

## REGULATIONS FOR PROGRAMME-BASED WORK EXPERIENCE

### FACULTY OF PHILOLOGY

#### Field of Study: Media, Visual and Social Communication

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#### Legal Basis:

1. Law on Higher Education and Science of 20 July 2018 (Journal of Laws of 2024, item 1571, as amended).
2. Regulation of the Minister of Science and Higher Education of 27 September 2018 on studies (Journal of Laws of 2023, item 2787, as amended).
3. Resolution No. 71/04/2025 of the Senate of the University of Rzeszów of 28 April 2025 regarding amendments and the consolidated text of the Study Regulations at the University of Rzeszów.
4. Regulation No. 74/2025 of the Rector of the University of Rzeszów of 18 March 2025 regarding the organization of programme-based work experience.
5. Regulation No. 108/2025 of the Rector of the University of Rzeszów of 29 April 2025 amending Regulation No. 74/2025 of the Rector of the University of Rzeszów of 18 March 2025 regarding the organisation of programme-based work experience.
6. Regulation No. 140/2025 of the Rector of the University of Rzeszów of 2 June 2025 regarding the verification of persons employed or admitted to activities covered by protection under the Law on Counteracting Sexual Crime Threats and the Protection of Minors.
7. Resolution No. 16/03/2025 of the Education Commission of 17 March 2025 regarding procedures for ensuring the quality of education at the University of Rzeszów. (Appendix No. 2, procedure for carrying out inspections of programme-based work experience at the University of Rzeszów).
8. Resolution No. 13-3/10/2025 of the Faculty of Philology Council of 2 October 2025 regarding the rules for organizing, documenting, and inspecting programme-based work experience at the Faculty of Philology.

#### § 1

#### Scope of Work Experience – General Remarks

1. As part of the professional preparation, students of Media, Visual and Social Communication complete work experience in accordance with applicable educational standards.
2. Student work experience is an integral part of the educational process and is mandatory.
3. Failure to complete the work experience prevents students from receiving a diploma.
4. The duration of the work experience and the number of ECTS credits assigned to it are specified in the study schedule, while the objectives, learning outcomes, and detailed requirements are specified in the syllabuses.
5. During the work experience, students apply the knowledge and skills acquired during lectures, tutorials, and workshops to perform tasks assigned to them by the work experience organizer.
6. Students who will have contact with minors during their programme-based work experience are subject to verification in accordance with the Law of 13 May 2016 on Counteracting Sexual Crime Threats and Protecting Minors ( Journal of Laws of 2024, item 1802, as amended).
7. As part of the work experience, students are required to become familiar with the specifics of the workplace operations and perform tasks that allow them to apply their knowledge and skills. Specific tasks depend on the location of the work experience.
8. Students are required to participate in tasks related to the ongoing operations of the workplace assigned by their institutional work experience supervisor where it is taking place. This includes producing documentation, methods of preparing and developing it, and practical skills necessary for

conducting a given activity. Whenever possible, students should participate in meetings, team meetings, rehearsals, and other events as an assistant to the institutional work experience supervisor. They should also actively participate in preparing scientific, popularizing, and organizational initiatives, etc., organized at the workplace (depending on the nature of the institution where the work experience takes place).

9. Issues of the work experience focus on the following tasks:

- assisting in assigned activities according to established number of hours,
- familiarizing themselves with the work organization of the institution (documentation, planning, statute, health and safety instructions, etc.),
- cooperating of the selected institution with a community,
- organization, equipment, and applying the workplace's resources (collections, rooms, etc.),
- observing structures within the selected workplace,
- planning, organizing, and preparing activities specific to the selected workplace,
- familiarizing themselves with the methods of organizing work, collecting, using and archiving materials applied by the institutional work experience supervisor.

10. Work experience is unpaid. However, the work experience organizer may conclude a separate agreement with the student, without the university's involvement, under which they commit to paying remuneration.

