

Schedule of the process of implementation of the CO-OP student internship program

No.	Stage	Responsible	Time of the stage	Date
1	Announcement of a competition for employers and recruitment of internship offers	Career Office of NCU	28	10.10.-6.11
2	Announcement of a competition for students and call for applications	Careers Office of NCU IDUB Secretariat	28	7.11-4.12
3	Preparing and sending by e-mail to the CO-OP Coordinator and the Career Office a list of applications in the CO-OP Program, containing the following information: Student's name and surname, Student's e-mail, telephone number, department, internship for which the application was submitted (company name and position)	IDUB Secretariat	7	5.12-11.12
4	Completion of applications by students	Student	7	5.12-11.12
5	Conducting recruitment interviews by the Career Office	Career Office	31	11.12-10.01
6	Conducting recruitment interviews by the Employer	Employer	35	18.12-20.01
7	Convening and conducting a meeting of the Recruitment Committee	Coordinator of CO-OP programme	11	21.01-31.01
8	Preparing, based on the protocol of the Recruitment Committee of the CO-OP Program, the decision to grant the internship and, after signing by the Rector, sending the original to the faculty Dean's office, in an envelope addressed to the student's name, to be forwarded to the applicant, and then announcing this decision by e-mail and sending the schedule of the program implementation process CO-OP student internships to the interested Student, Employer and Career Office Employees (involved in the CO-OP Program) as well as the CO-OP Program Coordinator and the Employee of the Student's Dean's Office with a request to the Employer to complete the table with data for the contract regarding the company and internship (sent with completed item No. 8) and attachments 6.1 and 6.2 to the agreement: the internship program and a list of learning outcomes realized during the internship (agreed in advance with the Student and the relevant vice-dean of the faculty where the intern is studying)	IDUB Secretariat (based on the minutes of the CO-OP Program Recruitment Committee)	3	1.02-3.02
9	Submitting a request for reconsideration of the case	Student	7	4.02.-10.02
10	Submission by the Student who qualified for the internship of additional documents (attachments referred to in § 11 section 1 of the Competition Regulations) to the Dean's office	Student	7	4.02.-10.02
11	Reporting the Student to ZUS by the Dean's Office Employee	Dean's Office	14	4.02-17.02
12	Referral of the Student for a medical examination by an employee of the Dean's office (the referral for a medical examination is issued by the CO-OP Program Coordinator) and the Student's delivery of a medical certificate confirming the examination to the Dean's office of the faculty where the intern is studying	Dean's Office	14	4.02-17.02

13	E-mail delivery by the Employer (using the "reply all" option to the message informing about the decision regarding qualifications for the internship) to the IDUB Secretariat, the CO-OP Program Coordinator, Career Office Employees (involved in the CO-OP Program), the Dean's Office Employee and the Student of the completed table data for the contract and supplemented appendices 6.1 and 6.2 to the contract: the internship program and the list of learning outcomes achieved during the internship (agreed in advance with the Student and the relevant Vice-Dean of the faculty where the intern is studying)	Employer	17	1.02-17.02
14	Preparation of the contract by an employee of the Dean's office	Dean's Office	17	1.02-17.02
15	Tripartite signing the contract	Employer, Student, Coordinator of CO-OP programme	7	17.02-24.02

Proposals regarding the start dates of internships:

- Internships lasting 5 months: starting 1 March; no later than 15 April 2024
- Internships lasting 4 months: starting 1 March; no later than 15 May 2024
- Internships lasting 3 months: starting 1 March; no later than 15 June 2024
- Internships lasting 2 months: starting 1 March; no later than 15 July 2024

Note - in the case of students of the final year of the first or second cycle who finish their studies in June/July, it is recommended to start on 1 March

End of internships: 15 September 2024