

**The Framework Program of Practice
for the Degree Course in Management, first degree studies
Faculty of Economics and Finance**

Professional internships are an integral part of the first-degree studies programs at the Faculty of Economics and Finance.

Internships in the first degree studies are designed to prepare students to use the knowledge they have acquired to identify basic problems that arise in the professional work of employees of economic entities and economic institutions, as well as to identify the principles of functioning of entities in the economy. An important value of professional internships is to familiarize students with the work environment, the functioning of a specific market, disciplines, and workplace organization through observation of good practices, as well as the development of the ability to work in a group and perform various roles within it. First-cycle students can undertake internships in: financial and non-financial enterprises, auditing companies, private entrepreneurs and non-profit entities, government and local government administration units, customs agencies, tax authorities, control and supervisory bodies, accounting offices and tax advisory offices, EU program implementation units, association offices, and foundations.

Students of the first degree program in **Management** are expected to familiarize themselves with the basics in the following areas:

1. Functioning of business entities:

- 1) organizational and legal form of doing business,
- 2) strategic goals, strategy,
- 3) sources of internal law within the entity: statutes, organizational regulations, etc.,
- 4) procedures applicable in the enterprise,
- 5) organizational structure of the entity and functioning of its basic units - departments, scope of competence, tasks, subordination,
- 6) management system (e.g. formal ISO in the field of, e.g.: resource management, quality management, environmental management, occupational safety management, good practices or other informal systems).

2. The scope and organization of the business and its determinants

- 1) basic, auxiliary, and management processes,
- 2) methods of market analysis, including marketing research,
- 3) Quality assessment methods and quality parameters of main processes and products or services.

3. Communication in the professional environment

- 1) IT system used in an entity,
- 2) incentive system in the entity,
- 3) rules for maintaining information security.

4. Ability to evaluate solutions applied in a given economic entity

- 1) procedure for implementing new products or services into production or sale,
- 2) functioning of the internal control system in a given entity,
- 3) waste management rules.

5. Undertaking work in a team, performing various roles in it.