

## Procedure for organizing internships

All correspondence between students and academic staff shall be sent from e-mail accounts in the University's domain. The Dean responsible for internships is **Prof. Andrzej Bajdak, Ph.D.** - Vice Dean of the School of Undergraduate and Graduate Studies. By signing the agreement, the Student declares that he/she has valid accident insurance.

*Before starting an internship, the Student fills in the **ELECTRONIC FORM**. An e-mail with a set of required documents in PDF format, pre-personalized on the basis of the data provided by the student, will be sent to the Student's e-mail address (in the UEKAT domain). After printing them out, follow the instructions below.*

### Caution!

**Until the interactive form is launched, please download the required documents in PDF version directly from the website. The e-mail addresses assigned to individual fields of study can be found in the table below.**

**The Student chooses one of the following issues:**

1. Mandatory internship (outside of the University)
2. Supplementary internship (outside of the University)
3. Mandatory internship (in the University's organizational unit)
4. Supplementary internship (in the University's organizational unit)
5. Recognition of other activity in lieu of the mandatory internship

### 1. Mandatory internship (outside of the University)

**Step 1.** The Student, in consultation with the party providing the internship, completes the **Agreement on the mandatory student internship**.

**Step 2.** The Student obtains the company's signature. If it is not possible for the company to sign the document, we request an email stating: "**I consent to the mandatory internship and performance of the tasks included in the agreement**", followed by the name of the authorized person in the company (the email address must include the company's domain in order to verify the credibility of the confirmation).

**Step 3.** The Student sends the completed Agreement to the supervisor via e-mail, attaching the company's confirmation that he/she has been accepted for the internship. After reviewing the submitted documents, the supervisor grants his/her consent by e-mail sent to the Student stating: "**After reviewing the internship duration period and allocated tasks, I give my consent to the student to complete the mandatory internship**".

**Step 4.** The Student emails the agreement along with the consent of the company and the supervisor to the address provided in the [e-mail containing the required forms](#). The Student receives information on the approval to the mandatory internship.

**Step 5.** The Student completes the internship.

**Step 6.** After completing the mandatory internship, the Student provides the **Mandatory Internship Completion Form** signed by the company and the supervisor. If it is not possible for the company to sign the document, we request an e-mail stating: "**I confirm the completion of the internship and performance of the allocated tasks by the student**", followed by the name of the authorized person in the company (the email address must include the company's domain in order to verify the credibility of the confirmation).

**Step 7.** The Student sends the completed **Mandatory Internship Completion Form** via email to the supervisor, attaching the company's confirmation. After reviewing the submitted documentation, the supervisor expresses his/her acceptance by e-mail sent to the Student stating: "**Having familiarized myself with the internship duration period and the performed tasks, I grant the credit for the internship**". The Student sends the Internship Completion Form together with the consent of the company and the supervisor by e-mail to the address provided in the e-mail containing the required forms.

**Step 8.** The Student receives information that he/she was granted a credit for the internship.

## **2. Supplementary internship (outside of the University)**

**Step 1.** The Student, in consultation with the party providing the internship, completes the **Agreement on conducting supplementary student internship**.

**Step 2.** The Student obtains the company's signature. If it is not possible for the company to sign the document, we request an email stating: "**I consent to the supplementary internship and performance of the tasks included in the agreement**", followed by the name of the authorized person in the company (the email address has to function in the company's domain in order to verify the credibility of the confirmation).

**Step 3.** The Student sends the completed Agreement, together with the company's consent, to the address provided in the e-mail containing the required forms. The Student receives information on the approval to the supplementary internship.

**Step 4.** The Student completes the internship.

**Step 5.** After completing the supplementary internship, the Student provides the **Supplementary Internship Completion Form** signed by the company. If it is not possible for the company to sign the document, we request an e-mail stating: "**I confirm the completion of the internship and performance of allocated tasks by the student**", followed by the name of the authorized person in the company (the e-mail address has to function in the company's domain in order to verify the credibility of the confirmation). The Student sends electronically the completed **Supplementary Internship Completion Form** and the company's consent to the address provided in the e-mail containing the required forms.

