



## **ABC OF STUDENT INTERNSHIPS**

Internship Supervisor:

Dr hab. Anna Sierostawska

Department of Animal Physiology

and Toxicology KUL

[anna.sierostawska@kul.lublin.pl](mailto:anna.sierostawska@kul.lublin.pl)

## 1. Internship Regulations

- a. Before completing the internship, each student is required to read the Internship Regulations.
- b. The Regulations are available from the Internship Supervisor and on the Institute's website.
- c. **All documents** needed for the internship can be found on the website of the Institute of Biological Sciences (Student Internship tab on the right side)

## 2. Duration and place of internships

- a. Internships take place during the holiday period, after completing semester IV, for at least 130 hours, which includes all activities at the institution where the internship takes place (health and safety training, introductory classes, laboratory work, etc.).
- b. You can search for internships on your own - it is then necessary to obtain the approval of the place by the Internship Supervisor or use the list of institutions available on the Institute's website.

## 3. Internship - step by step

- a. After determining the place where the internship will take place, the following information and documents should be provided (by e-mail!) to the Internship Supervisor:
  - what will you do during the internship in the form of a short list (or oral / written confirmation from the Host Institution that it is possible to implement the scope of the internship - the scope is available on the Institute's website, the Internship tab),
  - a completed Declaration of Acceptance from the Host Institution (available on the Institute's website) - at the initial stage it may be in electronic form. The original can be delivered to the Faculty Secretariat later. **Remember to complete the Declaration before sending it** to the Host Institution.
- b. Then, on the basis of this information, the Internship Supervisor prepares the agreement on the internship.
- c. The agreement (in 2 copies) is sent to the Secretariat of the Faculty, where it is signed by the Dean.
- d. Then, the signed agreement should be brought to the Host Institution and signed by an authorized person. One of the copies remains in the Host Institution, the other should be brought to our Seretariat. At the same time,

you should download the internship journal from the Institute's website, on which you will obtain the Faculty's seal at the Secretariat.

- e. During the internship, you should keep the journal regularly, and the Mentor of Internship confirms that the internship has been carried out in accordance with the program with his signature, company seal and opinion..
- f. After completing the internship, you should receive a confirmation on the Student internship certificate (document available on the Institute's website). After agreeing with the Mentor, you can complete this document by yourself based on the data from the internship journal (learning outcomes).
- g. On the date set by the Internship Supervisor, the following documents should be delivered: completed journals (to the Internship Supervisor), certificates of student internship and the original Declaration of Acceptance (if not delivered earlier) (to the Secretariat of the Faculty). During the winter session, the Internship Supervisor meets students in order to give a credit for the internship. Failure to obtain credit for the internship will make it impossible to complete the semester.
- h. The internship journal is your property and remains with you.



#### **4. Please, remember:**

- a. to make sure that the Host Institution does not require a fee for the internship - in this case, because the University does not participate in the costs, you would have to cover it out of your own pocket;
- b. to make sure that the Host Institution does not require additional documents, e.g. proof of student insurance - in this case, if you have insurance at KUL, you must obtain a relevant certificate (GG, p. 54, Anna Zepchła, M.Sc., tel. 81 445 42 85); if you are insured outside the University, you must present your certificate;
- c. sometimes you will also need a CV, cover letter and / or reference letter - the latter can be requested from the Internship Supervisor or another person with whom you had classes and who is able to give such an opinion;
- d. sometimes you may be asked to provide an internship framework - it is available on the Institute's website (Scope of internships);
- e. it is also worth asking the Mentor after completing the internship for an opinion about you, which you will be able to use in the future when looking for a job.