



## PROFESSIONAL TRAINEESHIP REGULATIONS

### I. General provisions

#### § 1

##### 1. Legal basis:

- 1) Act of 27 July 2005 on Law on Higher Education (Law Journal No. 164, item 1365, as amended),
- 2) Regulation of the Minister of Science and Higher Education of September 26, 2016 regarding the conditions for conducting studies (Journal of Laws of 2016, item 1596),
- 3) Regulation of the Minister of Science and Education of January 17, 2012 on teaching standards preparing to teacher profession,
- 4) Regulations of the West Pomeranian Business School in Szczecin.

#### § 2

These Professional Traineeship Regulations (hereinafter referred to as the Regulations) specify the organization and course of traineeships and related rights and obligations in all organizational units of the University.

#### § 3

1. The program and the nature of professional traineeship are directly related to the education program, i.e. to the educational effects specified for individual fields of study, in particular to learning effects specified for subjects / courses provided for the studied specialization and are subject to be passed.
2. The obligation to complete traineeship applies to all fields of first and second level of study conducted in full-time, part-time, e-learning mode, as well as studies in English language.

#### § 4

The terms used in Regulations mean:

- 1) University – the West Pomeranian Business School in Szczecin,
- 2) professional traineeship - all types of compulsory traineeship envisaged for implementation in education programs in particular fields of study, including pedagogical traineeship,
- 3) trainee - a student who is at traineeship,
- 4) traineeship organizer - the student's receiving unit for the training,

- 5) traineeship tutor - dean or employee of the University, indicated by the dean, to provide substantive and organizational care for the trainee,
- 6) MAP - Practical Activity Module, an integral part of the education program, covering professional traineeship and complementary activities, conducted in the following faculties: Economics, Management, Pedagogy,
- 7) complementary activity - activities indicated in the MAP, including activities in the form of:
  - a) activity, organized by the University and for the University, allowing to achieve the assumed educational effects, consistent with the field of study and studied specialization,
  - b) individual activity - pro-social, allowing to achieve the assumed educational effects, consistent with the field of study and studied specialization,
  - c) activities for personal development consistent with the field of study and studied specialization,
  - d) other activities not mentioned in the catalog, meaning the active attitude of the student in his professional and / or social environment.

## II. Goals and forms of traineeship

### § 5

1. Trainee, during his traineeship, gains professional experience and shapes his attitude as part of the traineeship activity module, in the form of:
  - a) professional traineeship, conducted during the academic year,
  - b) activities listed in §4 item 8 of these Regulations

### § 6

1. The purpose of the training is in particular:
  - a) confrontation, broadening and generalization of knowledge acquired in the field of the studied specialization,
  - b) shaping the skills necessary for future professional work, including skills: analytical, organizational, team work, building contacts, conducting negotiations, as well as preparing for independence and responsibility for the tasks entrusted to him, etc.
  - c) learning about the profile, organizational structure and principles of the institution in which the traineeship take place,
  - d) getting to know the work standards in a given professional environment,
  - e) developing the skills of practical application of theoretical knowledge acquired during studies, in accordance with the principle of integrating theoretical knowledge and the training,
  - f) getting to know your own possibilities on the labor market,

- g) establishing professional contacts,
  - h) deepening interests in the chosen professional specialization and encouraging the use of innovative concepts in future professional work,
  - i) gathering experience and materials helpful in writing diploma thesis.
2. The specific aims of the professional traineeship are set out in the Framework Traineeship Programme for a given specialization.

#### § 7

1. The main purpose of pedagogical traineeship is to prepare the student for future didactic-educational-care work, i.e. :  
a) learning about the whole of educational and didactic interactions applied to children and adolescents,  
b) acquiring experience related to the functioning of the education and upbringing system, educational, rehabilitation and education facilities, and other facilities consistent with the studied specialization.
2. The purpose of pedagogical traineeship is also:  
a) observation of broadly understood institutions dealing with pre-school, school and junior high school education, resocialization and care and educational work, in which exemplary tasks in the field of pedagogical work are performed,  
b) shaping pedagogical and support skills in the natural conditions of institutions dealing with education and upbringing,  
c) shaping the right pedagogical attitudes and preparing students for future professional work;  
d) practical mastering of didactic and educational methods in the field of education, care and upbringing of children.

### III. Organization and course of the training

#### § 8

1. Internships may be organized in the university mode (when the traineeship placement is indicated by the tutor) or individual (when the student independently acquires a place of the traineeship in which it will be implemented).
2. A student may also use the help of the Careers Office when choosing a place for the traineeship.
3. The traineeship may take place at the institution chosen by the student, at home or abroad, whose profile is consistent with the specialization selected by the student.
4. The Dean declares his consent for the traineeship to be completed in the place chosen by the student, provided that the nature of the performed activity is consistent with the Traineeship Framework Programme.

