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| University name | Alcide De Gasperi University of Euroregional Economy in Józefów |
| Field of study | Management |
| Major in | Zarządzanie w biznesie / Business Administration |
| Level of study | 1st cycle |
| Profile of study | General-academic |
| PROGRAM OF PROFESSIONAL STUDENT INTERNSHIP | |
| **Legal basis for the internship** | |
| * The Act of July 20, 2018, Law on Higher Education (Journal of Laws of 2018, item 1668, as amended), * Ordinance No. 27/2021 of the Rector of the University of Euroregional Economy Alcide De Gasperi in Józefów of September 29, 2021 on the introduction of the Regulations of professional student internships at the University of Euroregional Economy named after Alcide De Gasperi in Józefów. | |
| **Type and duration (number of weeks and hours) and semester of study** | |
| The student completes 180 hours of internship (6 weeks x 30 hours each). Practitioners are assigned  6 ECTS credits assigned to the VI semester. Student internships may take place during the summer holidays or during the academic year. Internships must be completed and credited before the end of the year for which the program provides for its implementation.  The internship may not interfere with other classes in the course of studies, and the student may not refer to the internship as a circumstance justifying failure to perform any other student's duties. | |
| **The venue**  **(type of institution, department / departments in which the internship will take place)** | |
| Placement of internships: micro, small, medium and large enterprises from various industries, banks, financial, control and advisory institutions, audits, associations, non-governmental and church organizations, state offices, local government units, government agencies and their local branches.  Internship departments: HR departments, financial and accounting departments, customer service departments, commercial departments, marketing and sales, promotion, PR, risk management analysis departments, in the management, production, procurement, design departments and other practices consistent with the direction and objectives.  Internships can be carried out in domestic or foreign organizational units, in which the student can obtain appropriate education in the field of organization management.  \* the student may also carry out an internship in other departments, apart from those mentioned, resulting from the specificity of a given organization / enterprise. | |
| **Objectives**  **(broken down into areas, e.g. theoretical knowledge / practical skills / social competences)** | |
| **General goals:**  **The purpose of professional student internships is:**  broadening the knowledge and practical skills acquired during studies and shaping competences appropriate for a specific scope of studies; familiarizing the student with the specificity of the professional environment; shaping specific professional skills directly related to the place of internship; learning about the functioning of the organizational structure, principles of work organization and division of competences, procedures, work planning and control processes; shaping the ability to communicate effectively in the organization; improving the skills of organizing one's own work, team work, effective time management, diligence, responsibility for entrusted tasks; improving the ability to use a foreign language in professional situations; multifaceted familiarization with the activity profile of the entity hosting the student for internships, learning the specifics of work at various positions; broadening knowledge, practical skills and gaining experience helpful in choosing a career path; collecting experiences and materials that can be used when writing a diploma thesis.  **Detailed objectives (depending on the scope implemented):**  **Theoretical knowledge**   |  |  |  | | --- | --- | --- | | K1A\_W13 | has basic knowledge in the selected field of study | P6S\_WG  P6S\_WK |   **Detailing:**  broadening the theoretical knowledge in the field of economic organization management, learning the basic concepts, processes and principles of business management in areas such as: corporate finance, information technologies; confrontation of theoretical knowledge with economic practice; getting to know the organizational structure of the company, principles of work organization and division of competences, procedures, the process of work planning, control; deepening specialist knowledge used in practice and gaining experience helpful in choosing a career path; gathering experiences and materials that can be used when writing a diploma thesis, understanding the importance of new management concepts and methods for the development of the organization and forecasting its development.  **Practical skills**   |  |  |  | | --- | --- | --- | | K1A\_U10 | correctly sets the priorities for the implementation of tasks set by himself or others, and identifies and resolves dilemmas related to management; is prepared to manage processes (undertakings) - in economic organizations and public administration, as a specialist (in the field of a selected specialization), middle-level manager, as well as running his own business, uses the economic and legal conditions of creating and developing individual forms entrepreneurship in the provision of management services | P6S\_UO | | K1A\_U11 | plans and organizes work - individually and in a team, assuming various roles in it, cooperates with other people as part of team work and is prepared to manage a small team in various situations - including extreme ones; sees the opportunities and threats related to the implementation of a specific project and is able to rationally plan and implement this project effectively in terms of skilful management of the project team; is able to combine a human resource management strategy with a company's development strategy; in particular, sees