

INTERNSHIP I, II, III PROGRAM IN THE FIELD OF INTERNATIONAL RELATIONS FIRST-CYCLE PROGRAM	Semesters 2, 4, 5	Total: 960 hours* (3x320 hours)
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Legal framework

1. The Act of 20 July 2018 Law on Higher Education (Journal of Laws, item 1668, as amended).

General information

2. According to the curriculum, students undertake three types of internship: Internship I, Internship II and Internship III.
3. The internship is free and is undertaken in accordance with the curriculum in the **second, fourth and fifth** semester of study.
4. Students look for a place to undertake the internship on their own and the details of the internship are agreed with facility managers or they take advantage of the offers proposed by the University.
5. Students undertake the internship and submit documents confirming its completion in accordance with the schedule in force in the given semester, and announced on the University's website.
6. WSB University does not cover the costs of the internship.
7. Students are obliged to take out accident insurance for the duration of the internship.

Description of the internship

1. The internship involves 320 hours in each semester (semesters 2, 4, 5), in total - 960 hours.
2. The internship can take place in business units (also in the form of own business activity), in public administration units, research centres, non-governmental organizations, European Union institutions - hereinafter referred to as "Company / Institution" - if its nature is relevant to the field of study. Places where Internship can be undertaken include national and international organizations and institutions, foreign branches of organizations and institutions, foreign trade offices and export departments, companies developing foreign cooperation, public administration, non-governmental organizations focused on international cooperation, publishing houses and mass media, and financial institutions.

The general objective of the internship

The objective is to supplement knowledge in the field of international relations and social sciences with practical experience that is needed to study effectively and prepare for work in all institutions and economic organizations and central administration

The specific objectives of the internship

- to develop basic skills necessary to fulfill various roles in socio-political and cultural life on a global and regional scale,
- to shape the right attitude to the profession and related duties,
- to develop independent and critical thinking as well as to understand and analyze social, political, legal and economic issues,
- to familiarize oneself with the overall functioning of the institution, organization and basic laws regulating its functioning (the specificity of a given institution, the organizational structure of a given institution, and work on a given position),
- to compare theoretical knowledge gained during the study with practical skills,
- develop the sense of responsibility for assigned tasks,
- to conduct empirical research for the diploma thesis (semester 5).

Tasks

1. To familiarize oneself with the mission, goals, strategy and organization of the enterprise (institution) where the internship is undertaken.
2. To familiarize oneself with the specificity of the business activity of the company (institution), its financial situation and the economic environment.
3. To familiarize oneself with the operational activity of an enterprise (institution) in relation to its specific departments (e.g. marketing, human resources, accounting, finance, planning, economic analysis departments, etc.) and its management.
4. To improve skills related to the specialization chosen by the student.
5. To familiarize oneself with the documentation of the organizational unit and recording the basic economic operations carried out by individual departments. Documentation workflow.
6. To familiarize oneself with the data registry system in the enterprise (institution) and its suitability for decision-making purposes.

Forms of activity during the internship

1. Meetings with managers and other employees.
2. Observation of the work of specialists in a given field.
3. The independent performance of tasks and duties delegated by managers or the company's internship tutor.
4. Participation in meetings and training.
5. Analysis of the organizational structure and documentation of the company.
6. Discussing problems related to the operation of the company.
7. Planning activities (carried out by the student).

Learning outcomes to be obtained by the student during the internship

1) Knowledge:

- The student has basic knowledge of management as a science;
- The student has familiarized himself/herself with the regulations governing the functioning of the workplace where the internship takes place;
- The student has learned about the scope of activity of organizational units and positions where the internship takes place;
- The student has learned about the detailed tasks of people performing specific functions in the structure of the workplace and their mutual relationships;
- The student has familiarized himself/herself with the types of documents functioning in the workplace and the ways of filling them in;
- The student has broadened the knowledge of the field of study with a practical aspect

2) Skills:

- The student has the ability to apply theoretical knowledge about management in a specific functional area of the organization;
- The student can prepare their work site;
- The student can use the resources of the company necessary to perform work;
- The student can solve problems and tasks related to the work performed
- The student can not only observe, but also, if possible, actively participate in everyday works performed by specialists in their field;
- The student can apply theoretical knowledge and acquired skills in practice.

3) Social competences:

- The student is aware of the level of their knowledge and skills, understands the need for continuous professional and personal development.
- The student can evaluate their own competences and improve their skills by setting directions for their own development and education.
- The student can work in a team performing both tasks related to the implementation of imposed goals, as well as setting them and organization of the team work.
- The student is active and persistent in performing team activities.

