

Internship at the University of Warsaw  
as part of the Erasmus programme  
FORMALITIES: STEP BY STEP

<b>1.</b>	The University of Warsaw Unit considers the application of the student/PhD student for admission to internship and determines, among others, the date and duration period and also appoints the intern's supervisor.
<b>2.</b>	The Confirmation Letter is signed by the internship tutor and the Head of the UW unit/a person authorized to represent the unit. The UW unit gives the student / PhD student the decision about accepting the internship and sends the document to the UW Career Office (BKUW).
<b>3.</b>	The UW unit, the sending university and the apprentice jointly determine the internship program - they complete the "Learning Agreement Student Mobility for Traineeships - [LA]" - the "Before the Mobility" part, hereinafter referred to as the agreement (LA). They send the completed document to BKUW.
<b>4.</b>	<p>The Careers Service Office checks the [LA] contract in formal terms, including the details of the persons signing it:</p> <ul style="list-style-type: none"> <li>a) supervisor at the University of Warsaw,</li> <li>b) mobility coordinator at the University of Warsaw,</li> <li>c) university coordinator of the Erasmus + programme (see Sylwia Salamon - head of BWZ).</li> </ul> <p>The following order of signing the contract in the UW is recommended:</p> <ul style="list-style-type: none"> <li>1. an intern;</li> <li>2. a supervisor at the UW UW receiving unit;</li> <li>3. mobility coordinator responsible for traineeships at the receiving unit [if applicable];</li> <li>4. university coordinator of the Erasmus + program.</li> </ul>
<b>5.</b>	<p>The apprentice have to deliver to the Careers Service Office:</p> <ul style="list-style-type: none"> <li>a) a copy of health and personal accident insurance for the whole period of travel and internship, if applicable also a copy of liability insurance</li> <li>or</li> <li>b) a statement that student/PhD student will have appropriate insurance at the start of the placement (attachment 2).</li> </ul> <p>If a declaration is attached to the contract, the intern is obliged to provide a copy of the health insurance, accident insurance and third party liability insurance at the latest on the day of starting the internship.</p>
<b>6.</b>	<p>The intern is required to undergo the trainings:</p> <ul style="list-style-type: none"> <li>a) general at the Health and Safety Inspectorate of the University of Warsaw (must report to the Careers Service Office within the set deadline (the intern receives health and safety instructions in English in paper form);</li> <li>b) regarding the position - in the receiving unit.</li> </ul> <p>Both trainings are confirmed by the signatures in the health and safety training declaration.</p>
<b>7.</b>	<p>At the earliest 7 calendar days before the end of the internship, the host unit fills in the "Learning Agreement Student Mobility for Traineeship" s - part of "After the Mobility" - Traineeship Certificate.</p> <p>The document is signed by: the supervisor of the internship and the mobility coordinator responsible for the internships at the University of Warsaw.</p> <p>The receiving unit delivers the original to the intern, and sends the certificate to the Careers Service Office. The Office sends this scan to the International Relations Office.</p>

## COMMENTS

### 1. Student identity card

The intern is not entitled to receive the student card of the University of Warsaw, because he / she does not have the status of a Warsaw University student during the internship (legal basis: § 21 *ust. 1* of the regulation Ordinance of the Minister of Science and Higher Education of September 27, 2011 acc. to art. 83 of the Act of 20.07.2018 Law on Higher Education).

Student ID card can also be obtained by a foreign university student doing a part of the studies at the Polish university.

§ 21.1. Regulation of the Minister of Science and Higher Education of September 27, 2018 regarding documentation of the course of studies:  
Student ID is a document certifying the student's status. "

### 2. Accommodation

The University of Warsaw student unit is not obliged to provide accommodation, but can offer to intern a place in the Student's House or the Hera Guest House – subject to availability.

In order to accommodate an intern at the Student's House, follow the procedures on this website:

<http://bss.uw.edu.pl/sekcja-socjalna/ubieganie-sie-o-miejsce-w-domu-studenta/>

In order to apply for a place at the Student's House, the student/intern must be registered in the USOS system by the receiving unit.(please contact your receiving unit). In the USOS you have status: "Guest".

At the Hera Guest House, the University of Warsaw receiving unit:

- a) confirms the availability of a place under no. tel. 22 55 31 004;
- b) send a scan of the accommodation request to [Herarezew@adm.uw.edu.pl](mailto:Herarezew@adm.uw.edu.pl).

The application form is available on the International Relations Office website (<http://bwz.uw.edu.pl/formularze-2>)

#### **The Careers Service Office**

Krakowskie Przedmieście 32

00 - 927 Warszawa

tel. 022 55 20 763

[biurokarier@adm.uw.edu.pl](mailto:biurokarier@adm.uw.edu.pl)

[www.biurokarier.uw.edu.pl](http://www.biurokarier.uw.edu.pl)

[www.facebook.com/BiuroKarierUW.fanpage](https://www.facebook.com/BiuroKarierUW.fanpage)



**Erasmus+**