



## Professional Internship Regulations for Students of Full-Time Studies of the Faculty of Architecture of Poznan University of Technology

Professional and office internships in the Faculty of Architecture are organized in accordance with the guidelines included in the Students' Professional Internship Regulations of Poznan University of Technology. The Careers Service Center (CSC) assists in relations between employers and students of the faculty in regard to the obligatory professional and office internships.

### Legal basis

The Rules and Regulations of the First- and Second-Cycle Studies passed by the Academic Senate of Poznan University of Technology in resolution no. 42/2020-2024 of May 31, 2021.

The Regulation of the Minister of Science and Higher Education of July 18, 2019 on the standard of education preparing for the practice of the profession of architect (Journal of Laws 2019, item 1359).

Instruction no. 11 of the rector of Poznan University of Technology of March 29 on the introduction of Students' Professional Internship Regulations of Poznan University of Technology.

### Definitions

**Design Office** – the location of professional and office internships in the Faculty of Architecture of Poznan University of Technology which make it possible to reach the goals and achieve the results of learning ascribed to internships (defined in the subject description card):

- for the **Architecture** course of study – professional internships should be organized in business entities, design offices, companies, and institutions dealing with architectural and urban design of volume, linear, and planning structures, within the scope of concept, construction, technical and detailed designs. The supervisor and leader of the students' internship in a Design Office in the Republic of Poland should be an architect who is an active member of the Chamber of Polish Architects and who is qualified to design in the architectural specialty, without restrictions. In the case of a Design Office located outside of Poland, it should be a person who is qualified to design without restrictions in accordance with the law of the applicable country. The leading architect can be a person who is the owner of the office or who has an employment relationship under a contract of employment or under a civil law contract.
- for the **Interior Design** course of study – professional internships can be organized in business entities, design offices, companies and public institutions. The leader and supervisor of an internship in a Design Office should be a designer, the owner of the office or a person who has an employment relationship under a contract of employment or under a civil law contract.

### Part 1. GENERAL PROVISIONS

1. The professional internship regulations supplement the provisions of the regulations of the first- and second-cycle studies and of uniform master studies of Poznan University of Technology (hereinafter called University) in reference to students of the Faculty of Architecture (hereinafter called the Faculty).
2. The regulations concern professional internships organized outside of the University in accordance with the program of studies for particular courses of study:
  - a. professional internships for the *Architecture* course of study which take place during the seventh semester of studies (the whole semester),
  - b. office internships for the *Interior Design* course of study which take place in the fourth and sixth semesters, eight weeks each.

3. Workshop internships (drawing and painting plein air internship, architectural-inventory and photographic documentation internships, inventory and photographic documentation internships, urban planning internships) coordinated by the employees of the Faculty and held at the University are subject to separate regulations.

## Part 2. TIME PERIODS

4. The periods of professional internships are outlined in programs of study, and the details are stated in the schedule for the academic year; and pre-diploma office internships within the framework of full-time first-cycle studies for the *Interior Design* course of study can also be held concomitantly with classes of the diploma semester, provided that:
  - a. the consent of the internship supervisor and the vice-dean of students has been obtained, and
  - b. a statement that the participation in the internship does not have a negative impact on the fulfillment of the student's duties during the semester has been submitted.

## Part 3. LOCATION

5. The professional and office internships in the Faculty of Architecture take place in **Design Offices** (see Definitions).
6. The location and time period of internships are approved by the Internship Supervisor.

