

SUBJECT CARD

1. Basic information

Subject	Practice
Faculty	Faculty of Law
Field of studies	International Relations
Specialization	international business
PRK level	6 PRK
Education level	first-cycle studies
Form of studies	full-time studies
Group of activities	—
Number of ECTS points	4
Type of subject	obligatory
Total number of hours	160 h
Didactic cycle	2024/2025 winter
Academic semester	6
Academic year	3
Education profile	general academic
Year of implementation	2026/2027
Language of instruction	English
Teacher(s)	prof. UAFM dr hab. Izabela Kapera

Semester, number of ECTS points, type of subject, number of hours

Semester	Practice
6	160 godz. 4 ECTS

2. General objectives

C1	<p>The aim of internship is:</p> <ol style="list-style-type: none"> 1) to use the knowledge and skills acquired by the student in practice, improve social competencies required for a given professional activity, get familiar with practical issues from a given field of study; 2) to get acquainted with the nature of work in institutions related to the field of study; 3) to improve: <ul style="list-style-type: none"> - the ability to work on your own or in a team, - effective time management, - diligence and responsibility for the assigned tasks.
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3. Introductory requirements

The student should complete the internship no later than by the end of the last semester of their studies, except that the program of study may provide for a different date for completing the internship. At the beginning of the internship, it is assumed that the student will have elementary knowledge of international relations at high school level.

4. Learning outcomes

W1	<p>Knowledge: The student knows and understands:</p> <ul style="list-style-type: none"> - the workings, structure and objectives of the institution in which the internship takes place, - the substance and principles of circulation of documents governing work in the institution in which the internship takes place, - substantive scope of activities undertaken in the institution in which the internship takes place.
U1	<p>Skills: The student can:</p> <ul style="list-style-type: none"> - use their knowledge and obtain data to perform tasks they are asked to do (they can search, select and use available materials and information necessary to perform tasks in institutions, - plan and carry out projects typical of a chosen activity of an institution, in consultation with the internship supervisor, - use documentation related to the position and activities undertaken.
K1	<p>Social competence: The student is ready to:</p> <ul style="list-style-type: none"> - work in a team and perform different roles. - take responsibility for tasks entrusted to them, - follow the principles of work ethic.

5. Course program

Practice (160 h)

Code	Detailed description of the topic blocks (semester: 6)
P1	<p>The internship program includes:</p> <ol style="list-style-type: none"> 1. getting acquainted with the basic information and regulations governing the activities of the unit in which the internships are carried out; 2. initial training in occupational health and safety; 3. getting acquainted with the organizational structure of the unit and the scope of its activities; 4. getting acquainted with the procedures / rules in force at the place of internship 5. learning the methodology of work in the unit; getting acquainted with the documentation and document circulation; 6. participation in technical and organizational activities performed in the unit; 7. improving teamwork skills, effective use of working time, responsibility for the performance of assigned tasks; 8. performance of entrusted substantive tasks related to the activities of the unit.

6. Didactic methods

Practice	
M23	Practical

7. Student workload

Number of hours under supervision	Student workload
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Practice	160 h
Including e-learning:	0 h

Student's own work	
	0 h

Total workload	
Total number of hours for the course	160 h
Total number of ECTS points	4 ECTS

8. Conditions for course completion

Course completion criteria

1. The course of the internship is documented in the practice journal .
2. The practice journal is issued by the university. The student notes the date of commencement and completion of the internship, the duration of the internship, the scope of activities and tasks and acquired skills.
3. The course of the internship recorded in the practice journal is confirmed with the signature and stamp of the organizational unit by the internship tutor or the head of the organizational unit in which the student did the internship. It is the basis for crediting the internship by the Dean's deputy responsible for internships.

Practice	
For credit:	In order to receive credit for the internship, the student should report to the appropriate Representative of the Dean of WPAiSM for Student Internships with a properly completed internship journal, one copy of the Internship Agreement, signed by the Representative of the Chancellor for Student Internships and a person authorized to make statements on behalf of the Host Organizational Unit where the student has completed the internship, and with a completed Apprentice's Questionnaire regarding the apprenticeship completed and the completed Questionnaire of the Host Organizational Unit.

9. Literature

Basic literature

1. Ustawa z dnia 20 lipca 2018 r. - Prawo o szkolnictwie wyższym i nauce (Dz.U. 2018 poz. 1668 ze zm.)
2. Rozporządzenie Ministra Nauki i Szkolnictwa Wyższego z dnia 27 września 2018 r. w sprawie studiów (Dz.U. Dz.U. 2018 poz. 1861 ze zm.).
3. Statut Krakowskiej Akademii im. A. F. Modrzewskiego w Krakowie.
4. Regulamin studiów Krakowskiej Akademii im. A. F. Modrzewskiego.
5. Zarządzenie Rektora Krakowskiej Akademii im. Andrzeja Frycza Modrzewskiego Nr 26/2019 z dnia 9 lipca 2019 r
6. Regulamin studenckich praktyk zawodowych Krakowskiej Akademii im. A. F. Modrzewskiego.

Additional aids

Literature/regulations/materials indicated by the internship supervisor at the Host Organizational Unit.

11. Information about academic teachers

The person responsible for the card

prof. UAFM dr hab. Izabela Kapera (e-mail: ikapera@afm.edu.pl)