

Conditional credit for professional practices for students in the 6th semester of undergraduate studies (International Business, Finance, Business Management, Business Informatics)

Summer semester; Academic year 2021/2022

1. **Submit a request to the Vice Dean - dr Aleksandra Szpulak for the possibility of conditional credit for professional practices in the summer semester:**
https://www.ue.wroc.pl/studenci/20377/formularze_podane_do_dziekana_prodzieka_now_i_prorektora.html

2. **After obtaining the approval of the Vice Dean, follow the recommendations:**

If credit is given for a practice with a business entity designated by the student:

- A) Select an employer according to your field of study and contract with the employer to complete the practice.
- B) Sign a contract* with the employer for the practice, which will include information about the time of the practice and the student's duties during the practice.
- C) Complete 120 hours of Professional Practices.
- D) Once you have completed the practice, complete the online application:
<https://forms.office.com/r/zzzetd8GMt>
- E) Send the documents confirming the completion of the practice (contract, certificate, etc.) and the decision of the ViceDean concerning the conditional passing of the practice to **praktyki@ue.wroc.pl**

*Important! If the Employer wants to sign a tripartite agreement with the University for the realization of professional practice, please read the information on non-compulsory practice: http://www.biurokarier.wroclaw.pl/studenci/9593/praktyki_nieobligatoryjne.html and follow the instructions. However, it is not necessary, the student can sign a bilateral agreement for professional practice with the Employer himself

For credit for work experience based on a certificate of professional/community service up to two years back

- A) Fill out the application: <https://forms.office.com/r/zzzetd8GMt>
- B) Send to **praktyki@ue.wroc.pl** documents confirming completion of the practice, employment, activity in an organization and a previously obtained decision of the Vice Dean regarding conditional credit for the practice.
The document may be a contract, a certificate of employment, a certificate from a business entity.
Such certificate should include: student's name, company name, position/duties undertaken during the internship, duration of internship (employment) so that it can be stated that the internship lasted the mandatory 120 hours, supervisor's signature, company stamp.

120 PRACTICE HOURS MUST BE COMPLETED BY SEPTEMBER 15, 2022. ALL DOCUMENTS MUST BE DELIVERED/SUBMITTED TO THE CAREER OFFICE NO LATER THAN SEPTEMBER 21, 2022.

