

REGULATIONS OF STUDENT WORK PLACEMENT at the Faculty of Economics, Finance, and Management of the US

Chapter 1. General provisions

1. The regulations for student work placement refer to the fields, degrees, and modes of study for which professional work placement is included as a subject in the study program.
2. The work placement shall be carried out and completed by the student in accordance with the study program, which shall specify the duration of the work placement and the number of ECTS credits.

Chapter 2. Goals of work placement

1. The student's work placement is focused on the development of his/her professional competencies, within the framework of the chosen educational profile. Thus, the location of the work placement and the work placement program must be agreed with the work placement Supervisor for the respective field of study before the start of the work placement and the signing of the Agreement. The framework for the work placement is included in the course syllabus prepared for the work placement (for the relevant field of study).
2. The aim of a student's work placement is to create the conditions for developing the knowledge provided in the course of teaching and confronting it with the practice of economic life. In particular, the purpose of student's work placement is:
 - a) to acquaint the student with the specifics of the professional environment, principles of functioning of an organization operating in economic conditions,
 - b) learning about the specifics of working in different positions, in various industries,
 - c) develop abilities to apply theoretical knowledge gained in the course of study in the practical functioning of an organization (integration of theoretical knowledge with practice),
 - d) acquiring a practical knowledge of issues related to the chosen field of study,
 - e) improving personal work organization skills,
 - f) exploring personal opportunities in the labour market,
 - g) establishing professional contacts that can be used when seeking employment.

Chapter 3. Responsibilities of the trainee

1. Prior to the commencement of the work placement, the student is obliged to familiarize himself/herself with the Student Placement Regulations and the syllabus of the work placement course, in particular:
 - a) the rules of organization of work placement at the Faculty of Economics, Finance, and Management of the US,
 - b) the framework program for student placements in the field of study concerned,
 - c) the learning outcomes,
 - d) the conditions for obtaining credit for the work placement.
2. It is the student's responsibility to adhere to the rules of the work placement as described in the Regulations. In particular, the student is responsible for documenting the progress of the work placement, following the Regulations.
3. During the work placement ent, the student is obliged to:
 - a) respect the rules for the work placement as defined by the University,
 - b) respect the regulations in place where the work placement is carried out,
 - c) appear at the work placement location at times designated by the Company work placement Supervisor and respect the work order and discipline established by the work placement organizer, respect the principles of official and state secrecy, and protect the confidentiality of data to the extent specified by the Field of work placement Supervisor and the Company's work placement Supervisor.
4. Once the student completes the work placement, the student submits the completed Student's work placement Card to the Student work placement Supervisor along with other required documents as specified by the work placement Regulations and the study program.

Chapter 4. Work placement organization

1. Before starting the work placement, the student should download the following documents from the faculty website:
 - a) a form of Agreement on the organization of work placement for University of Szczecin students,
 - b) the Student Insurance Declaration form
 - c) Student work placement card (separate files for general and practical majors),
 - d) the syllabus of work experience for the relevant course.
2. With the work placement Agreement Form, the student shall go to the chosen company to finalize: the date of the work placement, the individual program of the work placement, and other relevant conditions.
3. Student planning to take part in the work placement is obliged to present the printed form of the Agreement on Professional work placement (including attachments; 2 copies) to the Student Placement Supervisor in order to obtain approval of the planned program and the date of the work placement.
4. The arrangements are completed by both parties signing the Agreement (one copy remains with the Company, and the other is submitted by the student to the work placement Supervisor).
5. The student completes the work placement in accordance with the agreed program, within the period specified in the Agreement. Supervision of the organization and progress of the work placement is undertaken by the Company work placement Supervisor.

6. On behalf of the University, the organizational and didactic supervision of student work placement is performed by the work placement and Socio-Economic Coordinator at the Faculty of Economics, Finance, and Management of the US and the Student work placement Supervisors.
7. In the case of fields of study with practical profiles, the Student work placement Supervisor controls the selected places of work placement and the compliance of the student and the Company with the obligations under the signed agreement.
8. in the case of a student planning to do a work placement organized by the Academic Career Office, the student should download the necessary documents from the ABK website. The rules of the work placement must be agreed beforehand with both the ABK Placement Supervisor and the Academic Placement Supervisor.
9. In case a student works full-time, runs a business, or carries out a work placement, he/she is obliged to agree with the Student work placement Supervisor whether this form indicates the possibility of realizing the learning outcomes assigned to the work placement subject.

