

<b>Professional Apprenticeship Program I, II, III/DIPLOMA IN THE FIELD OF INTERNATIONAL RELATIONS FIRST-CYCLE PROGRAM PART-TIME AND FULL-TIME MODE</b>	<b>Semesters 2, 4, 6</b>	<b>Total: 480 hours (3x160 hours)</b>
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### Legal framework

1. The Act of 27 July 2005 Law on Higher Education (Journal of Laws No. 164, item 1365, as amended).

### General information

1. According to the curriculum, students undertake three types of apprenticeship: professional I, professional II and professional III.
2. The professional apprenticeship is free and is undertaken in accordance with the curriculum in the **second, fourth and sixth** semesters of study.
3. Students look for a place to undertake the apprenticeship on their own and the details of the apprenticeship are agreed with facility managers or they take advantage of the offers proposed by the University.
4. Students undertake the apprenticeship and submit documents confirming its completion in accordance with the schedule in force in the given semester, and announced on the University's website.
5. The WSB University does not cover the costs of the apprenticeship.
6. Students are obliged to take out accident insurance for the duration of the apprenticeship.

### Description of the apprenticeship

1. The professional apprenticeship involves 160 hours in each semester (semesters 2, 4, 6), in total - 480 hours.
2. The professional apprenticeship should be carried out in accordance with the selected specialty in companies, institutions and departments that deal with: designing of IT systems; creating and administering databases; administration and configuration of computer networks; computer programming; designing websites; design and implementation of integrated company management packages; security systems; IT systems; Computer Graphics

### The general objective of the apprenticeship

The objective of the apprenticeship is to verify the theoretical knowledge acquired during the studies and supplementing it with practical applications of the acquired skills (analytical, design and programming skills); learning the basic methods, forms and tools of work, organization and the way of planning work and keeping records. During the apprenticeship, the student should deepen specialist knowledge in a specific field of computer science through practical tasks performed in the workplace. An additional advantage of the apprenticeship may be linking employers with potential future employees.

### The specific objectives of the apprenticeship

- to develop basic skills necessary to fulfill various roles in socio-political and cultural life on a global and regional scale,
- to shape the right attitude to the profession and related duties,
- to develop independent and critical thinking as well as to understand and analyze social, political, legal and economic issues,
- to familiarize oneself with the overall functioning of the institution, organization and basic laws regulating its functioning (the specificity of a given institution, the organizational structure of a given institution, and work on a given position),
- to compare theoretical knowledge gained during the study with practical skills,
- develop the sense of responsibility for assigned tasks,
- to conduct empirical research for the diploma thesis (semester 5).

### Tasks

1. To make an apprentice familiar with the structure and organization of the institution / plant and individual departments.
2. To familiarize oneself with the nature of its activity, specificity and achievements.
3. To familiarize oneself with available documentation on the substantive part of the apprenticeship.

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4. To familiarize oneself with the working environment available during the apprenticeship.
5. To participate actively in performing a professional role (i.e. specific activities and tasks typical of the institution) appointed by the Apprenticeship Tutor on behalf of the host institution.
6. To analyze and evaluate the apprentice's skills acquired during apprenticeship.

**Forms of activity during the apprenticeship**

1. Meetings with managers and other employees.
2. Observation of the work of specialists in a given field.
3. The independent performance of tasks and duties delegated by managers or the company's apprenticeship tutor.
4. Participation in meetings and training.
5. Analysis of the organizational structure and documentation of the company.
6. Discussing problems related to the operation of the company.
7. Planning activities (carried out by the student).

**Learning outcomes to be obtained by the student during the apprenticeship**

**1) Knowledge:**

- The student has familiarized himself/herself with the regulations governing the functioning of the workplace where apprenticeship takes place;
- The student learned about the scope of the activity of organizational units and positions where the apprenticeship takes place;
- The student learnt the detailed tasks of people performing specific functions in the structure of the workplace and their mutual relationships;
- The student is familiar with the types of documents functioning on the workplace and the methods of filling them in
- The student has broadened the knowledge of issues in the studied field with a practical aspect.

