

RESOLUTION NO. 22
OF THE TEACHING COUNCIL OF THE FACULTY OF ECONOMIC SCIENCES
OF THE UNIVERSITY OF WARSAW
of 8 December 2020

**on specific rules of completing, crediting, and monitoring the quality of
apprenticeships**

Pursuant to § 5 s. 1 point 6 of the Rules of Study at the University of Warsaw (UW Monitor of 2019, item 186) and Resolution No. 12 of University Education Council on guidelines for the rules of completing and crediting apprenticeships at the University of Warsaw (UW Journal URK of 2020, item 12), the Teaching Council of the Faculty of Economic Sciences resolves as follows:

§ 1

1. Specific rules of completing, crediting, and monitoring the quality of apprenticeships at the Faculty of Economic Sciences of the University of Warsaw have been formulated.
2. The rules referred to in point 1 therein shall constitute an annex to the resolution.
3. The rules shall apply to all fields of study at the Faculty of Economic Sciences of the University of Warsaw.

§ 2

The resolution shall enter into force on the day of its adoption.

dr Dominika Gadowska – dos Santos
Chair of the Teaching Council
of the Faculty of Economic Sciences
of the University of Warsaw

**SPECIFIC RULES
COMPLETING, CREDITING AND MONITORING THE QUALITY OF APPRENTICESHIPS
AT THE FACULTY OF ECONOMIC SCIENCES
OF THE UNIVERSITY OF WARSAW**

§ 1 General provisions

1. Student apprenticeships at the Faculty of Economic Sciences (hereinafter referred to as the "Faculty") are:
 - 1) obligatory – stemming from the study curriculum and being its integral part; the credit for which is required to complete a given study cycle;
 - 2) optional – undertaken by students voluntarily, not related to the meeting of cycle requirements.
2. These rules apply to the apprenticeships referred to in s. 1 point 1.

§ 2 Aims of apprenticeships

Student apprenticeships aim at:

- 1) broadening the knowledge acquired during studies and developing the ability to use it;
- 2) familiarizing the student with the specificity of the professional environment;
- 3) shaping professional skills related to the place the apprenticeship is completed;
- 4) shaping the skills of effective communication in the organization;
- 5) learning about the functioning of the organizational structure, principles of work organization and the division of competences, procedures, work planning process, control;
- 6) improving the ability to organize own and teamwork, effective time management, diligence, responsibility for assigned tasks;
- 7) improving the ability to use a foreign language in professional situations;
- 8) implementing specific learning outcomes described in the apprenticeship syllabus of a given study field.

§ 3 Designing apprenticeships

1. The study curriculum specifies:
 - 1) the number of apprenticeships expressed in the number of teaching hours;
 - 2) the number of ECTS points that a student must obtain as part of the apprenticeship;
 - 3) information on the forms and rules of completing and crediting apprenticeships;
 - 4) verification methods of learning outcomes related to apprenticeships.
2. The apprenticeship syllabus prescribes in particular: specific learning outcomes and the educational content, defined for apprenticeships in a given study field, as well as their verification methods and assessment criteria.
3. Learning outcomes and their verification methods as well as the educational content of apprenticeships, referred to in s. 2, shall be determined in consultation with representatives of the socio-economic environment, whose activity area corresponds to the education specificity of a given study field.
4. The total number of apprenticeship hours may also include:
 - 1) preparation to undertake apprenticeship;

- 2) ongoing discussion about the course of the apprenticeship;
- 3) verification of learning outcomes attained during apprenticeships;
- 4) evaluation of apprenticeships.
5. The activities referred to in s. 4 constitute no more than 10% of the total number of hours of the apprenticeship required from students in a given field of study.
6. Apprenticeships are graded.

§ 4 Roles of people involved in the organization of apprenticeships

1. The tutor of the study curriculum in the particular field of study and specialization shall be responsible for developing a syllabus and specific rules for completing apprenticeships in an appropriate manner in the given field of study and specialization.
2. The Apprenticeships Coordinator shall be responsible for supervising the organization, course, and completion of apprenticeships.
3. The employee of the Dean's Office, appointed by the Head of the Educational Unit (hereinafter referred to as "the EUH"), competent for the given group of students, shall keep the documentation of the course of apprenticeships.

