



POLITECHNIKA POZNAŃSKA

PROFESSIONAL INTERNSHIP – DESIGN OFFICE
2024/2025 EDITION
ORGANISATIONAL MEETING



WYDZIAŁ
ARCHITEKTURY

Professional internship in design office

Poznan University of Technology, Faculty of Architecture

7th semester, first-cycle studies

2024/2025 edition



Basis

- **Regulation on the learning standards of preparatory to the profession of an architect**
Rozporządzenie Ministra Nauki i Szkolnictwa Wyższego z dnia 18 lipca 2019 r. w sprawie standardu kształcenia przygotowującego do wykonywania zawodu architekta (Dz.U. 2019 poz. 1359)
- **Program of first-cycle studies in the field of Architecture**
Program studiów I stopnia na kierunku Architektura
- **Rules and regulations for student internships at Poznan University of Technology – Ordinance No. 11 of the Rector of PUT of 29 March 2023 (RO/III/11/2023)**
Zarządzenie Nr 11 Rektora Politechniki Poznańskiej z dnia 29 marca 2023 r. (RO/111/11/2023) w sprawie wprowadzenia Regulaminu studenckich praktyk zawodowych w Politechnice Poznańskiej
- **Rules and regulations for student internships on Faculty of Architecture at Poznan University of Technology**
Regulamin praktyk zawodowych dla studentów studiów stacjonarnych Wydziału Architektury Politechniki Poznańskiej



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WYDZIAŁ
ARCHITEKTURY

Information about professional internship

<https://architektura.put.poznan.pl/praktyka-zawodowa>



WYDZIAŁ

STUDENT

KANDYDAT

DOKTORANT

BADANIA I BIZNES

PRACOWNIK

STUDIA PODYPLOMOWE



KONTAKT

STUDENT

DZIEKANAT

E-KONTO

PLANY ZAJĘĆ

STYPENDIA I OPŁATY

KONKURSY

KOŁA NAUKOWE

PROGRAM WYMIANY - POMOST

CENTRUM SPORTU PP

PRAKTYKI ZAWODOWE/BIUROWE

TWOJA OPINIA O PRACY DZIEKANATU

ABC STUDENTA

INFORMACJE DLA DYPLOMANTÓW

KONSULTACJE

PROGRAMY STUDIÓW

PROGRAM WYMIANY - ERASMUS +

PROGRAM WYMIANY - MOSTECH

BIEŻĄCE INFORMACJE O ZAJĘCIACH

LABORATORIA/PRACOWNIE

WZORY WNIOSKÓW

HARMONOGRAM ROKU AKADEMICKIEGO

REGULAMINY

CENTRUM PRAKTYK I KARIER

SAMORZĄD STUDENCKI

BIURO DS. OSÓB NIEPEŁNOSPRAWNYCH

CENTRUM JĘZYKÓW I KOMUNIKACJI

BIBLIOTEKA



WYDZIAŁ
ARCHITEKTURY



PL

EN





Information about professional internship

<https://architektura.put.poznan.pl/praktyka-zawodowa>

PRAKTYKI ZAWODOWE/BIUROWE

DYŻUR KOORDYNATORA PRAKTYK

Dyżury koordynatora praktyk zawodowych dra inż. arch. Wojciecha Skórzewskiego w okresie sesji zimowej będą we wtorki 13 i 20 lutego w godz. 17:30-18:30 w pokoju 314.

INTERNSHIP COORDINATOR'S DUTY HOURS

Duty hours of the internship coordinator, PhD Eng. Arch. Wojciech Skórzewski during the winter examination session will take place on Tuesdays, February 13 and 20, at 17:30-18:30 in room 314

PRAKTYKI ZAWODOWE/BIUROWE

Regulamin praktyk:

Regulamin studenckich praktyk zawodowych w Politechnice Poznańskiej

- Zarządzenie Nr 11 - wprowadzenie regulaminu
- Zarządzenie Nr 11 - zał. 1 Wstępna zgoda przyjęcia studenta na praktykę
- Zarządzenie Nr 11 - zał. 2 Wniosek o zaliczenie praktyki na podstawie doświadczenia zawodowego
- Zarządzenie Nr 11 - zał. 3 Zaświadczenie o odbyciu praktyki
- Zarządzenie Nr 11 - zał. 4 Porozumienie o współpracy
- Zarządzenie Nr 11 - zał. 5 Umowa trójstronna
- Zarządzenie Nr 11 - zał. 6 Skierowanie
- Zarządzenie Nr 11 - zał. 7 Zobowiązanie wewnętrzne
- Zarządzenie Nr 11 - zał. 8 Sprawozdanie z realizacji praktyk

Regulamin praktyk zawodowych dla studentów studiów stacjonarnych Wydziału Architektury Politechniki Poznańskiej

Dokumenty dla kierunku Architektura:

Harmonogram praktyk zawodowych WAPP (Architektura)

Oświadczenie dotyczące przekazania danych osobowych Izbie Architektów

Wersje edytowalne dokumentów:

