

REGULATIONS OF PRACTICAL PLACEMENT

**in the fields of Management and Logistics
DEPARTMENT OF MANAGEMENT
INSTITUTE OF SECURITY AND MANAGEMENT
POMERANIAN UNIVERSITY IN SLUPSK**

Pursuant to §29 sec. 2 of the Study Regulations of the Pomeranian University in Slupsk, constituting Annex 1 to the Senate resolution R.00.60.21 of 28 April 2021, "Regulations for Student Practical Placement" are introduced in the Department of Management of the Institute of Security and Management at the Pomeranian University in Slupsk.

CHAPTER I GENERAL PROVISIONS

§ 1

Whenever the Regulations refer to:

- 1) Institute – means the Institute of Security and Management;
- 2) Department – means the Department of Management;
- 3) the University practical placement coordinator – means a person referred for supervision of practical placement on behalf of the Rector of the Pomeranian University;
- 4) practical placement coordinator on behalf of the Institute – means a person delegated to supervise the implementation of practical placements on behalf of the Director of the Institute of Security and Management of the Pomeranian University;
- 5) academic supervisor of practical placements and internships – means a person referred by the Director of the Department of Management to supervise and implement practical placements and internships in the Department of Management.
- 6) practical placement supervisor – means a person who supports the student in the place where the placement is held.

§ 2

1. During the course of study, students are obliged to complete a student work placement, hereafter referred to as "placement", as required by the curriculum.
2. For the placement, the student receives an appropriate number of ECTS points, specified in detail in the curriculum.
3. Completing the placement is one of the curriculum requirements that the student should meet before taking the diploma examination.

§ 3

1. The duration of the placement (number of hours) depends on the education profile.
2. The student may begin the placement not earlier than:
 - a) first-cycle studies – in the second semester,
 - b) second-cycle studies – in the first semester.
3. The student is obliged to complete the placement and account for its completion with the academic supervisor of placements in accordance with the curriculum assumptions.

CHAPTER II ACADEMIC SUPERVISOR OF PLACEMENTS

§ 4

1. The academic supervisor of placements and internships nominated by the Director of the Department is responsible for the organization of placements.
2. Supervision over the work and implementation of tasks by the academic tutor of placements and internships is exercised by the Director of the Department.

§ 5

The main duties of the academic supervisor of placements and internships include:

- 1) organization of placements in accordance with the rules and internal arrangements in force at the Pomeranian University in Slupsk, hereinafter referred to as the "University",
- 2) conducting information meetings for students on the rules of placements,
- 3) keeping and archiving the required documentation,
- 4) cooperation with internal units of the University, including the Dean's Office in the field of student placements,
- 5) cooperation with institutions and organizations with which the University has signed agreements in the matter of student placements,
- 6) assistance in finding external partners among enterprises, institutions and organizations that enable students to complete placements,
- 7) cooperation at the Institute with the Education Quality Assurance System committees in the field of improvement placements and evaluation of the education program,
- 8) supervision and control over the student placements.

CHAPTER III PURPOSE AND SCOPE OF THE PLACEMENTS

§ 6

1. The main goal of the placement is to prepare students for professional work in enterprises, institutions and organizations at work positions related to the field of study and the chosen path of study.
2. An additional goal of the placement is to acquire by the student appropriate interpersonal skills, in particular the ability to communicate and cooperate with associates within the functioning of the selected unit, institution and facility as a place of placements.
3. During the placement, students should, among others:
 - a) get acquainted with the specifics of the functioning of the enterprise, organization / institution in which the student is doing an placement,
 - b) get acquainted with the tasks of the enterprise, organization / institution in which the student is doing an placement
 - c) get acquainted with the system of work of the organization / enterprise / institution, and its formal documents
 - d) get acquainted with the operating procedures of the organization / enterprise/ institution,
 - e) learn to implement basic and specialized professional tasks for the selected positions,
 - f) perform other tasks ordered by the placement supervisor.

§ 7

1. After completing the placement, students should achieve the assumed learning outcomes in accordance with the curriculum of studies specified in the subject syllabuses.