**2) Skills:**

- The student can prepare his/her worksite;
- The student can use company resources necessary to perform work;
- The student can solve problems and tasks related to the work performed, with particular emphasis on tasks related to the field of IT;
- The student can not only observe, but also, if possible, actively participate in everyday work performed by specialists in their field, with particular emphasis on tasks related to the field of IT;
- The student can apply the theoretical knowledge and acquired IT skills in practice.

**3) Social competences:**

- The student is aware of the level of their knowledge and skills, understands the need for continuous training and professional and personal development.
- The student can evaluate their own competences and improve their skills by setting directions for their own development and education.
- The student can work in a team performing both tasks related to the implementation of imposed goals, as well as their determination and organization of work in the team.
- The student is active and persistent in performing team activities.
- The student correctly identifies and resolves dilemmas related to the profession
- The student can think in an entrepreneurial way, is open to starting and running their own business, and is ready to take up professional challenges.

**The methods of verification of learning outcomes and assessment criteria.**

**Knowledge:**

- observation of the student during the apprenticeship
- checking student's knowledge by the company's apprenticeship tutor on an ongoing basis;

- giving an opinion on and the assessment of the apprentice's knowledge by the company's apprenticeship tutor;
- preparing the student's apprenticeship report and its analysis.

**Skills:**

- observation of the student during the apprenticeship;
- checking the student's skills by the company's apprenticeship tutor;
- giving an opinion on and the assessment of the apprentice's skills by the company's apprenticeship tutor;
- conclusions from the analysis of the student's apprenticeship report.

**Social competences:**

- observation of the student during the performance of tasks related to the apprenticeship program;
- checking social competences by the company's apprenticeship tutor and other employees from the workplace during the apprenticeship;
- giving an opinion on and the assessment of social competences by the company's apprenticeship tutor;
- analysis of the student's apprenticeship report;
- discussion with the student.

**The mode, conditions and documentation of completing the apprenticeship**

1. The apprenticeship must be properly documented.
2. The following forms of the apprenticeship are allowed:
  - the apprenticeship organized by the University - the student takes advantage of the offer presented by the University;
  - the apprenticeship in the company declared by the student, provided that the nature of the work performed is consistent with the apprenticeship program relevant to the field of study;
  - employing a student in a company or completing a professional internship in a position corresponding to the apprenticeship program relevant to the field of study;
  - running your own business, if it is relevant to the apprenticeship program in a given field of study;
  - individual projects in the form of research and implementation works of the relevant department (in the case of the apprenticeship in the field of the general academic education profile).
3. The apprenticeship can be undertaken in the basic form or when the student works in a position relevant to the apprenticeship program, one can receive credit on the basis of professional work / conducting business activity/ undertaking other forms of activity.
4. The applicable documentation is provided below.

**THE PROCEDURE FOR IMPLEMENTING THE FORMALITIES RELATED TO THE APPRENTICESHIP DOCUMENTATION**

<b>A) APPRENTICESHIP UNDERTAKEN IN A BASIC FORM</b>	
Actions taken before undertaking the apprenticeship	<ol style="list-style-type: none"> <li>1) Before undertaking the apprenticeship, the student files an apprenticeship application form (Annex 1) and two copies of the apprenticeship agreement (Annex 2) to the Rector's Plenipotentiary for Student Apprenticeship (either personally on their duty or to the drawer in the Dean's Office with the inscription "APPRENTICESHIP FOR ENTRY") for acceptance and signing by the Rector's Plenipotentiary for Student Apprenticeship.</li> <li>2) The student collects the apprenticeship application form approved by the Rector's Plenipotentiary for Student Apprenticeship and both copies of the signed apprenticeship agreement from the Plenipotentiary (the collection takes place immediately after showing and signing documents during the duty of the Plenipotentiary for Student Apprenticeship, or from a drawer with the inscription "APPRENTICESHIP AFTER ENTRY", if the documents were filed at the Dean's Office).</li> <li>3) After receiving the apprenticeship agreement confirmed by the Rector's</li> </ol>