- The student correctly identifies and resolves dilemmas related to the profession
- The student can think in an entrepreneurial way, is open to starting and conducting their own business activity and is ready to take up professional challenges.

The methods of verification of learning outcomes and assessment criteria.

Knowledge:

- observation of the student during the internship
- checking student's knowledge by the company's internship tutor on an ongoing basis;
- giving an opinion on and the assessment of the intern's knowledge by the company's internship tutor;
- preparing the student's internship report and its analysis.

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Skills:

- observation of the student during the internship;
- checking the student's skills by the company's internship tutor;
- giving an opinion on and the assessment of the intern's skills by the company's internship tutor;
- conclusions from the analysis of the student's internship report.

Social competences:

- observation of the student during the performance of tasks related to the internship program;
- checking social competences by the company's internship tutor and other employees from the workplace during the internship;
- giving an opinion on and the assessment of social competences by the company's internship tutor;
- analysis of the student's internship report;
- discussion with the student.

The mode, conditions and documentation of completing the internship

1. The internship must be properly documented.
2. The following forms of the internship are allowed:
 - the internship organized by the University - the student takes advantage of the offer presented by the University;
 - the internship in the company declared by the student, provided that the nature of the work performed is consistent with the internship program relevant to the field of study;
 - employing a student in a company or completing an internship in a position corresponding to the internship program relevant to the field of study;
 - running your own business, if it is relevant to the internship program in a given field of study;
 - individual projects in the form of research and implementation works of the relevant department (in the case of the internship in the field of the general academic education profile).
3. The internship can be undertaken in the basic form or when the student works in a position relevant to the internship program, one can receive credit on the basis of professional work / conducting business activity/ undertaking other forms of activity.
4. The applicable documentation is provided below.

INTERNSHIP GUIDELINES & PROCEDURES

A) INTERNSHIP UNDERTAKEN IN A BASIC FORM	
<p>Actions taken before undertaking the Internship</p>	<p>1) Before undertaking the Internship, the Student is obligated to submit the following documents to the Rector's Proxy for Student Internships</p> <ul style="list-style-type: none"> • Internship application form (Annex 1) • Internship agreement (Annex 2) - two copies • Data Processing Agreement – two copies <p>Before undertaking the Internship, all necessary documents should be signed by the workplace Internship Supervisor and then approved by the Rector's Proxy for Student Internships.</p>
<p>Actions taken after completing the Internship</p>	<p>1) After completing the Internship, the Student is obligated to submit the following documents to the Rector's Proxy for Student Internships.</p> <ul style="list-style-type: none"> • Internship application form previously signed (Annex 1); • Internship agreement previously signed (Annex 2); • Data Processing Agreement previously signed • Internship Logbook signed by the workplace Internship Supervisor (Annex 3); • Internship Report completed by the Internship Supervisor (Annex 4); • Internship Report prepared by the student (Annex 5)
B) INTERNSHIP CREDITED ON THE BASIS OF EMPLOYMENT / CONDUCTING BUSINESS ACTIVITY / TAKING OTHER FORMS OF ACTIVITY	
<p>Actions taken to receive credit for the activity declared as the equivalent of the internship</p>	<p>1) The Student is obligated to submit the following documents the to the Rector's Proxy for Student Internships:</p> <ul style="list-style-type: none"> • Application for crediting the Internship based on employment/ business activity/undertaking other forms of activity (Annex 6) • additional documents indicated in the application (the certificate of employment and the confirmation of professional duties/ the volunteer certificate/ the confirmation of conducting business activity - CEIDG certificate, etc.)

INTERNSHIP I, II, III APPLICATION FORM
(circle as applicable)

Student's details

First name and surname:

Address of residence:

Register number:

Mode of study: full-time / part-time *

Program of study: **First-cycle**

Field of study: **INTERNATIONAL RELATIONS**

Specialization:

Year of study:

Semester of study

Student's phone number:

Student's e-mail address:

Internship details

Duration of the internship: from..... to

Name and address of the workplace in which the student intends to undertake the internship
.....
.....

Name of the department / organizational unit where the student will undertake the internship
.....

Stamp of the company / institution / facility *, which initially agreed to the student's undertaking of the student internship program.



*circle as applicable

After completing the internship

<i>I acknowledge the completion of Internship I, II, III</i>	<i>I do not acknowledge the completion of Internship I, II, III</i>
..... (date) (signature of the Rector's Proxy for Student Internships) (date) (signature of the Rector's Proxy for Student Internships)

Employer description (legal form, industry, the territorial scope of the activity):

.....
.....
.....

Description of department(s), where the student intends to undertake the internship:

.....
.....
.....

Nature of planned tasks and works (substantive, organizational and auxiliary works):

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.....

