

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

Dąbrowa Górnicza,

.....
(register number)

MANAGEMENT ENGINEERING

(Field of study)

First-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
KNOWLEDGE	1) The student knows the regulations and principles governing the functioning of the where the internship takes place;	
	2) The student knows the basic areas of operation of the organization where the internship takes place	
	3) The student knows the basic methods, techniques, tools, and materials used in management engineering in the organization where the internship takes place, particularly those used to solve engineering tasks	
SKILLS	1) The student can prepare the workstation	
	2) The student can apply the theoretical knowledge into practice and acquire practical skills to apply them into implementing of practical solutions	
	3) the student can observe and actively participate in everyday duties of the specialists from the area of management engineering	
	4) The student can work individually and, in a team, performing tasks related to the implementation of goals related to management engineering, can assess time necessary to perform the assigned task;	
SOCIAL COMPETE	1) The student is ready to prepare for his/her work responsibly and to perform it in accordance with the requirements of the position concerned	
	2) The student is aware of his/her knowledge and is open to learning from specialists using their practical experience	

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

WSB University
Field: MANAGEMENT ENGINEERING, FIRST -CYCLE

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

**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
KNOWLEDGE	1) The student has familiarized himself/herself with the regulations governing the functioning of the organization where the internship takes place, in particular related to management engineering	
	2) The student knows the scope of activity of organizational units and positions and the tasks of people performing specific functions in the structure of the organization (related to management engineering) and their mutual relationships where the internship takes place	
	3) The student knows the types of documents functioning in the organization and the documentation workflow	
	4) The student knows the methods and technological and IT tools used in the implementation of engineering tasks in the organization where the internship takes place	
	5) The student understands the life cycle processes of equipment, facilities and technical systems and their practical use in modelling and design processes related to management engineering in relation to the organization where the internship takes place	
SKILLS	1) The student can use the resources of the organization to perform management engineering tasks and assess their usefulness	
	2) The student can apply theoretical and practical knowledge to solve complex problems related to management engineering and evaluate existing solutions in the organization where the internship takes place	
	3) The student can use analytical and simulation methods, information systems and advanced information technology and communication techniques used in the organization where the internship takes place to perform engineering tasks	
	4) The student can actively participate in daily complex work performed by management engineering specialists	
	5) The student can work individually and, in a team, performing typical tasks related to the achievement of management engineering objectives, can estimate the time needed to perform the assigned task, can develop, and implement a work schedule ensuring that the deadlines are met;	
SOCIAL COMPETENCES	1) The student is active, persistent in performing team activities.	
	2) The student is aware of the level of their knowledge and skills and is ready to undertake management engineering activities using good practices learned in the organization	

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

WSB University
Field: MANAGEMENT ENGINEERING, FIRST -CYCLE

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**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 the structured knowledge of management engineering, including the essence, conditions, and foundations of modelling, designing, and analyzing business and organizational and management processes concerning the organization where the internship takes place	
	2) The student knows and understands the selected aspects of formulating the requirements and assumptions of design and organizational and management processes in management engineering in the organization where the internship takes place	
	3) The student has the practical knowledge of management engineering issues that can be applied to the solution of engineering tasks in management engineering	
	4) The student is aware of the general principles for the creation and development of various forms of entrepreneurship in relation to the activity of the organization where the internship takes place	
	5) The student knows new trends in the practice of management engineering and understands their importance for the development of the organization where the internship takes place	
SKILLS	1) The student can use his/her theoretical and practical knowledge to work in the organization where the internship takes place and to apply the safety rules associated with the work	
	2) The student can use the resources of the organization to perform management engineering tasks and to identify opportunities for their development.	
	3) The student can perform complex and unusual tasks related to management engineering, obtain information from databases, laws, and other sources relevant to the functioning of the organization where the internship takes place	
	4) The student can apply the obtained integrated theoretical and practical knowledge to solve practical problems related to complex, typical and unusual engineering tasks in management engineering	
	5) The student can actively participate in everyday complex work of the organization related to management engineering as well as projects conducted by specialists- engineers and benefit from their practical experience;	
	6) The student can solve practical engineering tasks requiring the applications of engineering standards in management engineering used in the organization where the internship takes place.	
SOCIAL COMPETENCES	1) The student shows the initiative, activity, and responsibility in performing tasks and is ready to take care of maintaining the ethos of the profession of an engineer;	
	2) The student is ready to critically assess his/her knowledge and skills and understands the role of knowledge in management engineering processes.	

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

WSB University
Field: MANAGEMENT ENGINEERING, FIRST -CYCLE

After completing the internship

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(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

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