

<b>INTERNSHIP I, II, III PROGRAM IN THE FIELD OF FINANCIAL MANAGEMENT AND ACCOUNTING SECOND-CYCLE STUDY PROGRAM</b>	<b>Semester 1, 2, 3</b>	<b>Total: 480 hours (3x160 hours)</b>
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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**

1. The internship is an integral part of the education process of students in Financial Management and Accounting, resulting from second-cycle study program with a practical profile. According to Article 67 of the Law on Higher Education, the second-cycle study program in Financial Management and Accounting involves a 3-month internship.
2. Full-time and part-time students are required to complete their internship.
3. The following persons supervise students who conduct the internship:
  - from the University – the Rector's Proxy for Student Internships.
  - from the company/institution where the internship takes place – a company internship supervisor, who is a company employee designated by the company/institution.
4. The internship in the field of Financial Management and Accounting is undertaken in accordance with the curriculum in the first, second, and third semesters of study, respectively: Internship I – in the first semester, Internship II – in the second semester, and Internship III – in the third semester of study.
5. The university provides students with places where the internship can be undertaken. The internship can be completed in a company or institution from the public or private sector with their activity directly related to the Financial Management and Accounting field of study. The places of internship are verified by the University based on the criteria adopted. These criteria take into account the following:
  - the position of a company/institution on the market;
  - credibility;
  - the possibility to achieve internship learning outcomes
  - the scope and functions of professional activity correspond to the field of Financial Management and Accounting,
  - organizational structure, infrastructure corresponding to modern technological and organizational trends, qualifications of staff and the ability to achieve learning outcomes defined for the internship in the field of Financial Management and Accounting;

- allowing the possibility of participation of the Rector's Proxy for Student Internships in the internship process where the student achievements will be assessed.
- 6. Based on the verification results, the Academic Careers Office successively complements the WSB University database of internships and makes a list of organizations (companies, institutions) available to students.
- 7. Students can look for an internship place themselves and agree the details of the internship with the organization management, provided it is approved by the Rector's Proxy for Student Internships, based on the criteria adopted by the University.
- 8. In terms of requirements regarding the insurance described by the organization where the internship takes place, the student should obtain insurance of consequences of accidents for the time of internships and present the copy of insurance held.
- 9. The internship is assessed regularly by the University authorities, students, and employers. The assessment includes: internship program, including learning outcomes, organization of internship and the place of internship.
- 10. The employers assess the internship program and its organization. The questionnaire of the internship assessment by the employer is the Annex 5 to this document.
- 11. Students evaluate the internship in a questionnaire in Annex 6 to this document.

### **Description of the internship**

1. The internship involves 480 hours and is undertaken in 3 semesters of study, 160 hours each semester.
2. The student may undertake internships in public or non-public business units, including financial institutions and banks, industrial enterprises and service enterprises, public administration offices and units, research units, educational units, cultural units, healthcare units, governmental and non-governmental organizations, and European Union institutions in which financial activities are carried out in accordance with the course Financial Management and Accounting.

### **The objective of the internship**

1. The objective of the internship is to create opportunities for students to put the theoretical knowledge acquired during the study into practice, expand it with the practical aspects necessary in the area of financial management, accounting management, develop and improve practical skills and acquire social competences indispensable for the efficient practice of their profession in the field of Financial Management and Accounting. The internship aims to help students to apply the knowledge acquired during the study in practice, consolidate and master new skills useful in their professional career, learn about practical issues in the field of

financial management and accounting, including simple implementation problems and forming new professional networks, learning about the real conditions and factors that form the management process in a company, financial economy and accounting principles, and also learning about the requirements of the labour market and employers.

2. The specific objectives of the internship:
  - allowing the student to confront and integrate the knowledge acquired during studies in practice of Financial Management and Accounting, particularly regarding decision-making, controlling, cadastral, and organizing financial economy of the Organization in which the internship is undertaken, and broaden this knowledge by including practical aspects of the financial management process;
  - getting to know the functioning of the organizational structure of the workplace, principles of work organization in specific departments and positions which area of work is related to the processes of financial management and accounting, including recording economic activity with financial indicators – in the organization in which the internship is undertaken, focus on the results of work organization principles, division of competences, procedures, work planning process, assessment of performed duties, the control of the organization in the place of internship;
  - shaping the skills of effective communication within the organization,
  - teamwork;
  - improving the skills of organizing own and team work, effective time management, diligence, responsibility for entrusted tasks, respecting the work ethics of the manager.