§ 5 The Apprenticeships Coordinator

1. The Apprenticeships Coordinator shall be appointed by the EUH, who shall specify the scope of their duties.
2. The duties of the Apprenticeships Coordinator include in particular:
 - 1) informing students about the rules of apprenticeship and the entities where students may complete their apprenticeship;
 - 2) referring students to apprenticeship;
 - 3) verification of apprenticeship places proposed by students;
 - 4) monitoring the course and quality of apprenticeships;
 - 5) crediting the apprenticeship based on the submitted apprenticeship documentation by the student and completing the apprenticeship credit report;
 - 6) conducting analyses of opinions expressed by students and apprenticeship tutors regarding the apprenticeships;
 - 7) preparing reports, including the one for the purpose of the process of monitoring the quality of apprenticeships;
 - 8) cooperation with the Career Office of the University of Warsaw.

§ 6 Monitoring the quality of the process of monitoring the quality of apprenticeships

1. The process of monitoring the quality of apprenticeships involves:
 - 1) review of apprenticeship syllabuses;
 - 2) analysis of student reports on the course of apprenticeship;
 - 3) analysis of the opinions of entities where apprenticeships took place, concerning students of a given field of study;
 - 4) analysis of the student's grades.
2. The analysis of the quality of apprenticeships shall be performed from 1 October to 31 March of each academic year and applies to apprenticeships completed by 30 September of the last year academic.
3. The results of reviews and analyses listed in § 6 s. 1 are provided in the form of a report on the process of monitoring the quality of apprenticeships to the attention of the EUH, the Teaching Council, and the Dean of the Faculty; the results are analyzed in the context of:
 - 1) possible changes to the study curriculum,
 - 2) possible changes to the apprenticeship syllabus,
 - 3) cooperation with external stakeholders,
 - 4) cooperation with the Career Office of the University of Warsaw.

§ 7 Forms of apprenticeship

1. Apprenticeships at the Faculty of Economic Sciences at the University of Warsaw may take the following forms:

- 1) **Organized apprenticeship** – the student chooses the apprenticeship offered by the University of Warsaw and available at the Career Office of the University of Warsaw;
- 2) **Individual placement** – the student themselves initiates signing an agreement with the chosen company / institution, and the Faculty supervises the content and organizational matters during the course of the apprenticeship;
- 3) **Employment under an employment contract or civil law contracts** in the company / institution, in the number of hours indicated in the apprenticeship syllabus, on the position in line with the profile of the field of study;
- 4) **Sole proprietorship**, the nature of which corresponds to the goals and learning outcomes defined for apprenticeships;
- 5) **Activities organized by the university**, to achieve the goals of the apprenticeship in line with the profile of the field of study, including: the implementation of projects under activities of student organizations, participation in the scholarship committee, participation in the execution of research or implementation works or projects, implementation of teaching and simulation projects related to business activities;
- 6) **Volunteering**, the nature of which is in line with the goals and learning outcomes defined for apprenticeships.

§ 8 Place of apprenticeship

1. The apprenticeship may take place in business entities (also sole proprietorship), in public administration units, research units, non-governmental organizations, institutions of the European Union – provided the nature of the apprenticeship carried out by the student is in line with the profile of the field of study.
2. An apprenticeship may take place in Poland or abroad, in particular within programmes of the Union European or foreign student exchange.
3. Students may complete an apprenticeship in companies / institutions of their choice.
4. The student may use the apprenticeship offer made available by the Apprenticeship Coordinator or in the contract database made available by the Career Office of the University of Warsaw.

§ 9 The student's obligations when completing the apprenticeship

1. Before commencing the apprenticeship, the student shall be obliged to:
 - 1) learn about the rules of the apprenticeship, in particular its credit conditions;
 - 2) have the form and programme of the apprenticeship approved by the Apprenticeship Coordinator.
2. In the case of the apprenticeship in the form specified in § 7 s. 1, point 1 and 2, the student shall:
 - 1) specify the programme and conditions of the apprenticeship with the tutor in the company / institution (Annex 2);
 - 2) contact the Apprenticeship Coordinator to have the apprenticeship programme approved and, at the request of the EUH, have the Agreement on the organization of the apprenticeship (Annex 1) with the attached Programme of the apprenticeship (Annex 2) and Placement Referral (Annex 3) signed by the Dean of the Faculty;
 - 3) provide the company / institution with the documents listed in § 9 s. 2, point 2.
3. In the event the student decides on the form of the organized apprenticeship (according to § 7 s. 1, point 1), they shall specify the programme and date with the Apprenticeship Coordinator, and obtain a referral for the apprenticeship from the Career Office of the University of Warsaw.