Knowledge to be acquired during the internship (what will you learn?):

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.....

Skills to be acquired during the internship (what will you learn?):

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Social competences to be acquired during the internship (what will you learn?):

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.....

How is the place of practice relevant to the internship program for a given field of study:

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.....
.....
.....
.....

.....
(Student's signature)

Approval of the Rector's Proxy for Student Internships to undertake the internship in the place chosen by the student

.....
(date)

.....
(signature of the Rector's Proxy for Student Internships)

AKADEMIA WSB
ul. Ciepłaka 1C
41-300 DĄBROWA GÓRNICZA
Tel. (32) 262-28-05

Dąbrowa Górnicza,

INTERNSHIP AGREEMENT

Between WSB University, represented by the **Rector dr hab. Zdzisława Dacko-Pikiewicz, prof. AWSB**, hereinafter referred to as the University and

.....
.....

(name and address of the workplace)

hereinafter referred to as the Workplace, represented by the President/Director/Plant Manager.....

.....
was entered into for the period from to and it reads as follows:

1. In the academic year 20.../20..., the University refers the following student to the Workplace to undertake the internship:

Student's name and surname	Address of residence	Study
		Field: INTERNATIONAL RELATIONS (first-cycle program) Mode of study: full-time / part-time * Year of study: Semester of study: Register no: <small>*circle as applicable</small>

2. The Workplace shall:
 - a) familiarize students with the documents in force in their activity and related to the job position, e.g. company work regulations, regulations on the protection of state and official secrets, and health and safety regulations.
 - b) appoint a company representative (internship tutor) to supervise the performance of tasks resulting from the internship program.
 - c) enable the Plenipotentiary for Student Internship to exercise didactic and educational supervision and control over the student internship.
 - d) request the University to dismiss a student who has undertaken the internship on the basis of a referral, if he / she grossly violates work discipline. If the violation of the work discipline caused a threat to life or health, the employer may prevent the student from continuing the internship.
1. The University shall exercise didactic and educational supervision over the course of internship. The Plenipotentiary for Student internship, as a University representative, is the superior of students during the internship, is responsible for the implementation of the internship program in accordance with its purpose, and is authorized to settle matters related to the course of the internship together with the representative of the Workplace.
2. The internship is unpaid.
3. The University may, within its capabilities, inform the public via an Informant or other information channel that the Workplace supports students in obtaining higher education and at the same time thank them, on behalf of the Student, for enabling the internship, to which the Workplace agrees.
4. The Agreement has been made in two identical copies, one for each party.

.....
Rector's Proxy for Student Internships

.....
Signature and stamp of the Director or an authorized person

Annex no. 1
to Internship Agreement
Personal Data Processing Agreement
(hereinafter referred to as “**Data Processing Agreement**”)

between:

WSB University with its registered office: 41-300 DąbrowaGórnicza, ul. Ciepłaka 1C, taxpayer identification number 629-10-88-993, entered in the register of private universities and private universities’ associations, the ordinal number 66
(hereinafter referred to as the “**Administrator**”) and

.....
(hereinafter referred to as the “**Processing entity**”)

Collectively referred to as the “**Parties**”, and each of them separately also referred to as the “**Party**”

Having regard to the fact that the Parties shall be connected by the Agreement concluded on, the subject thereof is referral of a student to internship (hereinafter referred to as “**Agreement**”), for the performance thereof personal data processing is necessary, the Parties have agreed as follows:

§ 1 Definitions

The Terms used in the Data Processing Agreement have the following meanings:

- 1) Administrator – a natural or a legal person, a public authority, an individual or other entity that determines the purposes of personal data processing independently or jointly with others,
- 2) Personal data – information on a natural person that is identified or possible to identify (“data subject”); a legal person that is possible to identify is a person who can be identified directly or indirectly, particularly based on identifier such as first name and surname, identification number, location data, online identifier or one or more special factors determining a physical, physiological, genetic, mental, economic, cultural or social identity of the natural person,
- 3) Working days – the days of Monday to Friday, excluding public holidays,
- 4) Violation – security breach leading to an accidental or unlawful destruction, loss, modification, unauthorised disclosure or unauthorised access to the personal data sent, stored or processed in other way.
- 5) Supervisory authority – a public authority acting for the purpose of protection of basic rights and freedoms of natural persons in relation to processing and facilitation of free flow of personal data,
- 6) Sub-processing – further entrusting of processing of personal data by the Processing entity,
- 7) GDPR – Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing directive 95/46/WE (General Data Protection Regulation).

