**Essential elements of the internship plan**

The detailed internship program must include:

1. Name, surname and student's index number.
2. The name and address of the Third Party's registered office.
3. Place of practice.
4. The exact duration of the practice.
5. Purpose of the practice
6. A detailed schedule of the internship and the scope of duties, separated in points or in a descriptive form.
7. Signature and stamp approving the internship plan on the part of the Faculty Dean's Plenipotentiary for Student Internships) and on behalf of the External Entity.

*Form template:*

**INFORMATION ABOUT PLANNED INTERNSHIP**

|  |  |
| --- | --- |
| **Student information** | |
| Student's first and last name |  |
| Address |  |
| Index number |  |
| Studies cycle | studies of first-cycle / studies second-cycle |
| Rok studiów |  |
| **Place of internship** | |
| The exact name of the company |  |
| Company registered office street, apartment number, zip code, city |  |
| Practice date  (at least 4 weeks) | dd.mm.rrrr – dd.mm.rrrr |

**Purpose of practice:** ……………………………………………………………………………………………

**Detailed practice schedule:**

1. BHP training
2. …….
3. …….
4. …….
5. …….

**Responsibilities:**

1. ……
2. ……
3. ……
4. ……
5. ……

|  |  |
| --- | --- |
| Acceptance of the Company Representative | Approval of the Dean's Plenipotentiary for Student Internships |
| ……………………………………………… | ……………………………………………… |
| *Stamp and signature* | *Stamp and signature* |