4. In the case of the apprenticeship in the form of employment (according to § 7 s.1, point 3), the student shall specify the employment documentation with the Apprenticeship Coordinator. In the event the employment has been terminated, the student shall provide a certificate of employment, and if the employment is in progress, they shall provide a certificate on the current scope of professional employment duties.
5. In the case of the apprenticeship in the form of a sole proprietorship (according to § 7 s. 1, point 4), the student shall specify the documentation of the sole proprietorship with the Apprenticeship Coordinator, including confirmation of its registration and implementation of professional activities during the course of the apprenticeship.
6. In the case of the apprenticeship in the form of activities organized by the university and voluntary work (specified in accordance with § 7 s. 1, points 5 and 6), the student shall agree upon with the Apprenticeship Coordinator the rules of conducting such an apprenticeship and documenting its course and persons responsible for its organization, conduct and issuing certificates of its completion.
7. During the apprenticeship, the student shall systematically collect documentation related to the course of the apprenticeship by keeping the apprenticeship diary (Annex 6).
8. The student shall complete the apprenticeship in accordance with the agreed programme, and, in addition, shall comply with:
 - 1) the rules of the apprenticeship, defined by the University,
 - 2) work order and discipline established by the Apprenticeship Organizer,
 - 3) principles of health and safety and fire protection,
 - 4) rules of maintaining official and state secrets and protection,
 - 5) data confidentiality rules in the scope specified by the Apprenticeship Organizer.
9. Once the apprenticeship has been completed and before the end of the planned study term, the student should:
 - 1) provide the Apprenticeship Coordinator with the necessary (previously specified) documents confirming the completion of the apprenticeship and its character in line with the field of study on the dates specified by the Faculty,
 - 2) complete a report (Annex 7) on the course of the apprenticeship and assess its suitability in reference to the acquisition of professional competences.

§ 10 Conditions for completing the internship

1. To complete the apprenticeship the student shall:
 - 1) fulfill the tasks and apprenticeship programme agreed with the Apprenticeship Coordinator;
 - 2) provide relevant documents confirming the completion of the apprenticeship and the implementation of activities and tasks, or undertaking activities allowing to achieve the apprenticeship's goals.
2. The apprenticeship is credited by the Apprenticeship Coordinator based on the following documents submitted by the student:
 - 1) the application for crediting the apprenticeship (Annex 5);
 - 2) the certificate of apprenticeship completion (Annex 4) or certificate of employment in the scope of professional duties or a certificate of employment if the apprenticeship has been completed under the employment contract;
 - 3) the apprenticeship diary (Annex 6);
 - 4) the report on the course of the apprenticeship (Annex 7).
3. The Apprenticeship Coordinator has the right to verify the information contained in the apprenticeship documentation:
 - 1) by interviewing the student after completing the apprenticeship;
 - 2) by contacting the entity where the apprenticeship was carried out.
4. The completion of the apprenticeship is formally approved by the Apprenticeship Coordinator by entering the grade into the USOS system based on the apprenticeship evaluation form (Annex 8).

5. Completing the apprenticeship is required to complete the stage of studies whose study plan provides for the apprenticeship.

§ 11 Final provisions

1. During the apprenticeship, the student shall have accident insurance (NNW).
2. The University shall provide the insurance for the student who carries out their apprenticeship within the period specified in the study plan.
3. The student who decides to complete the apprenticeship on a date other than that provided in the study plan, shall have insurance by themselves and document this fact to the Apprenticeship Coordinator before starting the apprenticeship.
4. The Faculty does not reimburse the apprenticeship costs incurred by the student.
5. In the event that the company / institution indicates the possibility of receiving by the student remuneration for work performed during the apprenticeship, a relevant contract shall be concluded between the company / institution and the student, without the agency of the Faculty.
6. The rules of apprenticeship for foreign students are the same as for Polish students, unless the Dean, obliged by international agreements, decides otherwise.
7. In the case of apprenticeship financed from structural funds of the European Union and other domestic and foreign funds, relevant provisions and rules resulting from the agreements concluded by the University shall be applied.
8. The student may complete an apprenticeship other than provided for in the study plan. The Career Office of the University of Warsaw shall be responsible for the organization of such apprenticeships. The Apprenticeship Coordinator shall enter the grade into the USOS system.

