



WYŻSZA SZKOŁA HANDLU I USŁUG
W POZNANIU

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Senate of the Poznan
University of Commerce and
Services
dated 30.09.2020.
No 05/09/2020

REGULATIONS

STUDENT WORK PLACEMENTS AT THE POZNAN UNIVERSITY OF COMMERCE AND SERVICES

POZNAŃ 2020

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Section 1

GENERAL PROVISIONS

§ 1

1. The Poznan University of Trade and Services organizes work placements foreseen in the study plans. Student work placements are an integral part of the educational process and are subject to credit. Internships are directly connected with the subjects which are prepared to perform a specific job according to the study plan.
2. The Regulations of Student Traineeships of the Poznan University of Trade and Services, hereinafter referred to as the Regulations, specify the objectives and principles of organizing student traineeships, its course, conditions for passing the exam and the obligations of organizers and trainees.
3. The Regulations for Student Professional Practices of the University of Commerce and Services have been drawn up on the basis of the following legal provisions:
 - 1) The Act of 20 July 2018. Law on Higher Education (Journal of Laws 2018, item 1668 as amended);
 - 2) Regulation of the Minister of Science and Higher Education of 27 September 2018 on studies (Journal of Laws of 2018, item 1861);
 - 3) § 11 Regulations of Studies of the University of Commerce and Services in Poznań (Resolution of the Senate WSHIU dated 30.09.2020).

§ 2

When used in the Regulations, the term University means the Poznan University of Commerce and Services.

Section 2

OBJECTIVES OF STUDENT WORK PLACEMENTS

§ 3

Student work placements may be carried out in all public and non-public entities, hereinafter referred to as workplaces, whose scope of activity is deemed to be consistent with the student's particular field of study.

§ 4

The following objectives of student work placements are defined:

1. The programme prepares the student for the practical implementation of the basic professional activities relevant to a graduate of a given field of study.
2. Students to acquire basic work habits and skills.
3. Learning about workplaces and becoming familiar with different jobs and work systems.
4. Gaining new experience in performing professional duties both independently and as a team.

5. To verify the knowledge and skills acquired during previous studies.
6. Shaping a number of important features and qualities desired by employers, e.g. professional creativity, coping with difficult situations (conflict, stress), improving professional culture.
7. To learn about the professional environment in which students will be employed after graduation.
8. Achievement of all learning outcomes specified in the syllabus for the field and specialisation apprenticeships.

Section 3

ORGANISATION OF STUDENT WORK PLACEMENTS

§5

1. In order to take part in the obligatory work placement, a student of the University receives a student placement agreement specifying in particular the place where the placement is to take place, the duration of the placement and the date of its commencement. (Annex no. 1)

The student may choose the placement location on his/her own. The student applies to the Dean of the Faculty of Social and Economic Sciences. After analysis of the application and Annexes, the Dean takes a decision concerning the choice of the placement site. (Annex No. 2) The student who on his/her own initiative indicated the place of his/her in-service training and obtained the consent of the Dean is obliged to complete all formalities at the School, meeting the deadlines set by the In-service Supervisor.

2. Regardless of the mode of referral for professional practice, students are obliged to maintain standardised documentation for all practices, with the exception of practices in the field of national security, first and second degree studies (documentation issued by the uniformed services is acceptable, provided that it contains full information on the principles and course of practice). Its scope is specified by the Rules and Regulations for Student Training.
3. The credit for the placement is awarded by the Supervisor on the basis of the assessment presented in the documentation of the placement and determination of whether the intended learning outcomes have been achieved.

Section 4

COURSE OF STUDENT WORK PLACEMENTS

§ 6

1. Students of the University follow a placement plan, the total time of which is specified in the study plan separately for each field of study, specifying the number of hours and weeks in each stage determined by the semesters of study.
2. The timing of successive stages of work placements is specified in the study plan, separately for each course.
3. The deadline for the completion of the final stage of the in-service training may not be later than after the fifth semester of the first-cycle programme, and after the third semester of the second-cycle programme, after the fourth semester of the master's degree programme and after the ninth semester of the uniform master's degree programme.

§ 7

The student in-service training undertaken by the student is continuous. Only in justified situations (e.g. illness or in the case of working part-time students) the student may interrupt the placement with the consent of the Supervisor and return to it at a later date.