CHAPTER IV ORGANIZATION, COURSE AND COMPLETION OF STUDENT PLACEMENTS

§ 8

1. The student completes the placement on the basis of an individual or collective referral issued by the University in an enterprise, institution / organization that has concluded an agreement with the University, after prior submission of written information to the academic supervisor of placements and internships at the department, according to a specific formula, with the intended place of students' placement (Annex 1 - application for a placement referral).
2. With the Rector's consent, the placement may take place on a date other than that provided for in the

- curriculum, however, it should be completed with the completion of the last semester of studies.
3. The internship should be held in companies, institutions / organizations in which the student is prepared to work during the studies as part of education in a particular field of study and within a chosen major.
 4. The internship can be held at home and abroad, in companies, institutions / organizations indicated by the University or selected by the student.
 5. The University enters into an agreement with the units, institutions and facilities that agree to conduct in-service training, specifying its terms.
 6. After completing the placement, the student is obliged to confirm the placement by submitting to the academic supervisor of internships and placements in the Department of Management:
 - a) a certificate confirming completion of the placement, issued by the company, institution / organization where the student completed the placement (**Annex 2 - Certificate confirming completion of the placement**)
 - b) a student work placement logbook and self-assessment of the achievement of the expected learning outcomes, in accordance with the template attached in these regulations (**Annex 3 - placement logbook**)

§ 9

7. Students working professionally may apply for the credit for their work/internship, accounting for the credit for the placement, if it falls within the problem area related to the field of study and the chosen specialization.
8. In order to get credit for the practical placement in this case, the student submits to the Director of the Institute an application using the valid form (Annex 4 - application for credit for the practical placement through the professional work performed) and encloses:
 - a) document confirming the employment/internship including its period, position, nature and tasks performed by the student,
 - b) supplementary information concerning the nature and scope of the student's professional work/internship,
 - c) opinion of the enterprise, unit, institution on the student performing work/internship,
 - d) confirmation of achieving learning outcomes (Attachment 5 - assessment of the achievement of learning outcomes).
9. In order to apply for the credit for the work placement it is required to have
 - a) a minimum of 6 months' employment,
 - b) positive verification by the academic supervisor of internships and placements of the student's ability to achieve the expected learning outcomes in a given place or position.
10. The condition for the completion of the placement through the realization of a job/internship is the realization of the framework program of the placement and the achievement of the learning outcomes set out in the programme (Attachment 5 - achievement of learning outcomes).

§ 10

1. The placement is completed by the academic supervisor of internships and placements in the department, after the student meets the requirements set forth in the study program and these regulations.
2. In order to pass the practical placement, a student must achieve all the learning outcomes set for student placements according to the following grading scale: very good (5.0); good plus (4.5); good (4.0); sufficient plus (3.5); sufficient (3.0); unsatisfactory (2.0) - failing the placement.
3. Documents confirming that the student has completed the in-service training are placed in the student's personal file.
4. The methods of verifying the learning outcomes set for in-service training shall be specified in detail in the study programs.
5. The passing of the practical placement is required for the student's graduation.

CHAPTER V

ORGANIZATION OF SUPERVISION AND CONTROL OF PLACEMENTS

§ 11

1. The aim of the supervision is to check whether the internship is carried out in accordance with the study program and whether the student is provided with conditions for its implementation.
2. The academic supervisor of in-service training in the Department of Management is responsible for the supervision.
3. The supervision is conducted on the basis of the inspection plan prepared by the academic supervisor of internships and placements and approved by the Department Head.
4. The inspection documentation is prepared by the academic supervisor of internships and placements.

CHAPTER VI REPORTING

§ 12

1. Placement is subject to reporting in accordance with the rules of the Pomeranian Univeristy in Slupsk.
2. The academic supervisor of internships and placements is responsible for the reports.
3. The academic supervisor of internships and placements prepares a report on internships by 15 November - for the previous academic year.
4. The conclusions from the course of placements, including their assessment by students, assessment of the extent to which the learning outcomes assumed for the program have been achieved, as well as a proposal for changes to the program are presented to the Departmental Committee for Quality in Education.

CHAPTER VII FINAL PROVISIONS

§ 13

1. The Rector's Office, which supervises the students' education, is responsible for the organizational and administrative side of the student practice.
2. Any documents submitted by the student within the student practice placement as photocopies must be certified as "true copies of the original" or submitted together with the original to confirm their compliance with the original.