**Step 6.** The Student receives information that he/she was granted a credit for the internship.

## **3. Mandatory internship (in the University's organizational unit)**

**Step 1.** The Student, in consultation with the unit providing the internship, completes the **Declaration of an organizational unit of the University to approve the student to a mandatory internship**.

**Step 2.** The Student obtains the signature of the receiving unit. If it is not possible to sign the document, we request an email stating: "**I consent to the mandatory internship and performance of the tasks included in the declaration**", together with the name and surname of the representative of the receiving unit.

**Step 3.** The Student sends the completed Declaration to the supervisor via e-mail, attaching the confirmation that he/she has been accepted for an internship. After reviewing the submitted documents, the supervisor grants his/her consent by e-mail sent to the Student stating: "**After reviewing the internship duration period and allocated tasks, I give my consent to the student to complete the mandatory internship**".

**Step 4.** The Student sends the Declaration, together with the consent of the receiving unit and the supervisor, via e-mail to the address supplied in the e-mail containing the required forms. The Student receives information on the approval to the mandatory internship.

**Step 5.** The Student completes the internship.

**Step 6.** After completing the mandatory internship, the Student provides the **Mandatory Internship Completion Form** signed by the receiving unit and the supervisor. If it is not possible for the receiving unit to sign the document, we request an e-mail stating: **"I confirm the completion of the internship and performance of the allocated tasks by the student"**.

**Step 7.** The Student sends electronically to the supervisor the completed the **Mandatory Internship Completion Form**, attaching the receiving unit's confirmation. After reviewing the submitted documentation, the supervisor expresses his/her acceptance by writing the following e-mail sent to the Student stating: **"Having familiarized myself with the internship duration period and the performed tasks, I grant the credit for the internship"**. The Student sends the Internship Completion Form together with the consent of the receiving unit and the supervisor by e-mail to the address provided in the e-mail containing the required forms.

**Step 8.** The Student receives information that he/she was granted a credit for the internship.

#### **4. Supplementary internship (in the University's organizational unit)**

**Step 1.** The Student, in consultation with the unit providing the internship, completes the **Declaration of an organizational unit of the University to approve the student to an supplementary internship**.

**Step 2.** The Student obtains the signature of the receiving unit. If it is not possible to sign the document, we request an email stating: **"I consent to the supplementary internship and performance of the tasks included in the declaration"**, together with the name and surname of the representative of the receiving unit.

**Step 3.** The Student sends the Declaration, together with the consent of the receiving unit, via e-mail to the address supplied in the e-mail containing the required forms. The Student receives information on the approval to the supplementary internship.

**Step 4.** The Student completes the internship.

**Step 5.** After completing the internship, the Student provides the **Supplementary Internship Completion Form** signed by the receiving unit. If it is not possible for the receiving unit to sign the document, we request an e-mail stating: **"I confirm the completion of the internship and performance of the allocated tasks by the student"**. The Student sends the **Supplementary Internship Completion Form**, together with the confirmation issued by the receiving unit, via e-mail to the address supplied in the e-mail containing the required forms.

**Step 6.** **After obtaining the Dean's approval**, the Student receives information that he/she was granted a credit for the internship.

#### **5. Recognition of other activity in lieu of the mandatory internship**

**Step 1.** The Student completes the **Completion Form Recognising Other Activities, including Supplementary Internship, in lieu of the Mandatory Internship**.

**Step 2.** The Student obtains the company's signature. If it is not possible for the company to sign the document, we request an email stating: **"I confirm the completion of an internship and performance of the above mentioned tasks by the student"**, followed by the name of the authorized person in the company (the email address has to function in the company's domain in order to verify the credibility of the confirmation).

**Step 3.** The Student sends the **Completion Form Recognizing Other Activities** to the supervisor by email, **including Supplementary Internship, in lieu of the Mandatory Internship**, attaching the

company's confirmation. After reviewing the submitted documentation, the supervisor expresses his/her acceptance by an e-mail to the Student stating: **"Having familiarized myself with the internship duration period and the performed tasks, I grant the credit for the internship"**.