5. Substantive care over the trainee is exercised by the tutor of the traineeship on behalf of the University, and the care at the place where the traineeship is performed - a person appointed by the organizer of the traineeship.

#### § 9

1. The duration of the traineeship is 3 months.
2. The deadline for the implementation of the professional traineeship, including the number of ECTS credits awarded for its completion, is defined in the study plan.
3. Complementary activities, other than professional traineeship, may be taken by the student throughout the duration of the studies. The condition for recognizing them as part of the practical activity module is to provide the tutor with relevant documentation (or other confirmations of scientific, professional, social and other activities).

#### § 10

The student has the right to undergo a non-compulsory training that is not a part of the study plan. However, it does not affect the process of passing or failing the next semesters of studies. At the student's request, information on this type of training can be entered into the Diploma Supplement. In this case, the student is required to transfer to the relevant faculty dean's office a certificate of extra training completion in the institution (with the duration of the internship).

#### § 11

1. The documentation of the traineeship includes:
  - a) a card for the implementation of the student's training
  - b) agreement on the organization of professional training,
  - c) application card for a traineeship to perform the training,
  - d) a student's exemption card from the obligation to perform the training,
  - e) a catalogue of complementary activities,
  - f) confirmation of the implementation of complementary activities,
  - g) statement on the implementation of complementary activities,
  - h) a traineeship framework programme, suitable for the given specialization.
2. In case of pedagogical training, the following are also required:
  - a) course card containing expected goals and effects of learning, ECTS credits and pass conditions,
  - b) student's referral to the given institution for the training,
  - c) stamped and signed descriptive opinion with a final mark about the course of the training issued by the supervisor in the receiving institution.
3. An agreement on the organization of professional training is concluded between the University and the traineeship organizer and forms the basis for the student's professional training.
4. The agreement referred to in item 3 of this paragraph is signed in two identical copies, one for each party.

5. Traineeship documentation referred to in point 1 and point 2 of § 11 constitutes an attachment to these Regulations. It is available to be downloaded from the Faculty's website (student's responsibility).

#### **IV. Trainee's responsibilities**

##### **§ 12**

The trainee's responsibilities include in particular:

- a) getting acquainted with the rules of pursuing a professional traineeship,
- b) establishing the traineeship schedule together with traineeship organizer,
- c) learning about the organizational structure and principles of the institution in which the traineeship takes place, as well as documentation of the institution and the ways of its preparation,
- d) conscientious and diligent performance of tasks and responsibilities entrusted during the traineeship,
- e) presenting an active attitude towards the activities undertaken, resulting from the specifics of the given institution,
- f) compliance with the order and discipline of work set by the organizer, including binding regulations,
- g) compliance with health and safety rules and fire protection,
- h) compliance with the rules of professional and public secrecy and protection of confidentiality of data in the scope determined by the organizer of the traineeship,
- i) immediate transfer of the professional traineeship card to the tutor, after completing the internship, to obtain a pass.

##### **§ 13**

1. In the event that the trainee grossly violates the discipline of work or does not adapt to the requirements dictated by the nature and function of the institution, the organizer of the traineeship may require the University to dismiss the student from the traineeship.
2. If the trainee decides that during the traineeship he is used to perform tasks not resulting from the traineeship program or other irregularities occur, he shall immediately notify the organizer of the traineeship and, in particularly justified situations, also the traineeship tutor.

#### **V. Obligations of the traineeship organizer**

##### **§ 14**

1. The organizer of the traineeship is obliged to provide the trainee with the conditions necessary for the implementation of the traineeship, in particular to:
  - a) providing adequate rooms, tools, materials, in accordance with the framework training programme, for a given specialization,
  - b) familiarize the student with the company's work regulations, health and safety regulations and the protection of professional and public secrecy, etc.,
  - c) appointment of a person with relevant professional experience, acting on behalf of the organizer of the traineeship care for the trainee)
  - d) determining the scope of activities performed by the trainee as part of the tasks resulting from the traineeship program,
  - e) supervision over the implementation of tasks by the trainee, resulting from the traineeship programme,
  - f) request to the management of the traineeship organizer to the University to dismiss the student from the traineeship, when he violates the gross discipline of work,
  - g) credentials of the professional traineeship in the implementation Card of the practical activity module.
2. For students undergoing the traineeship on the basis of an agreement with the University or an individual request for traineeship placement, the relevant provisions of the labor law shall apply.
3. A student undergoing the traineeship may receive remuneration from the institution in which he or she has the training (the traineeship organizer) when he or she concludes a work contract or other civil law contract for the performance of tasks.

