

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

Dąbrowa Górnicza,

.....
(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)

**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 basic knowledge of management as a science; | |
| | 2) The student has familiarized themselves with the regulations governing the functioning of the workplace where the internship takes place; | |
| | 3) The student has learned about the scope of activity of organizational units and positions where the internship takes place; | |
| | 4) The student has learned about the detailed tasks of people performing specific functions in the structure of the workplace and their mutual relationships; | |
| | 5) The student familiarized himself/herself with the types of documents functioning on the workplace and the ways of filling them in; | |
| | 6) The student has broadened the knowledge of the field of study with a practical aspect. | |
| SKILLS | 1) The student has the ability to apply theoretical knowledge about management in a specific functional area of the organization; | |
| | 2) The student can prepare their work site; | |
| | 3) The student can use the resources of the company necessary to perform work; | |
| | 4) Student can solve problems and tasks related to the work performed; | |
| | 5) The student can not only observe, but also, if possible, actively participate in everyday works performed by specialists in their field; | |
| | 6) The student can apply theoretical knowledge and acquired skills in practice. | |
| SOCIAL COMPETENCES | 1) The student is aware of the level of their knowledge and skills, understands the need for continuous professional and personal development. | |
| | 2) The student can evaluate their own competences and improve their skills by setting directions for their own development and education. | |
| | 3) The student can work in a team performing both tasks related to the implementation of imposed goals, as well as setting them and organization of the team work. | |
| | 4) The student is active and persistent in performing team activities. | |
| | 5) The student correctly identifies and resolves dilemmas related to the profession. | |
| | 6) The student can think in an entrepreneurial way, is open to starting and conducting their own business activity, is ready to take up professional challenges. | |

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

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 |
|--|--|--|
| <p style="text-align: center;">.....</p> <p style="text-align: center;">(Signature of Rector's Proxy for Student Internship)</p> | <p style="text-align: center;">.....</p> <p style="text-align: center;">(Signature of Rector's Proxy for Student Internship)</p> | <p style="text-align: center;">.....</p> <p style="text-align: center;">(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

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) |