- Zał. 1a wstępna-zgoda-przyjęcia-studenta-na-praktykę Architektura.docx
- Zał. 5a program praktyk - kierunek Architektura.docx
- Zał. 8a sprawozdanie-z-realizacji-praktyki WA PP - kierunek Architektura.docx

Dokumenty dla kierunku Architektura wnętrz:

Harmonogram praktyk zawodowych WAPP (Architektura Wnętrz)

Wersje edytowalne dokumentów:

- Zał. 1b wstępna-zgoda-przyjęcia-studenta-na-praktykę Architektura wnętrz.docx
- Zał. 5b program praktyk - kierunek Architektura wnętrz.docx
- Zał. 8b sprawozdanie-z-realizacji-praktyki WA PP - kierunek Architektura wnętrz.docx

Przydział do grup:

- Opiekun praktyk mgr inż. arch. Piotr Bartosik
- Opiekun praktyk dr inż. arch. Wojciech Skórzewski
- Opiekun praktyk dr inż. arch. Tomasz Jastrząb
- Opiekun praktyk dr inż. arch. Marcin Giedrowicz
- Architektura Wnętrz opiekun praktyk mgr inż. arch. Weronika Wlazły

Regulations for internships (EN):

Rules and regulations for student internships at Poznan University of Technology

Ordinance No. 11 - on the introduction of Rules and Regulations for Student Internships at the Poznan University of Technology

- att. no 1_Preliminary approval of a students admission for an internship
- att. no 2_Application for crediting an internship on the basis of professional experience
- att. no 3_Certificate of internship completion
- att. no 4_Cooperation agreement
- att. no 5_Agreement with the University
- att. no 6_Refferral
- att. no 7_Internal commitment

Documents for the Architecture course of study (EN):

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

Internship schedule WAPP (Architecture)

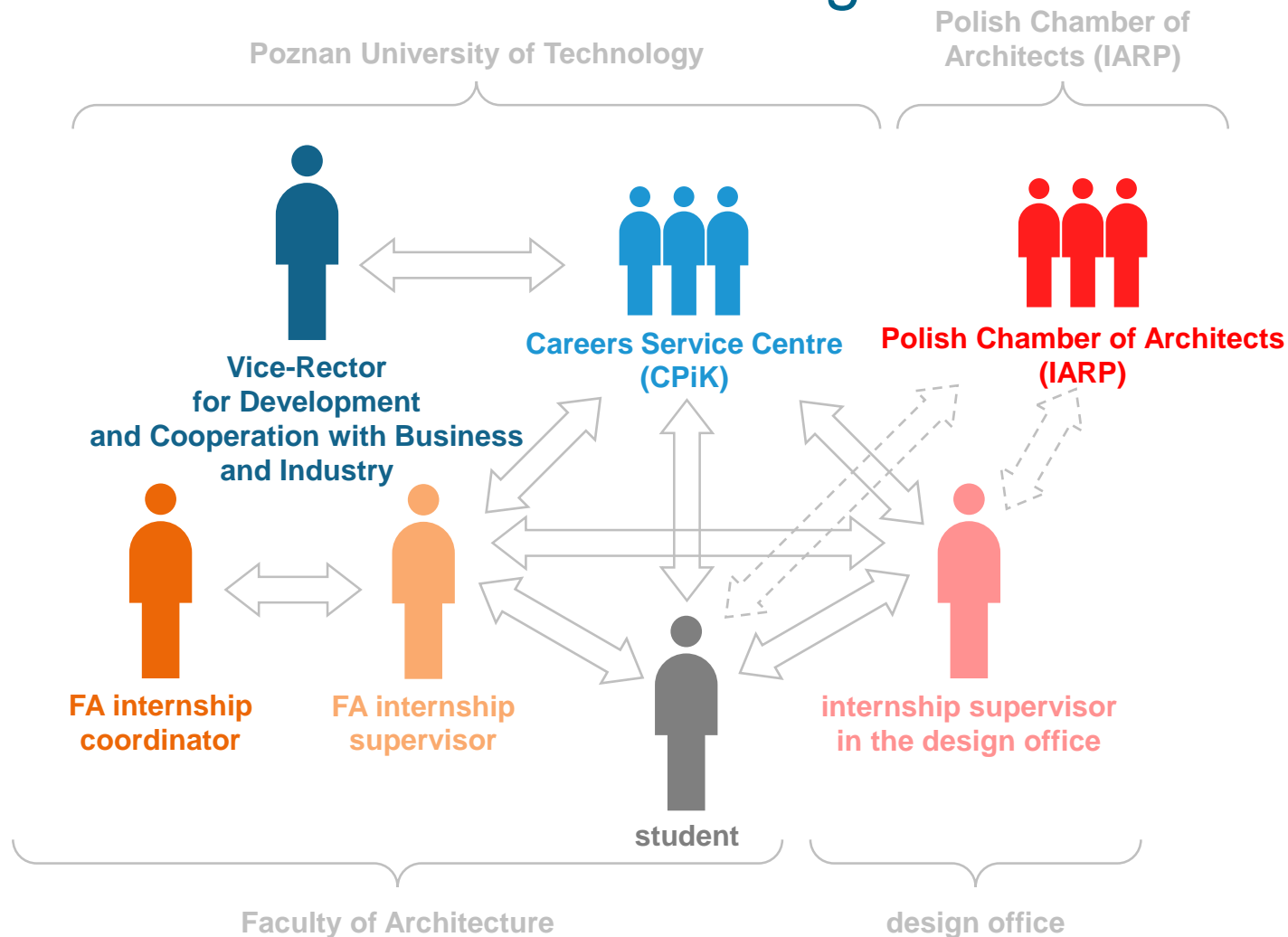
Statement concerning the provision of personal data to Izba Architektów

