

## Internship regulations at Białystok University of Technology

1. Intake for internship is carried out 2 times per year.
2. Minimum period of internship is 3 months (at least 91 days).
3. Minimum level of English is B1.
4. Intern submits the online application via IRO page: <https://pb.edu.pl/iro/internship/application/> and sends following documents to Agnieszka Gniazdowska a.gniazdowska@pb.edu.pl :
  - a. Copy of language certificate
  - b. Recommendation Letter signed by the Faculty Board Member or Transcript of Records from the last 2 semesters (obligatory)
5. Student can choose only one topic. If more topics will be chosen, only the first one will be considered.
6. Results are announced within 2 weeks since the end of intake.
7. Intern receives invitation letter as soon as his/her Learning Agreement for Traineeship is signed.
8. Intern is obliged to be insured for the whole period of internship and fill declaration of having Personal Accident and Liability Insurance. Lack of insurance enables you to take part in internship.
9. Intern is not a student of Białystok University of Technology and has no right to receive student ID card.
10. If, during the internship, there are changes to the program or the duration of the internship, intern, in consultation with the internship supervisor, prepares the LA part "During the Mobility".
11. At the end of the internship, the student and the supervisor complete the LA "After the Mobility" part. The document is signed by the internship supervisor and the faculty coordinator and copies are sent to IRO. Within 5 weeks of completing the internship, the student receives a document confirming their completion, ie the Certificate of Attendance issued by BWM.
12. If places are available, students are offered accommodation on the BUT campus. Foreign interns accommodated in the Student Residence Halls are bound by the rules contained in the "Regulations for the Student Residence Halls of Białystok University of Technology".