the advantages and disadvantages of employees (as well as the human resources management system in the company) in the aspect of interpersonal conflicts, which it tries to eliminate | P6S\_UO | | K1A\_U12 | is able to use the knowledge acquired in the course of studies at work, independently plans and implements his own lifelong learning, systematically supplements knowledge and improves skills in the field of management and quality sciences | P6S\_UU | | K1A\_U13 | has basic skills in the selected field of study | P6S\_UW  P6S\_UK  P6S\_UO  P6S\_UU |   **Detailing:**  familiarizing the student with the specificity of the professional environment; shaping specific professional skills in the areas of organizational strategy management, financial management, human resources management, production management, advertising and marketing management; improving the skills of organizing own work; improving the ability to use a foreign language in professional situations; getting acquainted with the activity profile of the entity accepting the student for internship, getting to know the specificity of work at various positions in the enterprise; acquiring the ability to analyze existing systems; preparing graduates to work as an advisor, consultant, specialist, middle and senior manager in the management of organizations, enterprises, state security structures and public institutions.  **Social competence**   |  |  |  | | --- | --- | --- | | K1A\_K01 | is critical of the knowledge possessed, carefully gathers the obtained data and information; is prepared to undertake second-cycle studies | P6S\_KK | | K1A\_K05 | accepts responsibility for the tasks entrusted to him, is aware of the importance of behaving in a professional and ethical manner, and requires it from others; in particular, cares about the achievements and traditions of the profession, acts in accordance with professional ethics - is loyal to the company for which he works and open to suggestions and proposals from employees at various levels, as well as clients | P6S\_KR | | K1A\_K06 | has basic social competences in the selected field of study | P6S\_KK  P6S\_KO  P6S\_KR |   **Detailing:**  shaping the competences of effective communication in the organization; acquisition of teamwork competences, effective time management, habits of diligent, timely work, responsibility for entrusted tasks; acquiring the competence to shape good interpersonal relations in the organization, being open to the needs of employees (including the need to raise the level of their knowledge and professional qualifications) and being sensitive to irregularities in the field of human resource management; understanding the importance of knowledge and innovation in the management of an organization. | |
| **Schedule and program of internships for individual scopes**  **(with the tasks and duties of the apprentice)** | |
| 1. Meetings concerning the course and completion of the internship   Organizational and information training organized before each type of internship, 2 hours long. Consultation with the Student Internship Tutor to discuss the course of the internship.   1. Internship in the company's secretary's office   Getting to know the organization and the specificity of the company's operation, goals and mission of the organization, learning about its organizational structure, instructions, regulations, schedules, corporate documentation circulation system, correspondence management rules, issuing company documentation. After the period of observation and learning, the student should perform the work ordered by the internship tutor from the secretariat department.   1. Internship in the financial and accounting department   Getting to know the organization of the financial and accounting department, learning about the accounting and reporting documentation, learning the principles of the financial and accounting program, learning the principles of drawing up a financial plan, budget; learning about the principles of controlling functioning in the enterprise; getting to know the tax system and the rules of settling accounts with the tax office in the field of taxes; acquiring the ability to recognize and analyze financial and accounting data, especially in terms of revenues, costs, financial results, financial liquidity and efficiency of the company's operations. After the observation period, the student should perform the work assigned to him in the financial and accounting department.   1. An apprentice in the HR and payroll department   Getting to know the organization of the HR and payroll department, getting to know the HR and payroll documentation, getting to know the rules of remuneration of employees, the remuneration system, getting to know the recruitment and selection plans of employees as well as their training plans, getting to know the systems of evaluation and motivating employees.  Observation of the human resource management process.  After the observation period, the student should perform the work assigned to him in the HR and payroll department.   1. Internship in the procurement department   Familiarization with the organization of the procurement department, the documentation present there, observation of the organization of work of the procurement department employees, learning about the principles of organization of deliveries and health and safety rules.   1. Internship in the sales department   Getting to know the organization of the sales department, observing the requirements for employees of the sales department, learning about the documentation in the sales department, acquiring the skills to prepare a marketing plan, familiarizing yourself with the concept of distribution, selection of distribution channels, the principle of storage, familiarization with the company's promotional and advertising materials and product offer and services as well as corporate image management processes.   