

.....  
(student's name and surname)

Dąbrowa Górnicza, .....

.....  
(register number)

**FINANCIAL MANAGEMENT AND ACCOUNTING**

*(Field of study)*

**Second-cycle**

*(Program of study)*

.....  
*(specialization, year of study, semester)*

.....  
*(phone number)*

.....  
*(e-mail address)*

**APPLICATION FOR CREDIT FOR THE INTERNSHIP I, II, III** *(circle as applicable)*  
**ON THE BASIS OF EMPLOYMENT/CONDUCTING BUSINESS ACTIVITY / VOLUNTEER**  
**WORK – a procedure in accordance with Art.67 (7)**

I request credit for the internship I, II, III *(circle as applicable)* 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)*

**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
<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.	

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

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
<p>.....</p> <p>(Signature of Rector's Proxy for Student Internship)</p>	<p>.....</p> <p>(Signature of Rector's Proxy for Student Internship)</p>	<p>.....</p> <p>(Signature of Rector's Proxy for Student Internship)</p>

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

**INTERNSHIP II - 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
<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.	
	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.	

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

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
<p>.....</p> <p>(Signature of Rector's Proxy for Student Internship)</p>	<p>.....</p> <p>(Signature of Rector's Proxy for Student Internship)</p>	<p>.....</p> <p>(Signature of Rector's Proxy for Student Internship)</p>

Appeals

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2. The Faculty Appeals Committee for the Recognition of Professional Practice shall decide within 14 days from the date of lodging the appeal.

Attachments:

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- 2) the confirmation of conducting business activity - CEIDG certificate

**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
<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 plans 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.	

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

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
<p>.....</p> <p>(Signature of Recto's Proxy for Student Internship)</p>	<p>.....</p> <p>(Signature of Recto's Proxy for Student Internship)</p>	<p>.....</p> <p>(Signature of Recto's Proxy for Student Internship)</p>

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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, .....

.....

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

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Telephone number and email address)

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

Field of study.....

Year of study ..... semester.....

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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

<b>Confirmation of acceptance of the Rector's Proxy for Student Internships</b>	
.....	.....
<i>(Date)</i>	<i>(Signature)</i>