

STEP BY STEP – INSTRUCTIONS FOR THE STUDENT

Before starting the internship:

Read the internship regulations.



Contact your internship tutor (**write an e-mail with information about the selected company: provide the name and exact address of the workplace and the selected internship date, provide your details: name and surname, field and type of studies, album number**).

In the case of full-time students, it should be documented (e.g. by printing out an individual plan from USOS) that the internships (work) do not interfere with studies unless they take place during the holidays.

(some employers require the provision of internship regulations and confirmation of the student's insurance).



Collect the prepared documents from the Academic Tutor: Referral to internship and 2 copies of the Agreement.



Complete in the workplace/company the Confirmation of Admission to the internship and 2 copies of the Agreement, which should be signed by an authorized person.



Give the completed Confirmation of Admission to the internship and 2 copies of the signed Agreement to the supervisor (Academic Tutor) at the Faculty (**from now on, a student working in the workplace is treated at the Faculty as a student who is undergoing internships**).



Collect 1 copy of the Agreement signed by the Dean or an authorized person from the Dean's Office and deliver it to the company/workplace.



Take from the Internship Academic Tutor the internship diary in a paper version (in the case of full-time education) or an electronic version (in the case of distance learning).



These activities should be completed before starting the internship.

Note: The internship will not be credited if the Internship Confirmation and the Agreement are not provided before the internship begins.

During the internship:

Complete the Internship Diary in accordance with the internship regulations.

Complete annexes A and B in accordance with the internship regulations.

After completing the internship:

Delivered the completed internship diary and annexes A and B to the Internship Academic Tutor in order to pass the internship - **as soon as possible after the end of the internship (before the end of the session in the case of students in the last semester of studies).**