

# 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 Dean's Delegate for internships**.

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

## ◆ Where to Register the Application?

Log in to the **Moja PG system** → *Student* → *Studies* → *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?

Go to: **Moja PG** → *Student* → *Documents* → *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

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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.

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Course:  \*

State:

Link to practice-related information : <https://eti.pg.edu.pl/studenci/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

Workplace details

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Polish tax identification number:  \*

Workplace name:  \*

REGON number:

Webpage of a workplace:  \*

Workplace details


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tax ID:

Workplace name:  \*

REGON number:

Webpage of a workplace:  \*

Workplace address 

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Polish address: ☐

Country:  ▼

City:

Street prefix:

Street:  \*

House number:  \*

Fiat number:

Postal code:  \*

Post office:

### Step 3

Provide the **Company Address** – where the firm is registered.

Later in the form, you can provide a different **Internship Location** if applicable.

Workplace address 

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Polish address: ☒

Province:

District:

Community:

City:

Street prefix:

Street:

House number:

Flat number:

Postal code:

Post office:

### 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”

Workplace practice supervisor details

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Name:

Surname:

E-mail address:

Phone Number:

The details of the person authorized to sign the internship on behalf of the company are the same ☐

Details of the person authorized to sign the internship

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Name:


Surname:

E-mail address:

Phone Number:

## Step 5

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

Internship address 

Polish address: ☒

Province:

District:

Community:

City:

Street prefix:

Street:

House number:

Flat number:

Postal code:

Post office:

Branch:

## 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 contract
- Other (e.g., ERASMUS, IAESTE, requiring Dean's consent)

Internship details

Type of internship/contract: ☒ Select ...

Internship start date:

Internship end date:

Position or nature of work:

Internship hours:

Are occupational health examinations required: ☐

Points from the Framework Practice Program planned for implementation:

Employer prefers to sign the contract in the form of: ☐ Electronic, digitally signed, sent to an email address ☐ Electronic, digitally signed, sent via the EZD system ☐ Paper form

I am applying for a place in the Student Dormitory for the duration of the professional practice: ☐

## Step 7

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 dormitory** during your internship, check the relevant box.

Internship details

Type of internship/contract:	Select ...
Internship start date:	<input type="text"/>
Internship end date:	<input type="text"/>
Position or nature of work:	<input type="text"/>
Internship hours:	<input type="text"/>
Are occupational health examinations required:	<input type="checkbox"/>
Points from the Framework Practice Program planned for implementation	<input type="text"/>
Employer prefers to sign the contract in the form of:	<input type="radio"/> Electronic, digitally signed, sent to an email address <input type="radio"/> Electronic, digitally signed, sent via the EZD system <input type="radio"/> Paper form
I am applying for a place in the Student Dormitory for the duration of the professional practice:	<input type="checkbox"/>

## Step 12

**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

Attachments










Please ensure that your practice registration does not require additional approval from the Dean or any other necessary document for this stage. Approval is required if the practice is conducted outside the standard schedule, abroad, or as an extra-curricular practice. You can request approval in the Moja PG system under Student -> Documents -> eDocuments.

[+ Add file](#)

[Send](#) [Save as draft](#) [Cancel](#)

## ◆ Application Statuses – What Do They Mean?

Internships

ID	Practice registration date	Specialization	Workplace name	Practice date	State	Actions
7	13.03.2025	Field of study: Electronics and Telecommunications (WETI), first-cycle studies, Full-time studies, 2022/2023 - winter, semester 6		17.03.2025 - 31.03.2025	To correct	 
8	13.03.2025	Field of study: Electronics and Telecommunications (WETI), first-cycle studies, Full-time studies, 2022/2023 - winter, semester 6		14.07.2025 - 31.07.2025	Ready for practice implementation	
9	13.03.2025	Field of study: Electronics and Telecommunications (WETI), first-cycle studies, Full-time studies, 2022/2023 - winter, semester 6		21.04.2025 - 30.04.2025	Draft	  
10	14.03.2025	Field of study: Electronics and Telecommunications (WETI), first-cycle studies, Full-time studies, 2022/2023 - winter, semester 6		21.04.2025 - 29.04.2025	Ready for practice implementation	
11	25.03.2025	Field of study: Electronics and Telecommunications (WETI), first-cycle studies, Full-time studies, 2022/2023 - winter, semester 6		01.03.2025 - 11.03.2025	Waiting for signing contract	
12	01.04.2025	Field of study: Electronics and Telecommunications (WETI), first-cycle studies, Full-time studies, 2022/2023 - winter, semester 6		07.04.2025 - 24.04.2025	Waiting for medical certificate	

Results: 6. Range: 1-6

[Register a internship](#)

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.
◆ Referred 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