### PROFESSIONAL TRAINSHIP REGULATIONS

**I. General provisions**

§ 1

1. Legal basis:

1. Act of 20 July 2018 on Law on Higher Education (Law Journal 2018, item 1668),
2. Regulation of the Minister of Science and Higher Education of September 27, 2018 regarding the conditions for conducting studies (Law Journal 2018, item 1861, as amended),
3. Study 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 credited.
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, apart Pedagogy field of study,
4. traineeship organizer - the student's receiving unit for the training,
5. traineeship supervisor – dean/vice-dean or employee of the University, indicated by the dean, to provide substantive and organizational care for the trainee,
6. traineeship supervisor on behalf of the traineeship organizer - a person appointed by the representative of the company / institution accepting the student for an internship,
7. MAP - Practical Activity Module, an integral part of the education program, covering professional traineeship and complementary activities
8. Additional activities - activities indicated in the MAP, including activities in the form of:
9. 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,
10. individual activity - pro-social, allowing to achieve the assumed educational effects, consistent with the field of study and studied specialization,
11. activities for personal development consistent with the field of study and studied specialization,
12. 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:

1. professional traineeship,
2. activities listed in §4 item 8 of these Regulations, which are implemented only on I level studies

§ 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 Traineeship Framework

**III. Organization and course of the traineeship**

§ 7

1. Traineeship can be organized in the university mode (when the place of the traineeship is indicated by the traineeship supervisor) or individual (when the student independently acquires a place where the internship will be carried out).

2. The student may also use the assistance of the Career Office in choosing the place where the traineeship will be performed.

3. Traineeship may take place in a company / institution chosen by the student in Poland or abroad, the profile of which is consistent with the field of study chosen by the student.

4. The consent for the traineeship in the place chosen by the student is expressed by the traineeship supervisor on behalf of the University, provided that the nature of the activity is in line with the Framework Program of the traineeship.

§ 8

A student may apply for recognition (in whole or in part) of professional work / self-employment for professional traineeship by submitting relevant documents to the traineeship supervisor on behalf of the University (specified in detail in § 19, sections 5 and 6).

§ 9

The student has the right to an extra-compulsory traineeship, not resulting from the study plan. However, it does not affect the process of completing or not completing subsequent semesters of studies. At the student's request, information about completing this type of itraineeship may be entered in the Diploma Supplement. In such a case, the student is obliged to submit to the dean's office of the relevant department a certificate of completing extra-compulsory traineeship in a given company / institution (including the duration of the traineeship).

§10

1.The duration of professional traineeship is 6 months for first-cycle studies and 3 months for second-cycle studies.

2. The date of the professional internship, including the number of ECTS points awarded for its completion, is determined by the study program.

3. Additional activities may be undertaken by the student throughout the entire period of study. The condition for their recognition as a module of practical activities is to provide the traineeship supervisor on behalf of the University with relevant documentation (listed in § 10 section 1, point b, c, d of these Regulations).

§ 11

1. 1. The documentation of the traineeship includes:
	1. katalog aktywności dodatkowych: catalog of additional activities,
	2. Indywidualna karta realizacji aktywności dodatkowej: individual card for the implementation of the additional activities
	3. potwierdzenie aktywności dodatkowej: [Confirmation of the implementation of additional activity](https://www.zpsb.pl/en/important-information/for-students/documents-to-download/confirmation-of-the-implementation-of-additional-activity-in-polish-potwierdzenie-realizacji-aktywnosci-dodatkowej/)
	4. oświadczenie o realizacji aktywności dodatkowej:Statement on the implementation of additional activity
	5. indywidualna karta realizacji praktyki zawodowej: individual card of the traineeship
	6. wniosek o uznanie pracy zawodowej/samozatrudnienia na poczet praltyki zawodowej: application for recognition of employment/self-employment for the traineeship
	7. porozumienie w sprawie organizacji i realizacji praktyki zawodowej: agreement on the organization and implementation of the traineeship for students of the West Pomeranian Business School in Szczecin
	8. zgłoszenie studenta do odbycia praktyki zawodowej: student application to traineeship
	9. program ramowe praktyki zawodowej: Traineeship Framework
	10. regulamin praktyk zawodowych: Traineeship Rules and Regulations
2. The agreement on the organization and implementation of the traineeship is concluded between the University and the traineeship organizer and is the basis for the student's traineeship.
3. The agreement referred to in paragraph 2 of this paragraph is signed in two identical copies, one for each party.
4. Documentation of traineeship referred to in section 1 of this section is available on the University's website.