List of annexes:

- Annex 1: Agreement on the organization of the apprenticeship
- Annex 2: Framework programme of the apprenticeship
- Annex 3: Placement referral
- Annex 4: Certificate of apprenticeship completion
- Annex 5: Application for crediting the apprenticeship
- Annex 6: Apprenticeship diary
- Annex 7: Report on the course of the apprenticeship
- Annex 8: Apprenticeship evaluation form

AGREEMENT
on the organization of the apprenticeship
No. / 082/20

On between **the University of Warsaw** with its seat in Warsaw 00-927, Krakowskie Przedmieście 26/28, hereinafter referred to as **the University**, represented by the Dean of the Faculty of Economic Sciences, University of Warsaw, dr hab. Gabriela Grotkowska, prof. ucz.,
 and (*the Apprenticeship Organizer*), based in at, hereinafter referred to as **the Apprenticeship Organizer** represented by Ms / Mr – (*their function/position*)
 and Ms/Mr (*the apprentice*), residing in at, a student of year at the Faculty of Economic Sciences of the University of Warsaw, hereinafter referred to as **the Apprentice**, hereinafter jointly referred to as **the Parties**, have concluded an Agreement with the following content:

Art. 1

The University shall:

- 1) refer an Apprentice, who has accident insurance, to the Apprenticeship Organizer so that they complete a student apprenticeship,
- 2) exercise organizational care throughout the apprenticeship,
- 3) issue a *placement referral* for the apprentice at the request of the Apprenticeship Organizer.

Art. 2

The Apprenticeship Organizer shall:

- 1) appoint an apprenticeship tutor who specifies the scope of duties of the apprentice (*the attached framework programme of the apprenticeship*),
- 2) familiarize the apprentice with the work regulations, provisions on health and safety at work,
- 3) ensure the apprentice studies while completing their apprenticeship,
- 4) *issue an apprenticeship certificate*.

Art. 3

The parties, justifying their decision, have the right to withdraw their consent to the apprenticeship during its course.

Art. 4

he Apprenticeship Organizer is not obliged to pay remuneration for the activities performed by the apprentice as part of the apprenticeship and does not incur the costs of medical treatment of the apprentice.

Art. 5

The apprenticeship may not take place in conditions harmful to health as specified by the labour law.

Art. 6

The Apprentice shall complete the apprenticeship in accordance with the programme, and shall:

- 1) comply with the order and work discipline established by,
- 2) comply with the health and safety and fire protection rules applicable in,
- 3) comply with the rules for the protection of classified information applicable in,
- 4) learn about the rules of secrecy protection in and comply with them,
- 5) learn about data confidentiality protection to the extent specified by,
- 6) comply with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and the free movement of such data, and repealing Directive 95/46/EC, as well as the Act of 10 May 2018 on personal data protection (Journal of Laws of 2018, item 1000),
- 7) indefinitely keep all information confidential related to the entrustment and processing of the Data Set administered by,
- 8) comply with the rules of the apprenticeship defined by the University.

Art. 7

The apprenticeship shall take place from 20 to 20

Art. 8

Any disputes that may arise from this Agreement shall be resolved by: on the part of the University – the Dean of the Faculty of Economic Sciences of the University of Warsaw, on the part of the Apprenticeship Organizer – Mr/Ms –

Art. 9

Any amendments to this Agreement shall be in writing in the form of a covenant; otherwise, they shall be deemed invalid.

Art. 10

This Agreement has been prepared in three identical copies. Each party shall receive one copy.

Annex to the Agreement:

The framework programme of the apprenticeship

.....

The University

.....

The Apprenticeship Organizer

.....

The Apprentice



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The framework programme of the apprenticeship

Mr / Ms,
a student of the Faculty of Economic Sciences at the University of Warsaw, the number of the
student's grade record book, year of study, the field of
study, the specialization
in *the Apprenticeship Organizer* –
..... (Office / Department / Unit)
in the period from 20 to 20 in total hours of

The scope of duties of the student during the apprenticeship:

-
-
-
-
-
-

.....
The Apprenticeships Coordinator

.....
The Apprenticeship Organizer

.....
The Apprentice

¹ To be prepared in three identical copies.



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Warsaw, 20

PLACEMENT REFERRAL

Under ***the Agreement on the organization of the apprenticeship*** concluded on
....., I give a referral to,
a student of the Faculty of Economic Sciences of the University of Warsaw, the number of the
student's grade record book to complete an apprenticeship
in:.....

The duration of the apprenticeship – from: to:

.....

The stamp and signature of the Apprenticeship Coordinator

....., 20....

The stamp of the company/institution

CERTIFICATE OF APPRENTICESHIP COMPLETION

It is hereby certified that.....,
a student of year of studies at the Faculty of Economic Sciences of the University
of Warsaw, the number of the student's grade record book, the field of study
....., the specialization completed an apprenticeship in

.....
the name of the Apprenticeship Organizer

in from 20 to 20
the name of the place

in total hours of

**During the apprenticeship, the student gained knowledge of the following issues /
performed the following tasks:**

-
-
-
-
-

The opinion about the student completing the apprenticeship:

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

.....
The stamp and signature of the representative of the Apprenticeship Organiser



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Warsaw, 20.....

