



Internship schedule

for students of full-time studies in the field: Architecture on Faculty of Architecture, Poznań University of Technology in the academic year 2023/2024

No.	action	term	procedure details / remarks
1	Assignment of students to internship supervisors at the faculty	May 16, 2023	
2	Information meeting for students	May 22, 2023	on-line meeting
3	Obtaining and submitting <i>Preliminary approval of a student's admission for an internship (Attachment No. 1)</i> along with <i>Internship program (Attachment No. 5a)</i>	until June 30, 2023	<p>1. Student fills in <i>Preliminary approval of a student's admission for an internship (Attachment No. 1)</i>, by entering personal data of him-/herself, details of the design office and the person who will be internship supervisor from an Enterprise (enter the design authorization number or attach the document confirming the design authorization of a supervisor). In consultation with the Enterprise, the student prepares the <i>Internship program</i> according to the template (<i>Attachment No. 5a</i>).</p> <p>2. Student obtains a stamp and signature of the person authorized from the Enterprise on the <i>Preliminary approval</i>, the person authorized from the Enterprise signs the <i>Internship program</i>.</p> <p>3. The student submits <i>Preliminary approval</i> and the <i>Internship program</i> to the field-related internship supervisor at the Faculty of PUT to be signed.</p> <p>4. Student sends a scan of the signed <i>Preliminary approval</i> to cpk@put.poznan.pl along with the required information listed on the website of Careers Service Centre.</p> <p>5. Careers Service Centre checks whether Poznań University of Technology has signed <i>Cooperation agreement</i> with the Enterprise (<i>Attachment No. 4</i>) and provides the student with this information along with:</p> <ul style="list-style-type: none">- <i>Referral</i> for an internship (<i>Attachment No. 6</i>) – in case the Enterprise has <i>Cooperation agreement</i> with PUT signed - it takes 2-3 days to issue a referral, then the student receives a referral from Careers Service Centre or- template of <i>Tripartite agreement (Attachment No. 5)</i> - in case the Enterprise has no <i>Cooperation agreement</i> with PUT

4	Conclusion of the <i>Tripartite agreement</i> (Attachment No. 5)	until September 8, 2023	<p><i>Tripartite agreement</i> have to be prepared in 4 copies, filled in according to the template (Attachment No. 5) and each copy must be signed by:</p> <ol style="list-style-type: none"> 1. Student, 2. Enterprise (authorized person), 3. University (authorized person). <p>It is recommended that the student provide the Careers Service Centre with an agreement already signed by him-/herself and a representative of the Project Office. Then, Careers Service Centre has 10 working days (14 calendar days) to process this agreement and obtain the signature of a representative of the University.</p> <p>The student delivers to Careers Service Centre (in person, by post or to the box at Careers Service Centre) 4 copies of the <i>Tripartite agreement</i> (original documents, they cannot be photocopies or scans) with the <i>Internship program</i> attached (also in 4 copies) and a copy of the <i>Preliminary approval of a student's admission for an internship</i> (Attachment No. 1).</p> <p>In the case of changing the date of the internship in relation to the one declared in the <i>Preliminary approval</i>, the consent of the faculty supervisor is sufficient (e.g. by e-mail).</p>
	or Signing the <i>Referral</i> for an internship (Attachment No. 6)		In the <i>Referral</i> for an internship (Attachment No. 6), the internship supervisor from an Enterprise confirms the student's acceptance of the internship with his signature, while the student signs the commitment to complete the internship.
5	Internship period	October 1, 2023 - January 31, 2024	
6	Submission to the field-related internship supervisor at the Faculty of PUT the <i>Report on internship implementation</i> (Attachment No. 8), confirmed by the Enterprise.	by the end of the the winter semester – until January 31, 2024	Along with the <i>Certificate of internship completion</i> (Attachment No. 3), if the student cannot present the agreement (e.g. due to its confidentiality).
7	Completion of the internship by the field-related internship supervisor at the Faculty of PUT	by the end of the winter examination session – until February 25, 2024	