**Step 4.** The Student sends the **Completion Form Recognising Other Activities, including Supplementary Internship, in lieu of the Mandatory Internship**, together with the company's and the supervisor's consent, via e-mail to the address supplied in the e-mail containing the required forms.

**Step 5.** After obtaining the Dean's approval, the Student receives information that he/she was granted a credit for the internship.

Field of study	Cycle (Level)	Mode	Email
Analityka gospodarcza - ogólnoakademicki	I	STACJONARNE	<a href="mailto:praktyki.AG.1s@uekat.pl">praktyki.AG.1s@uekat.pl</a>
Dziennikarstwo i komunikacja społeczna - praktyczny	I	STACJONARNE	<a href="mailto:praktyki.DKS.1s@uekat.pl">praktyki.DKS.1s@uekat.pl</a>
Dziennikarstwo i komunikacja społeczna - praktyczny	II	STACJONARNE	<a href="mailto:praktyki.DKS.2s@uekat.pl">praktyki.DKS.2s@uekat.pl</a>
Ekonomia - ogólnoakademicki	I	STACJONARNE	<a href="mailto:praktyki.E.1s@uekat.pl">praktyki.E.1s@uekat.pl</a>
FAIB - ogólnoakademicki	II	STACJONARNE	<a href="mailto:praktyki.FAIB@uekat.pl">praktyki.FAIB@uekat.pl</a>
Finance and Accounting (FA) - ogólnoakademicki	I	STACJONARNE	<a href="mailto:praktyki.FA.1s@uekat.pl">praktyki.FA.1s@uekat.pl</a>
Finanse i Rachunkowość - ogólnoakademicki	I	STACJONARNE	<a href="mailto:praktyki.FR.1s@uekat.pl">praktyki.FR.1s@uekat.pl</a>
Finanse i Rachunkowość (filia w Rybniku) - praktyczny	I	STACJONARNE	<a href="mailto:praktyki.R@uekat.pl">praktyki.R@uekat.pl</a>
Finanse i Zarządzanie w ochronie zdrowia - ogólnoakademicki	I	STACJONARNE	<a href="mailto:praktyki.FZOZ.1s@uekat.pl">praktyki.FZOZ.1s@uekat.pl</a>
Finanse menedżerskie - ogólnoakademicki	I	STACJONARNE	<a href="mailto:praktyki.FM.1s@uekat.pl">praktyki.FM.1s@uekat.pl</a>
Gospodarka i zarządzanie publiczne - ogólnoakademicki	I	STACJONARNE	<a href="mailto:praktyki.GZP.1s@uekat.pl">praktyki.GZP.1s@uekat.pl</a>
Gospodarka przestrzenna - ogólnoakademicki	I	STACJONARNE	<a href="mailto:praktyki.GP.1s@uekat.pl">praktyki.GP.1s@uekat.pl</a>
Gospodarka turystyczna - ogólnoakademicki	I	STACJONARNE	<a href="mailto:praktyki.GT.1s@uekat.pl">praktyki.GT.1s@uekat.pl</a>
Informatyka - ogólnoakademicki	I	STACJONARNE	<a href="mailto:praktyki.I.1s@uekat.pl">praktyki.I.1s@uekat.pl</a>
Informatyka - praktyczny	II	STACJONARNE	<a href="mailto:praktyki.I.2s@uekat.pl">praktyki.I.2s@uekat.pl</a>
Informatyka i Ekonometria - ogólnoakademicki	I	STACJONARNE	<a href="mailto:praktyki.IE.1s@uekat.pl">praktyki.IE.1s@uekat.pl</a>
International Business - ogólnoakademicki	I	STACJONARNE	<a href="mailto:praktyki.IB.1s@uekat.pl">praktyki.IB.1s@uekat.pl</a>
International Business - ogólnoakademicki	II	STACJONARNE	<a href="mailto:praktyki.IB.2s@uekat.pl">praktyki.IB.2s@uekat.pl</a>