1. Internship in the Public Relations department   Getting to know the organization of the PR department and activities aimed at creating a positive image of the company by shaping relations with the closer and more distant environment of the organization / company / enterprise: press meetings, conferences, fairs, media relations, etc., as a key element of business management.   1. Board practice   Observing the processes of strategic and tactical organization management, acquiring the ability to draw up plans using modern methods and techniques (SWOT analysis, BCG); acquiring knowledge about selected systems of standards and rules (legal, organizational, professional, moral, ethical), gaining knowledge of the basics of integrated management (including quality management, environmental management and OSH management), learning methods and tools of information management, analysis and synthesis of processes and information systems; gaining knowledge about selected methods of supporting decision-making processes; if possible, participation in the meetings of the management board and supervisory boards.  Throughout the duration of the internship, the student should observe, notice and interpret and explain social phenomena (cultural, political, legal, economic) and the mutual relations between them; should try to forecast and model complex social processes and predict their practical effects, including social phenomena, using advanced methods and tools appropriate for management sciences; should be able to diagnose and solve complex problems of human, material, financial and information resource management;  If the student is interning in state administration offices, local government offices, government agencies and their local branches, non-governmental and church organizations in which there are no separate departments above, he should participate in the work of the departments there and, if possible, gain the above-mentioned experience. | |
| **The basis and conditions for completing the internship** | |
| * Student internships take place in conditions enabling direct performance of relevant practical activities by students. * Internships are organized in the form organized by the Universities - the student uses the internship offer prepared by the University, resulting from the concluded contracts; * In the case of studies with a general academic profile, student internships may also be implemented in the form of participation in research works, including laboratory or field classes, didactic trips, science or science and technology camps. * The prerequisite for completing the internship is:   - completion of the internship on a date and size consistent with the study plan,  - carrying out the tasks provided for in the internship program;  - submission of the internship diary confirming completion of the internship, appropriate for the field of study and scope of study, positively assessed by the student internship tutor.   * An entry on crediting the internship is made once or twice during the course of studies - in accordance with the study program for a given field of study, upon presentation of documents confirming the completion of internships, within 3 months of the student achieving the total number of internships required by the study program. * Student internships are assigned ECTS credits. * Information about the place and duration of the internship is recorded in the supplement to the diploma. | |
| **Regulations regarding failure to complete internships, apprenticeships** | |
| * In justified cases, the student may apply for:   a) rescheduling the internship or  b) postponing its implementation to a year of study other than that provided for in the study program.   * The term of the internship may be arranged individually in the case of individual organization of studies. The consent is given by the Vice-Rector for Education, after consulting the Student Internship Tutor. * A student may be granted permission to practice at the place and time indicated by him, provided that the nature of the work performed is consistent with the internship program appropriate for his field of study. * At the request of the Institution where the student is interning, the University may recall the student   from practice, if he violates the regulations in force in this plant.   * The University has the right to terminate the internship before the deadline, when:   a) the student violates the discipline or order adopted in the Institution;  b) the student's behavior is not in keeping with the nature of the Institution;  c) the institution will not allow the student to undertake the internship;  d) the student has not insured himself / herself against accidents to the extent required.   * Discontinuation of the internship is tantamount to the recognition that the student has not completed the internship. * The student internship must be completed and credited before the end of the year in which the study plan and internship program provide for its implementation. * Failure to complete the internship is tantamount to the need to repeat it and fail the year of studies. | |

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| University | Alcide De Gasperi University of Euroregional Economy in Józefów |
| Field of study | Management |
| Major in | Zarządzanie w hotelarstwie i turystyce / Hospitality and tourism management |
| Level of study | 1st cycle |
| Profile | General-academic |
| PROGRAM OF PROFESSIONAL STUDENT INTERNSHIP | |
| **Legal basis for the internship** | |
| * The Act of July 20, 2018, Law on Higher Education (Journal of Laws of 2018, item 1668, as amended), * Ordinance No. 27/2021 of the Rector of the University of Euroregional Economy Alcide De Gasperi in Józefów of September 29, 2021 on the introduction of the Regulations of professional student internships at the University of Euroregional Economy named after Alcide De Gasperi in Józefów. | |
| **Type and duration (number of weeks and hours) and semester of study** | |
