Annex 8

…….. Dąbrowa Górnicza, …..……
*(*student's name and surname*)*

…….....
(register number)

MANAGEMENT
(Field of study)
Second-cycle
(Program of study)

…….....
(specialization, year of study, semester)
…….....
(phone number)
…….....
(e-mail address)

APPLICATION FOR CREDIT FOR THE INTERNSHIP ON THE BASIS OF EMPLOYMENT/CONDUCTING BUSINESS ACTIVITY / VOLUNTEER WORK – a procedure in accordance with Art.67 (7)

I request credit for the internship completed in …….. (number of didactic hours) on the basis of employment/conducting business activity/volunteer work (circle as applicable)

.....

.....

(company's name, address)

.....

(student's signature)

Dąbrowa Górnicza, academic year 20…./20…

WSB University
Field: MANAGEMENT**,** SECOND -CYCLE PROGRAM

INTERNSHIP I - CONFIRMATION OF THE LEARNING OUTCOMES ACHIEVED AS PART OF EMPLOYMENT/CONDUCTING BUSINESS ACTIVITY / VOLUNTEER WORK

(completed by the company's internship tutor/ Rector's Proxy)

	Learning outcomes achieved	Activities performed
KNOWLEDGE	1) The student has familiarized themselves with the mission, goals, and the scope of activity of the Organization in which the internship is undertaken, and with external stakeholders of the Organization;	
	2) The student has familiarized themselves with the regulations governing the functioning of the Organization, the scope of activity of organizational units and positions where the internship is undertaken;	
	3) The student has learned about the detailed tasks of people performing specific functions in the structure of the workplace and their mutual relationships;	
SKILLS	1) The student can apply business resources of the Organization necessary to perform work;	
	2) The student can use the acquired theoretical knowledge to perform complex tasks related to the management process assigned by the Internship Supervisor	
	3) The student can apply the acquired theoretical knowledge in the management practice;	
	4) The student can acquire information from appropriate sources while performing assigned complex tasks in the field of Management, analyze them, evaluate their suitability, and ensure data protection according to the Organization rules of data protection.	
SOCIAL COMPETENCES	1) The student is active and persistent in taking responsibility for and performing team activities;	
	2) The student is ready to use the opinions of experienced employees while completing assigned tasks;	
	3) The student is ready to critically evaluate the received content in the field of managing the Organization in which the internship is undertaken.	

……
Signature and stamp of the company's internship tutor/Rector's Proxy

Dąbrowa Górnicza, academic year 20…./20…

WSB University
Field: MANAGEMENT, SECOND -CYCLE PROGRAM

After completing the internship

I acknowledge all learning outcomes on the basis of employment/conducting business activity/volunteer work	I acknowledge conditionally learning outcomes on the basis of employment/conducting business activity/volunteer work	I do not acknowledge learning outcomes on the basis of employment/conducting business activity/volunteer work
…….. (Signature of Rector's Proxy for Student Internship)	…….. (Signature of Rector's Proxy for Student Internship)	…… (Signature of Rector's Proxy for Student Internship)

Appeals
1. The decision of the Rector's Proxy for Student Internships may be appealed against to the Faculty Appeal Committee for the Recognition of Professional Practice within 7 days of delivery of the decision.
2. The Faculty Appeals Committee for the Recognition of Professional Practice shall decide within 14 days from the date of lodging the appeal.

Attachments:
1) the certificate of employment and the confirmation of professional duties/the volunteer certificate
2) the confirmation of conducting business activity - CEIDG certificate

Dąbrowa Górnicza, academic year 20…./20…

WSB University
Field: MANAGEMENT**,** SECOND -CYCLE PROGRAM

<u>INTERNSHIP II -</u> CONFIRMATION OF THE LEARNING OUTCOMES ACHIEVED AS PART OF EMPLOYMENT/CONDUCTING BUSINESS ACTIVITY / VOLUNTEER WORK

(completed by the company's internship tutor/ Rector's Proxy)

	Learning outcomes achieved	Activities performed
KNOWLEDGE	1) The student has familiarized themselves with the management processes in the Organization including: planning, organizing, motivating, and evaluating	
	2) The student has familiarized themselves with the resources of the Organization: human resources, material resources, financial resources, information resources;	
	3) The student has familiarized themselves with the types of documents functioning in the Organization and the documentation workflow;	
SKILLS	1) The student can apply the acquired theoretical knowledge about Management in the management practice in a specified functioning area of the Organization;	
	2) The student can observe, and actively participate in everyday complex duties performed by the specialists from the field of Management;	
	3) The student can work in a team performing both tasks related to the implementation of imposed goals, as well as setting them, and organizing the teamwork.	
SOCIAL COMPETENCES	1) The student is active, persistent and responsible in performing professional team activities;	
	2) The student is aware of the level of their knowledge and skills and is ready to acknowledge the role of knowledge in solving practical managerial problems;	
	3) The student is ready to think in the entrepreneurial way, is open to taking up professional challenges.	

