

Subject card

Subject name and code	Traineeship, PG_00148913						
Field of study							
Date of commencement of studies	October 2024	Academic year of realisation of subject			2025/2026		
Education level	postgraduate studies	Subject group			Obligatory subject group in the field of study Optional subject group		
Mode of study	full-time studies	Mode of delivery			at the university		
Year of study	2	Language of instruction			Polish		
Semester of study	4	ECTS credits			2.0		
Learning profile	academic	Assessment form					
Conducting unit							
Name and surname of lecturer (lecturers)	Subject supervisor		dr hab. Ewa Wycinka				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	120.0	0.0	0.0	0.0	120
	E-learning hours included: 0.0						
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	Number of study hours	120		0.0		0.0	120
Subject objectives	<p>The purpose of the work placement is for the Student to gain professional experience in accordance with the field of study. Students in the field of Insurance - interdisciplinary studies are obliged to complete obligatory in-service training, the report of which is submitted during the 4th semester of the second degree programme. Students in the Insurance - Interdisciplinary Studies programme are obliged to complete an internship of 3 weeks, i.e. 120 hours. Internships of this duration can be carried out in particular in: business entities, public institutions, scientific and research institutions, educational institutions, cultural institutions, or as part of an activity organised by the university which enables the student to achieve the objectives of the internship.</p>						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[UBEZMU2_K04] The student adheres to the principles of business ethics, respects the law, is objective, is able to recognize conflicts of interest, correctly identifies and resolves dilemmas.	Applies business ethics principles, identifies conflicts of interest, and makes decisions in accordance with ethical standards in daily work.	[SK6] demonstration of practical skills [SK7] entries and opinions in the internship diary
	[UBEZMU2_W07] The student has a structured knowledge of the principles and norms applicable to the procedures related to the application of insurance law and understands the necessity of ethical conduct in matters related to insurance and insurance law.	Learns legal and ethical procedures through involvement in claims handling, internal audits, and training on insurance law.	[SW5] implementation of a problem task
	[UBEZMU2_W01] The student has an expanded knowledge of insurance and its place in the system of sciences of economics and finance and legal sciences and its relationship to other sciences.	Gains theoretical and practical knowledge about insurance through participation in discussions with other employees and supervisors and analysis of professional documents.	[SW5] implementation of a problem task
	[UBEZMU2_K03] The student thinks creatively, is able to go beyond the usual patterns, is able to think and act in an entrepreneurial manner, is able to adapt flexibly to the requirements of the environment.	Develops creativity and entrepreneurship by participating in innovative projects, solving problems, and adapting to changing market conditions.	[SK6] demonstration of practical skills [SK7] entries and opinions in the internship diary
	[UBEZMU2_W02] The student has advanced and structured knowledge of various types of structures and institutions and the changes taking place in them, especially the insurance and financial system of market and public character. The student has knows the interrelationships between these structures and institutions on a national and international scale.	Acquires knowledge about insurance structures and institutions through case analysis, research projects, and collaboration with various company departments.	[SW5] implementation of a problem task
	[UBEZMU2_K02] The student is ready to fulfill social obligations, inspire and organize activities for the benefit of the social environment and initiate activities for the public interest.	Engages in community activities, organizes educational events, participates in charitable initiatives, and promotes insurance awareness.	[SK6] demonstration of practical skills [SK7] entries and opinions in the internship diary
	[UBEZMU2_W06] The student has an in-depth knowledge of the conditions, principles of creation and development of basic forms of activity in the insurance market and taxation of this activity.	Analyzes business cases, participates in creating market strategies, and learns the principles of taxation of insurance activities through practical tasks and projects.	[SW5] implementation of a problem task
	[UBEZMU2_U02] The student is proficient in the use of legal, professional and ethical principles and norms in the activities undertaken.	Applies legal, professional, and ethical standards in daily tasks such as preparing documentation, customer service, and solving legal issues.	[SU7] entries and opinions in the internship diary
	[UBEZMU2_U04] The student communicates on specialized topics in the field of insurance with various audiences, including participation and discussion.	Communicates with various stakeholder groups, gives presentations, participates in team meetings, and debates on insurance-related topics.	[SU7] entries and opinions in the internship diary