**Tasks to be carried out:**

1. To familiarize oneself with the mission, strategy, goals of the Organization in which the internship is undertaken.
2. To familiarize oneself with the specificity of the business activity of the Organization, its financial situation, and the economic and social environment.
3. To meet strategic external stakeholders of the Organization.
4. To familiarize oneself with the resources of the Organization: human resources, material resources, financial resources, information resources.
5. To familiarize oneself with the data registry system in the Organization, the rules of acquiring, creating, analyzing and protecting data, information and knowledge necessary for the functioning and decision-making of finance and accounting in the Organization.
6. To participate in a team project performing a task from the field of Financial Management and Accounting.
7. To familiarize oneself with the rules and principles governing the functioning of the Organization in which the internship is undertaken.

8. To familiarize oneself with Health and Safety rules of the Organization.
9. To familiarize oneself with the structure of organizational units that manage the finances and accounting, positions, their scope of duty and responsibility, executed tasks and mutual relationships.
10. To familiarize oneself with the operational activity of the Organization in relation to the financial management and accounting departments.
11. To familiarize oneself with the documentation of the organizational unit dealing with financial management and accounting.
12. To familiarize oneself with the rules of financial management and accounting applicable to the Organization.
13. To familiarize oneself with recording basic economic activities with financial indicators that are carried out in the accounting department.
14. To familiarize oneself with the inventory system carried out in the Organization, and its suitability for financial management, accounting, and financial analysis.
15. To familiarize oneself with the methods and tools, including IT, used in financial management, accounting, and financial analysis in the Organization in which the internship is undertaken.
16. To improve the skills of organizing own work, teamwork, effective time management, implementation of acquired skills in practice, diligence, responsibility for tasks.
17. To perform tasks assigned by the internship supervisors as relevant in terms of the activity of the Organization and the course Financial Management and Accounting and related to the learning outcomes assigned to the internship.
18. To participate in work meetings with the Organization Director, and to cooperate with coworkers.
19. To fill out the Register of duties carried out each day of the internship confirmed with a signature of the Internship Supervisor.

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

**Internship I**

**1) Knowledge:**

- The student has familiarized himself/herself with the mission and the scope of activity of the Organization in which the internship is undertaken,
- The student has familiarized himself/herself with external stakeholders of the Organization.
- The student has familiarized himself/herself with the key regulations governing the functioning of the Organization,

- The student has familiarized himself/herself with the scope of activity of organizational units and positions which carry out tasks in financial management and accounting in the Organization in which the internship is undertaken.
- The student has learned about the detailed tasks of people performing key functions in the structure of the workplace in terms of financial management and accounting.
- The student has familiarized himself/herself with the principles of financial management and accounting in the Organization in which the internship is undertaken.

## **2) Skills**

- The student can use the acquired theoretical knowledge to perform complex tasks related to the financial management and accounting, as assigned by the Internship Supervisor.
- The student can prepare the workplace.
- The student can identify and specify usual practical tasks from the field of financial management and accounting in the Organization in which the internship is undertaken.
- The student can observe and actively participate in everyday usual tasks performed by specialist from the field of financial management and accounting.
- The student can work individually and in a team performing usual tasks related to meeting goals in the field of financial management and accounting, can estimate the time needed to complete an assigned task.

## **3) Social competences:**

- The student is active and displays persistence and responsibility in performing professional tasks.
- The student is ready to use the opinions of experienced employees while completing assigned tasks.
- The student is ready to critically evaluate the received content in the field financial management and accounting.

## **Internship II**

### **1) Knowledge:**

- The student has familiarized himself/herself in detail with selected regulations and rules governing the functioning of the organizational units from the field of financial management and accounting in the Organization in which the internship is undertaken.
- The student has familiarized himself/herself with the resources of the Organization: human resources, material resources, information resources.

