

ERASMUS+ INTERNSHIP STEP BY STEP

1. Searching for an employer and choosing a date.

The internship must be related to the field of study. This means that the internship program must match the field of study. This is confirmed by the faculty coordinator PB on his/her documents. Please note that only a student of Tourism can do their internship in a hotel.

It is best to send your applications by email to companies from a certain industry in the selected country / countries. It is necessary to put information about the scholarship from the Erasmus + program, which interns are entitled to, and the mediation of the Białystok University of Technology.

It is best for a student to leave for internship during the holiday season, eg. 01.07-31.08, 01.07-30.09, 01.08-30.09 for 2 or 3 months. A month before the end of the internship, you can apply for its extension by emailing me at m.orpik@pb.edu.pl. We give consent when we have money to spare. This does not apply to situations when the internship ends on 30.09, due to the end of the project.

Students who decide to go for Erasmus + internships immediately after graduation from the same program must remember that periods of study (dates from confirmation of stay) and practices can not overlap.

Some internship offers can be found on our website:

<http://www.bwm.pb.edu.pl/pl/pe/kpo/ws/praktyki/oferta>

Where you can do internships

You can go abroad to an enterprise / company, research and development institution, non-profit organization or other institution (museum, library, hospital, local or central administration unit, etc.).

You can not do Erasmus internship in your country's diplomatic mission, an EU institution or an institution managing EU programs.

Institutions to which students cannot apply for an internship are:

- EU institutions and other EU bodies, including specialized agencies, the list of which is available on the website: https://europa.eu/european-union/about-eu/institutions-bodies_en;

- organizations managing EU programs, e.g. the National Agencies of the Erasmus + Program (to avoid potential conflicts of interest or double funding).

Erasmus+ internship may be done by a student in a non-designated international organization or Polish institution located abroad, which operates in the country of the Erasmus + program, to which a scholarship student goes and which is registered as an entity conducting activity in accordance with the regulations in force in that country . The tasks set for the student during the internship and defined in the "Agreement on the internship program (LA) must guarantee work in the international environment and the development of competences appropriate for work in such an environment, including language competences. You can not go e.g. to Lithuania to an internship where the language of communication at work will be Polish. The international nature of the internship will not be preserved.

2. Doing an internship as a student or as a graduate?

At each degree of study, you can go abroad for up to 12 months for studies and internships. The time of internships of graduates counts towards a given study cycle. Candidate must be accepted for an internship in the last year of studies and must complete the internship within 12 months after the graduation (submitting the diploma examination). The graduate's mobility period is included in the "exit capital" assigned to the given study cycle. In the Erasmus + program, the student receives an opportunity of a travel internship lasting no longer than 12 months at each degree of study – this is what "exit capital" is. Internship takes 2 or 3 months. Mobility of graduates cannot be financed from the PO WER project. Graduate travel internships of persons who have not defended their thesis or have been struck off the list of students are possible provided they have the status of a final year student at the time of submitting documents (all dates with signatures on the application and LA must be from that period). In such cases, the decision of the dean of your faculty confirming the status of a student must be submitted in the Office.

Please inform me by e-mail if you postpone the date of your thesis defense entered in the application for internships.

GRADUATE'S INTERNSHIP:

1. the student completes the Application for graduates and LA (Learning Agreement for Traineeships- before the mobility) and sends them to m.orpik@pb.edu.pl for initial verification, he/she collects signatures only after the document has been checked and, if needed, corrected.

2. the student delivers the original LA, Application and document with obligation to provide information (RODO) to the International Relations Office (documents with original signatures of all parties) before the date of their thesis defense. All the beforementioned documents should be signed with the same date

3. the student / graduate of BUT sends an NFZ CERTIFICATE – LEAVING FOR INTERNSHIP to IRO by e-mail

4. the student / graduate of BUT receives from the IRO signed NFZ CERTIFICATE and takes it to the appropriate NFZ branch

5. the student / graduate of BUT delivers to IRO a copy of the EHIC card and confirmation of NNW and OC insurance at work

6. the student / graduate of BUT sends to IRO by e-mail a completed payment form with the bank account details

7. the student / graduate of BUT signs a financial contract at IRO with BUT (not later than a week before departure!)

8. the student / graduate completes the online language test sent from the OLS system (if it is given to him)

9. BUT graduate leaves for internship (departure after defense!)

STUDENT'S DEPARTURE:

You must have BUT student status throughout the internship. Be noted that when you defend your thesis you lose your student status. It is not possible to take an internship as a student then, e.g.: 01.07 - 30.09 and defend your thesis eg. on 27.09.