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	Plenipotentiary for Student Apprenticeship, both copies should be submitted for signature by the manager of the institution, where the student is going to undertake the apprenticeship. One copy remains in the institution and the other one has to be collected by the student and then he/she can start the apprenticeship.
Actions taken after completing the apprenticeship	<p><b>4)</b> : 4) After completing the apprenticeship, the student files a set of the following documents to the Rector's Plenipotentiary for Student Apprenticeship (either personally during their duty or to the drawer in the Dean's Office with the inscription "APPRENTICESHIP FOR ENTRY")</p> <ul style="list-style-type: none"> <li>– An application form with the consent of the Rector's Plenipotentiary for Student Apprenticeship (<b>Annex 1</b>);</li> <li>– A copy of the apprenticeship agreement signed and collected from the workplace (<b>Annex 2</b>);</li> <li>– the completed apprenticeship register(<b>Annex 3</b>);</li> <li>– the report on the completion of the apprenticeship completed by the apprenticeship tutor (<b>Annex 4</b>);</li> <li>– A report prepared by the student, i.e. a printed e-survey questionnaire, which was previously filled in by the student in the electronic version (<b>Annex 5</b>).</li> </ul> <p><b>5)</b> After checking the documents filed by the student carefully, the Rector's Plenipotentiary for Student Apprenticeship enters credit for the student in the electronic transcript in the Virtual University system.</p>
<b>B) APPRENTICESHIP CREDITED ON THE BASIS OF EMPLOYMENT / CONDUCTING BUSINESS ACTIVITY / TAKING OTHER FORMS OF ACTIVITY</b>	
Actions taken to receive credit for the activity declared as the equivalent of the apprenticeship	<p><b>1)</b> 1) The student files an application to receive credit for the apprenticeship to the Rector's Plenipotentiary for Student Apprenticeship (either personally during their duty or to the drawer in the Dean's Office with the inscription "APPRENTICESHIP FOR ENTRY) based on employment/business activity/undertaking other forms of activity (<b>Annex 6</b>) and additional documents indicated in the application (e.g. an employment certificate and a confirmed job description, the certificate of completed apprenticeship, including the apprenticeship program, the certificate of volunteer work and tasks performed, the confirmation of conducting business activity - CEIDG certificate, etc.) so that it is verified and consent to credit the apprenticeship is given.</p> <p>Only copies of documents confirmed as complying with the original are recognized.</p>

**Attention: We ask the student to make a copy (photocopy) of the apprenticeship documents before filing them.**

**PROFESSIONAL APPRENTICESHIP I, II, III**  
**(circle as applicable)**  
**APPLICATION FORM**

**Student's details**

First name and surname: .....

Address of residence: .....

Register number: .....

Mode of study: full-time / part-time \*

Program of study: **First-cycle**

Field of study: **COMPUTER SCIENCE**

Specialization: .....

Year of study: .....

Semester of study .....

Student's phone number: .....

Student's e-mail address: .....

**Apprenticeship details**

Duration of the apprenticeship: from..... to .....

Name and address of the workplace in which the student intends to undertake the apprenticeship  
.....  
.....

Name of the department / organizational unit where the student will undertake the apprenticeship  
.....

Stamp of the company / institution / facility \*, which initially agreed to the student's undertaking of the student apprenticeship program.



\*delete as applicable

After completing the apprenticeship

<b><i>I acknowledge the completion of professional apprenticeship I, II, III</i></b>	<b><i>I do not acknowledge the completion of professional apprenticeship I, II, III</i></b>
..... (date) .....	..... (date) .....
..... (signature of the WSB Rector's Plenipotentiary for Student Apprenticeship	..... (signature of the WSB Rector's Plenipotentiary for Student Apprenticeship

**Employer description** (legal form, industry, the territorial scope of the activity):

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

**Description of department(s)**, where the student intends to undertake the apprenticeship:

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

**Nature of planned tasks and works** (substantive, organizational and auxiliary works):

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

**Knowledge** to be acquired during the apprenticeship (what will you learn?):

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

**Skills** to be acquired during the apprenticeship (what will you learn?):

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

**Social competences** to be acquired during the apprenticeship (what will you learn?):

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

**How is the place of practice relevant to the apprenticeship program for a given field of study:**

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

.....  
(Student's signature)

<b>Approval of the Rector's Plenipotentiary for Student Apprenticeship to undertake apprenticeship in the place chosen by the student</b>	
..... (date)	..... (signature of the WSB Rector's Plenipotentiary for Student Apprenticeship)

Dąbrowa Górnicza, .....