| The student completes 180 hours of internship (6 weeks x 30 hours each). Practitioners are assigned  6 ECTS credits assigned to the VI semester. Student internships may take place during the summer holidays or during the academic year. Internships must be completed and credited before the end of the semester, the program of which provides for its implementation.  The internship may not interfere with other classes in the course of studies, and the student may not refer to the internship as a circumstance justifying failure to perform any other student's duties. | |
| **The venue**  **(type of institution, department / departments in which the internship will take place)** | |
| Placement of internships: micro, small, medium and large enterprises from various industries, hotels, tourist offices, organizations and companies dealing with the service or organization of various types of tourist trips, associations, non-governmental and church organizations, state offices, local government units, government agencies and their field branches.  Internship departments: HR, financial and accounting departments, customer service departments, commercial departments, marketing and sales, promotion, PR departments, hotel departments such as: restaurant, reception, reservations, training, procurement, analysis, risk management, in the management department, design and other projects consistent with the direction and goals of the internship.  Internships can be carried out in domestic or foreign organizational units, where the student can obtain appropriate education in the field of hotel and tourist traffic management (it is advisable to do internships in individual departments of large hotels with a diversified organizational structure).  \* the student may also carry out an internship in other departments, apart from those mentioned, resulting from the specificity of a given organization / enterprise. | |
| **Objectives**  **(broken down into areas, e.g. theoretical knowledge / practical skills / social competences)** | |
| **General goals:**  **The purpose of professional student internships is:**  Expanding knowledge and practical skills acquired during studies and shaping competences appropriate for a specific scope of studies; familiarizing the student with the specificity of the professional environment; shaping specific professional skills directly related to the place of internship; learning about the functioning of the organizational structure, principles of work organization and division of competences, procedures, work planning and control processes; shaping the ability to communicate effectively in the organization; improving the skills of organizing one's own work, team work, effective time management, diligence, responsibility for entrusted tasks; improving the ability to use a foreign language in professional situations; multifaceted familiarization with the activity profile of the entity hosting the student for internships, learning the specifics of work at various positions; broadening knowledge, practical skills and gaining experience helpful in choosing a career path; collecting experiences and materials that can be used when writing a diploma thesis.  **Detailed objectives (depending on the scope implemented):**  **Theoretical knowledge**   |  |  |  | | --- | --- | --- | | K1A\_W13 | ma podstawową wiedzę w wybranym zakresie studiów | P6S\_WG  P6S\_WK |   **Detailing:**  broadening theoretical knowledge in the field of hotel and tourist traffic management, in the areas of recruitment and selection, cooperation between individual departments of hotels and tourist offices, interpersonal communication and competency management, and shaping competences relevant to hotel and tourist traffic management, confrontation of theoretical knowledge with economic practice; getting to know the organizational structure, principles of work organization and division of competences, procedures, the process of work planning, control; deepening specialist knowledge used in practice and gaining experience helpful in choosing a career path; gathering experiences and materials that can be used when writing a thesis, understanding the importance of new management concepts and methods for a specific organization and forecasting the development framework (the scope of this development).  **Practical skills**   |  |  |  | | --- | --- | --- | | K1A\_U10 | correctly sets the priorities for the implementation of tasks set by himself or others, and identifies and resolves dilemmas related to management; is prepared to manage processes (undertakings) - in economic organizations and public administration, as a specialist (in the field of a selected specialization), middle-level manager, as well as running his own business, uses the economic and legal conditions of creating and developing individual forms entrepreneurship in the provision of management services | P6S\_UO | | K1A\_U11 | plans and organizes work - individually and in a team, assuming various roles in it, cooperates with other people as part of team work and is prepared to manage a small team in various situations - including extreme ones; sees the opportunities and threats related to the implementation of a specific project and is able to rationally plan and implement this project effectively in terms of skilful management of the project team; is able to combine a human resource management strategy with a company's development strategy; in particular, sees the advantages and disadvantages of employees (as well as the human resources management system in the company) in the aspect of interpersonal conflicts, which it tries to eliminate | P6S\_UO | | K1A\_U12 | is able to use the knowledge acquired in the course of studies at work, independently plans and implements his own lifelong learning, systematically supplements knowledge and improves skills in the field of management and quality sciences | P6S\_UU | | K1A\_U13 | has basic