

## STEP BY STEP – INSTRUCTIONS FOR THE STUDENT

### **Before starting the internship:**

Read the internship regulations.



Come to your Internship Academic Tutor for the Internship Referral (provide the name and address of the workplace and the date of the internship) and download/print the Internship Confirmation of admission to the internship. It should be documented in the case of full-time students (e.g. a printout of an individual plan from USOS) that internships (work) do not interfere with studies.

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



Fill in the Internship Confirmation in the workplace and hand it over to your Internship Academic Tutor.



Print the Agreement (in two identical copies) and deliver it to be signed by an authorized person from the workplace and to be signed by the Dean. One completed agreement should be returned to the dean's office, one stays in the workplace, and a photocopy of the agreement should be delivered to the Internship Academic Tutor (from now on, a student working in the workplace is treated at the Faculty as a student who is undergoing internships).



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 - by the end of the session in the case of final semester students