AKADEMIA WSB  
ul. Cieplaka 1C  
41-300 DĄBROWA GÓRNICZA  
Tel. (32) 262-28-05

### AGREEMENT

Between Akademia WSB (WSB University), represented by the **Rector prof. nadzw.dr. Zdzisława Dacko-Pikiewicz**, hereinafter referred to as the University  
and

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

(name and address of the workplace)

hereinafter referred to as the Workplace, represented by the President/Director/Plant Manager..... was entered into for the period from ..... to ..... and it reads as follows:

1. In the academic year 2017/2018, the University refers the following student to the Workplace to undertake the apprenticeship:

Student's name and surname	Address of residence	Study
		Field: <b>COMPUTER SCIENCE</b> (first-cycle program) Mode of study: full-time / part-time * Year of study: ..... Semester of study: ..... Register no: ..... <small>*delete as applicable</small>

2. The Workplace shall:
  - a) familiarize students with the documents in force in their activity and related to the job position, e.g. company work regulations, regulations on the protection of state and official secrets, and health and safety regulations.
  - b) appoint a company representative (apprenticeship tutor) to supervise the performance of tasks resulting from the apprenticeship program.
  - c) enable the Plenipotentiary for Student Apprenticeship to exercise didactic and educational supervision and control over the student apprenticeship.
  - d) request the University to dismiss a student who has undertaken the apprenticeship on the basis of a referral, if he / she grossly violates work discipline. If the violation of the work discipline caused a threat to life or health, the employer may prevent the student from continuing the apprenticeship.
1. The University shall exercise didactic and educational supervision over the course of apprenticeship. The Plenipotentiary for Student Apprenticeship, as a University representative, is the superior of students during the apprenticeship, is responsible for the implementation of the apprenticeship program in accordance with its purpose, and is authorized to settle matters related to the course of the apprenticeship together with the representative of the Workplace.
2. The apprenticeship is unpaid.
3. The University may, within its capabilities, inform the public via an Informant or other information channel that the Workplace supports students in obtaining higher education and at the same time thank them, on behalf of the Student, for enabling the apprenticeship, to which the Workplace agrees.
4. The Agreement has been made in two identical copies, one for each party.

.....  
Rector's Plenipotentiary for Student Apprenticeship

.....  
Signature and stamp of the Director or an authorized person

AKADEMIA WSB  
ul. Cieplaka 1C  
41-300 DĄBROWA GÓRNICZA  
Tel. (32) 262-28-05

Dąbrowa Górnica, .....

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Student's name and surname	Address of residence	Study
		Field: <b>COMPUTER SCIENCE</b> (first-cycle program) Mode of study: full-time / part-time * Year of study: ..... Semester of study: ..... Register no: ..... <small>*delete as applicable</small>

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  - a) familiarize students with the documents in force in their activity and related to the job position, e.g. company work regulations, regulations on the protection of state and official secrets, and health and safety regulations.
  - b) appoint a company representative (apprenticeship tutor) to supervise the performance of tasks resulting from the apprenticeship program.
  - c) enable the Plenipotentiary for Student Apprenticeship to exercise didactic and educational supervision and control over the student apprenticeship.
  - d) request the University to dismiss a student who has undertaken the apprenticeship on the basis of a referral, if he / she grossly violates work discipline. If the violation of the work discipline caused a threat to life or health, the employer may prevent the student from continuing the apprenticeship.
3. The University shall exercise didactic and educational supervision over the course of apprenticeship. The Plenipotentiary for Student Apprenticeship, as a University representative, is the superior of students during the apprenticeship, is responsible for the implementation of the apprenticeship program in accordance with its purpose, and is authorized to settle matters related to the course of the apprenticeship together with the representative of the Workplace.
4. The apprenticeship is unpaid.
5. The University may, within its capabilities, inform the public via an Informant or other information channel that the Workplace supports students in obtaining higher education and at the same time thank them, on behalf of the Student, for enabling the apprenticeship, to which the Workplace agrees.
6. The Agreement has been made in two identical copies, one for each party.

.....  
Rector's Plenipotentiary for Student Apprenticeship

.....  
Signature and stamp of the Director or an authorized person

**THE REGISTER OF PROFESSIONAL APPRENTICESHIP I, II, III (circle as applicable)**

The course and description of activities undertaken during the apprenticeship.

Student's name and surname.....

Register number:.....