§ 8

Students who do not pass the in-service training within the set time limit are obliged to do it in the next semester. After applying to the Dean for a conditional entry into the next semester of studies.

§ 9

It is advisable that a particular part (stage) of the apprenticeship takes place in one workplace.

§ 10

A student who is dismissed from an employing establishment in the course of the in-service training through no fault of his own or who interrupts the in-service training for reasons beyond his control (e.g. liquidation of the employing establishment) may take the remainder of the in-service training in another employing establishment, after obtaining the consent of the Supervisor, who notifies the Dean of the Faculty of the matter. The Supervisor will analyse the situation before recommending the student for placement.

§ 11

A student may apply to the Traineeship Supervisor for credit for student work placements without the obligation to complete them. Detailed conditions for such a method of crediting student work placements are specified in §18 of these Regulations.

§ 12

In exceptional situations, when student work placements cannot be completed within the timeframe specified in the study plan, the University may designate another form of student work placements. The procedure and details are specified in a separate regulation of the Rector.

Section 5

OBLIGATIONS OF THE ORGANISER AND THE PARTICIPANTS IN STUDENT WORK PLACEMENTS OF PROFESSIONAL PRACTICE

§ 12

1. The Dean of the Faculty is responsible for the substantive and organisational supervision of student work placements.
2. The Rector, at the request of the Dean of the Faculty, may appoint from among the academic teachers a Supervisor of professional practice carried out in individual fields of study.

3. The work placement supervisor supervises and is responsible for the implementation of the work placement in accordance with the study plan and the work placement programme.

§ 13

The main tasks of the Practice Supervisor are:

1. Monitor the progress of the conditions and organisation of student placements - according to the schedule.
2. Credit for student placements.
3. Keeping records of student placements.

§ 14

Students of the University are required to:

1. Become familiar with the contents of the Rules of Procedure for Apprenticeship and the syllabus for field and specialisation apprenticeships before commencing the apprenticeship.
2. Attend meetings organised by the Practice Supervisor.
3. To undertake the apprenticeship at the appointed time and place and to fulfil the tasks of the apprenticeship diligently.
4. Notify the Practice Supervisor immediately of any change to the practice date and of any problems arising at the practice site.
5. Observe the workplace discipline, work instructions and health and safety regulations in force at the workplace.
6. Keep up-to-date records of practice in accordance with current models and rules.

§ 15

The workplace hosting the student for work placement should:

1. Provide a place of work that enables the student to complete the full extent of the apprenticeship and in accordance with the plan and syllabus for the field and specialisation apprenticeship.
2. Familiarise students with company regulations, instructions and internal rules, which students are obliged to observe.
3. Appoint a company internship supervisor who will ensure the proper implementation of the tasks of the internship and will represent the company in ongoing contacts with the University.
4. The University shall not reimburse any costs to the student for the work placement.

§ 16

1. The student internship is realised on the basis of the Internship Agreement concluded between WSHiU (represented by the Dean or the Dean's Plenipotentiary), the student and the internship provider.
2. The agreement shall be drawn up in 2 copies. The first copy shall remain with the trainee, the second copy shall be given to the University.
3. It is the student's responsibility to present the placement contract for signature to the person representing the placement provider and the Dean or the Dean's Plenipotentiary.

4. The Dean or the Dean's Plenipotentiary may accept an internship agreement that differs from the model adopted by WSHiU.

§ 17

Administrative support for student work placements is provided by the Dean's Office.

Section 6

CONDITIONS FOR PASSING THE INTERNSHIP WITHOUT THE OBLIGATION TO COMPLETE IT

§ 18

A student may apply for exemption from the internship with simultaneous credit if:

