



Name		Department	
Surname		Student number	

**INTERNSHIP TYPE & LOCATION** *Internship credit based on:*

full-time studies

part-time studies

student's internship

paid job with an employment contract<sup>1</sup>

other (e.g. volunteer work)

internship<sup>2</sup>

own business, self-employed<sup>3</sup>

.....

Employer	
Employer's address	
Employer's telephone number	
Internship supervisor	

**INTERNSHIP DESCRIPTION**

Internship subject	
Job title	
Job requirements	
Description of duties during internship	
Projects completed during the internship; other accomplishments	

The report must be completed on a computer. Each box must be filled in correctly and accurately. If the evaluation of the internship is based on a paid job with an employment contract, the employment should be treated as a regular internship and this document should be completed accordingly. Any additional documents must be attached and merged into one PDF file with the student's internship report.

**Required documents:**

- 1** A copy of an employment certificate or contract etc.;
- 2** An internship confirmation certificate;
- 3** Company's registration documents (Business Activity Register entry or National Court Register) and invoice or B2B contract;

## SUMMARY

Internship start date		Weeks		Days per week	
Internship end date		<i>Please fill in an average value</i>		Hours daily	
Employer's feedback					
Student's remarks					
<p>I confirm that all the supplied informations is correct.</p>					
<p>.....  <i>Employer's signature and stamp</i></p>			<p>.....  <i>Student's signature</i></p>		
<p>.....  <i>date</i></p>			<p>.....  <i>date</i></p>		
<p>Total number of hours worked during internship: .....</p>					
<p>.....  <i>date</i></p>			<p>.....  <i>Work Placement Coordinator's signature</i></p>		

In case of the absence of the employer's stamp, a document (CEIDG) that confirms the business activity of the company where the internship has been held, will be necessary.