§ 2 Data Processing Agreement subject

1. Administrator shall entrust the Personal Data to the Processing entity to process based on the principles laid down in Agreement
2. For the provision of service laid down in Data Processing Agreement, the Processing entity shall not be entitled to additional fees other than specified in the contract.

§ 3 Processing time and subject

1. The Personal Data entrusted to processing in relation to implementing the Agreement on the implementation of student internship is the processing subject.
2. Entrusting the processing of the Personal Data shall be for the period of implementation of Agreement.

§ 4 Processing purpose and nature

1. Personal Data shall be processed in order to implement the Agreement
2. Processing of the personal data entrusted shall be continuous and shall be in writing or information system. Processing of the personal Data entrusted shall cover the actions of processing: gathering, perpetuating, storing, viewing, using, sending, removing, destroying.

§ 5 Processing command

By concluding a Data Processing Agreement, the Processing entity, as well as every person acting under the authority thereof who has access to Personal Data, is commanded by the Administrator to process Personal Data,

which constitutes a documented command in the sense of Art. 28 paragraph 3 letter a in conjunction with GDPR Art. 29.

§ 6 Parties' statements

1. The Processing entity shall act according to the obligations under the GDPR and universally applicable Polish legislation.
2. The Administrator shall declare that they are entitled to entrusting the processing of the Personal Data.
3. The Administrator is entitled to granting authorisation, giving instructions and commands in the sense of GDPR Art. 29 to the Processing entity.
4. The Administrator shall entitle the Processing entity to grant authorisation, give instructions and commands in the sense of GDPR Art. 29 to the further processing entities.

§ 7 Parties' obligations

1. The Processing entity shall declare that they provide with the sufficient guarantees to implement the appropriate technical and organisational means in order to make sure the processing meets the GDPR requirements and protects the rights of the data subjects.
2. The Processing entity is obliged to:
 - 1) Process the Personal Data in a manner meeting the GDPR requirements, other commonly applicable legislation, Data Processing Agreement, and the instructions given by the Administrator
 - 2) Process the Personal Data solely by documented order of the Administrator, which also involves forwarding the Personal Data to a third State or an international organisation, unless this obligation is provided for in the existing legislation. In such case, the Processing entity shall inform the Administrator about the legal obligation regarding Personal Data processing before the beginning to process thereof, unless the existing legislation forbids to give such information due to important public interests.
 - 3) Allow only the authorised individuals to process the Personal Data.
 - 4) Allow processing of the Personal Data only to the individuals who were obliged to maintain secrecy or who are under the statutory obligation of maintaining secrecy to.
 - 5) Ensure that every person performing actions under the Processing entity's authority and having access to Personal Data processes it only by the Administrator's order, unless it is required by the European Union's or Polish legislation.
 - 6) Take all the technical and organisational measures required by GDPR Art. 32.
 - 7) Comply with the terms of the services of the entity, to whom the Personal Data is subprocessed, indicated in paragraphs 7-11 hereafter.
 - 8) In case of a need and under the Administrator's command, help the Administrator during a prescribed period as designated, by applying the appropriate technical and organisational means, fulfilling the conditions regarding responding to requests of the data subject, on their rights set out in the third chapter of GDPR.
 - 9) Inform the Administrator immediately, however not later than within two working days about the data subject's referral of correspondence to the Processing entity including a demand on the exercise of the rights thereof set out in the third chapter of GDPR, as well as make the correspondence content available; the Processing entity is not entitled to give any information to person independently on the request.
 - 10) In case of a need, and on the Administrator's request, help the Administrator meet the obligations stated in GDPR Art. 32-36, including applying measures in order to prevent Violations from occurring and in appropriate cases, the means to minimise their possible negative outcomes.
 - 11) Make all the information needed to demonstrate the fulfilment of all requirements stated in GDPR available to the Administrator at their request.
3. After finding a Violation, the Processing entity shall report it to the Administrator without undue delay, within 24 hours after finding the Violation. The report shall be made via the Administrator's e-mail address, using the template a model of is in Annex 2 to the Data Processing Agreement.
4. If the information in the report referred to in paragraph 3 above cannot be given at the same time, the Processing entity is obliged to give it gradually without undue delay.
5. The Processing entity shall document all Violations, including the circumstances thereof, the outcomes thereof, and the remedial actions taken.