Subject contents	<p>1.Familiarisation of the Student with the subject of activity of the entity/institution/office; the formal and legal basis of its functioning, as well as its organisational structure and documentation of typical events related to its activity (external and internal circulation of information and documents);2.Familiarisation with the object of activity, the leading business areas (supervisory, advisory) and the legal regulations covering the object of activity of the respective internship host;3.The management system in the key business areas;4.Principles of cooperation with the business and supervisory environment of the practice host; methods of assessing competitive position, application in practice of legal regulations on competition protection and counteracting unfair market practices;5.The process of creating an insurance product/developing an insurance plan for the client/examining the correctness of the construction of an insurance product from a formal and legal point of view (including the use of abusive clauses)/the process of loss adjustment and product innovation; 6.Acquisition of practical skills in the procedure of concluding an insurance agreement, including the analysis of the client's requirements and needs (taking into account the specificity of the item from the perspective of which the analysis is made), understanding the role and legal significance of insurance documents (KID, T&C, insurance policy).7.Familiarisation of the Student with the process of insurance claims handling, including insurance accident reporting, claim formulation, fulfilment of insurance obligations or verification of reports from the insured/ policyholders; including acquisition of practical skills in legal aspects of claims handling: understanding the concept of damage and its scope, methods of determining the amount of damage, scope of substitutive (accessory) liability of an insurance company, tort and contractual grounds of liability of a direct perpetrator.</p>								
Prerequisites and co-requisites	<p>The formal requirements for the report on professional practice are regulated by the document templates in the FORMs section of the faculty website. Students are obliged to complete 120 hours of professional practice. Work placements of this duration may be carried out in particular in: economic entities, public institutions, scientific and research institutions, educational institutions, cultural institutions, or as part of an activity organised by the university which makes it possible to achieve the objectives of the placement. The timing of the placement must not interfere with other courses in the study plan. The credit for the practical placement may be obtained by 30 April of a given year (entries in the electronic course book are made by the Head of the Professional Practice at the UG WZR in the fourth semester. The internship carried out at the aforementioned level may also be recognised as completed if the student documents work experience or business activity that corresponds to the internship programme defined separately for each of the fields of study of the Faculty of Management at UG. Previous work experience corresponding to the internship programme for the course of study that is to be the basis for the internship may be credited, provided that it took place not earlier than the date of commencement of studies at the UG Faculty of Management.</p> <p>All students of the UG Faculty of Management referred for compulsory work placements must be insured. Students planning to undertake a compulsory work placement are obliged to inform the Head of Student Work Placements by the 10th day of the previous month at the latest. To do so, the relevant form must be submitted to the Dean's Office (p.121). This notification does not have to be made if the student has carried out the placement on his/her own (without an agreement with the university, e.g. by means of a previously concluded contract of employment, contract of mandate, contract of specific work, etc.). In such a situation, he/she will only be required to account for the placement by documenting its completion with properly completed and submitted forms to the Dean's Office. These are all available online on the Faculty website, and include in particular:- application for insurance - compulsory if the internship is planned in the future, to be printed and submitted in two copies to the Dean's Office together with the agreement by the 10th day of the month preceding the internship at the latest. This form should not be submitted if the student has had a previous placement or if the placement is based on a contract of mandate, contract of specific work, employment relationship, etc;- agreement for a definite period of time - an obligatory agreement concluded between the University of Gdansk and the entity where the placement will be carried out; the agreement is concluded only in the case of planned future placements - it should not be concluded if the student has already completed a placement or if the placement is based on a contract of mandate, contract of specific work, etc.; the agreement should not be concluded if the student has already completed a placement or if the placement is based on a contract of mandate, contract of specific work, etc. In this situation, it is required to submit a declaration of non-agreement together with relevant attachments documenting the course of work completed as a basis for settlement of the professional practice. The agreement, together with an application for insurance, should be submitted to the Dean's Office by the 10th day of the month preceding the date of commencement of the placement. In the event that the student is required to obtain a referral for the realisation of the placement.- the placement report - a document completed by the placement supervisor (from the entity where the placement was completed) and the student during and after the placement, and approved in writing by the Head of the Professional Practice at the UG Faculty of Management.A correctly accounted placement in the form of submitted reports includes the applicant's signature, a written (point and descriptive) assessment by the placement supervisor (on the part of the company/institution where the student carries out the placement), and a written confirmation of document verification in the form of its approval by the Head of Professional Practice at the UG Faculty of Management.</p>								
Assessment methods and criteria	<table border="1"> <thead> <tr> <th data-bbox="448 1559 794 1592">Subject passing criteria</th> <th data-bbox="794 1559 1141 1592">Passing threshold</th> <th data-bbox="1141 1559 1487 1592">Percentage of the final grade</th> </tr> </thead> <tbody> <tr> <td data-bbox="448 1592 794 1630">internship report</td> <td data-bbox="794 1592 1141 1630">51.0%</td> <td data-bbox="1141 1592 1487 1630">100.0%</td> </tr> </tbody> </table>	Subject passing criteria	Passing threshold	Percentage of the final grade	internship report	51.0%	100.0%		
Subject passing criteria	Passing threshold	Percentage of the final grade							
internship report	51.0%	100.0%							
Recommended reading	Basic literature	not applicable							
	Supplementary literature	not applicable							
	eResources addresses	Adresy na platformie eNauczanie:							
Example issues/ example questions/ tasks being completed									
Work placement	Not applicable								

Document generated electronically. Does not require a seal or signature.