REGULATIONS FOR STUDENT COMPULSORY JOB TRAINEESHIP   
SECOND-CYCLE STUDIES

GENERAL ACADEMIC PROFILE  
AT THE FACULTY OF ENGINEERING MANAGEMENT  
 OF BIALYSTOK UNIVERSITY OF TECHNOLOGY

§1

GENERAL PROVISIONS

1. The student is obliged to complete the traineeship programme included in the study plan.
2. The way of taking up and completing student traineeship is specified in the Regulations for Student Compulsory Job Traineeship.
3. The programme and duration of the traineeship is regulated by the study programme in each field of study.
4. It is possible to carry out the traineeship in several organizations.
5. Student traineeship can be carried out at home and abroad.
6. The student is obliged to have insurance against accidents during the traineeship programme.
7. The current templates of documents necessary to take up and complete the traineeship programme along with a detailed curriculum applicable to the particular field of study are available on the website of the Faculty of Engineering Management.

§2

OBJECTIVES OF THE TRAINEESHIP

1. The objective of the traineeship is to deepen knowledge and improve skills, in particular:

* to use theoretical knowledge gained in the course of study in the practical functioning of the organisation,
* to gain practical knowledge of issues related to the selected profile and level of education,
* to establish professional contacts that can be used when seeking employment,
* to develop a professional network of contacts in the area of interest to students, to get to know the professional environment,
* to develop the ability to cope with difficult situations and solve real professional conflicts,
* in-depth recognition of the sector and the collection, with the consent of the host organisation, of materials and information with a view to writing a diploma thesis and defining a future career direction,
* to develop competences and preparation for the practical implementation of professional activities, implementation of tasks at the workplace.

§3

TRAINEESHIP PROGRAMME

1. The traineeship programme must be completed by the end of the last semester of study.
2. The traineeship programme must be completed at a time that does not interfere with the student's participation in classes.
3. Before commencing the traineeship programme, the student should prepare for it by familiarising himself/herself with the purpose of the traineeship, the regulations of the traineeship, basic provisions of labour law, and executive regulations concerning traineeship programmes.
4. The traineeship programme should include:

* practical issues referring to the study plan ensuring the achievement of the assumed learning outcomes,
* detailed familiarisation with the functioning of a given organisation, taking into account the specificity resulting from its activities,
* a set of tasks ensuring the deepening of knowledge and improvement of professional skills achieved in a given course of study.

1. The range of the traineeship programme should be in accordance with the study plan in each field of study.
2. The traineeship programme is developed with the participation of employers.
3. The student is obliged to submit the request for approval of the place and the plan of the traineeship programme (and other documents required in the case of the traineeship abroad) to the traineeship supervisor at least one month (30 days) before the start of the traineeship, no later than June 20 in the case of summer traineeships.

§4

ORGANISATION AND COURSE OF TRAINEESHIP

1. The student independently identifies an institution that is willing to accept him/her for a job traineeship. For this purpose, he/she can use the traineeship offer presented on the website of the Faculty of Engineering Management, notice boards at the University, use the offer of the BUT Career Development Office or use any other source.
2. Before completing the traineeship, the student should obtain the approval of the traineeship place and plan by the traineeship supervisor - i.e. the daily and hourly traineeship schedule.
3. The basis for the student traineeship is the conclusion of an agreement between the organisation hosting the student, Bialystok University of Technology, represented by the appropriate Vice Dean, and the student.
4. The documentation of the traineeship, which is the basis for the crediting the student with the traineeship include: a contract for the traineeship, a traineeship logbook, a certificate of completed traineeship and a final report.
5. Didactic and educational supervision of the traineeship is exercised by the traineeship supervisor, who is appointed by the Dean of the Faculty of Engineering Management from among academic teachers. The traineeship supervisor holds his/her position until dismissed by the Dean.
6. The duties of the traineeship supervisor include:

* cooperation with institutions that express willingness to accept the student for the traineeship or to which the student has been referred for the traineeship by the University,
* monitoring of traineeship locations in terms of the possibility of achieving the assumed learning outcomes assigned to the traineeship and ensuring the development of the student's professional skills,
* supervision over the course of the traineeship,
* evaluation of the documentation provided by the students on the completed job traineeship;
* crediting the traineeship in the USOS system.

1. An employee of the company where the traineeship takes place is involved in the implementation of the traineeship and acts as the external supervisor. The company supervisor participates in the preparation of the traineeship programme, supervises the proper course of the traineeship in order to ensure achievement of the learning outcomes and the improvement of the student's professional skills, assesses the student and the extent to which he/she achieves the learning outcomes in the final report, and assists in the preparation of the traineeship documentation, which is the basis for the student's credit.

§5

CONDITIONS FOR COMPLETING THE TRAINEESHIP

1. The completion of the traineeship is conditional upon the fulfilment of the tasks specified in the traineeship programme and the submission by the student of appropriate documentation confirming the achievement of all the assumed learning outcomes.
2. The student is obliged to present to the traineeship supervisor appointed by the Faculty authorities the documentation confirming the completion of the traineeship: a traineeship logbook, a final report and a certificate of completed student traineeship issued by the organisational unit in which the student traineeship took place.
3. The credit for the traineeship is given by the traineeship supervisor appointed by the Faculty authorities. The basis for the credit is the analysis of the documentation and the interview with the student summarising the traineeship.
4. The following activities may be credited as the traineeship by the Dean:

* employment of the student in the country or abroad for a period not shorter than 3 months, if the nature of the work allows the student to achieve all the learning outcomes assigned to the traineeship on the basis of an agreement specifying responsibilities confirmed by the employer, which shows compliance with the field of study and allows the student to achieve the learning outcomes,
* other forms of professional activity lasting at least 3 months and meeting the requirements of the traineeship programme, e.g. taking part in apprenticeship programmes, running one's own business on the basis of a presented agreement/entry in the National Court Register along with responsibilities corresponding to the field of study and allowing to achieve the learning outcomes.

1. The credit for the job traineeship is granted upon a written request of the student. The application should be accompanied by documents justifying the student's request, primarily a contract which is a confirmation of the professional work performed and a traineeship logbook indicating the range of tasks and activities performed during the professional work along with their reference to the professional competence profile of the graduate of a given faculty.
2. The student completing the job traineeship abroad is required to provide a photocopy of a document certifying that the student is insured for the duration of the traineeship.
3. The student who did not complete the traineeship required in the study plans cannot be allowed to take the diploma examination.

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FINAL PROVISIONS

1. In matters not covered by these Regulations, the internal regulations of Bialystok University of Technology, as well as the provisions of generally applicable law apply.
2. These Regulations are valid from the beginning of the academic year 2019/2020.