Editable version of documents:

- Att. 1c Preliminary approval of a student's admission for an internship – Architecture.docx
- Att. 5c Internship program - Architecture.docx
- Att. 8c Report on internship implementation - Architecture.docx



People and institutions involved in the organization of internships





Internship supervisors in the Faculty of Architecture

Architecture

Interior Architecture



FA internship coordinator

FA internship supervisor for Architecture

PhD Eng. Arch. Wojciech Skórzewski



FA internship supervisor for Architecture

M.Sc. Eng. Arch. Piotr Bartosik



FA internship supervisor for Architecture

PhD Eng. Arch. Marcin Giedrowicz



FA internship supervisor for Architecture

PhD Eng. Arch. Tomasz Jastrząb



FA internship supervisor for Interior Architecture


M.Sc. Eng. Arch. Weronika Wlazły

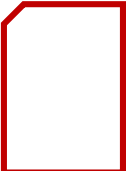


Types of agreements, which may be the basis of the internship

Option 1:  **att. 4** Cooperation agreement between PUT and the enterprise +  **att. 6** Referral for the internship

Option 2:  **att. 5** Tripartite agreement between PUT, student and the enterprise

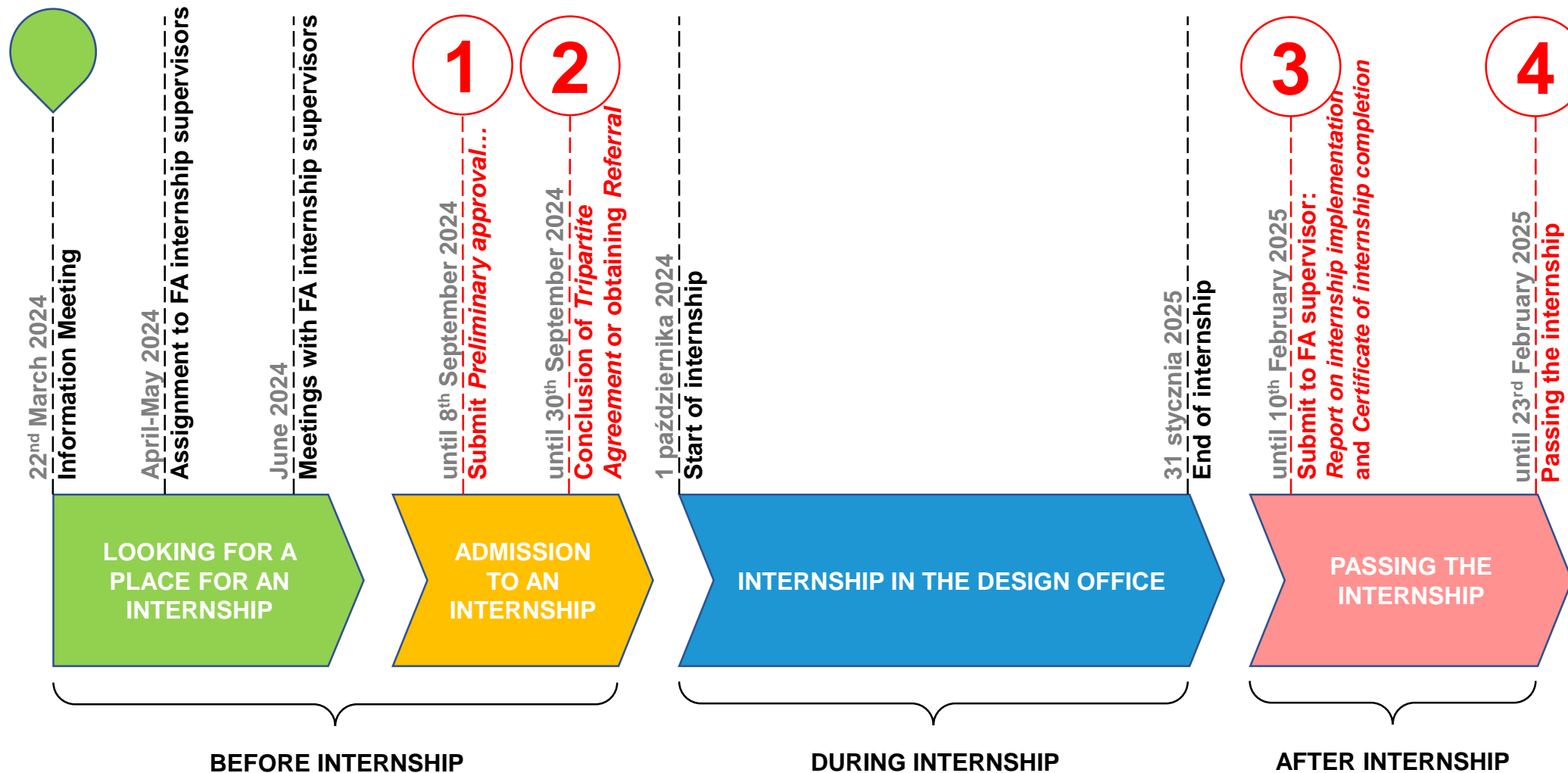
Option 3:  Erasmus+ agreement

Option 4:  **Employment contract or civil law contract*** between student and the enterprise

