Lublin, ..... ...........................

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

Name

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

Course of study and year

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

Level and mode of study

 **..................................................................**

**Deputy Dean for Student Affairs**

**UMCS Faculty of Economics**

**APPLICATION FOR CREDITING THE INTERNSHIPS ON THE BASIS OF OTHER ACTIVITY**

I kindly ask for the credititing of another activity as a professional internship in the amount of ............ realized on a full-time, first degree course in the field of Business Analytics:

1) work performed or performed in the past by the student on the basis of an employment contract
or a civil-law agreement and an internship/placement in an enterprise,

2) own business as owner or co-owner,

3) Active participation in organisational activities for the benefit of the Faculty,

4) other............................ ........................................................................

Supplementary information (job title, scope of activities, tasks performed):

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

I declare that the above activity fulfils the learning outcomes ascribed to the placements of the given level and field of study.

I attach to my application:

-................................................................................................

-................................................................................................

- ................................................................................................

- ................................................................................................

Student's signature

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

Date ................................................

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

(Workplace stamp)

**CERTIFICATE OF ACHIEVEMENT OF OUTCOMES OF INTERNSHIP**

It is hereby certified that Mr./Ms. (name and surname) ......................................................................................................, born on ....................., domiciled in ......................................................................................... is/was \*employed at ........................................................................................................................................................................

on the basis of an employment contract/ contract of mandate/ contract for specific work/ internship contract/ other (which) ............................................ ........................\* in the period from ...................................... to ......................................, on the position ................................................................................................................

The main duties of the employee were....................................................................... ................................................................................................................................................................................................................................................................................................................................................

He/she has achieved the following outcomes during his/her employment:\*\*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description of learning outcomes** | **Not achieved** | **Poor** | **Fair** | **Good** | **Very good** |
| Business Analytics student can use the acquired knowledge to analyse and correctly interpret economic and social phenomena and processes |  |  |  |  |  |
| Student can apply basic methods and techniques for obtaining and collecting data, as well as tools for their analysis, explanation and inference on socio-economic phenomena and processes |  |  |  |  |  |
| Student can communicate with the public using specialized terminology |  |  |  |  |  |
| Student can plan and execute their own lifelong learning |  |  |  |  |  |
| Student is ready to work in teams, organizations and institutions and responsibly perform various social and organizational roles |  |  |  |  |  |
| Student is ready to think and act in an entrepreneurial manner |  |  |  |  |  |

Other comments and observations about the employee:\*\*\*

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

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

 (Signature of the Employer)

The certificate shall be issued for credit towards the internship.

\*choose the correct one

\*\* indicate the level of achievement of the learning outcome

\*\*\* fill in optionally

**ACCEPTANCE OF AN APPLICATION FOR CREDIT FOR INTERNSHIP
ON THE BASIS OF ANOTHER ACTIVITY**

I accept/do not accept\* the application of you ................................................, a student of ...... year of full-time/ part-time, first degree studies in the field of Business Analytics on the basis of:

1) an employment contract or a civil law contract and an internship/apprenticeship performed in an enterprise (which lasts or ended not earlier than during the first semester of studies),

2) own business as an owner or co-owner (performed not less than a month6 and not completed earlier than during the first semester of studies),

3) actively participate in organisational activities for the benefit of the Faculty,

4)other.........................................................................................................................................................

I certify that the student has achieved the following outcomes:\*\*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description of learning outcomes** | **Not achieved** | **Poor** | **Fair** | **Good** | **Very good** |
| Business Analytics student can use the acquired knowledge to analyse and correctly interpret economic and social phenomena and processes |  |  |  |  |  |
| Student can apply basic methods and techniques for obtaining and collecting data, as well as tools for their analysis, explanation and inference on socio-economic phenomena and processes |  |  |  |  |  |
| Student can communicate with the public using specialized terminology |  |  |  |  |  |
| Student can plan and execute their own lifelong learning |  |  |  |  |  |
| Student is ready to work in teams, organizations and institutions and responsibly perform various social and organizational roles |  |  |  |  |  |
| Student is ready to think and act in an entrepreneurial manner |  |  |  |  |  |

**General assessment of the internship (according to the scale: very good (5), good plus (4,5), good (4), sufficient plus (3.5), sufficient (3), insufficient (2))**

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

\* select appropriate

\*\*Fill in if there is no Certificate of Learning Outcomes

\* Non-acceptance is due to:

1) too short a duration of employment contract, civil law contract, internship/apprenticeship or business activity,

2) failure to achieve the learning outcomes specified in the study programme,

3) other (which) ..........................................................................................................

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

date and signature of the Deputy Dean for Students