

INTERNSHIP I, II, III PROGRAM <i>(circle as applicable)</i> IN THE FIELD OF INTERNATIONAL RELATIONS FULL-TIME AND PART-TIME FIRST-CYCLE STUDY PROGRAM	Semesters 2,4,5 <i>(circle as applicable)</i>	Total: 960 hours* (3 x 320 hours)
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*in teaching hours 1h=45 min

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 study programs students complete three internships: internship I, internship II and internship III.
3. The internship is non-paid and completed according to the study program in the **second, fourth and fifth** semesters of studies.
4. Students search for the internship independently and the details of internship need to be agreed with the management or the students use the University database.
5. Students complete the internship and submit the documents confirming fulfilment of the internship according to study program in each semester and according to information presented on the University's website.
6. WSB University does not participate in costs of undertaking the internship.
7. Students are obliged to insure against accidents for the duration of the internship.

Description of the internship

1. The internship involves 320 hours per each semester (2nd, 4th, 5th semesters), the 960 hours in total.
2. The internship may take place in economic units (including in the form of own economic activity), in public administration units, scientific units, non-governmental organizations, and European Union institutions – hereinafter referred to as the “Company/Institution” – if the nature of the student's internships is in line with the profile of the field of study.

The objective of the internship

The possibility of comparing knowledge gained during studies with practice in the area of corporate management, expanding it with skills necessary in the process of company management. The internship allows the student to gain practical experience and broaden knowledge, which are necessary for the pursuit of the profession.

The specific objectives of the internship are:

- to broaden the knowledge acquired during the studies and develop the skills to use it,
- to familiarize the student with the specificity of the professional environment,
- to develop professional skills related to the place of the internship,
- to develop the ability of effective communication skills within the organization,
- to familiarize oneself with the organizational structure, the rules of workplace organization and division of competences, procedures, the process of work planning, and control,
- to improve the skills of organizing own and team work, effective time management, conscientiousness, and responsibility for assigned tasks.

Tasks to be carried out:

1. To familiarize oneself with the mission, goals, strategy and organization of the company (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 the company (institution) in relation to its specific departments (e.g. marketing, human resources, accounting, finance, planning, economic analysis etc.) and 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 the ways of recording basic economic operations conducted by individual departments. The flow of documents.
6. To familiarize oneself with the data registry system in the company (institution) and its suitability for decision-making purposes.
7. To familiarize oneself with the organization of economic processes, organization of executive and managerial work in the company (institution).
8. To familiarize oneself with the principles, methods, techniques and tools used in management.

The forms of activity conducted during the internship

1. Meetings with managers and other employees.
2. The observation of the work of specialists in the particular field
3. The independent completion of tasks assigned by the management or the company internship supervisor.
4. Participation in meetings and training.
5. The analysis of the organizational structure and the company's documentation.
6. Participation in discussion about the problems related to the company functioning.
7. The planning of tasks (performed by the student).

Learning outcomes to be achieved by the student during the internship.

1) Knowledge:

- The student has the basic knowledge of management as a science;
- The student has learned the rules 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 familiarize himself/herself with the documents used in the company and the way of filling them in;
- The student has expanded the knowledge of issues related to the field of study with a practical aspect.

2) Skills

- The student can apply theoretical knowledge of management in the specific field of company's functioning;
- The student can prepare the workplace;
- The student can apply business resources necessary to do the job;
- The student can solve problems and tasks related to the job/the work done;
- The student can not only observe, but also actively participate in everyday duties made by the specialists in his/her field;
- The student can apply theoretical knowledge and acquired skills into practice.

3) Social competences:

- The student is aware of the level of his or her knowledge and skills and understands the need for constant personal and professional development;
- The student can self-assess his/her own competences and improves the skills, determining the directions of self-development and education.
- The student can work in a team performing tasks related to completing assigned tasks as well as setting them and the organization of team work.
- The student is active and has perseverance in performing team activities;
- The student correctly identifies and judges the dilemmas related to completing the job.
- The student can think in an entrepreneurial way, is open to starting and running his/her own business activity/company, is ready for professional challenges.

The methods of the verification of learning outcomes and assessment criteria

Knowledge:

- observation of the student during the internship program;
- checking the student's knowledge by the company internship supervisor on an ongoing basis;
- giving an opinion and the assessment of the intern's knowledge by the company internship supervisor;

- preparing an internship report by the student and its analysis.

Skills:

- Observation of the student during the internship;
- Checking the student's skills by the company internship supervisor;
- Giving an opinion and assessment of the intern's skills by the company internship supervisor;
- The conclusions from the analysis of the student's internship.