Specialization: .....

Year of study ....., semester ....., mode of study: full-time / part-time (*delete as applicable*)

Duration of the apprenticeship: from ..... to .....

Name and address of the workplace where the apprenticeship takes place

.....

Name of the department where the apprenticeship was undertaken.....

.....

Name of the supervisor on the part of the workplace .

.....

*The register should contain a daily description of your activity in a given workplace (each day in a separate row of the table). What were your tasks? What problem, activity and function did you familiarize yourself with on a particular day? Sheets with tables should be as many as needed to describe all days of the apprenticeship.*

Workplace stamp



.....

date

.....

signature and stamp of the workplace apprenticeship tutor

*A company's apprenticeship tutor from a given workplace confirms, on an ongoing basis, the descriptions from particular days of the apprenticeship (in the last column of the table) and signs the entire register completed by the student on the last day of the apprenticeship.*

*The title page of the apprenticeship register should be printed only once.*

**Student's name and surname:**

.....

From ..... to .....

The sum of the clock hours on the given page of the register: .....

day (dd/mm/yyyy)	Apprenticeship hours from...to...	Number of hours on a given day	Specification of activities, work, tasks, duties and functions performed.	Confirmation (in the form of a signature and stamps) and the comments of the company apprenticeship tutor

*This page of the apprenticeship register should be duplicated as many times as it is possible to describe all the days of the apprenticeship (one row of the table is used to describe apprenticeship completed within one day only)*

**THE REPORT ON THE COMPLETION  
OF PROFESSIONAL APPRENTICESHIP I, II, III(circle as applicable)**  
(completed by the company's apprenticeship tutor)

<b>PROFESSIONAL APPRENTICESHIP I, II, III</b> (circle as applicable) <b>IN THE FIELD OF COMPUTER SCIENCE</b> <b>FIRST-CYCLE PROGRAM</b> <b>FULL-TIME AND PART-TIME STUDY</b>	<b>Total: 480 hours*</b> <b>(3x160 hours)</b>
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Student's name and surname:.....

Name and address of the institution / facility

.....

.....

Duration of the apprenticeship from ..... to .....

Name and surname of the company's apprenticeship tutor .....

Confirmation of the learning outcomes achieved		Please enter: yes, no
<b>KNOWLEDGE</b>	1) The student has familiarized himself/herself with the regulations governing the functioning of the workplace where apprenticeship takes place	
	2) The student learned about the scope of the activity of organizational units and positions where the apprenticeship takes place;;	
	3) The student learnt the detailed tasks of people performing specific functions in the structure of the workplace and their <u>mutual relationships</u> ;	
	4) The student is familiar with the types of documents functioning on the workplace and the methods of filling them;	
	5) The student has broadened the knowledge of issues in the studied field with a practical aspect.	
<b>SKILLS</b>	1) The student can prepare his/her worksite;	
	2) The student can use company resources necessary to perform work;	
	3) The student can solve problems and tasks related to the work performed, with particular emphasis on tasks related to the field of IT;	
	4) The student can not only observe, but also, if possible, actively participate in everyday work performed by specialists in their field, with particular emphasis on tasks related to the field of IT;	
	5) The student can apply the theoretical knowledge and acquired IT skills in practice.	
<b>SOCIAL COMPETENCES</b>	1) The student is aware of the level of their knowledge and skills, understands the need for continuous training and professional and personal development..	
	2) The student can evaluate their own competences and improve their skills by setting directions for their own development and education.	
	3) The student can work in a team performing both tasks related to the implementation of imposed goals, as well as their determination and organization of work in the team.	
	4) The student is active and persistent in performing team activities	
	5) The student correctly identifies and resolves dilemmas related to the profession	
	6) The student can think in an entrepreneurial way, is open to starting and running their own business, and is ready to take up professional challenges.	

Grade obtained during the apprenticeship\* .....