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6. The Processing entity is not entitled to forwarding the information regarding the Violation to any other entities, especially to Personal Data subjects or supervisory authority.
7. The Processing entity can only use the services of such further processing entities that ensure the sufficient guarantees of implementation of the appropriate technical and organisational means, in order for the processing to meet the GDPR requirements and protect the data subjects.
8. The Processing entity is entitled to delegate the sub-processing to the entities designated in Annex 3 to the Data Processing Agreement.
9. The Processing entity shall inform the Administrator about all the intended changes regarding adding or replacing the entities designated in Annex 3 not later than within 21 days before their introduction, and the Administrator can object within that period, during which they explain the grounds to propose not to accept the new entity. The objection stands for the lack of agreement to add or replace such an entity.
In this case, the Parties have the right to terminate the contract with immediate effect.
10. In case the Processing entity intends to apply sub-processing towards an entity of a third State, they must obtain the Administrator's detailed prior consent in writing.
11. If the Processing entity delegates sub-processing to take particular processing actions on the Administrator's behalf, the Processing entity shall ensure that the further processing entity fulfils the same obligations regarding Personal Data protection, as were imposed on the Processing entity by the Data Processing Agreement.

§ 8 Right to control

1. The Processing entity allows the Administrator or an auditor authorised by thereof to conduct audits, including inspections, and shall contribute to them.
2. The Processing entity shall inform the Administrator immediately if the given instruction on the basis of § 7 paragraph 2 point 2) of the Data Processing Agreement or on the basis of paragraph 1 above is a violation of GDPR or other existing legislation.
3. In the case of the Processing entity having an obligation to keep a record of all categories of processing actions performed on the Administrator's behalf, shall make it available to the Entity hiring on their request.

§ 9 Responsibility

1. Each of the Parties is responsible for the injury caused to the other Party and the third parties in discharging the Data Processing Agreement in accordance with the provisions of the Civil Code.
2. The Processing entity shall take responsibility for the actions of the employees thereof and other people with the help of whom they process the Personal Data, as well as for their own actions and omission.
3. The Processing entity is responsible for the injuries caused by the processing of Personal Data in a manner infringing the GDPR provisions, other existing legislation or the provisions of the Data Processing Agreement, if they did not fulfil the obligations imposed on the thereof by the GDPR legislation, as well as other legislation or the provisions of the Data Processing Agreement or when they have acted outside or the contrary to lawful instructions of the Administrator.
4. The Processing entity is obliged to cooperate with the Administrator on the request thereof in order to determine the causes of injury suffered by the data subject.
5. In case if for the injury caused by Personal data processing both Administrator and the Processing entity are held responsible, they shall be jointly and severally liable for the injury in its entirety.
6. In case of Administrator paying compensation for the entire injury caused by processing, they have the right to demand the Processing entity to refund a part of the compensation referring to the part of the injury they are liable for according to the paragraph 3 above.

§ 10 Duration and termination of the Data Processing Agreement

1. Data Processing Agreement shall be concluded for the duration of operation of the Agreement. In order to avoid concerns, the termination of the Agreement leads to termination of Data Processing Agreement.
2. Parties can terminate the Data Processing Agreement in accordance to the provisions of the Agreement.
3. After the end of the provision of services related to processing, the Processing entity is obliged to remove or give the Personal Data entrusted – depending on the Administrator's decision, as well as

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remove all the existing data thereof, unless the existing legislation requires that the Personal Data remains processed.

On the Administrator's request, the Processing entity shall send the confirmation in writing of the destruction of the Personal Data within the time allowed by the Administrator.

4. In case of the scope of the Personal Data entrusted getting changed or limited, paragraph 3 shall apply mutatis mutandis to the Personal Data, which due to the change or limitation shall not be entrusted to the Processing entity.
5. The Administrator is entitled to terminate the Data Processing Agreement without notice, as long as there is at least one of the following premises:
 - a) Processing entity does not fulfil obligations indicated in GDPR or other existing legislation,
 - b) Processing entity does not fulfil the obligations indicated in Data Processing Agreement
 - c) Administrator is not provided with the capability of exercising the right to control.
6. Existing grounds for termination of the Data Processing Agreement without notice is the basis for termination of the Data Processing Agreement without notice.
7. Each of the Parties is granted the right to terminate the Data Processing Agreement with immediate effect in case of breach of the terms of the Data Processing Agreement by the other party.

§ 11 Contact details

1. In matters relating to the implementation of the Agreement, the Parties shall be represented by the Representatives of the Parties.
2. All correspondence relating to the matters regarding the Data Processing Agreement shall be addressed to the contact details of the Parties.
3. Notifications, which are not required to be in writing according to the Data Processing Agreement or existing legislation, shall be submitted to the Parties electronically via email:

1) Administrator:..... 2) Processing entity:.....