Social competence:

- Observation of the student during the performance of tasks related to the internship;
- Checking the social competences by the company internship supervisor and other employees from the company during the internship;
- The opinion and assessment of social competences by the company internship supervisor;
- Analysis of the internship report;
- Discussion with the student.

The mode, conditions and documentation for crediting the internship

1. The internship in the company needs to be appropriately documented.
2. The following types of the internship can be approved:
 - The internship organized by the University - the student uses the offers presented by the University;
 - The internship completed in the company/institution chosen by the student, provided that work done in the company is consistent with the internship program in a given field of study;
 - Employing the student in the company/institution, volunteer work or job placement in a position consistent with the internship program in a given field of study;
 - Running own company if the character of the activity is in line with the internship program in a given field of study.
3. The applicable documentation is provided below.

INTERNSHIP GUIDELINES AND PROCEDURES

<p>Actions taken before undertaking the internship</p>	<p>1) Before undertaking the internship, the Student is obliged 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); • GDPR Information Clause • Internship Agreement (Annex 2) (two copies); <p>Before undertaking the internship, all necessary documents should be stamped and signed by the authorized person in the workplace where the internship will take place and then approved by the Rector's Proxy for Student Internships.</p>
<p>Actions taken after completing the internship</p>	<p>2) After completing the internship, the Student is obliged to submit the following documents to the Rector's Proxy for Student Internships.</p> <ul style="list-style-type: none"> • Internship Application Form with the Approval of the Rector's Proxy for Student Internships (Annex 1); • Internship Agreement previously signed (Annex 2); • GDPR Information Clause previously signed • Internship Logbook signed by the workplace Internship Supervisor (Annex 3); • Report on the Completion of the Internship completed by the Company Internship Supervisor (Annex 4); • Printed Internship Questionnaire completed by the Internship Supervisor (Annex 4); • Internship Report prepared by the student (Annex 5) <p>• After checking the documents submitted by the student, conducting a verification interview, assessing the fulfilment of the conditions for completing the internship specified in the Internship Rules and Regulations, the Rector's Proxy for Student Internships decides to acknowledge the completion of the internship and gives credit in the internship course card and in the academic transcript in the Virtual University system.</p>

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 company in which the student intends to undertake the internship:

.....

.....

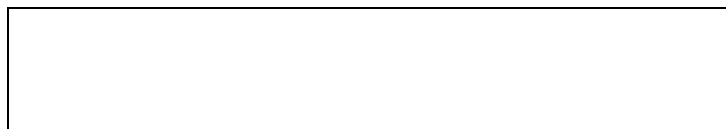
Name of the department / organizational unit where the student will undertake the internship:

.....

.....

Internship Supervisor (First Name, Surname, Job Position).....

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



I give consent to the processing of my personal data for the purpose of undertaking the internship and I declare that I have read the content of the information clause on the processing of personal data for the purpose of the student internship.

.....

Student's signature

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>
<p>.....</p> <p>(date) (signature of the Rector's Proxy for Student Internships)</p>	<p>.....</p> <p>(date) (signature of the Rector's Proxy for Student Internships)</p>

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

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.....
.....

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

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

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?):

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

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

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

.....
(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)

GDPR Information Clause:

1. GDPR information obligation on the conditions for the processing of personal data: The Controller of personal data is Akademia WSB (WSB University) with its registered office in Dąbrowa Górnicza 41-300, ul. Cieplaka 1c. To contact us, send an e-mail to: rektorat@wsb.edu.pl or call +48 32 262-28-05.
2. Please be informed about the appointment of the Data Protection Officer, the function of which is performed by Martyna Kucharska-Staszal. You can contact her by sending an e-mail to: iod@wsb.edu.pl or by calling +48 513-457- 575.
3. Personal data will be processed pursuant to Art. 6 sec. 1(c) GDPR, in connection with the conclusion by the University of an agreement on the conduct of the student internship, which is one of the student's obligations under art. 107 para. 2 point 2 of the Law on Higher Education and Science of July 20, 2018 (Journal of Laws 2018, item 1668, as amended) and may result from the study program pursuant to Art. 67 sec. 5 of the aforementioned Act, because the internship is aimed at achieving learning outcomes shaping practical skills referred to in Art. 64 sec. 2 point 1 of the said Act by the student.
4. The recipients of personal data will be the following entities: internship organizers, who independently or jointly with others determine the purposes and methods of personal data processing on the basis and within the limits of the agreement concluded by the University on the implementation of student internship and bodies operating on the basis of applicable law.
5. Personal data will be stored for the period necessary under the applicable provisions of the Law on Higher Education and Science of July 20, 2018 (Journal of Laws 2018, item 1668, as amended) and its implementing acts regulating the obligation to implement the student internship.
6. The student is entitled to request the data controller to access their personal data, rectify it, delete it or limit its processing - within the limits permitted by law. The student is also entitled to object to the processing of personal data, withdraw consent to their processing at any time if the data was processed on the basis of consent - Art. 6 sec. 1 (a) GDPR, without affecting the lawfulness of processing based on consent before its withdrawal.
7. Personal data will not be processed in an automated manner and will not be the basis for automated decision making, including profiling.
8. Personal data will not be transferred to a third country.
9. In connection with the processing of personal data by the Controller, the person is entitled to:
 - a. request access to personal data - art. 15 GDPR;
 - b. request the rectification of personal data - art. 16 GDPR;
 - c. request the deletion of personal data - art. 17 GDPR;
 - d. request the restriction of the processing of personal data - art. 18 GDPR;
 - e. transfer personal data - art. 20 GDPR;
 - f. object to the processing of personal data - art. 21 GDPR;
 - g. withdraw consent to the processing of personal data at any time, if it is based on art. 6 sec. 1 (a) GDPR. The withdrawal of consent to the processing of personal data does not affect the lawfulness of the current processing of this data;
 - h. lodge a complaint with the supervisory authority for the compliance with personal data protection regulations, i.e. the President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw, kancelaria@uodo.gov.pl (in accordance with Article 77 of the GDPR).

I declare that I have read the content of the information obligation on the conditions of processing my personal data, including information about the purpose and methods of personal data processing, as well as the right to access the content of this data and the right to rectify it.

.....

(Student`s signature)

Akademia WSB
ul. Cieplaka 1C
41-300 Dąbrowa Górnicza
tel. (32) 262-28-05

INTERNSHIP AGREEMENT*

(The internship agreement must be printed in two copies)

Between WSB University, represented by **the Rector Assoc. Prof. Zdzisława Dacko-Pikiewicz, PhD**, 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 annex the following student to the Workplace to undertake the internship:

Student's first name and surname	Address of residence	Study
		Field: INTERNATIONAL RELATIONS (first-cycle study program) Mode of study: full-time / part-time * Year of study: Semester of study: Register no: <small>*Please delete 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) with relevant professional experience to supervise the performance of tasks resulting from the internship program and verification of learning outcomes..
- c) enable the Proxy 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.

3. The University shall exercise didactic and educational supervision over the course of internship. The Proxy for Student Internships, 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.

4. The internship is non-paid.

5. 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.

6. 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

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

The course and description of activities undertaken during the internship.

Student's first name and surname:

Register number:

Specialization:

Year of study....., semester, mode of study: full-time / part-time (*delete 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:

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

First name and surname of the company internship supervisor

The logbook should include everyday tasks completed in the company (each day in the separate row of the table). What tasks were fulfilled, what problems did you face, activities and functions you were familiarized with in each day of your internship.

Workplace stamp

--

.....

Date

.....

Signature and stamp of the company internship supervisor

The internship supervisor confirms the description of each day of internship on the daily basis in the last column of the table and sign all document filled by the student during the last day of internship.

The main page of the logbook should be printed only once.

Student's first 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 supervisor

This page of the internship logbook 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 the internship completed within one day only)

PART I

THE REPORT ON THE COMPLETION OF INTERNSHIP I, II, III (circle the appropriate)
(to be completed by the company internship supervisor)

INTERNSHIP I, II, III (circle the appropriate) IN THE FIELD OF INTERNATIONAL RELATIONS FULL-TIME AND PART-TIME FIRST-CYCLE STUDY PROGRAM	Total: 960 hours* (3 x 320 hours)
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Name and surname:

Name and address of the institution/company.....

Duration of the internships from..... to.....

Name and Surname of the internship supervisor.....

