

Attachment no 9

Table 1. Necessary documents to be provided to the Internships Coordinator, in order to complete the internships.

Character of internships	Required documents
Internships organised by student	<ol style="list-style-type: none"> 1. Internships Report Book. 2. Agreement – attachment no 2 and referral – attachment no 3 if it is required by a company. 3. Statement of insurance during the Internships – attachment no 8.
Internships organised by the university	<ol style="list-style-type: none"> 1. Internships Journal. 2. Referral – attachment no 3 3. Statement of insurance during the Internships – attachment no 8.
Student conducts or conducted his/her own business activity	<ol style="list-style-type: none"> 1. Certificate of registration in the register of economic activities. 2. NIP. 3. Regon. 4. Internships report – attachment no 4.
Student is employed/has been employed and has e.g. contract of employment, commission contract.	<ol style="list-style-type: none"> 1. Document confirming the employment. 2. Internships report – attachment no 4. 3. Document describing the range of responsibilities.
Student carries or has carried out, agricultural farm, garden, orchard, stud farm, etc.	<ol style="list-style-type: none"> 1. Internships report – attachment no 4. 2. For farmers: notarial deed (at least 2 hectares), plus the latest certificate confirming payment of KRUS. 3. For the others: e.g., the contracting agreement. 4. Statement of insurance during the Internships – attachment no 8.
Student actively participates / participated in organisational activities of the UŁ	<ol style="list-style-type: none"> 1. Internships report – attachment no 4. with confirmation of student's activity by the head of the organisational unit. 2. Statement of insurance during the Internships – attachment no 8.

Participation in the Sports Camp	<ol style="list-style-type: none"> 1. Internships report – attachment no 4. 2. Statement of insurance during the Internships – attachment no 8. 3. Confirmation by the supervisor Sports Camp.
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NOTES FOR STUDENTS:

1. The student should provide a certificate of insurance to the internships guardian before the beginning of the internships.
2. If the student pursues the internships before the holidays after the fourth semester, then he/she must provide an attachment no 7
3. The signature of the Dean for Student Affairs is required for the following documents: Internships Journal (at first page), and attachments nos 2 and 7
4. The signature of Internships Coordinator is required for the following documents: attachments nos. 3, 7, 4
5. The stamp of the chair or the faculty is required for the following documents: Internships Report Book and attachments nos 3, 7
6. The Internships Report shall be signed by: a person who takes care of the student in the participation in the internships or Internships Coordinator (the exception - a student is actively participating / participated in the organisational activities of the UŁ).
7. Student receives confirmation of completion of the internships in the index on page 82