Chapter 5. Time and place of work placement

1. Students are obliged to complete and settle the work placement within the time limit provided within the study program of the course, degree, mode, and year of study. The duration of the work placement is determined by the study program. The work placement should be carried out during the time free from other activities foreseen in the study program. The student is allowed to complete the work placement in one or several periods; however, the total duration of the work placement cannot be shorter than specified in the study program.
2. In special cases, at the written request of the student, the Vice-Dean for Student Affairs may agree to serve the work placement at a different date and time (but not shorter than in the study program).
3. Students may carry out their student work placement in economic entities, state administration authorities, local government authorities, or other non-profit organizations, further referred to as Workplace. The work placement may also take place as part of an activity organized by the University for the benefit of the University and outside it, allowing to achieve the learning outcomes anticipated in the study program of a given field of study, degree program, mode, and year of study (e.g. implementation of projects as part of an academic circle activity, participation in the implementation of scientific and research work, organization of scientific, didactic and sporting events, organization of meetings with secondary school students, participation in actions promoting the University).
4. Students choose their work placement location (on their own or from proposals available on the faculty website) and agree on it with the Student Placement Supervisor and obtain approval to complete the work placement in a chosen workplace. Selection of the placement site and the nature of the work performed there must be consistent with the field of study and specialization chosen by students and must enable the acquisition of professional skills consistent with the field of study (enable the realization of learning outcomes).
5. A work placement can take place in foreign institutions, also within the framework of European Union programs that implement projects of professional practice and other foreign exchanges addressed to students.

6. work placements are unpaid. However, the student may receive remuneration from the Company in cases where the Company enters into an employment contract (civil law agreement) with the student for the duration of the placement or longer.
7. The University shall not cover costs related to work placements.

Chapter 6. Forms of implementation of the work placement

1. The work placement may be carried out in the following forms:
 - a) work placement in a workplace - on the basis of an Agreement,
 - b) work placement organized by the Academic Career Office - on the basis of an Agreement,
 - c) professional work during the years of study - on the basis of an employment contract or a civil law contract and documented character of work, tasks, and responsibilities,
 - d) running a business during the course of study - on the basis of documents proving the running of the business and its character,
 - e) participation in work placements or apprenticeships in national or foreign entities - on the basis of certificates or attestations.

Chapter 7. Passing the work placement

1. The work placement is settled by the Student work placement Supervisor. To pass the placement (subject) it is necessary to achieve the learning outcomes.
2. Verification of learning outcomes is based on documents depending on the form of the placement:
 - a) work placement in a workplace
 - Confirmation of the work placement timing, tasks, and activities performed by the student - confirmed by the Company work placement Supervisor by completing and signing the work placement Card,
 - confirmation of the compliance of the performed tasks and activities with the learning outcomes - confirmed by the Student Placement Supervisor through the analysis of the records in the Placement Card and an interview with the student,
 - b) an work placement organized by ABK (Academic Career Office)
 - confirmation of the work placement time, tasks, and activities performed by the student - confirmed by the ABK supervisor by completing and signing the teaching work placement journal,
 - Confirmation of the compliance of the performed tasks and activities with the learning outcomes - confirmed by the Field work placement Supervisor through the analysis of records in the teaching work placement journal, and an interview with the student.
 - c) professional work, business, or work placement
 - confirmation of working time, activity or placement and character of (position held, tasks and activities performed by the student) – documents submitted by the student (contracts, certificates),
 - confirmation of the compatibility of the tasks and activities performed with the learning outcomes - confirmed by the Field work placement Supervisor through document analysis and interview with the student.

3. The work placement is approved by the Student work placement Supervisor by entering it in the student's transcript and/or in the university grading system.
4. After completing a work placement, students complete a questionnaire to assess the effects of a work placement.

Chapter 8. Final statements

1. In matters unregulated by the present Rules and Regulations and in matters of dispute, decisions are made by the Dean of the Faculty of Economics, Finance and Management of the US.
2. The Regulations shall come into force by a Resolution of the Teaching Council dated **28.01.2021**.

Annexes:

1. Agreement on the organization of professional placement for students of the University of Szczecin
2. Student declaration about insurance
3. Student work placement card
 - 3a – for general academic majors
 - 3b – for practical majors