- The student has familiarized himself/herself with the documents functioning in the Organization and the documentation workflow in the organizational units from the field of financial management and accounting.
- The student has familiarized himself/herself with methods and technological tools, including digital technology, used in performing tasks in organizational units from the field of financial management and accounting of the Organization in which the internship is undertaken.
- The student has familiarized himself/herself with the sources of data, information, and knowledge necessary in the process of financial management, recording economic activity with financial indicators, and accounting.

## **2) Skills**

- The student can actively participate in everyday complex duties performed by the specialists from the field of financial management and accounting.
- The student can use business resources of the Organization necessary to perform work.
- The student can use the correct methods and tools used in the Organization in which the internship is undertaken, including advanced information and communication techniques, to describe and analyze the processes of financial management and accounting in analytical work.
- The student can record basic economic activities with financial indicators that occur in the Organization in which the internship is undertaken.
- The student can prepare documentation related to the process of financial management and accounting.
- The student can work individually and in a team performing usual tasks related to the implementation of imposed goals in the field of financial management and accounting, can estimate the time needed to complete assigned tasks, can prepare and implement a working schedule that ensures meeting deadlines.
- The student can source information from data bases, legislation, and other sources, as appropriate to the Organization, to perform assigned tasks from the field of financial management and accounting.
- The student can choose and apply the proper methods and tools, including IT tools, to perform unusual tasks from the field of financial management and accounting in the Organization in which the internship is undertaken.

## **3) Social competences:**

- The student is ready to take social initiative in the field of financial management and accounting to aid labor groups in the Organization.
- The student is ready to care for the traditions of the accountant and the financier profession.

- The student is ready to respect and follow the rules of work ethics in the process of financial management and accounting.

### **Internship III**

#### **1) Knowledge:**

- The student has familiarized himself/herself with the competences and responsibilities of people performing the key management and operational functions in the units performing tasks from the field of financial management and accounting in the Organization in which the internship is undertaken.
- The student has broadened knowledge of the principles of accounting, for instance recording basic economic activities with financial indicators, and financial management in the Organization in which the internship is undertaken.
- The student has broadened knowledge and understanding of the principles of implementing key functions of the process of financial management, including decision-making functions, controlling functions, cadastral functions, and organizational functions in the Organization in which the internship is undertaken.
- The student has familiarized himself/herself with the techniques and tools, including IT tools, acquiring, creating, analyzing, and protecting data, information, and knowledge necessary to the process of financial management and accounting in the Organization in which the internship is undertaken.
- The student has familiarized himself/herself with the practical aspects of the knowledge acquired during studies in the field of financial management and accounting with regards to the activity of the Organization in which the internship is undertaken.

#### **2) Skills**

- The student can indicate the possibilities to improve the workplace.
- The student can use the acquired integrated (theoretical and practical) knowledge to solve practical problems in the Organization related to performing complex, usual and unusual tasks from the field of financial management and accounting.
- The student can actively participate in everyday complex and unusual duties, including projects carried out by specialists from the field of financial management and accounting in the Organization in which the internship is undertaken.
- The student can use IT tools used in the Organization in recording economic activity with financial indicators and bookkeeping

- The student can assess the usefulness of methods and tools that aid the recording of economic activity with financial indicators and financial analyses used in the Organization in which the internship is undertaken, and propose their appropriate use in performed tasks.
- The student can work independently and in a team to perform complex tasks related to completing goals from the field of financial management, can estimate the time needed to complete assigned tasks, can prepare and implement a working schedule that ensures meeting deadlines.
- The student plan the directions for self-development and further education, with regards to experiences gained from the undertaken internship.
- The student can identify and specify complex and unusual practical tasks from the field of financial management and accounting in the Organization.

### **3) Social competences:**

- The student is ready to take social initiative in the field of financial management and accounting to aid labor groups in the Organization.
- The student is ready to care for the traditions of the accountant and the financier profession.
- The student is ready to respect and follow the rules of work ethics in the process of financial management and accounting.

