



EXPERIENCE EUROPE IN POLAND
- INVEST IN YOUR FUTURE

UNIVERSITY OF EUROREGIONAL
ECONOMY IN WARSAW-JOZEFOW





Internships Coordinator

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room no. 10

You can also use the help of
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WARSAW

POLAND



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WWW.EN.WSGE.EDU.PL



Internship process at the WSGE

- In accordance with WSGE Study Regulations and WSGE Rules of Student's Obligatory Internship, the obligation to undergo the internship occurs when it is a part of the study programme.
- In such case students may receive support from Career Services Office in terms of its organizing (finding the right company/institution).
- Completing the Internship is also recorded in the Diploma Supplement as "additional information" to the progress of study.
- The Obligatory Internship is awarded by ECTS points. Not completing the Internship means that the student cannot complete the semester and whole study programme.



Internship process at the WSGE

The minimum amount of hours of internship is:

- **Bachelor level**

- **180 hours** completed by the end of 6th semester (students who began their studies after 1st October 2016)
- **240 hours** completed by the end of 6th semester (students who began their studies before 1st October 2015)
- **360 hours** completed by the end of 6th semester (students who began their studies after 1st October 2015)
- **180 hours** completed by the end of 6th semester (students who began their studies after 1st October 2017) (**30 hours for 6 weeks**)

Internship process – step by step

- **Master level**

- **240 hours** completed by the end of 2nd & 4th semesters - in total **480 hours**

- Students who began their studies after 1st October 2017**

- **390 hours** completed by the end of 4th semesters (**30 hours for 13 weeks**)

- As internships are a part of your study programs you will not be moved to the higher semester without completing the internship.



Internship process – step by step

For students who take internship in their field of studies

Step 1

Think about what you want to do, in what type of company you would like to start an internship and is it related to your studies. In fact the Obligatory Internship has to be related to your field of study

Step 2

Contact with the Career Services Office to see whether such internship placement is possible to organize.



Internship process – step by step

For students who take internship in their field of studies

Step 3

Download and print out following documents:

- **Internship Agreement – IN POLISH – 2 copies**
OR
- **Internship Agreement - IN ENGLISH – 2 copies**
- **Diary of Student's Obligatory Internship**
- **Sending letter** - if required by the institution/company
- **In case of an internship taking place in non European Union country**, please also provide actual printout from relevant commercial registry, confirming details of the company like its full name, address, official representatives of that company, commercial registration number etc. The printout has to be in English.

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Internship process – step by step

For students who take internship in their field of studies

Step 4

- Take the printout of the **Internship Agreement** and sign it by the University and then by the institution/company.

Step 5

- Bring one copy of signed Internship Agreement to the Career Services Office.

Step 6

The Internship

- Please remember that many companies require to precise your work days. Your Internship cannot be performed during your University hours. None of students will be released from their duty to take part in classes.

Step 7

- After completing the Internship student must bring to the **Deanery** filled out, signed and stamped **Diary of Student's Obligatory Internship** and **Confirmation of completing the internship**.

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Internship process – step by step

For students who officially work in their field of studies

Step 1

- Contact the Career Services Office to find out whether your current workplace is acceptable.

Step 2

Prepare documents proving your experience, like either:

- Labour contract (*umowa o pracę*)
- Contract for specific performance (*umowa zlecenie*)
- Registered own business - (własna działalność gospodarcza)

Step 3

- Prepare and print out a [Declaration on completing an internship](#) (*Oświadczenie o odbyciu praktyki*) in accordance with the student's obligatory internship programme

Step 4

- Prepare an [application letter](#) addressed to the Dean of the Faculty of Social Sciences asking to take your previous work experience into account.

Step 5

- Submit all of abovementioned documents to the Deanery of the University.



Internship process – step by step

- If all of your documents were correct your Internship will be accepted by the Dean of the Faculty as part of your study programme.
- If you would like to take part in an extra internship (not necessary related to your field of study and without the minimum amount of work hours) you are free to do so, but it will not be considered as a part of your study programme.

INTERNSHIP – WHERE CAN YOU FIND IT?

WSGE

University of Euroregional Economy
in Józefów - Warsaw

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WELCOME TO THE ALCIDE DE GASPERI UNIVERSITY OF EUROREGIONAL ECONOMY IN JOZEFOW!

IF YOU ARE INTERESTED TO STUDY IN WSGE, PLEASE CONTACT WITH **COUNTRY**

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Internship process at the WSGE

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Internships offers for students

BACHELOR / MASTER:

Hotel and Tourism Management , Business Administration:

- **Z-Hotel – Otwock**
- Address: ul. Wczasowa 25, 05-400 Otwock
- Ms. Małgorzata Kot – Deputy Director Hotel
- malgorzata.kot@z-hotel.com
- Link: www.z-hotel.com
- **Holiday Inn – Józefów**
- Adress: ul. Telimeny 1, 05-420 Józefów k. Warszawy
- Ms. Małgorzata Kołakowska – Coordinator Internships
- agnieszka.kolakowska@holiday.aquila.pl
- Link: <http://www.holiday.aquila.pl>

Internships offers for students

- **BACHELOR / MASTER:**
- **Business Administration, Engineering Management, Business Information System, Hospitality and Tourism and Management**

- **EMPIS PRODUCTION**
- Mr. Sebastian Białek
- e-mail: sebastian.bialek@empis-production.pl
- **MILKE Sp. z.o.o.**
- Address: Ul. Osiecka 2, 05-430 Celestynów
- Mr. Wojciech Milke
- e-mail: wojtek@milke.se
- **Potis and Verso - P and V Sp. z.o.o.**
- Address: ul. Sikorskiego 127 B, Józefów, 05-420
- Link: <http://potisandverso.com>
- Mr. Roman Kolos (specialist of marketing and sales development)
- e-mail: roman.kolos@pandv.com.pl

Internships offers for students

- **Procter & Gamble is open to all persons studying in Poland (regardless of origin).**
- **Each person Applicants for us to practice must pass our full recruitment process due to the fact that we try to employ on a permanent basis most of the students who successfully complete projects within the internship.**
- **Internship and Job link:**
- **<http://ce.pgcareers.com/join-us/job-offers/>**



THE CAREER SERVICES OFFICE HOURS

Internships Coordinator is available for international students every Tuesday from 11:00 to 14:00 in the room no. 10.

There can be maximum of **two!** students at the internships office.

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THE CAREER SERVICES OFFICE – HOW CAN WE HELP YOU

- We can address any problem related to your internships (documentation, place of internships etc.)
- We can check your documentation regarding internships
- We can accept your documentation regarding internships
- Sorry but we don't print or copy your documents



Thank you for your attention