## § 2

### Work Experience Programme Objectives

The objective of the work experience is to acquire competencies in a chosen specialization, develop independence and entrepreneurship, and analyse the knowledge acquired at the University through its practical application. Detailed objectives are defined in the work experience syllabi for each specialization.

## § 3

### Work Experience Dates

1. Students studying Media, Visual and Social Communication at the Faculty of Philology complete their work experience according to the following schedule:

Level of study	Duration of the work experience	Work experience date	ECTS
First-cycle studies	A four-week work experience period at a selected institution after the second year of studies of 90 hours	After the fourth semester, Obtaining credit in the fifth <sup>4</sup> semester	

2. Upon a justified request from the student, the Dean of the Faculty of Philology may grant permission for a continuous work experience period to be completed at a date other than that specified in the study plan.

3. In justified cases (e.g., illness documented by a medical certificate), the student may make up for the absence at a time agreed upon with the institutional work experience supervisor.

#### § 4

##### Work Experience Place

1. Work experience may be completed at public or private institutions and enterprises, i.e., in any type of business entity whose specific activities are consistent with the student's field of study.
2. In justified cases, work experience may be completed remotely, subject to the consent of the supervisor from the host institution and a positive decision from the university work experience coordinator, who assesses the validity of the request.
3. Students who choose a place for their continuous work experience are required to submit written information about the place and date of their work experience by the deadline set by the work experience coordinator (form: Consent to complete work experience). Once the employer has accepted the work experience, an agreement will be signed with the employer regarding the organization of the work experience.
4. Students complete work experience at the employer indicated by the student, after obtaining prior approval from the work experience coordinator, or at an institution indicated by the Coordinator. If the Coordinator has any doubts regarding the specifications of the institution selected by the student, they may request a completed questionnaire containing information about the employer's profile and the competencies of the institutional supervisor (Appendix 6: Institution Survey).

#### § 5

##### Work Experience Coordinator – Tasks

1. The work experience coordinator, appointed by the Rector/Vice-Rector for Student Affairs and Education at the request of the Faculty Dean in cooperation with the programme head, exercises didactic and organizational supervision over work experience in a given field of study.
2. The responsibilities of the work experience coordinator are specified in Regulation No. 74/2025 of the Rector of the University of Rzeszów of 18 March 2025 regarding the organization of work experience (as amended).
3. Students who will have contact with minors during their work experience are obliged to undergo a background check in accordance with the Law of 13 May 2016 on Counteracting Sexual Crime Threats and Protecting Minors. Therefore, students must submit a certificate of no criminal record (from the National Criminal Register) to the Section for Teaching Activities and Student Work Experience no later than three weeks before the work experience begins.
4. During the academic year, the Work Experience Coordinator organizes consultation meetings to provide information on the rules for completing work experience. Students are notified two weeks prior to the meeting.
5. The Work Experience Coordinator is responsible for verifying whether the student undertaking the work experience has personal accident insurance for the duration of the work experience.
6. The Work Experience Coordinator is responsible for carrying out an inspection of the work experience (either by phone or in person).

#### § 6

##### Student Responsibilities

1. Students are required to arrive at the workplace selected for the work experience on the scheduled date and report to the management and the institutional work experience supervisor.
2. At the beginning of the work experience, the student, together with the institutional work experience supervisor, establish a plan for the work experience (prepare a schedule of activities). It is

recommended that students observe various activities at the chosen workplace during the work experience.

3. Students must follow all instructions from the institutional work experience supervisor and the institution's management related to the objectives of the work experience.
4. Students are required to familiarize themselves with the organization of the workplace where they are undertaking their work experience, agree on their scope of responsibilities with the institutional work experience supervisor and the University work experience coordinator, and prepare a report on the work experience in Polish.
5. Students agree to abide by the regulations of the workplace where they are undertaking their work experience, as well as health and safety and fire safety regulations, rules of professional and state secrecy, and the protection of personal data confidentiality.
6. Students are required to take out personal accident insurance (NNW) for the duration of the work experience at their own expense. Failure to take out this insurance will prevent the student from completing work experience programmes.
7. The student is required to keep a journal of the work experience.
8. Activities conducted/coordinated by the student may be observed by the university's work experience coordinator or another teacher designated by the Dean of the Faculty.
9. The student must submit information about the place of the work experience to the work experience coordinator for entering it into the university database.

