**I. Student traineeship as compulsory job traineeship**

Before starting a compulsory job traineeship, you must:

1. Obtain approval of the place and the plan of the traineeship programme from the Faculty traineeship supervisor.
2. Provide the Faculty traineeship supervisor with a confirmation of insurance against accidents for the period of the job traineeship.
3. Provide correctly completed and signed three copies of the agreement on organising compulsory job traineeship for approval of the Faculty traineeship supervisor. The documents specified above should be submitted at least 30 days before the start of the traineeship, no later than 20 June in the case of summer traineeships (July - September).
4. Ensure the signing of a traineeship agreement by all Parties (on behalf of the University, the agreement is signed by the Vice Dean for Student Affairs and Education) before the beginning of the job traineeship.

Upon completion of the traineeship, a set of documents must be submitted to the Faculty traineeship supervisor, in particular:

* approval of the place and the traineeship plan – with the signature of the traineeship supervisor;
* agreement on organising compulsory job traineeship (one copy);
* completed traineeship logbook (completed daily, with number of hours specified);
* certificate of completed student job traineeship - with required signatures and stamps;
* final traineeship reports – with required signatures and stamps.

The basis for crediting the traineeship is positive verification of the above documents by the Faculty traineeship supervisor.

**II. Crediting professional work as the compulsory job traineeship**

When requesting the recognition of professional work as the compulsory job traineeship, the following documents must be submitted to the Faculty traineeship supervisor:

1. Completed request for recognition of professional work (in accordance with the template posted on the website of the Faculty).
2. Completed traineeship form (completed daily, with number of hours specified) - in accordance with the template posted on the website of the Faculty.
3. Confirmation of professional work.

The traineeship supervisor, after giving a positive opinion on the student application, submits a set of documents to the Dean for Student Affairs and Education.

Consent granted by the Dean for Student Affairs and Education to recognise professional work as the compulsory job traineeship is the basis for crediting traineeship by the Faculty traineeship supervisor.