Annex no. 7b to Regulation no. 4/2023 of the Dean of Faculty of Materials Science and Engineering WUT

**Detailed rules for co-financing mandatory student internships**

**for students of the Faculty of Materials Science and Engineering**

1. A student carrying out an internship outside his/her permanent place of residence and the seat of the University may apply for co-financing of the incurred and duly documented costs of accommodation and travel.
2. Students carrying out an internship outside the place of permanent residence and the seat of the University may apply for co-financing if the distance from the place of permanent residence to the seat of the workplace is more than 100 km.
3. The Faculty does not subsidize the costs of accommodation and travel for internships carried out in workplaces located in the place of permanent residence or in a place enabling daily commuting from the place of permanent residence. In individual cases, the Dean may depart from this rule on the basis of an additional documented application of the student.
4. The amount of co-financing for accommodation is set at a level not higher than the fee for a double room in the most expensive student dormitory of the University during the internship period, determined in accordance with the University's internal regulations.
   1. The person applying for co-financing of accommodation and travel costs submits to the Dean's Office:
   2. application for co-financing of accommodation and travel costs for the period of obligatory student internships,
   3. in the case of co-financing of accommodation costs: original invoices for accommodation for the period of internship (in the case of hotels, dormitories, etc.) or agreements with owners of private premises (the lease agreement must include a record about renting the premises by the student and the amount of the monthly fee),
   4. in the case of co-financing of travel costs: tickets for the journey, taking into account the concessions.
5. The condition for granting co-financing for accommodation and travel is the submission by the student of a certificate of completion of the internship and reports.
6. The application for co-financing of accommodation and travel costs for the period of compulsory student internship should be submitted within 10 days from the date of completion of the internship.
7. Payments to students who have received funding are made by the Bursar on the basis of payment lists issued by the Dean's Office after the end of the internship.
8. Financial settlements of obligatory student internships should be completed on November 30 of each year.