§ 12 Final provisions

1. Data Processing Agreement is subject to the Polish law and shall enter into force on the day of signing by the Parties.
2. Annexes are an integral part of the Data Processing Agreement,
3. In matters ungoverned by the Data Processing Agreement, the existing legislation shall apply.
4. All changes or supplements to the Data Processing Agreement require to be in writing under pain of nullity, unless the Data Processing Agreement provides otherwise.
5. Processing entity is not allowed to transfer rights or obligations resulting from the Agreement without the prior written consent of the Administrator.
6. A court having jurisdiction in the matters regarding disputes as to exercise the Data Processing Agreement is the Court applicable to the Administrator's office.
7. Data Processing Agreement was provided in two copies, one for each Party.

Administrator

Processing entity

List of annexes:

Annex no. 1 – Processing Subject – The scope of Personal Data

Annex no. 2 – Personal data protection violation – report template

Annex no. 3 – List of subjects to whom the Processing Entity sub-processes the processing of Personal Data

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Annex no. 1

Processing subject – scope of Personal Data

1. Categories of data subjects
2. Type of Personal Data

Ordinary data	Particular categories of personal data (health information if required)	Personal data regarding convictions and infringements or related security measures
Student: Name, surname, address, mobile phone number, e-mail address, birth date, university's name and registered office, department, field of study, specialty. Miscellaneous:.....	Does not apply	Does not apply

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Annex no. 2

Personal data protection violation – report template

Report of personal data protection violation no.	
Date of report:	
Nature of Violation	
• Date of Violation	
• Duration of Violation	
• Place of Violation occurrence	
• Date of Violation claim	
• Place of Violation claim	
• Categories of data subjects to whom the Violation pertains	
• Approximate number of data subject to whom the Violation pertains	
• Categories of personal data to which the Violation pertains	
• Approximate number of personal data entries to which the Violation pertains	
• Nature of personal data to which the Violation pertains	
• Scope of personal data to which the Violation pertains	
• Data subjects to whom the Violation pertains	
• Information system wherein the Violation occurred (if applies)	
Inspector of Personal Data's full name and contact information or designation of another contact point from whom more information on the Violation can be acquired	
Description of possible Violation consequences, including the impact on data subjects to whom the Violation pertains	
Description of the means applied or suggested by the Processing Entity in order to remedy the Violation, including the means used at appropriate cases in order to minimize the possible negative outcomes	
Expected time of removing the Violation consequences	
Other relevant information regarding Violation	
Does the information provided comprise the whole information pertaining Violation of personal data protection?	

**Annex no. 3 List of subjects to whom the Processing Entity sub-processes
the processing of Personal Data**

No.	Name of entity	Entity's registered office and address
1.		
2.		
3.		
4.		
5.		
6.		

INTERNSHIP LOGBOOK/ INTERNSHIP I, II, III (circle as applicable)

The course and description of activities undertaken during the internship.

Student's name and surname.....

Register number:.....

Specialization:

Year of study, semester, mode of study: full-time / part-time (circle as applicable)

Duration of the internship: from to

Name and address of the workplace where the internship takes place

.....

Name of the department where the internship was undertaken.....

.....

Name of the supervisor on the part of the workplace .

.....

The register should contain a daily description of your activity in a given workplace (each day in a separate row of the table). What were your tasks? What problem, activity and function did you familiarize yourself with on a particular day? Sheets with tables should be as many as needed to describe all days of the internship.

Workplace stamp



.....

date

.....

signature and stamp of the workplace internship tutor

A company's internship tutor from a given workplace confirms, on an ongoing basis, the descriptions from particular days of the internship (in the last column of the table) and signs the entire register completed by the student on the last day of the internship.

The title page of the internship register should be printed only once.

Student's name and surname:

.....

From to

The sum of the clock hours on the given page of the register:

day (dd/mm/yyyy)	Internship hours from...to...	Number of hours on a given day	Specification of activities, work, tasks, duties and functions performed.	Confirmation (in the form of a signature and stamps) and the comments of the company internship tutor

*This page of the internship register should be duplicated as many times as needed to describe all the days of the internship
(one row of the table is used to describe internship completed within one day only)*

THE REPORT ON THE COMPLETION OF INTERNSHIP I, II, III (circle as applicable)
(completed by the company's internship tutor)

INTERNSHIP I, II, III (circle as applicable) IN THE FIELD OF INTERNATIONAL RELATIONS FIRST-CYCLE PROGRAM	Total: 960 hours* (3x320 hours)
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Student's name and surname:

.....

Name and address of the institution / facility

.....
.....

