Appendix No. 1 to the Student Internship Agreement
of ……………………………DD/MM/YYYY

1. **Student details:**

Name and surname: …………………………………………………………………………

Album number: ………………………………………………………………………………….

1. **Activities/tasks to be completed during the student internship[[1]](#footnote-2):**

|  |  |  |
| --- | --- | --- |
| No. | Activities/Tasks | Comments |
| 1 | During the internship, the student will become familiar with the conditions and specifics of the operation of the enterprise/institution at which they complete the internship and will be involved in the assessment of the institutional and legal environment affecting the business model adopted |   |
| 2 | The student will become familiar with the specifics of the activities of the industry/segment/sector of enterprises/institutions in which they complete the internship and will participate in the internal processes of this enterprise/institution, so as to learn about the interdependencies that exist between the various elements of the financial system and the real sphere of the economy, as well as the activities carried out on a national and international level |   |
| 3 | The student will be involved in the process of operation of the enterprise/institution where they complete the internship, so that they will use the acquired knowledge of finance and the operation of financial institutions, as well as the information resources they have on the sources and methods of financing economic activities, meeting the financial needs of households, the principles of using financial instruments and tax planning methods, as well as financial, managerial and auditing accounting |   |
| 4 | The student will become familiar with the risk assessment and situation of the economic and financial analysis of the enterprise/institution at which they complete the internship, and will have the opportunity to propose solutions and ways to improve the financial and economic situation in the context of the existing conditions |   |
| 5 | During the internship, an opportunity will be provided for the student to apply the theoretical knowledge gained so that they will demonstrate conscientiousness, reliability and responsibility for the tasks performed, as well as ethical behaviour |   |
| 6 | The company/institution hosting the student during the internship will create opportunities for the student to use modern IT tools to streamline the process of analysis and presentation of the results obtained |   |
| 7 | The student will have the opportunity to demonstrate skill and proficiency in the use of financial databases and other data sources, relevant to the requirements of the business/institution where they complete the internship |   |
| 8 | The student will have the opportunity to demonstrate knowledge and familiarity with evaluating unusual and complex economic situations, so that they can identify financial difficulties and the opportunities associated with overcoming them, as well as be involved in the process of solving practical problems |   |
| 9 | During the student's internship, special attention will be paid to personal etiquette and the ability to communicate with the public through the use of specialised economic terminology and a variety of technological solutions |   |
| 10 | The student will participate in teamwork, experience its importance and enrich the experience of respecting the good practice principles in this area |   |
| 11 | The student will have the opportunity to present the results of their work, including the results of the analysis conducted and the arguments for the solution |   |

1. **Educational results to be implemented during the student internship1:**

|  |  |
| --- | --- |
| Learning outcomes adopted for practice in the field of study Finance and accounting, first degree (listed in the internship syllabus for the course of study, the outcomes will be automatically entered in the student's internship report form) | Reference of resultsto activities/tasks specified in Section II[[2]](#footnote-3) |
| Knowledge: |
| W01 – Student: knows and understands the interdependencies between the financial sphere and the real sphere of the economy | 1 | 4 | 8 |
| W02 – knows the principles as well as legal and tax conditions and mechanisms of functioning of: commercial financial institutions, entities of the public finance sector, financial markets (domestic and international) and financial aspects of non-financial entities from the production, trade and service sectors, as well as households | 1 | 4 | 8 |
| W03 – has knowledge of current economic and social developments that affect the current and/or future functioning of the financial system | 5 | 7 | 8 |
| W04 – knows the sources and methods of financing business activities and the principles of handling investment projects, as well as the criteria for selecting an appropriate financial and accounting solution | 1 | 3 | 8 |
| W05 – has knowledge of financial analysis and auditing in relation to non-financial enterprises and financial institutions and assessment of the condition of households | 3 | 4 | 5 |
| W06 – has knowledge of financial instruments and the criteria for selecting an appropriate instrument in the context of risk assessment and tailored to the needs of the enterprise and/or household | 2 | 3 | 4 |
| W07 – has knowledge of new technological solutions and the application of innovations in the financial system and its environment | 4 | 5 | 6 |
| Skills: |
| U01 – Students will be able to: identify customer needs and use the principles of customer verification from the point of view of analytical assessments conducted by financial institutions | 1 | 2 | 3 |
| U02 – evaluate the financial and social consequences of economic decisions and provide substantive justification for them | 3 | 5 | 6 |
| U03 – assess the reliability of financial reporting and data structures and economic analyses | 4 | 5 | 6 |
| U04 – identify the objectives of financial institutions and the needs of their operation in terms of strategic development and financial safety net requirements | 1 | 2 | 3 |
| U05 – evaluate the attractiveness of financial products and services and identify the risks associated with them and ways to mitigate financial risks | 1 | 2 | 3 |
| U06 – calculate the effectiveness of various financial instruments and select the most appropriate financial instrument | 4 | 5 | 6 |
| U07 – compile the financial statements and conduct an economic and financial analysis of the business entity, taking into account the economic and legal environment, and substantively justify the evaluation formulated | 4 | 6 | 7 |
| U08 – advise the client on the selection of sources of financing for business activities, including investment projects, and price calculations for household financial products and services | 5 | 7 | 8 |
| U09 – evaluate the financial and social impact of decisions and projects and provide substantive justification for them | 8 | 9 | 10 |
| Social competences: |
| K01 – Students will be able to: take their own position in debates about financial institutions, their product and service offerings, and the benefits and risks of their use by entities in the real sphere of the economy | 9 | 10 | 11 |
| K02 – work in a group in various roles, both in cooperative and conflict situations | 10 | 11 |   |
| K03 – explain the importance of customer protection in the financial services market and accepts the principles of ethics in finance and accounting, including codes of good practice | 1 | 9 | 10 |
| K04 – consciously respect the rules of individual functioning in a team | 9 | 10 | 11 |
| K05 – supplement and improve acquired knowledge and skills | 1 | 2 | 10 |
| K06 – show sensitivity to social issues and understand the importance of cultural differences | 9 | 10 |   |

1. The Internship Supervisor for the given field of study at SGH shall be responsible for properly completing the form. [↑](#footnote-ref-2)
2. Please provide numbers of activities/tasks which enable the implementation of educational results. [↑](#footnote-ref-3)