



STUDENT INTERNSHIP AT THE FACULTY OF MANAGEMENT ENGINEERING in the academic year 2023/2024

Manual of conduct for internships credited on the basis of professional experience

RESPONSIBLE	OPERATION SCOPE	TIME LIMIT FOR COMPLETION
Student	Providing the internship supervisor with <u>Appendix 2</u> - application for crediting the internship on the basis of professional experience, together with ¹ <u>a copy</u> of the employment contract, contract of mandate, contract for specific work or internship contract. The student may provide documents in electronic form to the e-mail address of the internship supervisor, then he/she is obliged to provide the originals during the crediting process. If the student will take up employment during the summer period, on the basis of which he/she wants to complete the internship, he/she must also inform the internship supervisor about it.	Until 03.06.2024 according to the dates of the practice supervisor's duty.
Practice supervisor	Deciding whether internships can be credited on the basis of professional experience. Informing the student of a positive or negative decision.	Within 5 business days from the date of delivery of attachment 2.
Student	Preparation of the practice report - Appendix 8 and <u>signing the report in the company.</u> Professional experience gained in the past during studies in a given field, level and profile.	21 calendar days from the date of the internship supervisor's decision on the possibility of completing the internship on the basis of professional experience.
	The experience will be gained in the future in time to complete the internship, e.g. summer holidays.	
Student	Passing the internship - going to the internship supervisor's duty, submitting the report for completion and Form 2 Crediting the internship at the FEM. NOTE: If the student provided Annex 2 to the Regulations of Internships and a copy of the agreement in an electronic version, the student must provide the original documents upon completion.	No later than 7 days from the date of completion of the internship ² .
Practice supervisor	Analysis of the documents received from the student and finding whether it is possible to pass the internship. IF YES: credits from internships entered into eProto and notification of the student about obtaining credits and the possibility to collect the signed form 2 Crediting internships at FEM. IF NO: return the documents to the student for correction.	Within 5 business days from the date of delivery of documents by the student.
Student	Submission of the form signed by the guardian 2. Passing the internship at FEM to the Dean's Office of FEM PP/ZCO.	Within 3 working days.

Developed by:

.....

Internship coordinator at FEM

dr inż. Anna Mazur

Approved:

.....

Vice-Dean for Education and Student Affairs

dr inż. Roma Marczevska-Kuźma

¹ Please make sure that the scope of duties listed in Appendix 2 coincides with the internship program for your field of study. Please also specify the exact period to be considered as the internship period - 4 weeks (20 working days).

² If the internship supervisor is on leave, you should go to the next duty after the internship supervisor's leave.