The mobility period is included in the "exit capital" assigned to a given study cycle. In the Erasmus + program, the student receives the possibility of a trip lasting no longer than 12 months at each level of study. This is what "exit capital" is. Internship takes 2 or 3 months.

1. student completes Application for students and LA (Learning Agreement for Traineeships - before the mobility) and sends them to m.orpik@pb.edu.pl for initial verification, he/she collects signatures only after the document has been checked and, if needed, corrected.

2. the student delivers the original LA, Application and document with obligation to provide information (RODO) to the International Relations Office (documents with original signatures of all parties) before the date of their thesis defense. All the beforementioned documents should be signed with the same date

3. the graduate of BUT sends an NFZ CERTIFICATE – LEAVING FOR INTERNSHIP to IRO by e-mail

4. the graduate of BUT receives from the IRO signed NFZ CERTIFICATE and takes it to the appropriate NFZ branch

5. the student / graduate of BUT delivers to IRO a copy of the EHIC card and confirmation of NNW and OC insurance at work

6. the graduate of BUT sends to IRO by e-mail a completed payment form with the bank account details

7. the graduate of BUT signs a financial contract at IRO with BUT (not later than a week before departure!)

8. the graduate completes the online language test sent from the OLS system (if it is given to him)

9. BUT graduate leaves for internship (departure after defense!)

3. Application documents

If we already have an employer and the dates, proceed with the completion of documents.

Computer application and Learning Agreement must be completed:

<http://www.bwm.pb.edu.pl/pl/ep/pro/s/formularze/2>

The website also contains an auxiliary file with comments on how to properly fill LA.

Completed application and LA (including Table C, which we complete in consultation with the employer), please send to m.orpik@pb.edu.pl for a preliminary check. I will check immediately whether the deadline corresponds to our system of calculating the length of stay and will correct it if it is needed. After obtaining my acceptance, you can start collecting signatures. Please sign up your LA with the current date, get the coordinator's signature and send it to the employer preferably by courier so that it sent back quickly. The application is signed only by the student and faculty coordinator. Both original documents (with signatures from all pages) must be submitted at least a month before the start of the internship. Contact me if you want to submit the documents at a later date.

Please do not put dates on documents. The current dates are entered manually by the persons signing the documents.

4. Insurance

Insurance for students leaving for internship

Mandatory insurance required during internships is:

- EHIC with NFZ - basic medical care (made on the basis of a certificate, which after completing is sent to me, I sign it, it is taken from the IRO and taken to your NFZ branch in order to make a card)
- NNW and OC in the workplace (or extended OC in private life for foreign internships)

Please email me a scan or a clear photo of the EHIC card and NNW and OC insurance in the workplace (card + detailed insurance conditions). Insurance confirmations should be in Polish or English. Other languages are not allowed. If the insurance is provided by the employer, policy scans are also required. Alternatively, the employer may issue a statement on insurance coverage (in English).

How to get an EHIC card

Please send me the completed NFZ certificate from our website, pick up the signed certificate, make EHIC card and send me a scan/photo of this card. The EKUZ card should be made only on the basis of our certificate. It guarantees proper settlement of possible medical costs.

You must also buy NNW and OC in the workplace (e.g. ISIC card). In the case of students, it can be done eg in Almatara in the Beta dormitory (Zwierzyniecka 12), in any travel agency or insurance agency.

Insurance confirmations should also be sent to me via email. "OC in private life" does not mean "OC in the workplace". In addition to the ISIC card, please also send me detailed insurance conditions where it is clearly stated that the insurance covers the package "NNW and OC in the workplace".

If the insurance cost is covered by the company (and this is indicated in the Learning Agreement, table C), I also need confirmation of insurance sent by e-mail.

Insurance for graduates leaving for internship

The terms of use and the conditions and period of loss of entitlements to health care services based on the EHIC contain the following information from the National Health Fund: INFORMATION FROM THE NFZ: in point 8, it is stated that "the right to health care of students for filing as a family member expires 4 months after the end of education or striking off the list of students and when they are 26 years of age."

For each graduate's trip, it is necessary to determine whether as an individual you have the option of continuing to benefit from insurance under the EHIC and for what period. A condition for the use of EHIC may be the purchase of voluntary, individual health insurance in NFZ. Another option is also to buy an individual, commercial insurance policy, tailored to the needs of a given graduate.