(in digits: 2,0; 3,0; 3,5; 4,0; 4,5; 5,0 – please enter with a digit after the comma)

.....  
Date

.....  
Signature and stamp of the company's apprenticeship tutor

\* Evaluation criteria are provided on pages 2 and 3 of the report

**CRITERIA FOR THE COMPLETION OF THE STUDENT APPRENTICESHIP  
IN THE FIELD OF COMPUTER SCIENCE  
AT THE WSB UNIVERSITY**

**Grade 5.0 (very good)**

is received by a student who, during the apprenticeship:

- has a high level of knowledge in their field of study,
- can effectively use their knowledge in the field of study and apply it in practice successfully,
- shows a perfect ethical attitude and exemplary conduct towards employees and other stakeholders of the institution,
- can work very effectively in a team,
- analyzes, in a full and factual way, problems and documentation related to the activities of a given institution,
- sets a plan of action very efficiently, including modifications to the action in problem situations,
- performs tasks planned by the company's apprenticeship tutor perfectly, independently and efficiently,
- undertakes activities specified and assigned by the company's apprenticeship tutor and shows own initiative and exemplary commitment,
- is creative in action and has interpersonal and communication skills.

**Grade 4.5 (good plus)**

is received by a student who, during the apprenticeship, has partially satisfied the criteria for obtaining grade 5.0 (very good).

**Grade 4.0 (good)**

is received by a student who, during the apprenticeship:

- has a satisfactory level of knowledge in their field of study,
- , can effectively use their knowledge in their field of study and apply it successfully in practice,
- shows an appropriate ethical attitude and proper behavior towards employees and other stakeholders of the institution,
- , can work efficiently in a team,
- analyzes the problems and documentation related to the activity of the institution sufficiently well,
- sets a plan of action efficiently, including modifications to the action problem situations,
- performs tasks planned by the company's apprenticeship tutor correctly, independently and efficiently,
- undertakes activities specified and assigned by the company's apprenticeship tutor

### **Grade 3.5 (satisfactory plus)**

is received by a student who, during the apprenticeship, has partially satisfied the criteria for obtaining grade 4.0 (good).

### **Grade 3.0 (satisfactory)**

- is received by a student who, during the apprenticeship:
  - has a small amount of knowledge in their field of study,
  - can use their knowledge of their field of study sufficiently and apply it in practice if assisted by the company's apprenticeship tutor,
  - , shows an appropriate ethical attitude and appropriate behavior towards employees and other stakeholders of the institution,
  - can work in a team,
  - analyzes problems and documentation related to the activities of a given institution after receiving guidance from the company's apprenticeship tutor.
  - sets a plan of action including modifications to the action in problem situations with the help of a company's apprenticeship tutor,
  - performs tasks planned by the company's apprenticeship supervisor only when he/she cooperates with the tutor and receive his/her instructions,
  - undertakes activities specified by the company's apprenticeship tutor.
  - is interested in broadening knowledge and improving the efficiency of their action,
  - work, is limited to implementing the instructions of the company's apprenticeship tutor.

### **Grade 2.0 (unsatisfactory)**

- is received by a student who, during the apprenticeship:
  - has a very small amount of knowledge in their field of study,
  - is unable to use their knowledge of their field of study and does not have the ability to do practical work even when the company's apprenticeship tutor helps them,
  - , shows an inadequate ethical attitude and inappropriate behavior towards employees and other stakeholders of the institution,
  - cannot work in a team,
  - cannot analyze problems and documentation related to the activities of a given institution, and even after receiving guidance from the company's apprenticeship tutor,
  - does not set a plan of action including modifications to the action in problem situations and is limited to the implementation of the instructions of the company's apprenticeship tutor,
  - performs tasks planned by the company apprenticeship tutor only in their cooperation and instruction,
  - performs tasks assigned incorrectly even when he/she cooperates with the tutor and receives his/her instructions,
  - is not interested in broadening their knowledge and improving the efficiency of their action,
  - at work, is limited to implementing the instructions of the company's apprenticeship tutor.