Duration of the internship from to

Name and surname of the company's internship tutor

Confirmation of the learning outcomes achieved		Please enter: yes, no
KNOWLEDGE	1) The student has basic knowledge of management as a science;	
	2) The student has familiarized themselves with the regulations governing the functioning of the workplace where the internship takes place;	
	3) The student has learned about the scope of activity of organizational units and positions where the internship takes place;	
	4) The student has learned about the detailed tasks of people performing specific functions in the structure of the workplace and their mutual relationships;	
	5) The student familiarized himself/herself with the types of documents functioning on the workplace and the ways of filling them in;	
	6) The student has broadened the knowledge of the field of study with a practical aspect.	
SKILLS	1) The student has the ability to apply theoretical knowledge about management in a specific functional area of the organization;	
	2) The student can prepare their work site;	
	3) The student can use the resources of the company necessary to perform work;	
	4) Student can solve problems and tasks related to the work performed;	
	5) The student can not only observe, but also, if possible, actively participate in everyday works performed by specialists in their field;	
	6) The student can apply theoretical knowledge and acquired skills in practice.	
SOCIAL COMPETENCES	1) The student is aware of the level of their knowledge and skills, understands the need for continuous professional and personal development.	
	2) The student can evaluate their own competences and improve their skills by setting directions for their own development and education.	
	3) The student can work in a team performing both tasks related to the implementation of imposed goals, as well as setting them and organization of the team work.	
	4) The student is active and persistent in performing team activities.	
	5) The student correctly identifies and resolves dilemmas related to the profession.	
	6) The student can think in an entrepreneurial way, is open to starting and conducting their own business activity, is ready to take up professional challenges.	

Grade obtained during the internship*
(in digits: 2,0; 3,0; 3,5; 4,0; 4,5; 5,0 – please enter with a digit after the comma)

.....
Date

.....
Signature and stamp of the company's internship tutor

* Evaluation criteria are provided on pages 2 and 3 of the report

**CRITERIA FOR THE COMPLETION OF THE STUDENT INTERNSHIP
IN THE FIELD OF INTERNATIONAL RELATIONS
AT WSB UNIVERSITY**

Grade 5.0 (very good)

is received by a student who, during the internship:

- has a high level of knowledge in their field of study,
- can effectively use their knowledge in the field of study and apply it in practice successfully,
- shows a perfect ethical attitude and exemplary conduct towards employees and other stakeholders of the institution,
- can work very effectively in a team,
- analyzes, in a full and factual way, problems and documentation related to the activities of a given institution,
- sets a plan of action very efficiently, including modifications to the action in problem situations,
- performs tasks planned by the company's internship tutor perfectly, independently and efficiently,
- undertakes activities specified and assigned by the company's internship tutor and shows own initiative and exemplary commitment,
- is creative in action and has interpersonal and communication skills.

Grade 4.5 (good plus)

is received by a student who, during the internship, has partially satisfied the criteria for obtaining grade 5.0 (very good).

Grade 4.0 (good)

is received by a student who, during the internship:

- has a satisfactory level of knowledge in their field of study,
- can effectively use their knowledge in their field of study and apply it successfully in practice,
- shows an appropriate ethical attitude and proper behavior towards employees and other stakeholders of the institution,
- can work efficiently in a team,
- analyzes the problems and documentation related to the activity of the institution sufficiently well,
- sets a plan of action efficiently, including modifications to the action problem situations,
- performs tasks planned by the company's internship tutor correctly, independently and efficiently,
- undertakes activities specified and assigned by the company's internship tutor

Grade 3.5 (satisfactory plus)

is received by a student who, during the internship, has partially satisfied the criteria for obtaining grade 4.0 (good).

Grade 3.0 (satisfactory)

- is received by a student who, during the internship:
 - has a small amount of knowledge in their field of study,
 - can use their knowledge of their field of study sufficiently and apply it in practice if assisted by the company's internship tutor,
 - shows an appropriate ethical attitude and appropriate behavior towards employees and other stakeholders of the institution,
 - can work in a team,
 - analyzes problems and documentation related to the activities of a given institution after receiving guidance from the company's internship tutor.
 - sets a plan of action including modifications to the action in problem situations with the help of a company's internship tutor,
 - performs tasks planned by the company's internship supervisor only when he/she cooperates with the tutor and receive his/her instructions,
 - undertakes activities specified by the company's internship tutor.
 - is interested in broadening knowledge and improving the efficiency of their action,
 - work, is limited to implementing the instructions of the company's internship tutor.