## § 7

### **Responsibilities of the Employer and the Institutional Work Experience Supervisor**

1. The employer where the student is completing the work experience signs an agreement with the University of Rzeszów regarding the organization of the work experience and appoints an institutional supervisor under whose supervision the student completes the work experience.
2. The employer provides necessary conditions for completing the work experience.
3. The institutional supervisor coordinates all matters related to the work experience with the work experience coordinator and oversees implementation of the work experience programme in accordance with its objectives and the established programme, as well as its progress.
4. Upon completion of the work experience, the institutional supervisor certifies its completion and issues a written evaluation of the student's performance during the work experience, along with a certificate of work experience completion.

## § 8

### **Granting of Credit for the Work Experience**

1. To receive credit for the work experience, the student has to submit:
  - 1) a certificate of completion of the work experience, including the name of the institution where the work experience was completed, address, telephone number, duration of the work experience, and number of hours,
  - 2) an evaluation of the student's performance from the institutional work experience supervisor,
  - 3) a journal of the work experience (all three forms can be downloaded from the Media, Visual and Social Communication programme website).
2. The institutional work experience supervisor's evaluation of the student's performance should include:
  - 1) student's data,
  - 2) information regarding the date and place of the work experience,
  - 3) an assessment of the degree to which the work experience objectives have been achieved,

- 4) an assessment of the quality of the student's work: formal and linguistic accuracy of the texts they prepare, an assessment of their commitment to the tasks assigned to them, an assessment of other elements influencing the quality of their work (general impression, discipline, personal culture).
- 5) an overall assessment expressed as a grade.
2. On the last day of the work experience, the institution's management and the institutional work experience supervisor provide the student with an evaluating report assessing the student's work experience. This report is overt.
3. Upon completion of the work experience, students submit the aforementioned documents to the work experience coordinator.
4. Based on the submitted documents, the work experience coordinator gives the student a passing grade for their work experience by entering the grade into the Virtual University system.
5. Continuous work experience may also be passed on the basis of:
  - a document confirming paid or volunteer work, work experience or a traineeship, including abroad, if its character meets the requirements of the work experience programme;
  - student's participation in a research camp.
6. If the work experience is not completed by a deadline set in the work experience plan, the Dean sets an additional deadline for the student to complete the work experience.
7. A student who has not passed the programme-based work experience included in the study schedule in a given semester may obtain Dean's consent to repeat the work experience with conditional enrolment in the following semester or year, provided that this does not apply to final-year students.
8. Participation in scholarship programmes does not exempt students from the obligation to complete the work experience.

## § 9

### Final Provisions

1. These Regulations come into effect on the date they are approved by the Faculty of Philology Council.
2. The work experience regulations and the appendices required for completing the work experience are available on the Faculty of Philology website (for download).
3. All formal matters and inquiries regarding the University of Rzeszów's cooperation with employers and supervisors participating in the work experience for students of Polish Philology should be directed to:

UNIWERSYTET RZESZOWSKI  
Wydział Filologiczny  
Sekcja Działalności Dydaktycznej i Praktyk Studenckich  
al. mjr. W. Kopisto 2b  
35-315 Rzeszów, budynek A3  
mgr Agnieszka Ożóg, pokój nr 5  
tel.: 17 872 2916  
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#### **Work experience coordinator - dr Magdalena Trinder**

The Regulations were approved at the meeting of the Faculty of Philology Council on 5 February 2026.

Head  
of the Media, Visual  
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