1. He/she is an employee within the meaning of the Labour Code and the scope of his/her employment (work) is consistent with the course of vocational training and the educational results whose achievement enables the completion of the internship at the University and meets the requirements of the internship programme. (The basis for exemption in this case is a certificate of employment together with an application for credit for the internship on the basis of employment/business activity Annex No. 2.
2. Performs work on the basis of a civil law contract (contract of mandate, contract for specific work, contract), and the subject of the contract is consistent with the direction of vocational training at the University and meets the requirements of the internship programme, allowing for the achievement of all learning outcomes assumed for student internships. The basis for the exemption in this case is the certificate of employment together with an application for credit for the student's internship on the basis of employment/business activity Annex no. 2 (Certificate of employment together with an application for credit for the student's internship on the basis of employment/business activity).
3. Conducts business activity on his own account or in the form of a civil partnership, the subject of which is consistent with the field of vocational training and the educational results specified for student internships at the University and meets the requirements of the internship programme. The basis for the exemption in this case is the submission of a certified copy of the entry in the register of economic activity or a contract of partnership, together with an application for credit for the student's placement on the basis of employment/business activity Annex No. 2 (certificate of employment together with an application for credit for the student's placement on the basis of employment/business activity).
4. The student is a concurrent student or graduate of another higher education institution and has completed or is completing a work placement, the tasks and learning outcomes of which were/are consistent with the field of study and meet the requirements of the work placement plan and programme. In such a case, the basis for exemption is the documentation of the in-service training in possession and submitted by the student. The credit for internships may also be based on appropriately documented internships, training trips and study camps abroad.
5. is a volunteer, within the meaning of the provisions of the Act of 24 April 2003 on public benefit and volunteer work (Journal of Laws No. 96, item 873, as amended)

and performs tasks corresponding to the provision of work for the benefit of non-governmental organisations or others and realizes all the educational results assumed in the syllabuses of the field and speciality placements. The basis for exemption in this case is the submission of a certified copy of the agreement concluded between the Volunteer and the Institution. In addition, the student submits a self-described scope of activities (tasks) performed as part of voluntary service.

6. Health status certified by medical documentation.

Section 7

FINAL PROVISIONS

§ 19

Students on work placement represent the University. Their attitude must not detract from the dignity and solemnity of the University.

§ 20

In matters beyond the Regulations, decisions are made by the Dean of the Faculty.

§ 21

The Rules of Procedure shall enter into force on the date of their signature.

CONTRACT
on the organisation of traineeships for University students

On 20..... between the University of Trade and Services in Poznan, ul. 28 Czerwca 1956 r. 217/219, hereinafter referred to as "the University", represented by the Rector authorized by the Dean of the Faculty of Social and Economic Sciences, Ms. Dr. Alina Skorb-Gała, on the one hand, and

.....
(name and address of the establishment)

hereinafter referred to as 'the establishment' represented by the Manager or, acting under the Manager's authority, by Mr(s)

.....
(name, position)

§ 1

The higher education institution shall refer to
(name and address of the establishment)

.....
Student for work placement.

§ 2

1. The company undertakes to organise and carry out student internships, in accordance with the internship programme established by the University and in accordance with the rules laid down in the relevant legislation.
2. The company shall confirm that the student has completed the in-service training by issuing a relevant certificate to the student.

§ 3

1. The work placement is unpaid. Subsistence and accommodation costs during the in-service training are covered by the student.
2. The student is required to take out personal accident insurance (NNW) before starting the placement.

§ 4

The list of students on placement is shown in the table below:

No	Name and surname	Period of practice	Notes

§ 5

1. Disputes of a non-material nature that may arise from this contract shall be settled by the Rector of the Poznan University of Trade and Services and the Head of the workplace.
2. In matters not regulated, the provisions of the Law on Higher Education and the provisions of the Civil Code shall apply.

§ 6

The Agreement has been drawn up in two identical copies, one for each party.

.....

(stamp of the University and signature of the person authorised by the Rector)

.....

(stamp of the establishment and signature of the Manager or authorised person)

Poznań, on.

.....
Name and surname

.....
field and year of study

.....
specialisation

.....
internship phase ¹

.....
index number

Dean

Faculty of Social and Economic Affairs

University of Trade and Services

in Poznan

PROPOSAL

I apply for permission to serve as a student trainee at (full name company/institution, address, telephone) day
from to

The company/institution is engaged in the following activities (please describe, with particular reference to the placement department)

.....
.....

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

After an interview with (name, position, telephone) I have been approved for a traineeship position in the section..... I have also received confirmation that I am able to complete the placement plan (Annex 1 of the Application for the Training Placement) and achieve the learning outcomes (Annex 2 of the Application for the Training Placement).

.....
(student's signature)

Decision of the Dean:

Pursuant to Article 75 (1) of the Act of 20 July 2018. Law on Higher Education and Science (Dz.U. of 2018, item 1668) in connection with § 5, para. 2 and 3 of the Rules of Practice of the Poznan University of Trade and Services dated 30 September 2019. (adopted by WSHIU Senate Resolution No. 47/2019) after consideration of the application:

I AGREE/ I DO NOT AGREE ²

to undertake student work placement in a place chosen by the Student. The placement location does not guarantee the realisation of the placement plan and thus the achievement of the assumed learning outcomes.