## Part 4. ORGANIZATION – REGISTRATION

7. The Careers Service Center (CSC) of the University assists in relations between employers and students of the faculty in regard to the obligatory professional internships.
8. The University (CSC) coordinates the ongoing cooperation with the Design Offices with which individual internship provision agreements will be concluded.
9. Poznan University of Technology enters into a cooperation agreement or a tripartite agreement for the provision of internships with a Design Office.
10. All activities related to an internship placement can be done by students on their own or with the help of the Student Professional Internship System made available by the Chamber of Polish Architects (this applies to professional internships for the *Architecture* course of study, first-cycle studies).
11. The University purchases accident insurance and civil liability insurance for the student for the duration of obligatory internships. The policy is valid in Poland and abroad, and it is available for download before the internship, from the website [www.cpk.put.poznan.pl](http://www.cpk.put.poznan.pl).
12. In the Faculty of Architecture, a student **cannot** participate in a professional internship based on the student's own sole proprietorship.
13. In the *Architecture* course of study, it is not possible to earn internship credits on the basis of earlier professional experience. Each student of that course of study is obligated to enter into an internship agreement with a Design Office.
14. A Design Office can enter into an agreement – including an employment agreement or a civil law agreement – with a student, for the time of professional internship. The parties determine the specific terms of the agreement, including the possible remuneration. This does not, however, release the student from the obligation to conclude an additional internship agreement with the Design Office, under the supervision of CSC, or from the obligation to fulfill the conditions set with regard to responsibility in section 10 of the *Professional Internship Regulations of Poznan University of Technology* (Appendix to Instruction no. 11 of the rector of Poznan University of Technology of March 29 – RO/III/11/2023).
15. The university does not cover the costs borne by the student and the Design Office in relation to the organization of and participation in the internship. The student does not have the right to any financial claims against the university in relation to the student's participation in the internship.

## Part 5. IMPLEMENTATION OF THE INTERNSHIP PROCESS

16. The dean of the faculty appoints the faculty internship coordinator (hereinafter called a Coordinator) from among the academic teachers who are active members of the Chamber of Polish Architects and who are qualified to design, without restrictions, in the architectural profession.
17. For each course of study, the dean of the Faculty appoints internship supervisors (hereinafter called FA Internship Supervisors) for particular courses of study, from among academic teachers. In the case of the *Architecture* course of study, the Internship Supervisor should be an active member of the Chamber of Polish Architects and be fully qualified to design. The list of Internship Supervisors is published on the faculty website.

18. There is an ECTS card – which contains the general guidelines for the organization of and participation in the internship – ascribed to each internship. The internship coordinator is responsible for the content of that card.
19. The student must fulfill all the formal requirements related to the organization of the internship:
  - a. obtaining the consent of the Design Office and the FA Internship Supervisor with respect to the chosen internship and
  - b. collecting and submitting the necessary documentation for the FA Internship Supervisor and the Design Office.
20. The tasks of the **Coordinator** in the Faculty of Architecture are, in particular:
  - a. yearly preparation of an **internship schedule**, not later than by the beginning of the academic year,
  - b. preparation of guidelines for **Internship Supervisors**,
  - c. preparation of **internship regulations**, taking into account the specificity of the courses of study in the Faculty,
  - d. organization of meetings with **Internship Supervisors**,
  - e. in March of each academic year, organization of an information meeting with students of the sixth semester of the *Architecture* course of study and of the fourth and sixth semesters of the *Interior Design* course of study, for the purpose of acquainting them with the nature of internships, with the documents to be submitted by students, and informing them about the deadlines for the submission of those documents,
  - f. supervision of the work of **Internship Supervisors**,
  - g. making decisions about contentious issues related to the internships in the Faculty,
  - h. cooperation with **Design Offices** on the organization of internships, and
  - i. preparation of a yearly report on the implementation of professional internships in the faculty.
21. The tasks of an **FA Internship Supervisor** are, in particular:
  - a. preparation of a framework internship program in accordance with the program of studies for the given course of study, level and profile,
  - b. ongoing cooperation with **Design Offices**,
  - c. development of the professional internship regulations (the necessary documentation), implementation deadlines, completion deadlines and an internship crediting conditions applicable to students,
  - d. evaluation of a particular internship selected by a student, on the basis of the *Initial Acceptance of a Student to an Internship and the Internship Program* or the *Application for Awarding Internship Credit on the Basis of Professional Experience*, (only applicable to the *Interior Design* course of study, sixth semester),
  - e. supervision of the implementation of the internship, in accordance with its program, verification of the course of the internship and assistance in solving internship-related problems,
  - f. cooperation with the **Internship Supervisor in the Design Office** on issues related to the organization and course of the internship,
  - g. making decisions concerning the internship crediting and entering the internship into the IT system of the University,
  - h. keeping records of the internship, including the documentation of the *Initial Acceptance of a Student to an Internship*,
  - i. submission of the internship documentation to the dean's office after the necessary information has been submitted by the student, and
  - j. preparation of a yearly report on the implementation of professional internships within the framework of the given course of study.

