

INTERNSHIP GUIDELINES & PROCEDURES

I) INTERNSHIP UNDERTAKEN IN A BASIC FORM	
<p>Actions taken before undertaking the Internship</p>	<p>1) Before undertaking the Internship, the Student is obligated to submit the following documents to the Rector's Proxy for Student Internships</p> <ul style="list-style-type: none"> • Internship Application Form (Annex 1) • Internship Agreement (Annex 2) - two copies • Information Clause <p>Before undertaking the Internship, all necessary documents should be signed by the workplace Internship Supervisor and then approved by the Rector's Proxy for Student Internships.</p>
<p>Actions taken after completing the Internship</p>	<ul style="list-style-type: none"> • After completing the Internship, the Student is obligated to submit the following documents to the Rector's Proxy for Student Internships. • Internship Application Form previously signed (Annex 1); • Internship Agreement previously signed (Annex 2); • Information Clause previously signed • Internship Logbook signed by the workplace Internship Supervisor (Annex 3); • Internship Report completed by the Internship Supervisor (Annex 4); • Internship Report prepared by the student (Annex 5)
II) INTERNSHIP CREDITED ON THE BASIS OF EMPLOYMENT / CONDUCTING BUSINESS ACTIVITY / TAKING OTHER FORMS OF ACTIVITY	
<p>Actions taken to receive credit for the activity declared as the equivalent of the internship</p>	<p>1) The Student is obligated to submit the following documents the to the Rector's Proxy for Student Internships:</p> <ul style="list-style-type: none"> • Application for crediting the Internship based on employment/ business activity/undertaking other forms of activity (Annex 6) • additional documents indicated in the application (the certificate of employment and the confirmation of professional duties/the volunteer certificate/ the confirmation of conducting business activity - CEIDG certificate, etc.)