*only for students already employed by the enterprise, if the current contract includes the internship period

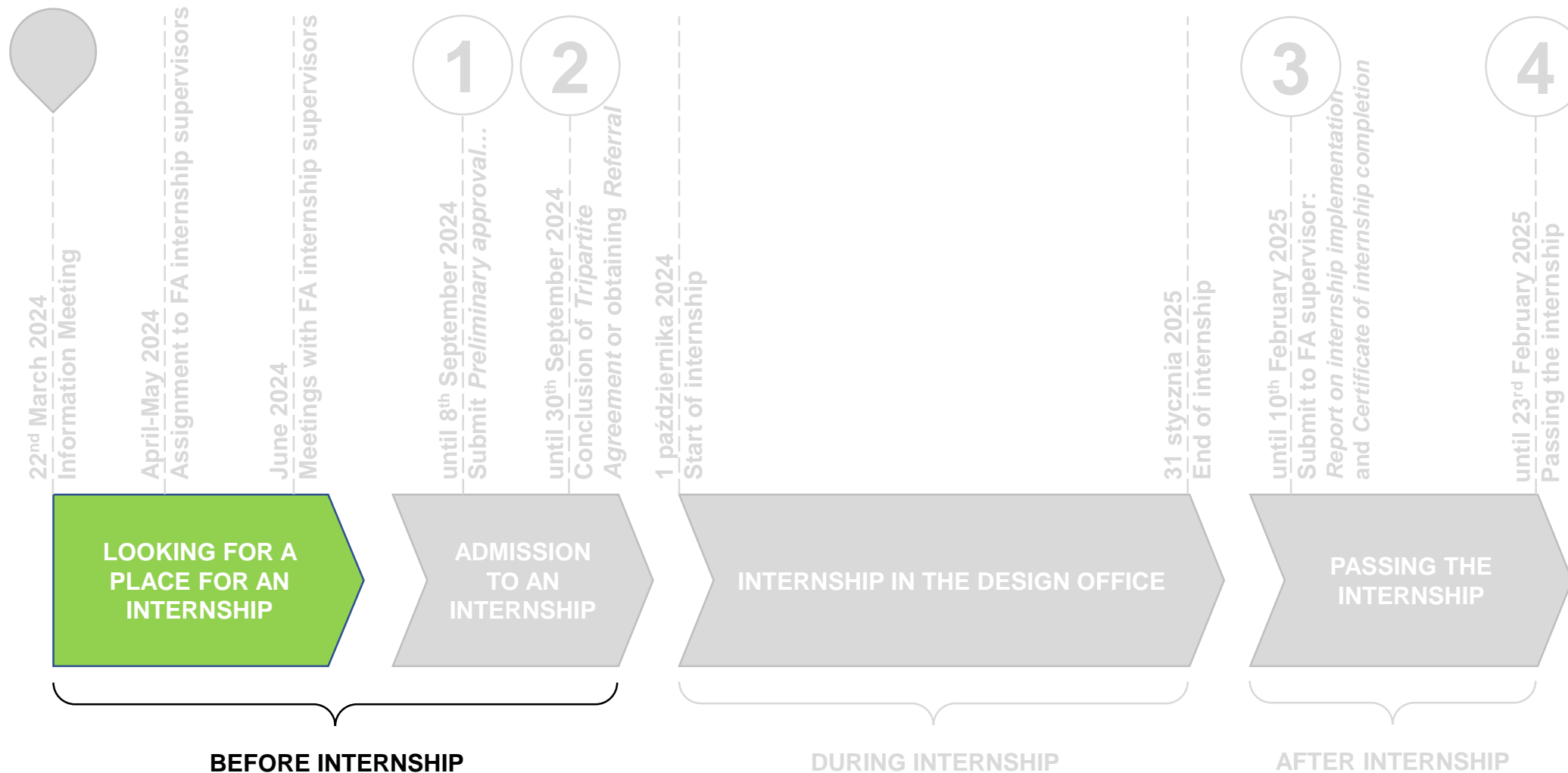


Schedule





Schedule





POLITECHNIKA POZNAŃSKA

PROFESSIONAL INTERNSHIP – DESIGN OFFICE
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WYDZIAŁ
ARCHITEKTURY

IARP Student Internship System

<https://praktyki.izbaarchitektow.pl>



SYSTEM STUDENCKICH
PRAKTYK ZAWODOWYCH IARP

Praktyki studenckie IARP

Jestem architektem

Zaloguj się

Jestem studentem

Zaloguj się

Jestem pracownikiem uczelni

Zaloguj się



IARP Student Internship System

<https://praktyki.izbaarchitektow.pl>

- using the system to find a design office for an internship is **not mandatory**
- in order to obtain login details please fill in and submit ***Statement concerning the provision of personal data to Izba Architektów*** (available to download on the website of *Faculty of Architecture*)