22. **The Internship Supervisor in the Design Office:**

For the *Architecture* course of study – is an employee who has been appointed by the owner and who is qualified to design in the architectural profession without restrictions.

For the *Interior Design* course of study – it is an employee who has been appointed by the owner to supervise the interns.

The tasks of an **Internship Supervisor in a Design Office** are, in particular:

- a. acquainting students with their positions and working tools, in accordance with the internship program,
- b. acquainting students with the regulations binding in the Design Office which pertain to occupational safety and health, protection of trade secrets, and other conditions,
- c. ensuring the possibility of participating in the internship program,
- d. weekly confirmation of the completed tasks within scope of the internships, in the *Internship Course Report*,

- e. issuing the *Internship Completion Certificate*,
  - f. supervision of the performance of practical tasks resulting from the internship program by students, and
  - g. facilitation of the internship control process by the **FA Internship Supervisor**.
23. **Chamber of Polish Architects** – the scope of duties:
- a. granting access to the electronic Student Professional Internship System for the purpose of the implementation of professional internships in the *Architecture* course of study, in the scope which enables:
    - architects from the Chamber of Polish Architects – to inform about their willingness to accept an intern, to supervise the intern and to confirm that the student has completed the internship,
    - universities – to get the information where and when students participate in the internship and if they have obtained a confirmation that they have completed the internship,
    - students – to apply for an internship.

#### **Part 4. CREDITING AN INTERNSHIP**

24. The basis for a student to obtaining the internship credit is the student's participation in the internship for the whole time provided for in the program of studies and in the internship regulations of the Faculty as well as the submission of an internship course report and an internship completion certificate approved by the Internship Supervisor in the Design Office.
25. The student receives ECTS credits for the internship completion, in accordance with the applicable program of studies.
26. Obtaining an internship credit is a condition for being awarded the semester credit. Accordingly, after internships, students are obligated to submit to the FA Internship Supervisor, on or before the last day of the examination session after the semester in which they participated in the internships:
- a. an *Internship Completion Certificate* issued by the Design Office
  - b. *Internship Course Report* approved by the Internship Supervisor in the Design Office.
27. Professional experience can only be the basis for awarding an internship credit for the *Interior Design* course of study, the sixth semester. Internship credit may be awarded on the basis of professional experience on condition that:
- a. the student has been employed under a contract of employment for the period of time which fulfills the requirements defined for the internship in the program of studies for the given course of studies,
  - b. the scope of the student's obligations makes it possible to achieve the learning results to be achieved through the internship,
  - c. before the beginning of the internship, the student has obtained the FA Internship Supervisor's consent for the student's professional work forming the basis for the internship credit;
  - d. the student fulfills the student's obligations under the supervision of the supervisor or another person who acts as an Internship Supervisor on the part of the Enterprise.
28. In the case of obtaining a credit for an internship on the basis of professional experience, students of the *Interior Design* course of study, semester six are obligated to submit to the FA Internship Supervisor, before the planned day of the beginning of the internship:
- a. *Application for Awarding Internship Credit on the Basis of Professional Experience*,
  - b. *Internship Course Report* approved by the Internship Supervisor in the Design Office, and
  - c. a copy of the civil law contract which confirms the professional experience.
29. The completion of the internship in a timely manner is a condition for obtaining financial allowance (for example, a scholarship for academic merit). The deadline for accounting for the internship is the end of the semester in which the internship is completed.
30. A student can participate in the internship in various Design Offices. A credit award for the internship is always conditioned on the documentation procedure indicated by the CSC and records proving that the student has participated in the internship for the total period of time as required.
31. A student who has not been able to complete a professional or office internship in the required period of time or who has only partially participated in the internship is obligated to make up for the missing part of the internship.
32. Should there be a break in the internship due to reasons beyond the student's control (for example, because of a disease), the internship course report should be accompanied by an appropriate document (such as a medical leave) which confirms the reason for the absence. The maximum break in the internship which still allows the student to be awarded an internship credit in the time originally provided for are:
- a. for eight-week internships: five work days (in total),
  - b. for whole-semester internships: ten work days (in total).

