1. What are the requirements to pass the internship?

**-15 working days of training or 21 calendar days during summer holiday (period other than holiday is permitted but you need Dean's permission).**

**-Insurance for the time of training (OC, NNW)**

2. What type of documents do I need to submit to the University at least 15 days prior to internship?

- **CONTRACT TO ORGANISE PROFESSIONAL TRAINING ON THE BASIS OF TRAINING PLACEMENT**

**- PROFESSIONAL TRAINING REFERRAL**

**- DECLARATION**

3. Do I need to take any signed applications from University (or any other documents) before passing the intership?

- **CONTRACT TO ORGANISE PROFESSIONAL TRAINING ON THE BASIS OF TRAINING PLACEMENT**

**- PROFESSIONAL TRAINING REFERRAL**

4. What type of signed documents do I need to take from company after the passing of internship?

**- PROFESSIONAL TRAINING COMPLETION CERTIFICATE**

**- PROFESSIONAL TRAINING PROGRAMME**

- **CONTRACT TO ORGANISE PROFESSIONAL TRAINING ON THE BASIS OF TRAINING PLACEMENT**

5. In case if I won't find a place to pass my practice by my own, do I have any possibilities of internship, provided by university?

**-Yes, but most of them requires speaking polish...**

6. Can I undergo my practice in my home country?

**- Yes.**

7. Time schedule in terms of professional training:

**- First you have to find a company, then settle the dates of practice, then buy insurance, then bring 2 copies of documents to Faculty - we sign them and you take them back (CONTRACT TO ORGANISE PROFESSIONAL TRAINING ON THE BASIS OF TRAINING PLACEMENT; PROFESSIONAL TRAINING REFERRAL; DECLARATION), then you go to company and do a practice, after the practice is completed the company signs confirmation (PROFESSIONAL TRAINING COMPLETION CERTIFICATE; PROFESSIONAL TRAINING PROGRAMME; CONTRACT TO ORGANISE PROFESSIONAL TRAINING ON THE BASIS OF TRAINING PLACEMENT) and you bring one copy of all documents to the Faculty (Dean's office - BOS), then I will give you a grade.**

8. Time schedule in terms of recognition work experience as a professional training:

**- If your work experience is at least 21 days you may write an application to the Dean requesting recognition your work experience as a professional training. In order to do so, you need to attach to application some documents that confirm your work experience.**