Documents for the Architecture course of study (EN):

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

Internship schedule WAPP (Architecture)

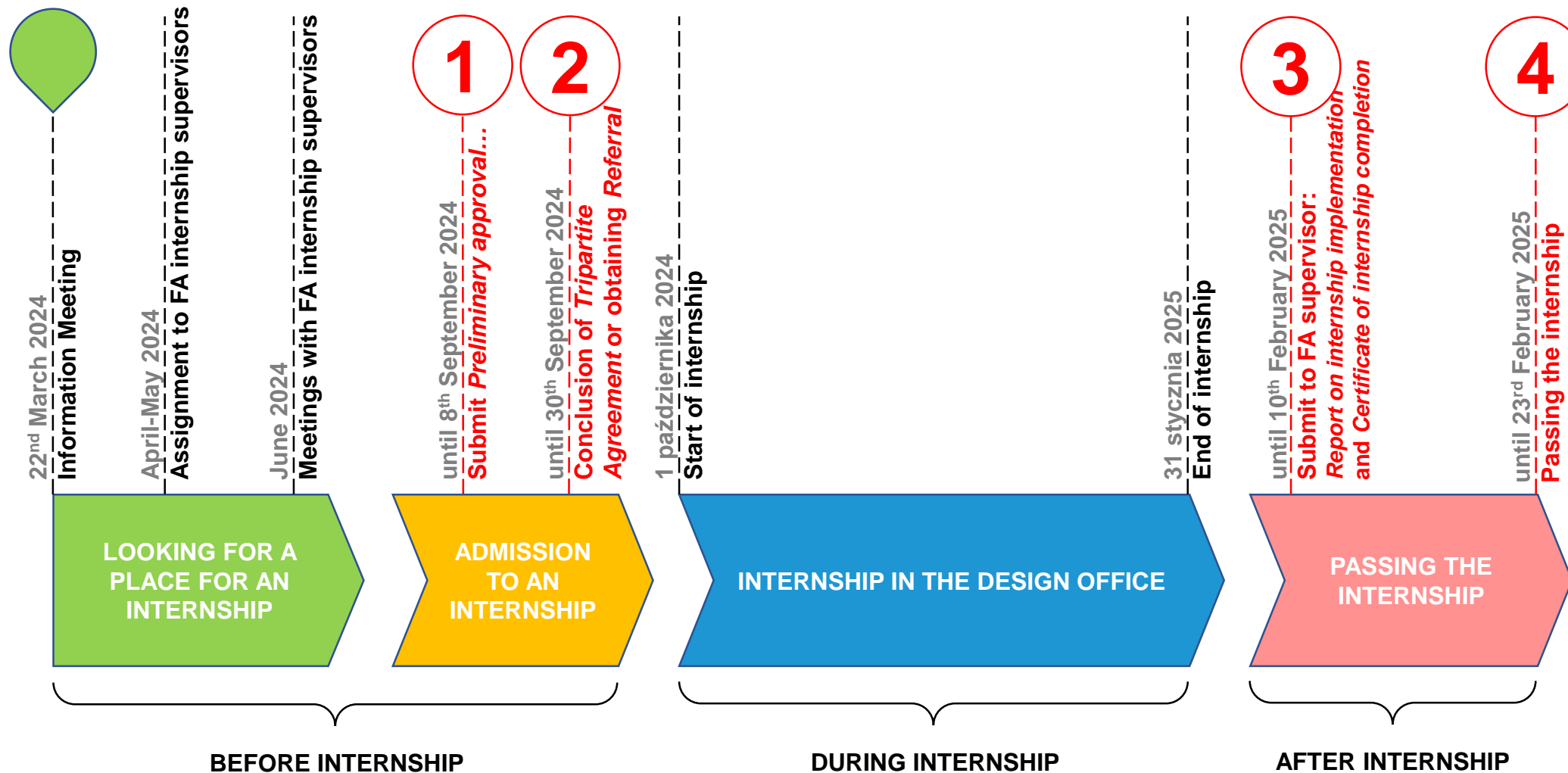
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- Att. 5c Internship program - Architecture.docx
- Att. 8c Report on internship implementation - Architecture.docx