skills in the selected field of study | P6S\_UW  P6S\_UK  P6S\_UO  P6S\_UU |   **Detailing:**  familiarizing the student with the specificity of the professional environment; shaping specific professional skills in the areas of cooperation with clients, recruitment and professional cooperation, interpersonal communication and competency management; improving the skills of organizing own work; improving the ability to use a foreign language in professional situations; multifaceted familiarization with the activity profile of the entity hosting the student for internships, learning the specifics of work at various workplaces, relating to hotel and tourist traffic management; acquiring the ability to analyze existing problems and solve them, making a critical assessment of these problems; preparing graduates to work as a specialist, middle and senior manager in the hotel and tourist traffic management system, personnel, human resources in organizations, enterprises, state security structures and public institutions.  **Social competence**   |  |  |  | | --- | --- | --- | | K1A\_K01 | is critical of the knowledge possessed, carefully gathers the obtained data and information; is prepared to undertake second-cycle studies | P6S\_KK | | K1A\_K05 | accepts responsibility for the tasks entrusted to him, is aware of the importance of behaving in a professional and ethical manner, and requires it from others; in particular, cares about the achievements and traditions of the profession, acts in accordance with professional ethics - is loyal to the company for which he works and open to suggestions and proposals from employees at various levels, as well as clients | P6S\_KR | | K1A\_K06 | has basic social competences in the selected field of study | P6S\_KK  P6S\_KO  P6S\_KR |   **Detailing:**  shaping the ability to communicate effectively in the organization; acquisition of teamwork competences, effective time management, habits of diligent, timely work, responsibility for entrusted tasks; acquiring the competence to shape good interpersonal relations in the organization, being open to the needs of employees (including the need to raise the level of their knowledge and professional qualifications) and being sensitive to irregularities in the field of human resource management; eliminating mobbing, treating the employee with respect as the company's most important capital. | |
| **Schedule and program of internships for individual scopes**  **(with the tasks and duties of the apprentice)** | |
| 1. Meetings concerning the course and completion of the internship   Organizational and information training organized before each type of internship, 2 hours long. Consultation with the Student Internship Tutor to discuss the course of the internship.   1. An apprentice in the HR and payroll department   Getting to know the organization of the HR and payroll department, getting to know the HR and payroll documentation, getting to know the rules of remunerating employees, the remuneration system, rules of remuneration records, learning about the recruitment and selection plans for employees and their training plans, learning about the employee evaluation and motivation systems. Observation of the human resource management process. After the observation period, the student should perform the work assigned to him in the HR and payroll department.   1. Internship in the financial and accounting department   Getting to know the organization of the financial and accounting department, learning about the accounting and reporting documentation, learning the principles of the financial and accounting program, with particular emphasis on the payroll module and the Płatnik program, learning the rules of calculating ZUS contributions and the rules of settling accounts with ZUS and the tax office, familiarizing yourself with the relevant declarations. The student should also learn the principles of collecting and storing accounting documentation. After the observation period, the student should perform the work assigned to him in the financial and accounting department.   1. Internship in the procurement department   Familiarization with the organization of the procurement department, the documentation contained therein, observation of the requirements for employees of the procurement department, observation of the organization of their work and health and safety rules.   1. Internship in the Public Relations department   Getting to know the organization of the PR department and activities aimed at creating a positive image of the company by shaping relations with the immediate and further environment of the organization / company / enterprise: press meetings, conferences, fairs, media relations, etc., as a key element in shaping relations with members organizations and external entities.   1. Internship in hotel departments   Getting to know the organizational structure of the company (enterprise) running the hotel  and basic formal documents (statute, work regulations, organizational regulations, remuneration regulations, office instructions, documentation flow instructions), familiarization with the regulations and instructions as well as the functioning of the basic divisions of guest service: reception, accommodation, gastronomy and security, familiarization with the organization of work staff serving visitors in the above-mentioned departments; preparation of work schedules for shifts, rules of settling working time and remuneration of staff, getting to know the methods of customer acquisition and hotel reservation system, cooperation with travel agencies, airlines and other companies providing services to customers, recognition of the hotel market segment in which the company operates and customer profile, getting to know the company's (enterprise) marketing strategy and promotional activities, getting to know the logistics system (procurement organization) of the hotel, conducting a SWOT analysis for the hotel enterprise and formulating own conclusions relating to the improvement or changes in the management and marketing activities of the enterprise .   