### **The methods of the verification of learning outcomes and assessment criteria applied to assess knowledge, skills and social competences**

#### **Knowledge:**

- observation of the student during the internship;
- checking the student's knowledge by the Company Internship Supervisor on an ongoing basis;
- an opinion on and the assessment of the intern's knowledge by the Company Internship Supervisor;
- preparation of student's self-assessment of the internship and the analysis of the student's internship report.

#### **Skills:**

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



**Social competences:**

- observation of the student during performing duties related to the internship program;
- checking social competences by the Company Internship Supervisor and other employees from the workplace during the internship;
- an opinion on and the assessment of the intern's social competences by the Company Internship Supervisor;
- analysis of the student's internship report;
- verification interview with the student.

**The mode, conditions and documentation of completing the internship**

1. Internship completion requirements include:
  - the achievement of all assumed internship learning outcomes in the field of Financial Management and Accounting and field-related learning outcomes as documented by the student in accordance with the **Internship guidelines and procedures (Annex 1)**.
  - the presentation of the required documentation specified in the Internship guidelines and procedures by the student, including the logbook, Internship approval card and the opinion of internship supervisor where the internship takes place which is Annex no. 6. The internship approval is completed by Rector's Proxy for Student Internship based on the documents proving that student completed the internship.
2. ECTS credits are awarded for the completed internship, in accordance with the second-cycle study program for Financial Management and Accounting.
3. The internship may be credited taking into account the principles of confirming learning outcomes, after fulfilling the conditions set out in Article 71 of the Law on Higher Education and Science.
4. Internships are credited taking into account the principles of the confirmation of learning outcomes by the relevant Commission established in accordance with the learning outcome confirmation procedure and principles laid down by the Senate of WSB University.
5. The applicable documentation is provided below (no. 1 – to no. 7).

**INTERNSHIP GUIDELINES AND PROCEDURES**

<p>Actions taken <b>before</b> 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"> <li>•<b>Internship Application Form</b> (Annex 2);</li> <li>•<b>GDPR Information Clause</b> (Annex 3);</li> <li>•<b>Internship Agreement</b> (Annex 4) (two copies);</li> </ul> <p>Before undertaking the internship, all necessary documents should <b>be stamped and signed</b> 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 <b>after</b> 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"> <li>•<b>Internship Application Form</b> with the Approval of the Rector's Proxy for Student Internships(Annex 2);</li> <li>•<b>Internship Agreement</b> previously signed (Annex 4);</li> <li>•<b>GDPR Information Clause previously signed</b> (Annex 3);</li> <li>•<b>Internship Logbook</b> signed by the workplace Internship Supervisor (Annex 5);</li> <li>•<b>Report on the Completion of the Internship</b> completed by the Company Internship Supervisor (Annex 6);</li> <li>•<b>Printed Internship Questionnaire completed by the Internship Supervisor</b> (Annex 6);</li> <li>•<b>Internship Report</b> prepared by the student (Annex 7)</li> </ul> <p>After checking the documents submitted by the student, conducting a verification interview, assessing the fulfillment 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: **Second-cycle**

Field of study: **FINANCIAL MANAGEMENT AND ACCOUNTING**

Specialization: .....

Year of study: .....

Semester of study: .....

Student's phone number: .....

Student's e-mail address: .....

**Internship details**

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

Number of internship hours: .....

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:

.....  
.....

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

\*delete 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):

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

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

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

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

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

**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)

<b>Approval of the Rector's Proxy for Student Internships to undertake the internship in the place chosen by the student</b>	
..... (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. Ciepłaka 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. Personal data will be stored for the period of
10. 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 the following student to the Workplace to undertake the internship:

Student's first name and surname	Address of residence	Study
		Field: <b>FINANCIAL MANAGEMENT AND ACCOUNTING</b> (second-cycle study program) Mode of study: full-time / part-time * Year of study: ..... Semester of study: ..... Register no: ..... <b>*Please delete as applicable.</b>

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 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.

5. 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 .....

Number of hours: .....

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.....

