

Submission of mandatory internship documents in August

Post office is closed between:

03.08.2024. – 20.08.2024.

From 3rd to 20th August, the University will not receive or post any mail because Building E will be closed, so please do not post any documents from the second half of July!

Your mail will not arrive and will be returned to the sender.

The personal customer administration service is suspended between:

03.08.2024. – 01.09.2024.

Between 3rd of August and 1st of September, the Mandatory internship Office will be closed and in-person administration will not be available.

What should you do if the 15-day deadline falls between 3-20th of August?

- If you can, submit your documents before 3rd of August!
- If you are unable to do so, the documents can be inserted in the mailbox next to the door of office E 167 from 21 August, during the opening hours of building E.

Late submissions will be accepted until 26th of August at the latest, so please send them to us by then. This deadline only applies to those whose deadline would be during the closing period. In other cases, late submissions will not be accepted.

If we find any deficiencies in the documents you submit, we will always notify you and agree on corrections.

Please pay attention to the following :

- Submit all 2 original, signed and stamped exemplars (photocopies and scanned documents are not accepted);
- Fill in the University contact person section in Annex 1 with the details of the trainer responsible for the internship;
- **Do not forget to fill in your name** in the first column of the tabel in Annex 1.

If you have any questions, contact us on Do It Online!

We wish you a successful mandatory internship period!

Mandatory Internship Office/Student Services