§ 14

The appendices mentioned in the text of the Regulations are an integral part thereof.

§ 15

These Regulations shall enter into force as of October 1, 2021.

Annex 1 to Regulation of Practical Placement in the fields of Management and Logistics

Slupsk, date

M.A. Adriana Garbowska
Pomeranian University in Slupsk
Education Office
Educational Coordination Section
Tel: (59) 84 05 920
Email: adriana.garbowska@apsl.edu.pl

Application for a placement referral

I hereby agree to student practical placement of the student:

Ms./ Mr.

Institute of Security and Management

field of study, major

mode of study.....

Student intends to take practical placement between and

Insurance number.....

Name of the company/ institution:

Name of the company/ institution:

Address:

TIN:

.....

The academic supervisor of internships and placements in Department of Management

Certificate confirming completion of the placement

It is certified that the student
.....
.....
/ Name, last name, register number, field of study – major/

has completed the placement in
.....
/Name of the institution, address/

.....
.....
duration
.....
/from...to..., day, month, year/

.....
/stamp, signature of the supervisor of placement in the place of completion of the placement/

PLACEMENT LOGBOOK (OF FIELD OF STUDY AND MAJOR)

INSTITUTE		Institute of Security and Management		
DEPARTMENT		Management		
FIELD OF STUDY		Management/Logistics*		
DEGREE PROGRAMME		First cycle/Second cycle		
MODE OF STUDY		Full-time/Part-time/blended learning		
A. INFORMATION ABOUT THE STUDENT – completed by the student				
1. Full name		5. Semester		
2. Father's name		6. Major		
3. Register number		7. Academic year		
4. Year of study		8. Insurance number		
B. INFORMATION ABOUT TIME AND PLACE OF PRACTICAL PLACEMENT - completed by the student				
1. Place of practical placement:		2. Address of the institution, organization:		
3. Duration (from – to):		4. Hours of placement		
C. METHODOICAL SECTION OF PRACTICAL PLACEMENT (OF FIELD OF STUDY AND MAJOR)				
I. THE STUDENT HAS ACCOMPLISHED THE EXPECTED LEARNING RESULTS IN THE INDIVIDUAL CATEGORIES				
category	number	Content	Grade	Signature of the placement supervisor
knowledge	W_01	has basic knowledge about structure, tasks, and principles of the organization of the placement, and relations with other economic and administrative entities,		
	W_02	has basic knowledge about relations between organization of the placement and other structures, and social and economic entities,		
	W_03	has basic knowledge about moral and legal norms of the organization of the placement		
skills	U_01	can use in practice the theoretical knowledge acquired in the course of study,		
	U_02	correctly uses the norms of international and national law in order to solve practical problems related to specification of the organization of the placement,		

	U_03	can correctly analyze all issues taking into consideration their influence on basic processes and management functions		
	U_04	has skills to use the acquired knowledge taking into consideration the skills acquired during the placement.		
social competence	K_01	can cooperate and work in group taking on different roles,		
	K_02	can think and act in a resourceful way being ready to accept work challenges elastically in organizations similar to the placement organization.		

II. EDUCATIONAL CONTENT WITHIN THE PRACTICAL PLACEMENT

Subject number	Educational content	Grade	Signature of the placement supervisor
1	To get acquainted with specification of the placement organization.		
2	To get acquainted with tasks and legal framework of the placement organization.		
3	To get acquainted with organization of managers' work and teams of the entity involved in substantive tasks related to placement purposes.		
4	To get acquainted with procedures of the organization, substantively related to placement purposes.		
5	To get acquainted with types and ways of keeping records substantively related to placement purposes.		
6	Perform basic administrative and substantive tasks (under supervision of the person responsible for mentoring the intern on behalf of the institution.		

D. REPORT FROM THE PRACTICAL PLACEMENT – completed by the student

[Empty space for student report]

I. FINAL GRADE FROM THE PRATICAL PLACEMENT – completed by the employer
(in the form of a grade [in words and numbers], according to the following scale of grades: very good (5.0); good plus (4.5); good (4); sufficient plus (3.5); sufficient (3); insufficient (2.0))

[Empty space for employer grade]

.....
Signature of the academic supervisor
of placements and internships
in the Department of Management

Slupsk, date.....