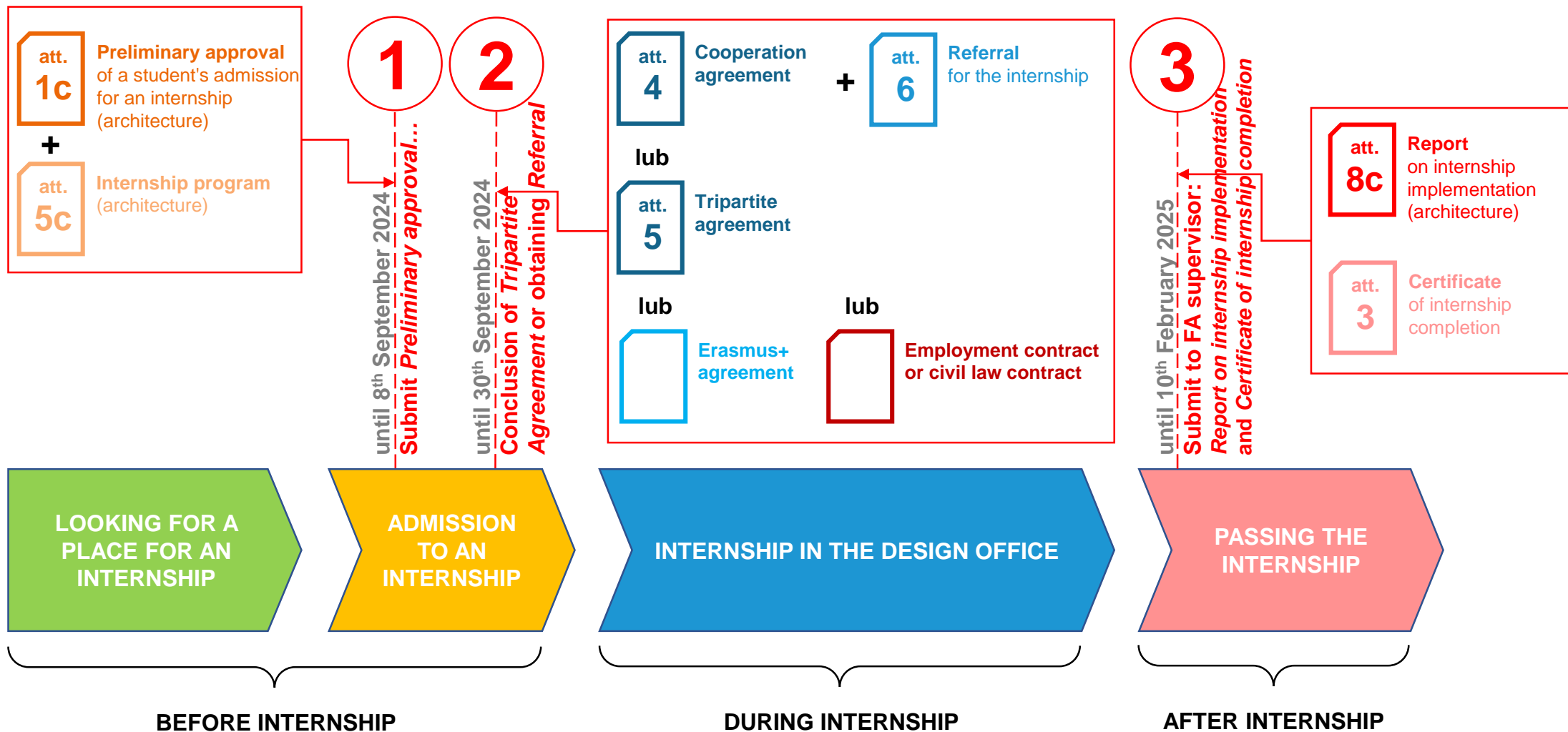


Schedule



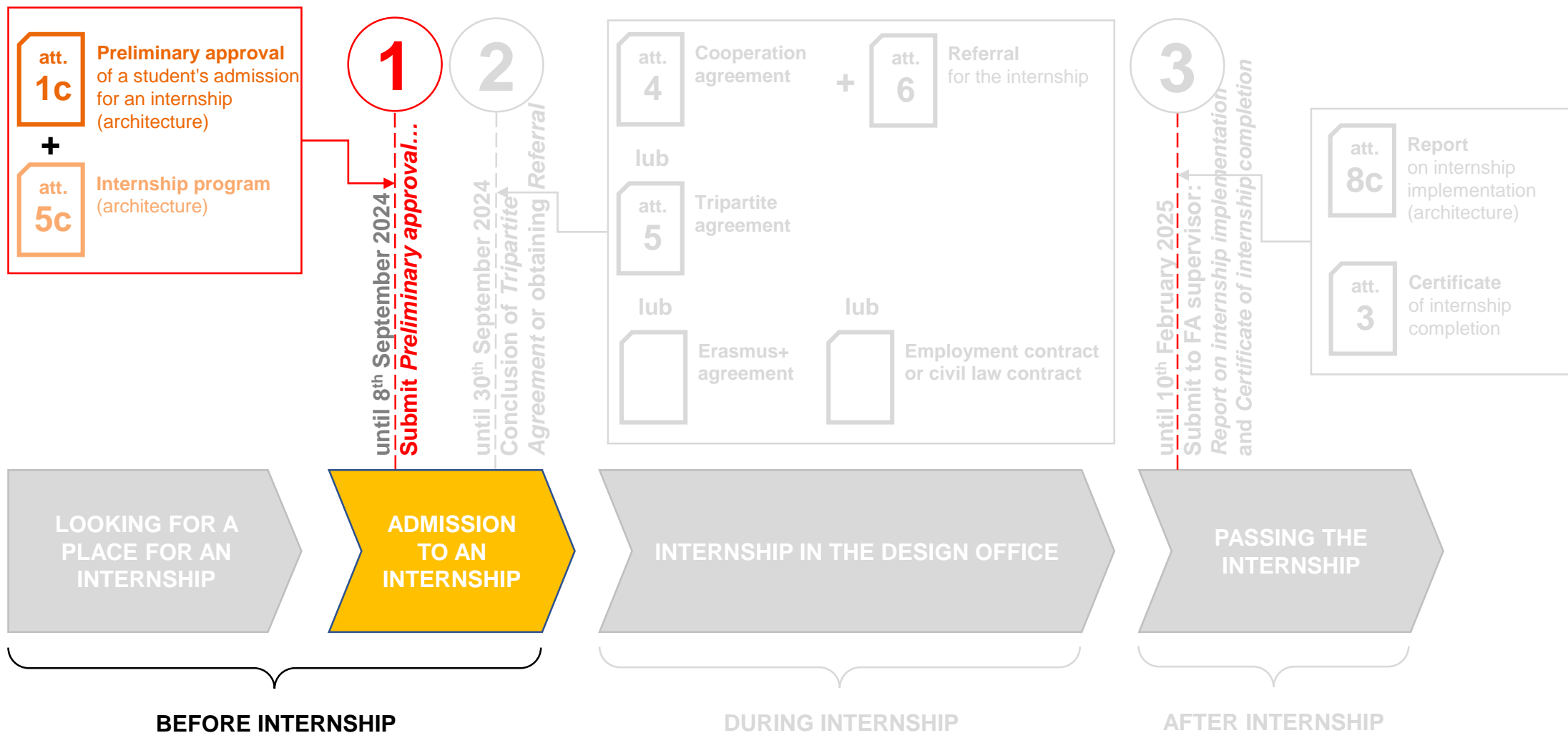


Schedule – required documments





Schedule – required documents





Procedure – admission to an internship

1

until 8th September 2024

Obtaining from the design office and submission to FA internship supervisor

Preliminary approval of a student's admission for an internship (Attachment no. 1c) alongside with Internship program (Attachment no. 5a)

1. Student fills in *Preliminary approval of a student's admission for an internship* (Attachment No. 1), 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 *Internship program* according to the template (Attachment No. 5a).

att.
1c

Preliminary approval
of a student's admission
for an internship
(architecture)

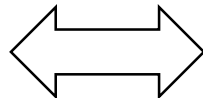
+

att.
5c

Internship program
(architecture)



student



internship supervisor
in the design office

Procedure – admission to an internship

1

until 8th September 2024

Obtaining from the design office and submission to FA internship supervisor

Preliminary approval of a student's admission for an internship (Attachment no. 1c) alongside with Internship program (Attachment no. 5a)

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att.
1c

Preliminary approval
of a student's admission
for an internship
(architecture)

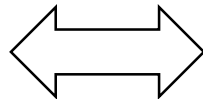
+

att.
5c

Internship program
(architecture)



student



internship supervisor
in the design office

internship supervisor in the design office must have
**building license to design in the field of
architecture without limitations**
or equivalent foreign qualifications



Procedure – admission to an internship

1

until 8th September 2024

Obtaining from the design office and submission to FA internship supervisor Preliminary approval of a student's admission for an internship (Attachment no. 1c) alongside with Internship program (Attachment no. 5a)


att.
1c

Preliminary approval of a student's admission for an internship (architecture)

+

att.
5c

Internship program (architecture)

 POZNAŃ UNIVERSITY OF TECHNOLOGY **Attachment no 1c**
Faculty of Architecture

PRELIMINARY APPROVAL OF A STUDENT'S ADMISSION FOR AN INTERNSHIP