.....
(signature and stamp of the Dean)

¹ Indicate whether the application relates to a field or specialisation placement and enter the semester of study.

² Delete as appropriate.

Annex 1: Internship plan

Content number	Educational/ curricular content	The reference to the learning outcomes for the subject
	TRAINEESHIP PLAN	

.....
signature and stamp of employer

Annex 2: Learning outcomes

Learning outcomes for the subject		Reference learning outcomes for the programme	Reference to of learning outcomes for the area
Number	Efekty uczenia się, student/ka, który/a zaliczył/a przedmiot, potrafi:		

.....
signature and stamp of employer

Model syllabus for traineeship



DESCRIPTION OF THE SUBJECT

FIELD OF STUDY	
SPECIALISTS	
MODE OF STUDY	
SEMESTER	

Name of the subject	
The hourly rate of post-specific forms of classes	
<ul style="list-style-type: none"> practical classes 	

Learning objectives:	–
-----------------------------	---

Learning outcomes for subject	
--------------------------------------	--

Number	Learning outcomes, student who has successfully completed the course is able to:	Reference learning outcomes for the programme	Reference to the learning outcomes for area

Content number	Educational/ curricular content	Reference to the learning outcomes for course
	TRAINEESHIP PLAN	

Pass criteria with respect to individual learning outcomes				
Effect of education	For a mark of 2	For a mark of 3	For a mark of 4	For a mark of 5

Form of course completion	
Form of assessment	Credit
Evaluation criteria in relation to particular learning outcomes	Credit for student work placements and verification of learning outcomes is based on the opinion of the work placement supervisor and documentation prepared by The student in the work placement logbook, taking into account the assumptions included in the learning outcomes in the area of knowledge, skills and competences for the completion of the placement.

Number of ECTS credits together with their calculation for full-time studies	ECTS points
	Balance of workload for the average student: - participation in student work placements:
Total student workload	

Number of ECTS credits together with their calculation for part-time studies	ECTS points
	Balance of workload for the average student: - participation in student work placements:
Total student workload	

Reference literature	1. In order to complete the tasks included in the practical placement programme, the student will use the literature available in the University library, with which he/she has been acquainted during the theoretical classes, as well as the materials available in the institution and the literature available on the Internet.
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COURSE CARD FOR DIRECTED PROFESSIONAL PRACTICE

FACULTY:.....

MAJOR:.....

LEVEL OF EDUCATION ³:.....

SPECIALITY:.....

EDITION OF THE STUDY PLAN ⁴:.....

INTERNSHIP MONTH ⁵:

The apprenticeship course card should be submitted to the Dean's Office of the appropriate faculty. The student completing the apprenticeship course card fills in the points 1-3. The conformity of the content of these points with the actual state is confirmed by the apprenticeship supervisor's signature.

1. Student data.

.....
Name and Surname:
.....
Year and semester of study (e.g. 2nd year, 3rd semester)
.....
Album No.
.....
Form of study (e.g. full-time / part-time)
.....
E-mail/Tel.

2. Information on the place of implementation apprenticeships.

.....
.....
Name and address of the workplace (with TAX ID NUMBER or STATISTICAL REGION):
.....
Imię i nazwisko opiekuna stażu w zakładzie pracy:
.....
Telephone number and e-mail of the internship supervisor at the workplace:

3. Tasks performed during work experience placements. Duration of apprenticeship ⁶:

from to
day - month - year day - month - year

³ Insert: "Bachelor's degree" or "Master's degree".
⁴ E.g. "2017", "2018" etc. depending on the start date of the study (e.g. 2017 Edition means starting in the 2017/2018 academic year, 2018 Edition in the 2018/2019 academic year, etc.).
⁵ Please enter: "First", "Second" or "Third".
⁶ The duration of the apprenticeship per semester may not be less than one month and may not be less than 120 hours.

The department in which you have been traineeship	Date of completion of the traineeship in days from – to with the number of hours	Specification of the tasks carried out during the internship, comments and conclusions of the intern with regard to the work performed

--	--	--

.....

(Student's signature)

.....

