



# Apprenticeships

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Apprenticeships usually present quite a challenge, especially in the fields of computer science or technology – but they should involve facing professional problems, not organizational ones! Since we often receive similar inquiries, we decided to compile the answers in one place. We hope they will prove helpful.

## Who can I contact about apprenticeships?

For general matters, contact the Rector's Proxy for Apprenticeships. Those who need help finding a suitable internship site can contact the Career Office or the Career Counselor, depending on their needs.

## Where can I find the Rules of Professional Practice?

The whole documentation is available on the [e-learning platform](#). The documentation is accessible in both Polish and English. If you encounter technical problems accessing the platform, please contact the university administrator.

## Are apprenticeships mandatory?

Yes, apprenticeships are mandatory. They are an integral part of the study programs and should be treated like any other subject. Without timely completion of apprenticeships, it's impossible to pass each semester and to take the diploma exam. The legal basis for internships, besides the study programs themselves, is the Law of July 20, 2018: The Law on Higher Education and Science and the Ordinance of the Minister of Science and Higher Education of September 27, 2018, on studies.

## How long do apprenticeships last?

According to the aforementioned law, apprenticeships for studies with a practical profile (such as those offered by WWSIS) last 6 months for first-degree studies and 3 months for second-degree studies.

**Note: for the 18/19 year and earlier, apprenticeships last 16 weeks. When do I have to do apprenticeships?** For the 19/20 year and later, the university has established the following timelines for internships:

For undergraduate students starting in October:

01. By the end of the 2nd semester – 2 months.
02. By the end of the 4th semester – 2 months.
03. By the end of the 6th semester – 2 months.

For undergraduate students beginning their studies in March:

01. By the end of the 1st semester – 2 months.
02. By the end of the 3rd semester – 2 months.
03. By the end of the 5th semester – 2 months.

For graduate students beginning their studies in October:

01. By the end of the 2nd semester – 2 months.
02. By the end of the 4th semester – 1 month.

For graduate students beginning their studies in March:

01. By the end of the 2nd semester – 2 months.

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02. By the end of the 4th semester – 1 month.

Students can also opt to complete internships in larger batches (e.g., by the end of the 2nd semester – 3 months).

For the year 18/19 and earlier, a different schedule applies, and only for undergraduate studies:

For students starting in October:

01. After the end of the 2nd semester – 6 weeks.
02. After the end of the 4th semester – 6 weeks.
03. After the end of the 6th semester – 4 weeks.

For students starting in March:

01. After the end of the 1st semester – 6 weeks.
02. After the end of the 3rd semester – 6 weeks.
03. After the end of the 5th semester – 4 weeks.

### Can the apprenticeships schedule be changed?

Yes, there is such a possibility. Approval for a possible schedule change is given by the Rector's Proxy for Apprenticeships.

### What should the apprenticeships cover?

The scope of the apprenticeship should align with the study program and its subject matter. For IT studies, this may include duties such as familiarizing oneself with the IT projects currently underway at the company, analyzing the company's computerization status and the IT systems used, participating in software development, testing, documentation, and implementation processes, and examining the administration of operating systems and computer networks. The company can adjust the apprenticeship's scope as necessary, provided it still relates to the apprentice's field of study. The detailed scopes are determined by the apprenticeship programs for each major, which can be found on the [e-learning platform](#).

### What documents must be completed by the company that has accepted me for the apprenticeships?

The company must complete the appendices to the Regulations available on the [e-learning platform](#). Before the start of the apprenticeships, appendix No. 1 (Agreement) must be completed, and after the end of the apprenticeship, appendix No. 2 (Logbook) must be completed.

### What documents do I need to submit to pass the apprenticeships? Is it possible to have them credited based on work experience?

To pass the apprenticeships, it is sufficient to submit the completed appendices to the Regulations, the agreement and the logbook. The deadline is September 30 of each subsequent academic year. If a student is employed in their field of study or runs a business related to their major, they should submit a request to have this experience count towards fulfilling apprenticeships requirement. The documents can be found on under the link <https://edu.atins.pl/course/view.php?id=95>

### What if my case isn't explained in this FAQ?

In such a situation, you should contact the Rector's Proxy for Apprenticeships.

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