Student Internships – Guide for Registering Internship Applications for Students

◆ How to Prepare for Submitting a Student Internship Application?

Visit your Faculty website to find information about the Internship Regulations,
 Framework Internship Program appropriate for your field of study, and find out what documents are required to submit your internship registration application.

Note: For internships held outside the summer break, extracurricular internships, or international internships, **Dean's approval** may be required.

The list of required documents may vary depending on the type of agreement. For instance, if you're already employed (e.g., employment contract), the required documents may differ from those needed for an ERASMUS internship. You will find specific details on the faculty website, in the Dean's Office, or from your **The**

Contact your potential internship provider to gather the necessary information required to fill in the registration application.
 Once your application is filled out and approved in the system by the Faculty Coordinator, you will receive access to the Individual Internship Program (IPP) file. You'll need to print it, get it signed by the internship provider, and upload it back into the system.

◆ Where to Register the Application?

Dean's Delegate for internships.

Log in to the **Moja PG system** \rightarrow *Student* \rightarrow *Studies* \rightarrow *Internships* and click the "**Register internship**" button. You can track the status changes of your application in this section.

How to Get Dean's Approval for Off-Term, Extra-Curricular, or International Internships?

Don't forget to discuss this step with your provider in advance.

Go to: **Moja PG** \rightarrow Student \rightarrow Documents \rightarrow Submit an application.

Choose your field of study and look for the document titled:

"Application to the Dean for an internship outside summer/abroad/extra-curricular".

Once the application is electronically signed by the Dean, you can download the approval as a PDF and attach it during your internship registration.



Filling Out the Application - Step-by-Step

Step 1

Select the course under which your internship will be completed.

A link with internship info relevant to your program should appear in the "Internship Info Link" field.

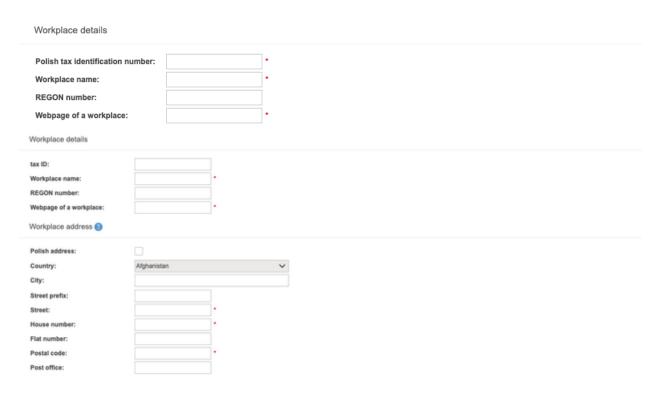
Internship registration	ernship registration		
Before registering your practice, please review the regulations and the form below to understand what information is required for practice registration and obtaining the Individual Practice Program.			
Course:	Field of study: Electronics and Telecommunications (WETI), first-cycle studies, Full-time studies, 2022/2023 🗸		
State:	Draft		
Link to practice-related information :	https://eti.pg.edu.p/istudenci/praktyki		

Step 2

Fill in Company Details:

You'll need the **Polish tax identification number** (tax number), company name, and website. If you are doing your internship outside of Poland, enter the foreign address. You will need a tax ID.

Attention! If the company doesn't have a website, use the KRS registry link or an alternative link confirming the existence of the company

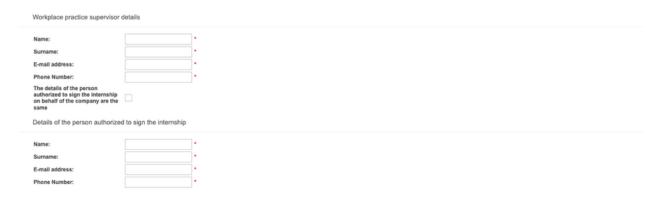


Provide the **Company Address** – where the firm is registered. Later in the form, you can provide a different **Internship Location** if applicable.



Step 4

Enter the details of the **Internship Supervisor** at the company, and then the **Authorized Signatory**. If it's the same person, check the box "The details of person authorized to sign the internship on behalf of the company are the same"



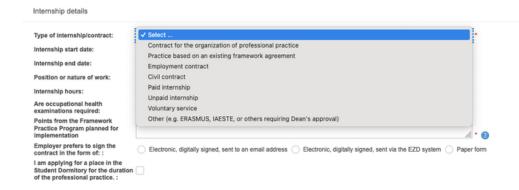
Specify the **Location of Internship**. If the company has branches, enter the branch name in the "Branch" field.



Step 6

Fill in the **Internship Details**. Choose the type of internship/agreement:

- Contract for the organization of internship
- Internship based on a valid framework contract
- · Employment contract
- Civil law contract
- Paid internship
- Unpaid internship
- Volunteering concract
- Other (e.g., ERASMUS, IAESTE, requiring Dean's consent)



Enter **Start and End Dates**, **Position/Role** (e.g., "Intern"), and the **total number of internship hours**.

Step 8

Discuss with the provider whether **occupational health checks** are required. A list of available health checks under your program should appear under a blue question mark icon. Share this with your provider and select the appropriate option.

Step 9

Select at least **three objectives** from your program's **Framework Internship Program**. Discuss with the provider which ones will be realized.

Step 10 - Agree with your provider on the form of contract signing:

- Paper-based (in paper form)
- Electronically, signed digitally and submitted to the following e-mail address
- Electronically, signed digitally and submitted in the Electronic Document Circulation system

If you already have another contract (e.g., employment), leave this section blank.

Step 11

If you need a **Student dormitiory** during your internship, check the relevant box.



Attachments – use the "Add file" button to upload:

- Existing employment contracts (if applicable)
- Dean's approval
- Signed Individual Internship Program (IPP)
- Internship report, etc.

You can either **submit** the application ("Send") or save it as a **draft** ("Save draft copy") to return later. Only submitted applications are visible to the Dean's Delegate for internships



Application Statuses – What Do They Mean?



Status	Meaning
◆ Draft	You're still working on it. Not visible to the Coordinator. Don't forget to send it!
Sent	Submitted and awaiting verification. After approval, it changes to "Awaiting IPP".
◆ To correct	You'll see a comment with required changes. Edit and re-submit.
Rejected	You can't edit it. Submit a new application.
◆ Awaiting IPP	Download the IPP, get it signed by the provider, and upload it. Then click "Send" again.

Signed IPP sent	IPP has been sent for verification. Await the next status.
Reffered for Medical Examination	Your health check referral is being prepared.
Referral for Medical Examination is ready for collection	Pick up your referral at the Dean's Office.
◆ Waiting for Medical Certificate	Visit the doctor and return with the certificate to the Dean's Office.
◆ Waiting for signing contract	The agreement is with the provider for signing. Await confirmation.
Ready to start Internship	All documents are approved. Good luck with your internship!

You should receive an email when the status changes. For doubts, contact the Helpdesk, Dean's Office or the Dean's Delegate for internships