.....
The student's name and surname
No. of the grade record book

APPLICATION FOR CREDITING THE APPRENTICESHIP

I am a student of year of full-time / extramural studies at the Faculty Economic Sciences at the University of Warsaw,

the field of study, the specialization

I hereby request to have my apprenticeship credited. I completed an apprenticeship in in the form of¹:

1. standard apprenticeship
2. employment under an employment contract for an indefinite period
3. employment under a fixed-term employment contract
4. employment on the basis of a civil law contract
5. sole proprietorship
6. volunteering
7. the conduct of other activities consistent with the profile of the field of study² (please specify)

.....
which I confirm with the attached documents³.

¹ Please underline the relevant form.

² See the Resolution No. 22 of the Teaching Council of the Faculty of Economic Sciences of the University of Warsaw on specific rules of completing, crediting, and monitoring the quality of apprenticeships.

³ See the Resolution No. 22 of the Teaching Council of the Faculty of Economic Sciences of the University of Warsaw on specific rules of completing, crediting, and monitoring the quality of apprenticeships.

.....

The student's signature

Attachments:

1

2

3



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APPRENTICESHIP DIARY

.....
The student's name and surname

.....
No. of the grade record book

.....
The field of study and specialization

PLACE OF THE APPRENTICESHIP:.....
.....

DURATION OF THE APPRENTICESHIP:.....

The course of the apprenticeship

DATE	DURATION		THE DESCRIPTION OF ACTIVITIES
	Hours (from ... to ...)	No. of hours	
...
...
...
...
...

.....
The student's signature



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ECONOMIC SCIENCES

Warsaw, 20....

.....
The student's name and surname
No. of the grade record book

REPORT ON THE COURSE OF THE APPRENTICESHIP

1. The name and address of the company / institution (the apprenticeship organizer)
.....
.....
2. The form of apprenticeship – underline appropriate (standard apprenticeship, employment based on civil law contracts, employment under an employment contract, sole proprietorship, other – specify)
.....
3. A brief description of the company / institution (legal status, industry, the scope of activity, size measured by employment, etc.)
.....
.....
.....
.....
.....
4. What skills have you acquired during the apprenticeship / employment (what have you learned?)
.....

.....

.....

.....

.....

.....

.....

.....

5. What competences acquired during the studies did you apply / develop during the apprenticeship?

.....

.....

.....

.....

.....

.....

6. In your opinion, to what extent your apprenticeship learning outcomes were realized?¹

.....

.....

.....

.....

7. How do you rate the attitude of the company / institution towards apprentices? Would you recommend this company / institution to other apprentices and why?²

.....

.....

.....

.....

.....

The student's signature

¹ As described in the apprenticeship syllabus for a given field of study / specialization.

² If so, please indicate the person that can be contacted (name, telephone number, e-mail address)



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FACULTY OF
ECONOMIC SCIENCES

Warsaw, 20.....

APPRENTICESHIP EVALUATION FORM

I. The student's data:

Name and surname:

No. of the student's grade record book:

Field of study:

Year:

II. Information on the place of student apprenticeship:

Name of the entity where the apprenticeship was completed:

.....

Entity's registered office address:

Start and end date of the apprenticeship:

Tutor (Name and surname):

Contact phone number for the tutor:

III. Tasks carried out during the apprenticeship in relation to the activities / tasks specified in the agreement on the organization of the apprenticeship / the framework programme of the apprenticeship (*substantive, organizational, auxiliary and other tasks*):

Tasks	Completed ¹	Not completed ²
1. ...		
2. ...		
3. ...		

¹ Enter an X in the appropriate box.

² Enter an X in the appropriate box.

IV. Assessment of the apprenticeship:

1. Assessment of the implementation of the effects of the apprenticeship:

The apprenticeship learning outcomes in the field of study of (listed in the apprenticeship syllabus for a given field of study)	Assessment of the achievement of learning outcomes ³		
	Fully	Partly	None
Knowledge:			
W01 –			
....			
Skills:			
U01 –			
...			
Social competences:			
K01 –			
...			

2. Grading of the apprenticeship⁴:

.....

3. Crediting the apprenticeship⁵:

I hereby state that the apprenticeship is deemed to be completed and ECTS are granted.

The apprenticeship has not been credited.

.....
*The date, stamp and the signature of
the Apprenticeship Coordinator*

³ Enter an X in the appropriate box.

⁴ Pursuant to §34 of the Rules of Study at the University of Warsaw, the following grading scale is used: excellent (5!), very good (5), good plus (4.5), good (4), satisfactory plus (3.5), satisfactory (3), unsatisfactory (2).

⁵ Delete as appropriate.