

Practical internships for students and PhD students

CALL FOR APPLICATIONS AR 2024/2025

APPLICATION DEADLINE: until March 31, 2025

(note: the internship must not affect the fulfilment of study obligations in summer semester 2024/2025)

Applications for a practical internship are open to Bachelor's, Master's and PhD students both full-time and part-time.

Please note that you must complete your traineeship from 16 June 2025 at the earliest and by 31 May 2026 at the latest for a minimum of 2 months (60 days) and a maximum of 3 months.

APPLICATION PROCEDURE

1. Read the general information and financial conditions ►

2. Find a suitable foreign organisation (company, enterprise, institution, university, etc.). Think about the fact that the agreed job description must correspond to the study programme you are studying (graduate profile of the field). When looking for an institution, you can use the available [databases ►](#) [presentations from past placements ►](#) or consult your [departmental Erasmus+ coordinator ►](#) or ask for a consultation directly at zdenka.medonova@unipo.sk

3. Arrange a placement date with the host organisation:

- students can start their traineeship from June 16, 2025 at the earliest.
- the duration can be a minimum of 2 months (60 days) and a maximum of 3 months.

4. In cooperation with the host organisation and the Erasmus+ coordinator at PU, fill in the acceptance letter ► (in English*). Please note that the acceptance letter must be signed:

- a statutory representative of the host institution, the student,
- the Erasmus coordinator confirms by his/her signature that the job description in the letter is adequate for the applicant and corresponds to his/her study programme.
- it is not possible to apply without the acceptance letter.

NOTE: If you do not have a signed Acceptance Letter yet, please attach either a completed Acceptance Letter without signatures or an email communication with the receiving institution instead.

5. Write a cover letter which should be maximum length: 1 A4 page

You should include:

- contact details,
- field of study, year and degree,
- a justification of your choice of the foreign organisation (what will be your job description during the internship, how will the activities be related to your field of study, the benefits of the internship (academic benefits, professional benefits, benefits for PU and the host organisation).

6. Fill in the [ONLINE APPLICATION FORM ►](#)

Please mark "Student Internship".

Deadline for applications for AR 2024/2025: 31 March 2025

Please be sure to include the following with your application:

- Acceptance letter (scanned copy),
- Cover letter

Selection procedure: to be held in **April 2025** - exact dates will be published on the website of the Department of Foreign and External Relations in [the news section ►](#)

Selection criteria [HERE ►](#)

The selection results will be sent to the candidates by email.

Any further questions should be addressed to: zdenka.medonova@unipo.sk