**Workplace stamp**

.....  
Date

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

---

The student has completed OHS and on-the-job training on the premises of the facility

.....  
Date

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

---

I declare that I have read the internship regulations

.....  
Date

.....  
Student's Signature

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  
(to be completed by the company internship supervisor )**

<b>INTERNSHIP I IN THE FIELD OF FINANCIAL MANAGEMENT AND ACCOUNTING SPECIALIZATION:..... SECOND-CYCLE STUDY PROGRAM</b>	.....* <b>Number of hours Semester 1</b>
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Student's first name and surname.....  
 Name and address of the organization/institution.....  
 Duration of the internship from.....to.....  
 Name and Surname of the company internship supervisor.....

	Confirmation of the learning outcomes achieved	Please enter: yes, no
<b>KNOWLEDGE</b>	1) The student has familiarized himself/herself with the mission and the scope of activity of the Organization in which the internship is undertaken.	
	2) The student has familiarized himself/herself with external stakeholders of the Organization.	
	3) The student has familiarized himself/herself with the key regulations governing the functioning of the Organization.	
	4) The student has familiarized himself/herself with the scope of activity of organizational units and positions which carry out tasks in financial management and accounting in the Organization in which the internship is undertaken.	
	5) The student has learned about the detailed tasks of people performing key functions in the structure of the workplace in terms of financial management and accounting.	
	6) The student has familiarized himself/herself with the principles of financial management and accounting in the Organization in which the internship is undertaken.	
<b>SKILLS</b>	1) The student can use the acquired theoretical knowledge to perform complex tasks related to the financial management and accounting, as assigned by the Internship Supervisor.	
	2) The student can prepare the workplace.	
	3) The student can identify and specify usual practical tasks from the field of financial management and accounting in the Organization in which the internship is undertaken.	
	4) The student can observe and actively participate in everyday usual tasks performed by specialist from the field of financial management and accounting.	
	5) The student can work individually and in a team performing usual tasks related to meeting goals in the field of financial management and accounting, can estimate the time needed to complete an assigned task.	
<b>SOCIAL COMPETENCES</b>	1) The student is active and displays persistence and responsibility in performing professional tasks.	
	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 financial management and accounting.	

\*(in teaching hours 1h = 45 minutes)

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

**Part II Opinion of the company internship supervisor**

Tab. 1 *Evaluation of work and the performance of tasks by the student —to be completed by the company internship supervisor on behalf of the organization*

Evaluation of student's work (scale from 1 to 5)*	1	2	3	4	5
Use of knowledge in solving practical problems and performing tasks commissioned by the company internship supervisor					
Creativity					
Organization of work					
Self-reliance					
Performance of tasks on time					
Commitment/readiness to perform the assigned tasks					
Ability to work in a team					
Communication skills					
<b>Total sum of points obtained</b>					

\* Points on a scale of 1-5, where 5 is the highest score

.....  
Date

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

I confirm the achievement of all learning outcomes	I confirm the conditional achievement of learning outcomes	I am unable to confirm the achievement of learning outcomes
<p>.....</p> <p><b><i>I acknowledge the completion of Internship I</i></b> (date) (signature of the Rector's Proxy for Student Internships)</p>	<p>.....</p> <p><b><i>I conditionally acknowledge the completion of Internship I</i></b> (date) (signature of the Rector's Proxy for Student Internships)</p>	<p>.....</p> <p><b><i>I do not acknowledge the completion of Internship I</i></b> (date) (signature of the Rector's Proxy for Student Internships)</p>

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 (160 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 take .....hours.
- 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?

.....  
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- 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*

**Part I**

**THE REPORT ON THE COMPLETION OF INTERNSHIP II  
(to be completed by the company internship supervisor )**

<b>INTERNSHIP II IN THE FIELD OF FINANCIAL MANAGEMENT AND ACCOUNTING SPECIALIZATION:..... SECOND-CYCLE STUDY PROGRAM</b>	.....* <b>Number of hours Semester 2</b>
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Student's first name and surname.....  
 Name and address of the organization/institution.....  
 Duration of the internship from.....to.....  
 Name and Surname of the company internship supervisor.....