## **VI. Responsibilities of the traineeship tutor**

### § 15

1. On the part of the ZPSB, the substantive supervision over the course of the traineeship is exercised by the traineeship tutor, appointed by the dean of the faculty.
2. The main tasks of the tutor are:
  - a) development of substantive assumptions regarding the traineeship for individual specializations, and a catalog of other traineeship activities conducted under the MAP,
  - b) preparing students for traineeships, including familiarizing them with the MAP module card and the trainship rules,
  - c) cooperation with students and / or traineeship placement units in creating the programme, the way and the schedule of the traineeship implementation,
  - d) exercising substantive supervision over the course of traineeship,
  - e) establishing relationships and cooperation with institutions accepting students for traineeships (including pedagogical),
  - f) supporting students in proper documentation preparation on the course of the traineeship,
  - g) recognizing and solving possible problems reported by students during the search and implementation of a professional traineeship,

- h) traineeship effects verification achieved by the student, based on: the traineeship tutor's report on behalf of the traineeship organizer, the student's analysis of the documentation on the completed traineeship and other activities, and individual interviews,
- i) transferring of completed traineeship documentation to the dean to achieve „pass”
- j) traineeship course report presentation (to the dean) in a given academic year.

#### § 16

1. Information on the manner of cooperation between the tutor and students, objectives and principles for the traineeship implementation and other activities within the Traineeship Activity Module is passed to the students during the first meeting with the tutor of the traineeship.
2. The meeting should take place the latest at the beginning of the second semester

### VII. Traineeship course

#### § 17

During the traineeship, the student gets acquainted with the specificity of the institution in which the traineeship is conducted and performs tasks in accordance with the traineeship programme, separate for individual specializations.

#### § 18

The implementation of complementary activities concerns:

1. School's organizational support in the organization of practical classes at the company's headquarters, workplace or organization with which the student actively cooperates
2. activities organized by the School, allowing to achieve the assumed effects of the practice consistent with the profile of education in the field of study and specialties, including:
  - a) implementation of projects and research within the scientific circles,
  - b) participation in projects implemented by the University,
  - c) development of min. 2 case studies regarding the real problem observed in the organization with which the student is professionally involved (material for use in classes),
  - d) assistance in organizing events organized by the University, including educational fairs, conferences, events addressed to local communities,
  - e) organization of cultural, sport and social life of the University,
  - f) participate in trainings and courses increasing the student's competence in areas consistent with the profile of education organized by the University.
3. individual activity that allows to achieve the assumed effects of the practice in accordance with the profile of education in the field of study and specialties, including:
  - a) volunteering, including in the case of pedagogical practices, volunteering in schools and day care centers (socio-therapeutic, rural, etc.) in their town - the organization of free time for children and youth, help in learning,

- b) organization of events addressed to local communities, including organization of environmental activities in line with the educational profile,
- c) participation in online social projects (eg creating blogs, thematic websites, etc.),
- d) active membership in business-related organizations, public benefit, etc. (society, association, foundation, etc.); cooperation with organizations dealing with children and youth,
- e) participation in training and courses increasing the student's competence in areas consistent with the profile of education organized outside the University.

## **IX. Conditions for crediting the traineeship activity module**

### § 19

1. Traineeship crediting is conducted by the dean or traineeship's tutor.
2. The conditions for receiving the traineeship credit are:
  - a) student's submission: student traineeship implementation card, confirmed by the traineeship tutor on behalf of the organizer of the traineeship and the dean / traineeship tutor on behalf of the University,
  - b) completing the traineeship within the period provided for in the study plan,
  - c) achieving the assumed educational effects specified in the traineeship program.
3. Failure to complete compulsory traineeship is tantamount to not crediting the semester.
4. If the student fails to credit the traineeship that is a part of the studies, the dean may allow the traineeship to take place in the next academic year in the condition of conditional entry.
5. In justified cases, the student may apply for changing the date of the traineeship or to postpone it to another year than in the study plan. In such situation, the decision is made by the Dean, upon the student's written request, whereby the traineeship must be implemented in its entirety before commencing final diploma examination.

### § 20

Traineeship completed within a time limit not shorter than the traineeship specified in the study plan can be considered as passed if the student documents professional experience or running an activity which corresponds to the traineeship programme and allows to achieve the assumed educational effects in accordance with the study plan applicable to the given field of study and specialization. In this case, the student is obliged to submit to the dean / tutor traineeship, relevant documents confirming professional experience

## **X. Final provisions**



## § 21

1. The University does not refund the student for any costs associated with traineeship completion.
2. In connection with the provisions of 1, trainee is not entitled to any financial claims against the University.
3. The traineeship work for the traineeship organizer is unpaid, subject to paragraph 4.
4. In the event that the organizer of the traineeship decides about the student's ability to receive remuneration for work performed during the traineeship, the relevant contract is concluded between the itraineeship organizer and the student, without the mediation of the University.
5. The student is obliged to insure against accidents and civil liability during the traineeship. The costs of this insurance are covered by the student.

## § 22

1. In matters not covered by these regulations and disputable matters, decisions are made by the Rector of the University.
2. Traineeship regulations are valid from the academic year 2016/2017