Name and Surname: Wpisać imię i nazwisko
Faculty: Faculty of Architecture
Field of study: Architecture
Specialization: -
Student ID no.: Enter student ID no.
Year of study: Enter year of study **group:** Enter group
E-mail: Enter contact e-mail address **tel.:** Enter phone number

Internship supervisor (on behalf of the University):
Name and Surname: Enter name and surname of internship supervisor (on behalf of the University)
E-mail: Enter supervisor's e-mail address **tel.:** Enter supervisor's phone number

Internship period from Select the start date of the internship **to** Select the end date of the internship

Full name of the Enterprise / Institution:
Enter the full name of the enterprise/institution where the internship will take place
Full correspondence address of the Enterprise / Institution:
street, postal code and city
Name and Surname of the supervisor on the side of the Enterprise / Institution:
Enter name and surname
Number of design qualifications of the supervisor on the side of the Enterprise / Institution:** Enter design qualifications number
Membership in professional architects association:** Enter name of association / country
Member's number:** Enter member's number in professional architects association
E-mail address of a representative of the Enterprise / Institution: Enter e-mail address
Tel.: Enter phone number of the representative
Expected department / position of the internship: Enter department/position

stamp and signature of an authorized representative of the Enterprise/Institution

I give my consent

Signature of internship supervisor on behalf of the University

* The practice should lead to appropriate learning outcomes in terms of knowledge, skills and social competences. The framework program of internships for a given field of study is available on the Faculty's website.
** For the field of study Architecture, it is required for the supervisor on the side of the Enterprise / Institution to have design qualifications in the architectural profession without restrictions. In case of an internship abroad, please attach a copy of the document confirming the appropriate design qualifications by the supervisor on the side of the Enterprise / Institution.



