

INTERNSHIP GUIDELINES AND PROCEDURES

<p>Actions taken before undertaking the internship</p>	<p>1) Before undertaking the internship, the Student is obliged to submit the following documents to the Rector's Proxy for Student Internships:</p> <ul style="list-style-type: none"> • Internship Application Form (Annex 2); • GDPR Information Clause (Annex 3); • Internship Agreement (Annex 4) (two copies); <p>Before undertaking the internship, all necessary documents should be stamped and signed by the authorized person in the workplace where the internship will take place and then approved by the Rector's Proxy for Student Internships.</p>
<p>Actions taken after completing the internship</p>	<p>2) After completing the internship, the Student is obliged to submit the following documents to the Rector's Proxy for Student Internships:</p> <ul style="list-style-type: none"> • Internship Application Form with the Approval of the Rector's Proxy for Student Internships (Annex 2); • Internship Agreement previously signed (Annex 4); • GDPR Information Clause previously signed (Annex 3); • Internship Logbook signed by the workplace Internship Supervisor (Annex 5); • Report on the Completion of the Internship completed by the Company Internship Supervisor (Annex 6); • Printed Internship Questionnaire completed by the Internship Supervisor (Annex 6); • Internship Report prepared by the student (Annex 7) <p>After checking the documents submitted by the student, conducting a verification interview, assessing the fulfilment of the conditions for completing the internship specified in the Internship Rules and Regulations, the Rector's Proxy for Student Internships decides to acknowledge the completion of the internship and gives credit in the internship course card and in the academic transcript in the Virtual University system.</p>