Students who plan to do an internship in a company during the last semester of the program should submit 2 documents to the IBP office - one before the internship (IBP TA BEFORE) and one after the internship (IBP TA AFTER).

**In order to obtain 20 ECTS based on an internship, the final report must include:**

**- Name of the intern position in a company**

**- Contact data for the company (email address, phone number, web site)**

**- Detailed description of performed tasks**

**o Tasks/activities must be connected with the study program**

**o Described in detail and with concrete data, e.g. participation in projects – what projects, what kind of participation, what activities were performed.**

**- Detailed description of internship outcomes**

**o A detailed list supported with actual data, e.g. gained knowledge about the market (what was actually learnt? What information were obtained? What market in particular?), skills in social media (what skills? What social media?)**

**The more detailed you are, the higher probability that you will receive full credits for the internship.**

**An approximate length of the description of performed tasks: 0,5-0,66 page**

**An approximate length of the description of performed tasks: 0,66-1 page**

Internships are required in an international environment for at least 3 months. The workplace should have as much as possible independent character. The total number of hours allocated to the internship should be at least 240 hours.