Breaks in the internship which exceed the maximum number of days given above require making up for the missing part of the internship.

33. Making up for the missing part of the internship is possible:
  - a. taking into account the principles included in the study regulations concerning session extension, conditional course retake, conditional registration for the next semester or extension of the deadline for the submission of the diploma paper,
  - b. if the student submits a statement that the student's participation in the internship will not have a negative impact on the fulfillment of the student's obligation during the next semester if the time period of the internship overlaps with the beginning of the next semester,
  - c. after CSC has been informed about the duration of the internship.
34. Should there be no possibility of continuing the internship in the given Design Office, for example, if the office discontinues operations or terminates the agreement with the student, the student must:
  - a. immediately inform the FA Internship Supervisor and
  - b. find a new Design Office for a continuation of the internship. In order for the student to continue the internship in another Design Office, the documentation procedure indicated by the CSC must be complied with.
35. Should the Internship Supervisor in the Design Office be no longer able to perform that function (for example, because of the termination of the employment relationship with the Design Office, because of the expiry or invalidation of his/her design qualifications or because of death), the student is obligated to:
  - a. immediately inform the FA Internship Supervisor and
  - b. if the Internship Supervisor's obligations in the Design Office have been taken over by another office employee who fulfills the requirements of these regulations, it is necessary to sign an annex to the tripartite agreement (if the Internship Supervisor from the Design Office has been entered in the tripartite agreement). For that purpose, it is necessary to contact the Design Office and CSC by e-mail.
  - c. Should there be no appropriate person in the Design Office, the student should find a new Design Office for the continuation of the internship. In order for the student to continue the internship in another Design Office, the documentation procedure indicated by the CSC must be complied with..

## Part 7. INTERNSHIPS ABROAD

36. If a student wants to participate in an internship abroad, the following conditions must also be fulfilled:
  - a. All the required documents must be submitted in English (*Architecture*) or Polish (*Architektura*, *Architektura Wnętrz*), or they must be translated into English or Polish from the original language. The University does not bear any the translation costs.
  - b. For the *Architecture* course of study, the Internship Supervisor on the part of the Design Office should have design qualifications required by the law applicable in the given country. A copy of the qualifications should be attached to *Initial Acceptance of a Student to an Internship and the Internship Program*.

## Part 8. FINAL PROVISIONS

37. As regards issues not included in these regulations, decisions are made by the dean of the Faculty or by the vice-dean of the Faculty.
38. In extraordinary circumstances (for example, a pandemic), the dean can change the completion date and the conditions for the award of the internship credit.

## Part 9. Appendices

Document templates: The document templates adopted in the Faculty of Architecture are, as a general rule, compatible with the templates resulting from the provisions of Instruction no. 11 of the rector of Poznan University of Technology of March 29 on the introduction of Students' Professional Internship Regulations of Poznan University of Technology, except for:

- Appendix no. 1a – Initial acceptance of a student for the internship (*Architecture*)
- Appendix no. 1b – Initial acceptance of a student for the internship (*Architecture*)
- Appendix no. 5a – Internship Program (*Architecture*)
- Appendix no. 5b – Internship Program (*Interior Design*)
- Appendix no. 8a – Internship Course Report (*Architecture*)
- Appendix no. 8b – Internship Course Report (*Interior Design*)