Grade 2.0 (unsatisfactory)

- is received by a student who, during the internship:
 - has a very small amount of knowledge in their field of study,
 - is unable to use their knowledge of their field of study and does not have the ability to do practical work even when the company's internship tutor helps them,
 - shows an inadequate ethical attitude and inappropriate behavior towards employees and other stakeholders of the institution,
 - cannot work in a team,
 - cannot analyze problems and documentation related to the activities of a given institution, and even after receiving guidance from the company's internship tutor,
 - does not set a plan of action including modifications to the action in problem situations and is limited to the implementation of the instructions of the company's internship tutor,
 - performs tasks assigned incorrectly even when he/she cooperates with the tutor and receives his/her instructions,
 - performs tasks assigned incorrectly even in cooperation with and with instructions from the company's internship tutor ,
 - is not interested in broadening their knowledge and improving the efficiency of their action,
 - at work, is limited to implementing the instructions of the company's internship tutor.

1. How do you assess formal student internship documents? (you can mark any number of answers)
 - The documents are clear
 - The documents are incomprehensible
 - Filling in the documents is time-consuming
 - In my opinion, the number of documents is too large
 - Documents need to be supplemented due to:
.....
.....
2. How do you assess the duration of your student internship (320 hours)? (please tick one answer)
 - The internship involves too few hours, I believe that it should take...hours.
 - The internship involves too many hours, I believe that it should takehours.
 - The number of hours of the internship is sufficient
3. Do you think that the course of the student internship is appropriate?
 - Yes
 - No, the internship is too early
 - No, the internship is too late
 - I do not know
4. Do you think that internship has an impact on student professional activity?
 - Definitely yes
 - Probably yes
 - I do not know
 - Probably not
 - Definitely not
5. What did the student have the biggest problems with:
.....
.....
6. Taking into account the list of learning outcomes that the student was supposed to achieve during the internship, which you would change, remove or add?
 - Knowledge, what?
.....
.....
 - Skills, which ones?
.....
.....
 - Social competences, which ones?
.....
.....
7. Do you agree to accept students of WSB University in the future?
 - Yes
 - No
 - I do not know

.....
Signature and stamp of the company internship tutor

STUDENT'S REPORT
ON INTERNSHIP I, II, III - E-SURVEY
(circle as applicable)

Please attach a printout of the questionnaire which has been previously filled in by the student in an electronic version to the documentation confirming the completion of **INTERNSHIP I, II, III** *(circle as applicable)*.

The questionnaire can be found at: <https://badania.wsb.edu.pl/index.php/385322?lang=en>

.....
(student's name and surname, register number)
.....
(specialization)
.....
(phone number and e-mail address)

Dąbrowa Górnicza,

Mode of study: full-time/ part-time*
Program of study: first-cycle
Year of study, semester

Name and surname of the Supervisor:
.....

APPLICATION FOR CREDIT FOR THE INTERNSHIP I, II, III
(circle as applicable)
ON THE BASIS OF EMPLOYMENT/CONDUCTING BUSINESS ACTIVITY / TAKING OTHER FORMS OF ACTIVITY *

To the Rector's Plenipotentiary for Student internship

I request credit for the internship I, II, III (circle as applicable) completed in (company's name, address)

.....
.....

In the form of*:

- employment under an indefinite duration employment contracts
- employment under a fixed-term employment contract
- employment under a civil law contract
- conducting business activity
- volunteer work
- undertaking different activity relevant to the field of study (which?)

which I confirm with the documents enclosed**

I enclose:

1.
2.
3.

The date of commencing and finishing the internship / volunteer work / work * from to

* circle as applicable

** it can be a contract of employment / certificate of employment and a confirmed scope of duties/job description; a certificate of completed internship together with the internship program; a certificate of volunteer work and tasks performed, the confirmation of conducting business activity- a CEIDG certificate, etc. Only copies of documents confirmed as true copies of the original document are recognized.

The topic of a Bachelor thesis (it applies only to semester 5)

.....

* circle as applicable

I agree to recognize the student's activity as an equivalent of the Internship I, II, III	
<p>..... (date) (Supervisor's signature)***</p> <p>*** Supervisor's signature is required only when the student gathers materials necessary to write a Bachelor thesis during the internship in semester 5.</p>	<p>..... (date) (signature of the Rector's Proxy for Student Internships)</p>

Description of the employer (legal form, branch, territorial scope of the activity):

.....
.....
.....

Description of the student's present/previous* position (s):

.....
.....
.....

The nature of the tasks and works performed (substantive, organizational and auxiliary works):

.....
.....
.....
.....
.....

Knowledge acquired during work (what have you learned?):

.....
.....
.....
.....
.....

Skills acquired during work (what have you learned?):

.....
.....
.....
.....
.....

Social competences acquired during work (what have you learned?):

.....
.....
.....
.....

How is professional experience/business activity relevant to the internship program in the given field of study:

.....
.....
.....
.....

.....
(student's signature)

I confirm the description of the student's professional work

.....
place, date

.....
Surname and first name, stamp and signature of the superior