



Poznań, (date)

INTERNSHIP REFERRAL

The Faculty of Polish and Classical Philology, Adam Mickiewicz in Poznań
kindly requests that

.....
(first and last name)

a student in the (first, second, etc.) year of (master's/bachelor's) studies,
with student ID card no., be accepted to perform his/her required internship in
the following institution/workplace:.....

.....
(name and street address of institution/ workplace)

from to
(provide the exact dates for the start and completion of the internship)

.....
(academic internship supervisor, contact telephone, e-mail)

PLANNED INTERNSHIP PROGRAMME

1. Student internships are aimed at acquainting students with, among other things:
 - a) the primary goals and work of the institution/workplace in which they perform their internship;
 - b) the internal regulations in force in the workplace, including its Statute, regulations, etc.;
 - c) the organisational structure of the division in which they work;
 - d) the means used to document work,
2. The student is to carry out tasks on behalf of the organiser of the internship, in coordination with the workplace internship supervisor.
3. Detailed tasks have been set out in the attached internship regulations.

.....
signature and stamp of the Plenipotentiary of the Dean for student internships