

REGULATIONS FOR PROGRAMME-BASED WORK PLACEMENT

FACULTY OF PHILOLOGY

Programme of Study: Media, Visual and Social Communication

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 placement.
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 placement.
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 placement 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 placement at the Faculty of Philology.

§ 1

Scope of Work Placement – General Remarks

1. As part of the professional preparation, students of Media, Visual and Social Communication complete work placement in accordance with applicable educational standards.
2. Student work placement is an integral part of the educational process and is mandatory.
3. Failure to complete the work placement prevents students from receiving a diploma.
4. The duration of the work placement 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 placement, students apply the knowledge and skills acquired during lectures, tutorials, and workshops to perform tasks assigned to them by the work placement organizer.
6. Students who will have contact with minors during their programme-based work placement 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 placement, 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 placement.
8. Students are required to participate in tasks related to the ongoing operations of the workplace assigned by their institutional work placement 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 placement 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 placement takes place).

9. Issues of the work placement 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 placement supervisor.

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

§ 2

Work Placement Programme Objectives

The objective of the work placement 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 placement syllabi for each specialization.

§ 3

Work Placement Dates

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

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

2. Upon a justified request from the student, the Dean of the Faculty of Philology may grant permission for a continuous work placement 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 placement supervisor.

§ 4

Work Placement Location

1. Work placement 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 programme of study.
2. In justified cases, work placement may be completed remotely, subject to the consent of the supervisor from the host institution and a positive decision from the university work placement coordinator, who assesses the validity of the request.
3. Students who choose a place for their continuous work placement are required to submit written information about the place and date of their work placement by the deadline set by the work placement coordinator (form: Consent to complete work placement). Once the employer has accepted the work placement, an agreement will be signed with the employer regarding the organization of the work placement.
4. Students complete work placement at the employer indicated by the student, after obtaining prior approval from the work placement 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 Placement Coordinator – Tasks

1. The work placement 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 placement in a given programme of study.
2. The responsibilities of the work placement 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 placement (as amended).
3. Students who will have contact with minors during their work placement 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 placement no later than three weeks before the work placement begins.
4. During the academic year, the Work placement Coordinator organizes consultation meetings to provide information on the rules for completing work placement. Students are notified two weeks prior to the meeting.
5. The Work placement Coordinator is responsible for verifying whether the student undertaking the work placement has personal accident insurance for the duration of the placement.
6. The Work placement Coordinator is responsible for carrying out an inspection of the placement (either by phone or in person).

§ 6

Student Responsibilities

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

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

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

§ 7

Responsibilities of the Employer and the Institutional Work Placement Supervisor

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

§ 8

Granting of Credit for the Work Placement

1. To receive credit for the work placement, the student must submit:
 - 1) a certificate of completion of the work placement, including the name of the institution where the work placement was completed, address, telephone number, duration of the work placement, and number of hours,
 - 2) an evaluation of the student's performance from the institutional work placement supervisor,
 - 3) a journal of the work placement (all three forms can be downloaded from the Media, Visual and Social Communication programme website).
2. The institutional work placement supervisor's evaluation of the student's performance should include:
 - 1) student's data,
 - 2) information regarding the date and place of the work placement,
 - 3) an assessment of the degree to which the work placement 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 placement, the institution's management and the institutional work placement supervisor provide the student with an evaluating report assessing the student's work placement. This report is overt.
3. Upon completion of the work placement, students submit the aforementioned documents to the work placement coordinator.
4. Based on the submitted documents, the work placement coordinator gives the student a passing grade for their work placement by entering the grade into the Virtual University system.
5. Continuous work placement may also be passed based on:
 - a document confirming paid or volunteer work, work placement or a traineeship, including abroad, if its character meets the requirements of the work placement programme;
 - student's participation in a research camp.
6. If the work placement is not completed by a deadline set in the work placement plan, the Dean sets an additional deadline for the student to complete the work placement.
7. A student who has not passed the programme-based work placement included in the study schedule in a given semester may obtain Dean's consent to repeat the work placement 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 placement.

§ 9

Final Provisions

1. These Regulations come into effect on the date they are approved by the Faculty of Philology Council.
2. The work placement regulations and the appendices required for completing the work placement 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 placement for students of Polish Philology should be directed to:

UNIVERSITY OF RZESZÓW
Faculty of Philology
Office for Academic Internships and Educational Programmes
Al. mjr. W. Kopisto 2b
35-315 Rzeszów, building A3
mgr Agnieszka Ożóg
phone: 17 872 2916
email: [aозog@ur.edu.pl](mailto:aozog@ur.edu.pl)

Work Placement Poordinator - dr Magdalena Trinder

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

Head
of Media, Visual
and Social Communication

Dean of the Faculty of Philology



dr Magdalena Trinder

dr hab. Agnieszka Myszka, prof. UR