		Confirmation of the learning outcomes achieved	Please enter: yes, no
KNOWLEDGE	1)	The student has learnt the rules governing the functioning of the workplace where the internship takes place;	
	2)	The student has learnt about the scope of activity of organizational units and positions where the internship takes place;	
	3)	The student has learnt about the detailed tasks of people performing specific functions in the structure of the workplace and their mutual relationships;	
	4)	The student has familiarized himself/herself with the documents used in the company and the way of filling them in;	
	5)	The student has expanded the knowledge of issues related to the field of study with a practical aspect;	
SKILLS	1)	The student can prepare the workplace;	
	2)	The student can apply business resources necessary to do the job;	
	3)	The student can solve problems and tasks related to the job/the work done	
	4)	The student can not only observe, but also actively participate in everyday duties made by the specialists in his/her field;	
	5)	The student can apply theoretical knowledge and acquired skills into practice;	
SOCIAL COMPETENCES	1)	The student is aware of the level of knowledge and skills and understands the need for constant personal and professional development;	
	2)	The student can self-assess his/her own competences and improves the skills, determining the directions of self-development and education;	
	3)	The student can work in the team performing tasks related to completing assigned tasks as well as setting them and the organization of team work;	
	4)	The student is active and has perseverance in performing team activities;	
	5)	The student correctly identifies and judges the dilemmas related to completing the job;	
	6)	The student can think in an entrepreneurial way, is opened to starting and running his/her own business activity/company, is ready for professional challenges.	

.....
Date

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

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 the 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 supervisor

**CRITERIA FOR APPROVAL OF THE INTERNSHIP FOR THE
INTERNATIONAL RELATIONS FIELD AT WSB UNIVERSITY**

Grade 5,0 (very good)

Receives the student who during the internship:

- presents the high level of knowledge from the field of his or her program of study,
- can use very effectively the theoretical knowledge from the study program and acquire it with success for practical solutions,
- shows perfect ethical attitude and behavior towards the employees and other associates of the institution,
- can very effectively work in the team,
- fully and with detail can analyze the problems and documentation related to activity of the institution,
- can very effectively arrange the plan of activities with usage of modification of actions in the problematic situations,
- perfectly, independently and effectively can fulfill planned tasks assigned by the internship supervisor,
- acquires the actions described and assigned by the internship supervisor at work and shows his or her own initiative and perfect engagement in tasks,
- presents creativity in actions and easiness in mutual communication, has communication skills.

Grade 4,5 (good plus)

Receives the student who during the internship partially fulfilled the criteria in relation to 5 grade (very good).

Grade 4,0 (good)

Receives the student who during the internship:

- presents satisfactory level of knowledge from his or her field of study,
- can apply quite effectively theoretical knowledge from his or her field of study and acquire it into practical actions,
- shows perfect ethical attitude and behavior towards the employees and other associates of the institution,
- can very effectively work in the team,
- can quite well analyze the problems and documentation related to activity of the institution,
- effectively can arrange the plan of action and apply the modified actions to the conditions and problematic situations,
- properly, independently and effectively can fulfill planned tasks assigned by the internship supervisor,
- take actions described and applied by the internship supervisor at work.

Grade 3,5 (average plus)

Receives the student who during the internship partially fulfilled the criteria in relation to 4 grade (good).

Grade 3,0 (average)

Receives the student who during the internship:

- presents little knowledge from the field of his or her study program,
- can use in average the theoretical knowledge from the study program and acquire it with success for practical solutions if the internship supervisor helps the student,
- shows appropriate ethical attitude and behavior towards the employees and other associates of the institution,
- can very effectively work in the team,
- can analyze the problems and documentation related to activity of the institution with internship supervisor's help,

- can arrange the plan of activities with usage of modification of actions in the problematic situations with internship supervisor's help,
- can fulfill planned tasks assigned by the internship supervisor only with the instructions provided by internship supervisor,
- acquires the actions described and assigned by the internship supervisor at work,
- is interested in deepening the knowledge and upgrading the actions taken
- limits the actions to the ones only ordered by the internship supervisor.

Grade 2,0 (poor)

Receives the student who during the internship:

- presents poor knowledge from the field of his or her study program,
- cannot use in average the theoretical knowledge from the study program and cannot acquire it with success for practical solutions if the internship supervisor does not help him or her,
- does not show appropriate ethical attitude and behavior towards the employees and other associates of the institution,
- cannot very effectively work in the team,
- cannot analyze the problems and documentation related to activity of the institution without internship supervisor's help,
- cannot arrange the plan of activities with usage of modification of actions in the problematic situations and is limited to internship supervisor's orders,
- can fulfill planned tasks assigned by the internship supervisor only with the instructions provided by internship supervisor,
- not properly acquires actions also with the cooperation with internship supervisor and his or her instructions ,
- is not interested in deepening the knowledge and upgrading the actions taken,
- limits the actions to the ones only ordered by the internship supervisor and complete them reluctantly.

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?r=survey/index&sid=682574&lang=en>

.....
 (student's name and surname, register number)

 (specialization)

 (phone number and e-mail address)
 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 Proxy for Student Internships
 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>..... (date) (signature of the Rector's Proxy for Student Internships)</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>	

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

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

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

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.....

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

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

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

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

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