion date if:
    - 1) the student violates the discipline or order adopted in the Institution/Enterprise;
    - 2) the student's behaviour is not adequate for the character of the Institution/Enterprise;
    - 3) the Enterprise/Institution does not allow the student to commence internships;
    - 4) the student failed to obtain accident insurance in the required scope.



8. Interruption of internships is tantamount to the recognition that the student has not completed internships.
9. Failure to complete internships is tantamount to the obligation to repeat it and results in a failure to complete the academic year.
10. The decision of failure to complete the internship referred to in section 9 can be appealed against to the Rector. The Rector's decision is final.

### § 13

#### **Basis for the completion of internships**

1. Agreements regarding student's admission to vocational internships and Contracts on the organization of Vocational Training with the party accepting the student is signed by the Rector or a person authorized by him/her after a consultation with the Field Supervisor of Vocational Training.
2. The agreements and contracts referred to in section 1, should contain appropriate provisions provided in **Appendix No. 2** and **Appendix No. 3** to these Terms and Conditions.
3. Agreement on the admission of students to vocational training is not concluded in the cases referred to in § 8 section 3, points 1-3.
4. The Institution/Enterprise conducting the internship accepts the University students for the internship during the time agreed with the University and on the basis of the Contract on the organization of Vocational Training drawn up in two copies.
5. Using the template constituting **Appendix No. 3** to these Terms and Conditions, students print two copies of the Contract on the organization of Vocational Training and submit them to the Institution/Enterprise in order to obtain confirmation of the internship approval of the head of the Institution/Enterprise or a person authorized by him/her.
6. No later than three weeks before the date of internships commencement, students submit to the Career and Internships Department two copies of the Contract on the organization of vocational student internship signed by the Institution/Enterprise in order to obtain the approval of the Field Supervisor of Vocational Training.
7. The consent to complete internships is given no later than two weeks before the date of internships commencement.
8. If required by the Institution/Enterprise prior to signing the Contract, the student may have to submit additionally a referral to the vocational student internship which constitutes **Appendix No. 4** to these Terms and Conditions.
9. On behalf of the University, students are referred for the internship by the Field Supervisor of Vocational Training.

### § 14

## **Contract and remuneration**

1. Internships are unpaid, however, the Host Institution/Enterprise may determine remuneration for the activities carried out by the student during internships.
2. The terms of remuneration shall be determined in a separate contract concluded between the student and the Institution/Enterprise for the period of internships.
3. Detailed terms of the contract, including any remuneration are determined by the parties of the contract.
4. In cases other than those referred to in section 1, the student is not entitled to remuneration.

### **§ 15**

#### **Costs and insurance**

1. The University does not cover any costs related to the internships incurred by the student or the Institution/Enterprise, and thus the student is not entitled to any financial claims against the University.
2. Students completing internships are obliged to take out accidental death and dismemberment insurance [NNW] on their own.
3. Students completing internships should take out liability insurance [OC].

### **§ 16**

#### **Observation of internships**

1. Internships can be subject to observation in the place of their realization.
2. Observation of internships can be carried out by the Field Supervisor of Vocational Training or other University teacher appointed by the Dean.
3. Persons observing internships are obliged to draw up a Protocol of Vocational Training observation, according to the form provided in **Appendix 9** to these Terms and Conditions, within 7 days from the date of its completion.

### **§ 17**

#### **Final Provisions**

1. In matters not regulated by these Terms and Conditions, the provisions of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2022, item 574, as amended), University Statute, the University Terms and Conditions of Study, Senate Resolutions, Rector's Orders and Deans' decisions as well as the Act of 14 June 1960 - Code of Administrative Procedure (Journal of Laws of 2023, item 775 as amended) shall apply.
2. The rules for internships for foreign students are the same as in the case of Polish students, as long as Rector decides otherwise based on international contracts.

3. Students completing internships outside of Poland are required to provide documents about the internships in the language of their issue together with their translation into Polish. Translation of documents from a foreign language takes place at the student's expense.
4. In the case of internships financed from the EU funds and other domestic or foreign funds, the relevant rules and principles arising from the agreements signed by the University are in force.
5. Credits for internships commenced or organized prior to the date of entry into force of these Terms and Conditions are obtained according to the rules existing hitherto.
6. Detailed rules for the organization of the internship may be specified in the Rector's order.

## § 18

These Terms and Conditions shall enter into force on 1 October 2023.

### ***Appendices - documents to be downloaded:***

1. Vocational Training program template.
2. Agreement on student's admission to Vocational Training.
3. Contract on the organization of Vocational Training.
4. Referral for Vocational Training.
5. Daily Report on Vocational Training.
6. The certificate of completing Vocational Training.
7. Application for crediting Vocational Training on the basis of professional activity and the student's declaration.
8. Annual report on Vocational Training carried out in the faculty.
9. Observation protocol of Vocational Training.