(Date, stamp and signature of the work placement supervisor)

4. validation of the learning outcomes by the internship supervisors, part a) the internship supervisor on behalf of the Employer, part b) and c) the supervisor on behalf of the University.

a) the means of verification and confirmation of the achievement of the expected learning outcomes:

Learning outcomes:		Way of verifying the educational results (form of assessment, please mark appropriate)
Knowledge:		
1.		
2.		
3.		
4.		
Skills:		
1.		
2.		
3.		
Social competences:		
1.		
2.		

b) the confirmation of the achievement of the assumed learning outcomes by the University's placement tutor:

Learning outcomes:	learning:	Credit for effects (enter a mark)
Knowledge:		
Skills:		
Competences:		

c) overall assessment of the practice (according to the scale: excellent - 6, very good - 5, good plus - +4, good - 4, sufficient plus - +3, sufficient – 3, insufficient - 2

.....
(Date, stamp and signature of the internship supervisor from the University)

Attention: The apprentice should be familiarized with the opinion and hand it over to him/her together with the other points (items 1 - 3) of the Student Training Record the remaining items (items 1 - 3) of the Course Card of the directed professional practice after the completion of the professional practice and before leaving the workplace.

5. CONFIRMATION OF CREDIT APPRENTICESHIP

After verification of the content of the card the course of professional practice and confirmation of the achievement of the assumed learning outcomes, I finally pass / fail the apprenticeship with a mark of

.....
(Date and signature of the person completing the work placement from the side of the University)

.....
(Stamp of the Establishment)

.....
(town, date)

CERTIFICATE

We certify that you

Resident in

is employed under a contract of employment/civil law/volunteer work in

.....

as of, post

The certificate is issued in order for the student to pass the compulsory work placement provided for in the study programme ⁷.

In order to verify the compatibility of the professional work with the field of study and the chosen specialization, and the internship programme, we submit the attached responsibilities of the employee.

.....
(stamp and signature of authorised person)

⁷The certificate shall be submitted separately for each type of practice (field/specialisation).

Poznan, dated

.....
Name and surname

Field of study

.....
specialisation⁸

.....
index number

APPLICATION FOR CREDIT FOR TRAINEESHIP ON THE BASIS OF EMPLOYMENT/BUSINESS *

I request credit for student work placements on the basis of the work I performed in the period from to in

Work based on: employment contract/ contract of mandate/ contract for specific work/ own business/ voluntary work⁹. Having familiarised myself with the syllabus for practical placements, I declare that the nature of my work corresponds to the practical placement plan contained therein, and in particular that it enables me to achieve the learning outcomes specified in the syllabus. I attach a certificate of employment to my application.

.....
date and signature of the student

A means of verifying and confirming the achievement of the stated learning outcomes in the workplace (in accordance with/within the following) that enables the realisation of the following learning outcomes:

Learning outcomes:	Means of verifying learning outcomes (form of credit, please tick as appropriate)
Skills:	

⁸ For internships taken in the 4th and 5th semester of a first degree programme.

⁹ Delete where not applicable.

Social competences:		

The degree of realization of learning outcomes - the general assessment of the practice (according to the scale: excellent - 6, very good - 5, good plus - +4, good - 4, sufficient plus - +3, sufficient - 3, insufficient - 2):

.....

.....
(Date, stamp and signature of the Dean)

Attention: The apprentice should be familiarised with the opinion and hand it over to him or her together with the other items (items 1-3) of the Specialised Training Course Card completed by the student at the end of the apprenticeship and before leaving the workplace.

1. CONFIRMATION OF COMPLETION OF APPRENTICESHIP

After verification of the content of the Charter course of professional practice and confirmation of achievement of the assumed learning outcomes, I finally **pass / fail**¹⁰ the apprenticeship.

.....
(Date and signature of the person completing the work placement from the side of the University)

Decision of the Dean:

Pursuant to Article 75 (1) of the Act of 20 July 2018. Law on Higher Education and Science (Journal of Laws of 2018, item 1668) in connection with § 18 of the Rules of Practice of the Poznan University of Trade and Services dated 30 September 2019. (adopted by WSHIU Senate Resolution No. 47/2019) after consideration of the application, based on the documentation provided to me:

PASS / FAIL¹¹

The student is entitled to deduct their work/activity from the student work placement.

The student has the right to appeal against this decision to the Rector, filed through the Dean, within 14 days of receiving it.

¹⁰ Delete as appropriate.

¹¹ Delete as appropriate.