

Stages of fixing the place of pre-graduation internship for second-year Master students

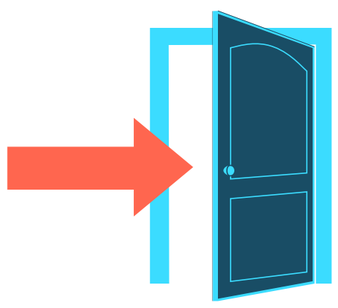
Internship in partner organization (the list of the Internship Department)

Individual search for internship

Execution of an individual contract/letter of guarantee with an organization

MEETINGS organized by the Internship Department

1 Get a login and a password in the Internship E-system



Dean's Office/ International Master's Programs Office



In the Internship E-system:

- fill in an application form;
- attach CV and a consent to personal data processing;
- get the status "preliminary approved";
- print an application form.

2 Sign an application form in a Dean's Office/IMPO



3 Provide a full package of documents in rooms 1035, 1036

- application form
- consent to personal data processing
- CV

- application form
- consent to personal data processing
- 2 original copies of an individual contract/letter of guarantee

4 Get the status "Approved by organization" in the Internship E-system



Execution of individual contracts/ a letter of guarantee

Approval of internship

5 Undertake your internship

6 Prepare intership reporting documents

