



Internship schedule

for students of full-time studies on Faculty of Architecture, Poznan 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 information required by Careers Service Centre listed on its website.</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)		
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	