……
Signature and stamp of the company's internship tutor/Rector's Proxy

After completing the internship

Dąbrowa Górnicza, academic year 20…./20…

WSB University
Field: MANAGEMENT, SECOND -CYCLE PROGRAM

I acknowledge all learning outcomes on the basis of employment/conducting business activity/volunteer work	I acknowledge conditionally learning outcomes on the basis of employment/conducting business activity/volunteer work	I do not acknowledge learning outcomes on the basis of employment/conducting business activity/volunteer work
…….. (Signature of Rector's Proxy for Student Internship)	…….. (Signature of Rector's Proxy for Student Internship)	…… (Signature of Rector's Proxy for Student Internship)

Appeals
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Attachments:
1) the certificate of employment and the confirmation of professional duties/the volunteer certificate
2) the confirmation of conducting business activity - CEIDG certificate

Dąbrowa Górnicza, academic year 20…./20…

WSB University
Field: MANAGEMENT**,** SECOND -CYCLE PROGRAM

INTERNSHIP III - CONFIRMATION OF THE LEARNING OUTCOMES ACHIEVED AS PART OF EMPLOYMENT/CONDUCTING BUSINESS ACTIVITY / VOLUNTEER WORK

(completed by the company's internship tutor/ Rector's Proxy)

	Learning outcomes achieved	Activities performed
KNOWLEDGE	1) The student has familiarized themselves with the principles, methods, techniques, and tools used in the process of managing the Organization in which the internship is undertaken;	
	2) The student has knowledge of the processes of planning, forming, developing, and optimizing the use of resources in the Organization in which the internship is undertaken;	
	3) The student has broadened knowledge of management and quality science and knows its relation to the conditions and rules of the management process in the Organization in which the internship is undertaken;	
	4) The student has familiarized themselves with the practical aspects of the knowledge acquired during studies in the field of Management with regards to the activity of the Organization in which the internship is undertaken.	
SKILLS	1) The student can independently use the correct methods, tools, and techniques, including advanced information and communication techniques, used for solving problems related to the functioning of the Organization;	
	2) The student can resolve the problems and tasks related to the job, using appropriate methods and tools, including advanced information and communication techniques;	
	3) The student can apply the acquired theoretical knowledge about Management in management practice and use acquired skills to implement specified solutions in practice and evaluate their effects;	
	4) The student can effectively communicate in terms of the professional activity with co-workers, contractors, clients, and stakeholders of the Organization;	
	5) The student can self-assess his/her competences, improve skills, and designate the directions for self-development and further education, with regards to experiences gained from the undertaken internship.	
SOCIAL COMPETENCES	1) The student is ready to take social initiative in the field of Management to aid labor groups in the Organization;	
	2) The student is ready to think in the entrepreneurial and creative way, is open to taking up professional challenges;	
	3) The student is ready to follow the rules of ethics and to care for the tradition of the management profession.	

……
Signature and stamp of the company's internship tutor/Rector's Proxy

Dąbrowa Górnicza, academic year 20…./20…

After completing the internship

I acknowledge all learning outcomes on the basis of employment/conducting business activity/volunteer work	I acknowledge conditionally learning outcomes on the basis of employment/conducting business activity/volunteer work	I do not acknowledge learning outcomes on the basis of employment/conducting business activity/volunteer work
…….. (Signature of Rector's Proxy for Student Internship)	…….. (Signature of Rector's Proxy for Student Internship)	…… (Signature of Rector's Proxy for Student Internship)

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2) the confirmation of conducting business activity - CEIDG certificate

Dąbrowa Górnicza, academic year 20…./20…

Annex 9

Dąbrowa Górnicza, ...

.....

(Student's first name and surname, register number)

.....

Telephone number and email address)

Mode of study : full- time / part- time*
Field of study.....
Year of study ..... semester.....

.....

Employer's stamp

EMPLOYMENT CERTIFICATE

It is stated that Mr/Mrs/Ms .....

Date of birth.....
Address.....

Is employed in.....

Job position.....

Is employed: under indefinite duration employment contract / fixed term employment contract from ..... to.....

.....

Stamp and signature of the employer

Confirmation of acceptance of the Rector's Proxy for Student Internships	
.....	.....
(Date)	*(Signature)*

Dąbrowa Górnicza, academic year 20…./20…