

REGULATIONS ON INTERNSHIPS SERVED BY STUDENTS OF THE WARSAW FILM SCHOOL (starting from the academic year 2025/2026)

I. GENERAL PROVISIONS

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1. The student internship regulations, hereinafter referred to as the “Regulations”, lay out the rules of each internship served by students of the Warsaw Film School, hereinafter referred to as the “School.”

A student internship, hereinafter referred to as “internship”, is an integral part of the School’s teaching and learning process.

2. Number of teaching hours, duration and credit awarding procedure of the internship are set out in the studies’ curriculum and syllabuses for individual courses.
3. Internship consists in a student’s individual involvement in the operation of institution, facility or company with which the internship is served and representing the field corresponding to a student’s major and specialization course, with consideration given to the paragraph 6 below.

§2

Internship should be served after or during classes unless it interferes with the course of studies.

§3

1. The School’s Rector appoints an internship supervisor, hereinafter referred to as “supervisor.”
2. Internship supervisor oversees the technical aspect of the internship on behalf of the School.
3. The supervisor’s responsibilities include:
 - 1) communicating internship rules, setup and Regulations to students,
 - 2) setting internship completion assessment dates and defining credit awarding procedure,
 - 3) supervision over development of documentation associated with arrangement of an internship,
 - 4) review of completion of the internship’s programme by a student,
 - 5) awarding credit for an internship, subject to submission of a complete documentation.

§4

1. The School shall not cover the internship cost incurred by a student and institution, facility or company providing internship.
2. A student is obliged to have TPL and Casualty insurance.
3. Internship can be paid or unpaid. Student may collect remuneration from an internship provider only if an internship provider voluntarily concluded an employment contract or civil-law agreement with a student for the period of internship.

II. INTERNSHIP OBJECTIVES

§5

Internship is designed to test practical application of knowledge acquired by students in the course of studies, improve their skills and help them acquire competencies enabling them to behave in a professional manner in specific work-related situations, as well as make them labour market ready.

III. TASKS TO BE PERFORMED DURING INTERNSHIP

§6

In case of students of particular departments and students doing specialization courses, the scope of internship should correspond to their field of study and include in particular:

- 1) new media acting – performing a role on a film set or in a theatre, being an extra, giving one's voice in dubbing, acting as an assistant or doing other type of work associated with services related to artistic activity in cultural institutions,
- 2) film and TV production – executing administrative tasks on a film or TV set, acting as an assistant or doing other type of work on films and TV programmes in line with their field of study,
- 3) film directing – performing activities typical for a film director on a film or TV set, acting as an assistant or doing other type of work on films or TV productions associated with their field of study,
- 4) film editing – performing activities typical for an editor on a film or TV set, in production studios, cultural institutions associated with cinematography, acting as an assistant or doing other type of work on films and TV productions in line with their field of study,
- 5) photography – organisation of a public photography exhibition, assisting and working in a photo lab, on a film or TV set, in media, advertising agencies, production studios or companies associated with creative industries sector,
- 6) cinematography – performing tasks typical for a cinematographer on a film or TV set, assisting or doing other type of work on films or TV programmes in line with their field of study,
- 7) video game development – performing tasks in projects associated with video games, in companies operating in creative industries and specialized in video games,
- 8) applied film studies – performing activities typical for an employee of a filmmaking industry (a film expert), in industry magazines, publishing houses, institutions and organisations associated with culture (film), assisting or performing other type of work on films or cultural events in line with the field of study,
- 9) sound design – performing tasks typical for a sound engineer on a film or TV set, in sound post-production studios or radio and TV studios, sound engineering during cultural events and concerts, assisting or performing other type of work on films or TV programmes in line with the field of study,
- 10) film directing and video games – performing activities typical for a film director on a film or TV set, assisting or other type of work on films or TV programmes in line with the field of study, or performing selected tasks on projects associated with video games, in companies operating in creative industries and specialized in video games,
- 11) cinematography and postproduction – performing tasks typical for a cinematographer on a film or TV set, executing tasks related to film post-production process, assisting or other type of work on films or TV programmes in line with the field of study.

IV. INTERNSHIP ARRANGEMENT, PROGRESS AND COMPLETION

§7

1. Each student of a BA course at the Warsaw Film School is obliged to serve an internship for a total of six months (720 hours) during studies and complete it by the end of the sixth term.

2. A student's failure to complete the internship means that he/she may not sit a graduation exam and the internship must be served again.
3. Internship is served in a facility independently selected by a student or indicated by the School.
4. A student has the right to complete a full programme of an internship in a selected institution, facility or company with which internship is served under conditions meeting occupational health and safety (OHS) requirements.
5. A student shall conscientiously follow through the internship programme, respect the rules of institution, facility or company with which the internship is served, show discipline in their workplace and comply with the work rules, as well as industrial safety and fire protection regulations.
6. A student's conduct shall be worthy of the School.
7. Upon request of institution, facility or company with which internship is served, the School can pull an intern out of an internship if he/she violated the rules of the place.
8. Supervisor can carry out inspection of internship either in person or by phone.
9. Student shall submit a student internship referral to a supervisor for the approval of the internship site.
10. A student shall submit an internship plan for a supervisor's approval. Supervisor can modify the internship plan.
11. Internship is served on the basis of agreement between the School and institution, facility or company with which the internship is served. Student provides supervisor with a copy of the agreement as part of submitted documentation.
12. Internship is assessed by the end of the sixth term based on a complete internship log submitted by a student, including intern evaluation sheet, and the remaining documents stipulated by the Regulations. Internship assessment is the responsibility of a supervisor.
13. Internship log must contain stamps of institution, facility or company with which internship is served, a detailed list of performed assignments and signed intern report by internship supervisor appointed by institution, facility or company with which internship is served.
14. Should a student's professional work experience be credited towards their internship, they are required to submit a relevant application to an internship supervisor and produce a document confirming their employment (contract for employment/ certificate of employment/ statement of actual duties and responsibilities) or, if a student is a sole trader, submit a relevant application and certificate of entry into the Business Activity Register, proving that the earned work experience was relevant to their major and field of study, as well as met the requirements laid out in these Regulations.
15. A student can serve an internship abroad, subject to a supervisor's approval.
16. A student does not have to serve an internship to apply for internship credit if they can provide documentation confirming that the nature and duration of their current or previous work experience meet the requirements set out in the internship Regulations, or they currently serve or served an internship or perform/performed work aligned with the internship requirements.
17. A student can receive credit for internship served as part of their studies at another department/college if such internship meets the Warsaw Film School's internship requirements and is aligned with a student's major and specialization course.
18. To receive a credit for an internship from a supervisor, a student must:
 - 1) fulfil assignments specified in an internship programme;
 - 2) accomplish educational targets;
 - 3) submit relevant documentation.
19. Prior to awarding internship credit, a supervisor meets with a student to establish whether learning targets were successfully accomplished.

20. In case of a student's failure to accomplish learning targets, a student does not receive a credit for an internship and has to serve it again.