	Confirmation of the learning outcomes achieved	Please enter: yes, no
<b>KNOWLEDGE</b>	1) The student has familiarized himself/herself in detail with selected regulations and rules governing the functioning of the organizational units from the field of financial management and accounting in the Organization in which the internship is undertaken.	
	2) The student has familiarized himself/herself with the resources of the Organization: human resources, material resources, information resources.	
	3) The student has familiarized himself/herself with the documents functioning in the Organization and the documentation workflow in the organizational units from the field of financial management and accounting.	
	4) The student has familiarized himself/herself with methods and technological tools, including digital technology, used in performing tasks in organizational units from the field of financial management and accounting of the Organization in which the internship is undertaken.	
	5) The student has familiarized himself/herself with the sources of data, information, and knowledge necessary in the process of financial management, recording economic activity with financial indicators, and accounting.	
<b>SKILLS</b>	1) The student can actively participate in everyday complex duties performed by the specialists from the field of financial management and accounting.	
	2) The student can use business resources of the Organization necessary to perform work.	
	3) The student can use the correct methods and tools used in the Organization in which the internship is undertaken, including advanced information and communication techniques, to describe and analyze the processes of financial management and accounting in analytical work.	
	4) The student can record basic economic activities with financial indicators that occur in the Organization in which the internship is undertaken.	
	5) The student can prepare documentation related to the process of financial management and accounting.	
	6) The student can work individually and in a team performing usual tasks related to the implementation of imposed goals in the field of financial management and accounting, can estimate the time needed to complete assigned tasks, can prepare and implement a working schedule that ensures meeting deadlines.	
	7) The student can source information from data bases, legislation, and other sources, as appropriate to the Organization, to perform assigned tasks from the field of financial management and accounting.	
	8) The student can choose and apply the proper methods and tools, including IT tools, to perform unusual tasks from the field of financial management and accounting in the Organization in which the internship is undertaken.	
<b>SOCIAL COMPETENCES</b>	1) The student is ready to take social initiative in the field of financial management and accounting to aid labor groups in the Organization.	

WSB University, Field of study: FINANCIAL MANAGEMENT AND ACCOUNTING, second-cycle program

	2)	The student is ready to care for the traditions of the accountant and the financier profession.	
	3)	The student is ready to respect and follow the rules of work ethics in the process of financial management and accounting.	

\*(in teaching hours 1h = 45 minutes)

.....  
Date

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

**Part II Opinion of the company internship supervisor**

Tab. 1 *Evaluation of work and the performance of tasks by the student —to be completed by the company internship supervisor on behalf of the organization*

Evaluation of student's work (scale from 1 to 5)*	1	2	3	4	5
Use of knowledge in solving practical problems and performing tasks commissioned by the company internship supervisor					
Creativity					
Organization of work					
Self-reliance					
Performance of tasks on time					
Commitment/readiness to perform the assigned tasks					
Ability to work in a team					
Communication skills					
<b>Total sum of points obtained</b>					

\* Points on a scale of 1-5, where 5 is the highest score

.....  
Date

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

I confirm the achievement of all learning outcomes	I confirm the conditional achievement of learning outcomes	I am unable to confirm the achievement of learning outcomes
<p>.....</p> <p><b><i>I acknowledge the completion of Internship II</i></b> (date) (signature of the Rector's Proxy for Student Internships)</p>	<p>.....</p> <p><b><i>I conditionally acknowledge the completion of Internship II</i></b> (date) (signature of the Rector's Proxy for Student Internships)</p>	<p>.....</p> <p><b><i>I do not acknowledge the completion of Internship II</i></b> (date) (signature of the Rector's Proxy for Student Internships)</p>

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 (160 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 take .....hours.
- 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*

**Part I**

**THE REPORT ON THE COMPLETION OF INTERNSHIP III  
(to be completed by the company internship supervisor )**

<b>INTERNSHIP III IN THE FIELD OF FINANCIAL MANAGEMENT AND ACCOUNTING SPECIALIZATION:..... SECOND-CYCLE STUDY PROGRAM</b>	.....* <b>Number of hours Semester 3</b>
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Student's first name and surname.....  
 Name and address of the organization/institution.....  
 Duration of the internship from.....to.....  
 Name and Surname of the company internship supervisor.....