1. How do you assess formal student apprenticeship documents? (you can mark any number of answers)
  - The documents are clear
  - The documents are incomprehensible
  - Filling in the documents is time-consuming
  - In my opinion, the number of documents is too large
  - Documents need to be supplemented due to:  
.....  
.....
2. How do you assess the duration of your student apprenticeship (160 hours)? (please tick one answer)
  - The apprenticeship involves too few hours, I believe that it should take...hours.
  - The apprenticeship involves too many hours, I believe that it should take .....hours.
  - The number of hours of the apprenticeship is sufficient
3. Do you think that the course of the student apprenticeship is appropriate?
  - Yes
  - No, the apprenticeship is too early
  - No, the apprenticeship is too late
  - I do not know
4. Do you think that apprenticeship has an impact on student professional activity?
  - Definitely yes
  - Probably yes
  - I do not know
  - Probably not
  - Definitely not
5. What did the student have the biggest problems with:  
.....  
.....
6. Taking into account the list of learning outcomes that the student was supposed to achieve during the apprenticeship, which you would change, remove or add?
  - Knowledge, what?  
.....  
.....
  - Skills, which ones?  
.....  
.....
  - Social competences, which ones?  
.....  
.....
7. Do you agree to accept students of the WSB University in the future?
  - Yes
  - No
  - I do not know

.....  
*Signature and stamp of the company apprenticeship tutor*

**STUDENT'S REPORT**  
**ON PROFESSIONAL APPRENTICESHIP I, II, III / DIPLOMA**  
**APPRENTICESHIP - E-SURVEY**  
*(circle as applicable)*

Please attach a printout of the questionnaire which has been previously filled in by the student in an electronic version to the documentation confirming the completion of **PROFESSIONAL APPRENTICESHIP I, II, III / DIPLOMA APPRENTICESHIP** *(circle as applicable)*.

The questionnaire can be found at: <http://wsb.edu.pl/praktyki/ankieta>

A short guide to the proper completion of the obligatory e-survey about the completed student apprenticeship has been posted on the University website in the tab dedicated to the student apprenticeship.

.....  
(student's name and surname, register number)  
.....  
(specialization)  
.....  
(phone number and e-mail address)  
Mode of study: full-time/ part-time\*  
Program of study: first-cycle  
Year of study ....., semester .....

Dąbrowa Górnicza, .....

Name and surname of the Supervisor: .....

**APPLICATION FOR CREDIT FOR THE COMPLETION OF PROFESSIONAL I, II, III**  
(circle as applicable)  
**ON THE BASIS OF EMPLOYMENT/CONDUCTING BUSINESS ACTIVITY / TAKING OTHER**  
**FORMS OF ACTIVITY \***

To the Rector's Plenipotentiary for Student Apprenticeship

I request credit for the professional apprenticeship I, II, III / diploma apprenticeship (circle as applicable)  
completed in (company's name, address)

.....  
.....  
In the form of\*:

- employment under an indefinite duration employment contracts
- employment under a fixed-term employment contract
- employment under a civil law contract
- conducting business activity
- volunteer work
- undertaking different activity relevant to the field of study (which?) .....

.....  
which I confirm with the documents enclosed\*\*

I enclose:

1. ....
2. ....
3. ....

The date of commencing and finishing the internship / volunteer work / work \* from ..... to .....

\* delete as applicable

\*\* it can be a contract of employment / certificate of employment and a confirmed scope of duties/job description; a certificate of completed internship together with the internship program; a certificate of volunteer work and tasks performed, the confirmation of conducting business activity- a CEIDG certificate, etc. Only copies of documents confirmed as true copies of the original document are recognized.

**The topic of a Bachelor thesis** (it applies only to semester 5)

.....  
\* delete as applicable

<b>I agree to recognize the student's activity as an equivalent of the professional apprenticeship I, II, III / diploma apprenticeship</b>	
..... (date)	..... (Supervisor's signature)***
..... (date)	..... (signature of the Rector's Plenipotentiary for Student Apprenticeship)

\*\*\* Supervisor's signature is required only when the student gathers materials necessary to write a Bachelor thesis during the professional/diploma apprenticeship in semester 5.

**Attention! The consent must first be given by the Supervisor and then by the Rector's Plenipotentiary for Student Apprenticeship**

**Description of the employer** (legal form, branch, territorial scope of the activity):

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.....

**Description of the student's present/previous\* position (s):**

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**The nature of the tasks and works performed** (substantive, organizational and auxiliary works):

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**Knowledge** acquired during work (what have you learned?):

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**Skills** acquired during work (what have you learned?):

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**Social competences** acquired during work (what have you learned?):

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**How is professional experience/business activity relevant to the apprenticeship program in the given field of study:**

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.....  
(student's signature)

**I confirm the description of the student's professional work**

.....  
*place, date*

.....  
*Surname and first name, stamp and signature of the superior*