With regard to insurance against consequences of accidents and OC in the workplace - graduates use purchased individual policies and / or international student cards (check the scope and period of validity), eg PZU, WARTA. In addition to the card, please also send me detailed insurance conditions where it is clearly stated that the insurance covers the package "NNW and OC in the workplace". If the insurance cost is covered by the company (and this is indicated in the Learning Agreement, table C), I also need confirmation of insurance sent by e-mail.

5. Data for the report and online language test

Before leaving, you need to do an online language test on the OLS platform. I give tests about a week before going to internship. A call to perform the test comes from the system to the e-mail address. Please register by

entering During registration, as the mobility type / activity please put SMP (Higher Education Traineeship = departure for internships). The test is obligatory and serves only to monitor the progress of language learning before and after return. If the result of the test puts you in A1 or A2 level, you are obliged to take an online course during your stay. It is best to start the course before starting the internship due to possible problems with the internet. If you are at B2, C1 and C2 level it is possible to apply for a course, but it is not obligatory. In this case, you can choose a different language.

At the end of the stay, the final language test, in the same form as the first one, will be given to all participants.

6. Financial contract with PB and scholarship transfer

The financial agreement is signed with the International Relations Office (2 copies) at least a week before departure for internships. Before that, all the formalities should be completed (originals of LA and Application documents, insurance, transfer printing, Dean's decision if necessary). If someone for important reasons cannot sign a contract in the Office, they should notify me in advance. It is possible to send an electronic version of the contract by e-mail and after signing you will have to send me both original copies of the contract. In this case, the documents must reach me at least a week before the start of the internship.

BEFORE SIGNING A TRAVEL AGREEMENT - THE CHECKLIST

deliver LA originals and Application to the Office
send the completed REPORT DATA to my email
send a scan of EHIC card and NNW and OC policies in the workplace
do a language test online
spend at least 2 hours on the OLS language platform in the case of a compulsory online language course
send to completed transfer form (doc) to IRO
Provide confirmation from the dean's office about restoring student status - if required
SIGNING THE CONTRACT - in person at the Office - at least a week before departure! (people who are abroad must complete the abovementioned formalities in a hurry, so that they can send back the contract signed by post at least a few days before the start of internships)

ALL SCAN AND PRINT FOR SECTION (CONFIRMATION OF INSURANCE, TRANSFER FORM, DATA FOR REPORT) I SHOULD BE SENT IN ONE EMAIL. IT WILL MAKE MY WORK EASIER. SENDING DOCUMENTS ONE BY ONE MAKES NO SENSE.

7. Leaving for internship

Please inform me and give me the reason, if you leave the place of taking your internship for more than a few days, e.g. returning to Poland.

8. Further cooperation with the employer

Please, ask your employer if they would be interested in accepting more interns from our university. The company can prepare an internship offer for students specifying the departments concerned, other requirements, deadlines, contact person and form of contact with the company, etc. I will be able to place the offer on the website then. Representatives of companies can also contact me directly at m.orpik@pb.edu.pl.

9. Settlement of the internship

To settle internships:

- write a report on the internship (describe duties, company, accommodation, benefits, drawbacks, include photos, etc. - two A4 pages) and send them to: m.orpik@pb.edu.pl

- provide (by mail, in person, by someone from family or friends) original TRAINEESHIP CERTIFICATE with original signatures and stamps, dates of stay with the financial contract. The date of signature must be the date after the end of the internship! It may happen that the document will have to be filled in for the employer.

Please make sure that the content in the TC is not a copy of LA! Traineeship Certificate is a summary of your finished mobility. LA is a plan.

<http://bwm.pb.edu.pl/pl/ep/pro/s/formularze/5>

Please note that a colour scan is not an original copy. You can send the document for checking first.

The website also contains an auxiliary file with comments on how to properly fill the TC.

- fill in the Erasmus Scholarship Survey on-line (the link to the questionnaire will be / was sent from the system at the end of the internship)

- take the final language test sent from the OLS system (the test link comes to your email about 15 days before the end of the internship). I would like to remind those of you who had an online language course to spend as much time as possible on the OLS platform.

- after completing all the above formalities, please contact me to collect a confirmed copy of TRAINEESHIP CERTIFICATE, which must be delivered to the Dean's office of your faculty

LEARNING AGREEMENT, CHANGES TO LA and TRAINEESHIP CERTIFICATE must be completed in English.