		Confirmation of the learning outcomes achieved	Please enter: yes, no
<b>KNOWLEDGE</b>	1)	The student has familiarized himself/herself with the competences and responsibilities of people performing the key management and operational functions in the units performing tasks from the field of financial management and accounting in the Organization.	
	2)	The student has broadened knowledge of the principles of accounting, for instance recording basic economic activities with financial indicators, and financial management in the Organization in which the internship is undertaken.	
	3)	The student has broadened knowledge and understanding of the principles of implementing key functions of the process of financial management, including decision-making functions, controlling functions, cadastral functions, and organizational functions in the Organization in which the internship is undertaken.	
	4)	The student has familiarized himself/herself with the techniques and tools, including IT tools, acquiring, creating, analyzing, and protecting data, information, and knowledge necessary to the process of financial management and accounting in the Organization.	
	5)	The student has familiarized himself/herself with the practical aspects of the knowledge acquired during studies in the field of financial management and accounting with regards to the activity of the Organization in which the internship is undertaken.	
<b>SKILLS</b>	1)	The student can indicate the possibilities to improve the workplace.	
	2)	The student can use the acquired integrated (theoretical and practical) knowledge to solve practical problems in the Organization related to performing complex, usual and unusual tasks from the field of financial management and accounting.	
	3)	The student can actively participate in everyday complex and unusual duties, including projects carried out by specialists from the field of financial management and accounting in the Organization in which the internship is undertaken.	
	4)	The student can use IT tools used in the Organization in recording economic activity with financial indicators and bookkeeping.	
	5)	The student can assess the usefulness of methods and tools that aid the recording of economic activity with financial indicators and financial analyses used in the Organization in which the internship is undertaken, and propose their appropriate use in performed tasks.	
	6)	The student can work independently and in a team to perform complex tasks related to completing goals from the field of financial management, can estimate the time needed to complete assigned tasks, can prepare and implement a working schedule that ensures meeting deadlines.	
	7)	The student plan the directions for self-development and further education, with regards to experiences gained from the undertaken internship.	
	8)	The student can identify and specify complex and unusual practical tasks from the field of financial management and accounting in the Organization.	
<b>SOCIAL COMPETENCES</b>	1)	The student is ready to take social initiative in the field of financial management and accounting to aid labor groups in the Organization.	
	2)	The student is ready to care for the traditions of the accountant and the financier profession.	
	3)	The student is ready to respect and follow the rules of work ethics in the process of financial management and accounting.	

\*(in teaching hours 1h = 45 minutes)

.....

Date

.....

Signature and stamp of the company internship supervisor



**Part II Opinion of the company internship supervisor**

Tab. 1 *Evaluation of work and the performance of tasks by the student —to be completed by the company internship supervisor on behalf of the organization*

Evaluation of student's work (scale from 1 to 5)*	1	2	3	4	5
Use of knowledge in solving practical problems and performing tasks commissioned by the company internship supervisor					
Creativity					
Organization of work					
Self-reliance					
Performance of tasks on time					
Commitment/readiness to perform the assigned tasks					
Ability to work in a team					
Communication skills					
<b>Total sum of points obtained</b>					

\* Points on a scale of 1-5, where 5 is the highest score

.....  
Date

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

I confirm the achievement of all learning outcomes	I confirm the conditional achievement of learning outcomes	I am unable to confirm the achievement of learning outcomes
<p>.....</p> <p><b><i>I acknowledge the completion of Internship III</i></b> (date) (signature of the Rector's Proxy for Student Internships)</p>	<p>.....</p> <p><b><i>I conditionally acknowledge the completion of Internship III</i></b> (date) (signature of the Rector's Proxy for Student Internships)</p>	<p>.....</p> <p><b><i>I do not acknowledge the completion of Internship III</i></b> (date) (signature of the Rector's Proxy for Student Internships)</p>

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 (160 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 take .....hours.
- 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?

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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*

**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>