1. Internship at the tourist office   Getting to know the organizational structure of a tourist company (office) and basic formal documents (statute, work regulations, organizational regulations, remuneration regulations, office instructions, documentation flow instructions), getting acquainted with the computer sales (booking) system, office products (events, stays) , events, etc.) insurance products offered together with tourist services, organization of cooperation with hotels, airlines, transport companies and other companies offering services for tourists, familiarization with the organization of work of staff directly serving tourists (guides, caretakers, residents), their scope of activities and responsibility, getting acquainted with the methods of acquiring customers, recognizing the segment of the tourist market in which the company operates and the customer profile, getting acquainted with the company's (enterprise) marketing strategy and promotional activities, conducting a SWOT analysis for a travel enterprise (agency) and formulating own conclusions relating to the improvement of changes in the management and marketing activities of the company (office).   1. Board practice   Observing the processes of strategic and tactical human resource management, acquiring knowledge about selected systems of standards and rules (legal, organizational, professional, moral, ethical), acquiring knowledge of the basics of integrated management (including quality management, environmental management and OSH management), learning methods and information management tools, analysis and synthesis of processes and information systems; gaining knowledge about selected methods of supporting decision-making processes; if possible, participation in the meetings of the management board and supervisory boards.  Throughout the duration of the internship, the student should observe, notice, interpret and explain social phenomena (cultural, political, legal, economic) and the mutual relations between them; should try to forecast and model complex social processes and predict their practical effects, including social phenomena, using advanced methods and tools appropriate for management sciences; should be able to diagnose and solve complex management, material, financial and information problems;  If the student is interning at state administration offices, local government offices, government agencies and their local branches, non-governmental and church organizations in which there are no separate departments above, he should participate in the work of the departments there and, if possible, gain the above-mentioned experience. | |
| **The basis and conditions for completing the internship** | |
| * Student internships take place in conditions enabling direct performance of relevant practical activities by students. * Internships are organized in the form organized by the Universities - the student uses the internship offer prepared by the University, resulting from the concluded contracts; * In the case of studies with a general academic profile, student internships may also be implemented in the form of participation in research works, including laboratory or field classes, didactic trips, science or science and technology camps. * The prerequisite for completing the internship is:   - completion of the internship on a date and size consistent with the study plan,  - carrying out the tasks provided for in the internship program;  - submission of the internship diary confirming completion of the internship, appropriate for the field of study and scope of study, positively assessed by the student internship tutor.   * An entry on crediting the internship is made once or twice during the course of studies - in accordance with the study program for a given field of study, upon presentation of documents confirming the completion of internships, within 3 months of the student achieving the total number of internships required by the study program. * Student internships are assigned ECTS credits.   Information about the place and duration of the internship is recorded in the supplement to the diploma. | |
| **Regulations regarding failure to complete internships, apprenticeships** | |
| * In justified cases, the student may apply for:   a) rescheduling the internship or  b) postponing its implementation to a year of study other than that provided for in the study program.   * The term of the internship may be arranged individually in the case of individual organization of studies. * The consent is given by the Vice-Rector for Education, after consulting the Student Internship Tutor. * A student may be granted permission to practice at the place and time indicated by him, provided that the nature of the work performed is consistent with the internship program appropriate for his field of study. * At the request of the Institution where the student is interning, the University may recall the student from practice, if he violates the regulations in force in this plant. * The University has the right to terminate the internship before the deadline, when:   a) the student violates the discipline or order adopted in the Institution;  b) the student's behavior is not in keeping with the nature of the Institution;  c) the institution will not allow the student to undertake the internship;  d) the student has not insured himself / herself against accidents to the extent required.   * Discontinuation of the internship is tantamount to the recognition that the student has not completed the internship. * The student internship must be completed and credited before the end of the year in which the study plan and internship program provide for its implementation. * Failure to complete the internship is unambiguous to the need to repeat it and fail the year of studies. | |