**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) Submitting for completion to the traineeship supervisor on behalf of the traineeship an *Individual card for the implementation of the traineeship* organizer to be completed and immediately transfer it to the traineeship supervisor on behalf of the University, after completing, in order to obtain a credit..

 § 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 trainseehip organizer**

§ 14

1. The organizer of the traineeship is obliged to provide the trainee with the conditions necessary for the implementation of the traieenship, in particular to:
a) providing adequate rooms, tools, materials, in accordance with the traineeship framework training, 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 supervisor on the behalf of the University**

§ 15

1. On the part of the ZPSB, the substantive supervision over the course of the traineeship is exercised by the traineeship tsupervisor, appointed by the dean of the department.
2. The main tasks of the supervisor are:

a) development of substantive assumptions regarding the traineeship for individual specializations, and a catalog of other traineeship activities conducted under the MAP,

b) cooperation with students before starting professional traineeship (e.g. by familiarizing them with the MAP card and documentation of professional practice) and during its implementation on the basis of consultations,

c) establishing relationships and ongoing cooperation with organizers of apprenticeships,d) exercising substantive supervision over the course of traineeship,

d) verification of the place of traineeship, where the student will perform the traineeship, before its commencement (in consultation with the specialization leader),

e) exercising substantive supervision over the course of the traineeship,

f) verification of documentation provided by the student on the course of professional traineeship

g) confirmation of the learning effects achieved by the student, based on the documentation submitted by the student and an individual interview,

h) providing the dean of the relevant departmentwith documentation related to the completed of the traineeship in order to obtain a credit (in the event when credit is made by the dean),

i) presenting the dean of the relevant department with a report on the implementation of traineeships in a given academic year.

§ 16

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

**VII. Traineeship course**

§ 17

Par. 17

1.The student performs the traineeship in accordance with the study program and the scope of duties contained in chapter IV of these regulations.

2. During the traineeship, the student performs the tasks in accordance with the traineeship program, separate for a given field, taking into account the specialization.

§ 18

1.As part of the practical activities module, the student carries out additional activities, using the *Catalog of additional activities* (available on the University's website in the File tab).

2. If the student wants to undertake an activity outside the *Catalog*, before its implementation, he / she contacts the traineeship tutor on behalf of the University in order to accept this activity.

**IX. Conditions for crediting the trainship activity module**

§ 19

1.The traineeship is credited by the dean or the traineeship supervisor authorized.

2. Completion of the traineeship, regardless of the degree and mode of study, takes place by completing it, within the time limit provided for in the study program and achieving the assumed learning effectcs for professional traineeship, as specified in this program.

3.The condition for completing the traineeship in the form of additional activity is:

a) completion by the student of the Individual Card for the implementation of additional activity, to which one attaches a confirmation and / or declaration on the implementation of additional activity,

b) verification by the traineeship supervisor on behalf of the University of the Individual card for the implementation of additional activities, along with the attached documents.

4. The condition for crediting the professional traineeship is:

a) documenting the implementation of the traineeship on the basis of the Individual Traineeship Implementation Card,

b) completion by the traineeship organizer, the Learning Effects Verification Sheet for the the traineeship, included in the Individual Traineeship Implementation Card.

5. In the case of recognition of professional traineeship on the basis of professional work, the condition for crediting the traineeship is:

a) submitting an Application for recognition of professional work / self-employment for professional traineeship,

b) the student's provision of a Certificate of Employment, along with a job description and a detailed scope of duties.

6. If the traineeship is recognized on the basis of self-employment, the condition for crediting the traineeship is:

a) submitting an Application for recognition of professional work / self-employment for professional traineeship,

b) the student's provision of a Certificate of Employment, along with a job description and a detailed scope of duties,

c) providing the Learning Effects Verification Sheet for the placement, completed by the student.

§ 20

Traineeship completed within a period not shorter than the duration of the traineeship specified in the study program may be considered completed if the student documents professional experience or running a business that corresponds to the traineeship program and allows to achieve the assumed learning effects for traineeships, applicable in a given field of study, taking into account the specialization. In such a case, the student is obliged to submit relevant documents to the dean / itraineeship supervisor (details in § 19, sections 5 and 6).

**X. Postanowienia końcowe**

§ 21

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