Name
Register number.....
Field of study:
Year and semester:
Major:
Full-time/part-time/blended learning
First cycle studies/ Second cycle studies/ JSM*
Contact: email/phone number.....

Notations – request submitted on day
.....
.....
(signature of the employee)

Director of the Institute of Security and Management
of the Pomeranian University

Pursuant to §29 sec. 9 of the Study Regulations of the Pomeranian University in Slupsk I request acceptance to the practical placement in part/completely*. The practical placement will take place in academic year in semester

JUSTIFICATION

Pursuant to §29 sec. 9 of the Study Regulations of the Pomeranian University in Slupsk I declare that I am completing/ have accomplished* work*, voluntary work*, internship* in
.....
(name of the institution, address, departments)

I submit the following documents.

The application and additional documentation:

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

I request to take a position as above.

.....
(legible signature)

STATEMENT OF THE SUPERVISOR OF PLACEMENT:

The student has completed hours of the practical placement.
After reviewing the information, documents and formal verification by the academic supervisor of placement the student’s ability to obtain results in learning in the place or in the postition.
According to the guideline included in the effective Regulations of practical placement I recommend the director to pass/not pass* the student’s work, voluntary work, accomplished

internship, training* in department/institution/facility/organization* as the practical placement in part/completely.

*underline as appropriate

.....
(signature of the academic supervisor
of placements and internships
in the Department of Management)

**GRADE OF ACHIEVING THE LEARNING OUTCOMES DURING PERFORMED WORK
WITHIN THE PRACTICAL PLACEMENT (OF FIELD OF STUDY AND MAJOR)**

INSTITUTE		Institute of Security and Management		
DEPARTMENT		Management		
FIELD OF STUDY		Management/Logistics*		
DEGREE PROGRAMME		First cycle/Second cycle		
MODE OF STUDY		Full-time/Part-time/blended learning		
A. INFORMATION ABOUT STUDENT – completed by the student				
1. Full name		5. Semester		
2. Father’s name		6. Major		
3. Register number		7. Academic year		
4. Year of study		8. Insurance number		
B. INFORMATION ABOUT TIME AND PLACE OF PERFORMED WORK – completed by the student				
1. Place of work:		2. Address of the institution, organization:		
3. Duration (from – to):		4. Hours of placement		
C. METHODOICAL SECTION OF PRACTICAL PLACEMENT (OF FIELD OF STUDY AND MAJOR) WITHIN PERFORMED WORK				
III. STUDENT/WORKER ACCOMPLISHED THE EXPECTED LEARNING OUTCOMES IN THE INDIVIDUAL CATEGORIES				
category	number	Content	Grade	Signature of the placement supervisor
knowledge	W_01	has basic knowledge about structure, tasks, and principles of the organization of the placement, and relations with other economic and administrative entities,		
	W_02	has basic knowledge about relations between organization of the placement and other structures, and social and economic entities,		
	W_03	has basic knowledge about moral and legal norms of the organization of the placement		
	U_01	can use in practice the theoretical knowledge acquired in the course of study,		

skills	U_02	correctly uses the norms of international and national law in order to solve practical problems related to specification of the organization of the placement,		
	U_03	can correctly analyze all issues taking into consideration their influence on basic processes and management functions		
	U_04	has skills to use the acquired knowledge taking into consideration the skills acquired during the placement.		
social competence	K_01	can cooperate and work in group taking on different roles,		
	K_02	can think and act in a resourceful way being ready to accept work challenges elastically in organizations similar to the placement organization.		

IV. EDUCATIONAL CONTENT WITHIN THE PRACTICAL PLACEMENT

Subject number	Educational content	Grade	Signature of the supervisor
1	To get acquainted with specification of the organization in which the student works.		
2	To get acquainted with tasks and legal framework of the organization in which the student works.		
3	To get acquainted with organization of managers' work and teams of the entity involved in substantive tasks related to work purposes.		
4	To get acquainted with procedures of the organization, substantively related to placement purposes.		
5	To get acquainted with types and ways of keeping records substantively related to work purposes.		
6	Perform basic administrative and substantive tasks (under supervision of director)		