Logistyka - ogólnoakademicki	I	STACJONARNE	<a href="mailto:praktyki.L.1s@uekat.pl">praktyki.L.1s@uekat.pl</a>
Logistyka w biznesie - ogólnoakademicki	I	STACJONARNE	<a href="mailto:praktyki.LB.1s@uekat.pl">praktyki.LB.1s@uekat.pl</a>
Międzynarodowe Stosunki Gospodarcze - ogólnoakademicki	I	STACJONARNE	<a href="mailto:praktyki.MSG.1s@uekat.pl">praktyki.MSG.1s@uekat.pl</a>
Przedsiębiorczość i finanse - praktyczny	I	STACJONARNE	<a href="mailto:praktyki.PF.1s@uekat.pl">praktyki.PF.1s@uekat.pl</a>
Przedsiębiorczość i finanse - praktyczny	II	STACJONARNE	<a href="mailto:praktyki.PF.2s@uekat.pl">praktyki.PF.2s@uekat.pl</a>
Zarządzanie - ogólnoakademicki	I	STACJONARNE	<a href="mailto:praktyki.Z.1s@uekat.pl">praktyki.Z.1s@uekat.pl</a>
Bezpieczeństwo wewnętrzne - praktyczny	I	NIESTACJONARNE	<a href="mailto:praktyki.BW.1n@uekat.pl">praktyki.BW.1n@uekat.pl</a>
Dziennikarstwo i komunikacja społeczna - praktyczny	I	NIESTACJONARNE	<a href="mailto:praktyki.DKS.1n@uekat.pl">praktyki.DKS.1n@uekat.pl</a>
Ekonomia - ogólnoakademicki	I	NIESTACJONARNE	<a href="mailto:praktyki.E.1n@uekat.pl">praktyki.E.1n@uekat.pl</a>
Finanse i Rachunkowość - ogólnoakademicki	I	NIESTACJONARNE	<a href="mailto:praktyki.FR.1n@uekat.pl">praktyki.FR.1n@uekat.pl</a>
Finanse i Rachunkowość (filia w Rybniku) - praktyczny	I	NIESTACJONARNE	<a href="mailto:praktyki.R@uekat.pl">praktyki.R@uekat.pl</a>
Gospodarka miejska inieruchomości	I	NIESTACJONARNE	<a href="mailto:praktyki.GMiN.1n@uekat.pl">praktyki.GMiN.1n@uekat.pl</a>
Informatyka - ogólnoakademicki	I	NIESTACJONARNE	<a href="mailto:praktyki.I.1n@uekat.pl">praktyki.I.1n@uekat.pl</a>
Informatyka - praktyczny	II	NIESTACJONARNE	<a href="mailto:praktyki.I.2n@uekat.pl">praktyki.I.2n@uekat.pl</a>
Informatyka i Ekonometria - ogólnoakademicki	I	NIESTACJONARNE	<a href="mailto:praktyki.IE.1n@uekat.pl">praktyki.IE.1n@uekat.pl</a>
Logistyka - ogólnoakademicki	I	NIESTACJONARNE	<a href="mailto:praktyki.L.1n@uekat.pl">praktyki.L.1n@uekat.pl</a>
Logistyka w biznesie - ogólnoakademicki	I	NIESTACJONARNE	<a href="mailto:praktyki.LB.1n@uekat.pl">praktyki.LB.1n@uekat.pl</a>
Międzynarodowe Stosunki Gospodarcze - ogólnoakademicki	I	NIESTACJONARNE	<a href="mailto:praktyki.MSG.1n@uekat.pl">praktyki.MSG.1n@uekat.pl</a>
Przedsiębiorczość i finanse - praktyczny	I	NIESTACJONARNE	<a href="mailto:praktyki.PF.1n@uekat.pl">praktyki.PF.1n@uekat.pl</a>
Przedsiębiorczość i finanse - praktyczny	II	NIESTACJONARNE	<a href="mailto:praktyki.PF.2n@uekat.pl">praktyki.PF.2n@uekat.pl</a>
Rachunkowość i podatki - praktyczny	I	NIESTACJONARNE	<a href="mailto:praktyki.RP.1n@uekat.pl">praktyki.RP.1n@uekat.pl</a>
Zarządzanie - ogólnoakademicki	I	NIESTACJONARNE	<a href="mailto:praktyki.Z.1n@uekat.pl">praktyki.Z.1n@uekat.pl</a>