Procedure – admission to an internship

1

until 8th September 2024

Obtaining from the design office and submission to FA internship supervisor Preliminary approval of a student's admission for an internship (Attachment no. 1c) alongside with Internship program (Attachment no. 5a)

att.
1c

Preliminary approval of a student's admission for an internship (architecture)

+

att.
5c

Internship program (architecture)



POLITECHNIKA POZNAŃSKA



Internship program

for the Architecture field of study

The program of the internship is agreed with the Enterprise Design Office with which the internship will be held before it takes place. The program assumes the implementation of the objectives and learning outcomes contained in the ECTS card for the subject. Then, the plan is submitted to the Internship Supervisor in the University, and after his/her approval, it is attached to the documentation submitted to Careers Service Centre (Centrum Praktyk i Karier) before the beginning of the internship (in order to obtain a Referral for an internship or sign the Tripartite agreement). The program is a draft and may change slightly during the internship, if the objectives and learning outcomes specified in the ECTS card for the subject are kept.

Student's name and **SURNAME**:

Internship place:

1. Architectural and urban planning design works, in which the student will be involved during the internship:

2. Student's tasks to do during the internship:

3. Knowledge, skills and social competences that the student will acquire during the internship:

Knowledge

- knows and understands the basic methods, techniques, tools and materials used in solving engineering tasks in the field of architectural design
- knows and understands the issues of maintaining facilities and systems typical for architectural designing
- knows and understands the principles of the functioning of an architectural studio in the context of work organization in individual phases of the design process
- knows and understands norms and standards in the field of architectural and urban design, useful to perform auxiliary works
- knows and understands the methods of organization and the course of the design and investment process, as well as the role of the architect in this process

Skills

- can assess the usefulness of typical methods and tools for solving a simple engineering task of a practical nature, characteristic for architectural design
- can design a simple object or its part, typical for architectural design, in accordance with the given specification
- can prepare elements of architectural and construction documentation in appropriate scales, cooperating with members of the design team

Social competences

- is ready to adapt to new, changing circumstances occurring in the course of professional work of a creative nature
- is ready to properly prioritize actions to accomplish a specific task
- is ready to work on the construction site in the field of architectural issues
- is ready to practice the profession of an architect, which is a profession of public trust, including the correct identification and solving the problems related to design activities.

prepared in cooperation with an Enterprise

accepted

SIGNATURE

Internship Supervisor from an Enterprise

SIGNATURE

Internship Supervisor in the University

Procedure – admission to an internship

1

until 8th September 2024

Obtaining from the design office and submission to FA internship supervisor Preliminary approval of a student's admission for an internship (Attachment no. 1c) alongside with Internship program (Attachment no. 5a)

att.
1c

Preliminary approval of a student's admission for an internship (architecture)

+

att.
5c

Internship program (architecture)



POLITECHNIKA POZNAŃSKA



Internship program

for the Architecture field of study

The program of the internship is agreed with the Enterprise Design Office with which the internship will be held before it takes place. The program assumes the implementation of the objectives and learning outcomes contained in the ECTS card for the subject. Then, the plan is submitted to the Internship Supervisor in the University, and after his/her approval, it is attached to the documentation submitted to Careers Service Centre (Centrum Praktyk i Karier) before the beginning of the internship (in order to obtain a Referral for an internship or sign the Tripartite agreement). The program is a draft and may change slightly during the internship, if the objectives and learning outcomes specified in the ECTS card for the subject are kept.

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3. Knowledge, skills and social competences that the student will acquire during the internship:

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- knows and understands norms and standards in the field of architectural and urban design, useful to perform auxiliary works
- knows and understands the methods of organization and the course of the design and investment process, as well as the role of the architect in this process

Skills

- can assess the usefulness of typical methods and tools for solving a simple engineering task of a practical nature, characteristic for architectural design
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prepared in cooperation with an Enterprise

accepted.

SIGNATURE
Internship Supervisor from an Enterprise

SIGNATURE
Internship Supervisor in the University



signature of
internship supervisor
in the design office



Procedure – admission to an internship

1

until 8th September 2024

Obtaining from the design office and submission to FA internship supervisor

Preliminary approval of a student's admission for an internship (Attachment no. 1c) alongside with Internship program (Attachment no. 5a)

att.
1c

Preliminary approval
of a student's admission
for an internship
(architecture)

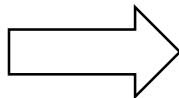
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att.
5c

Internship program
(architecture)



student



internship supervisor
in the design office

2. Student obtains a stamp and signature of the person authorized from the Enterprise on the *Preliminary approval*, the person authorized from the Enterprise signs the Internship program.



Procedure – admission to an internship

1

until 8th September 2024

Obtaining from the design office and submission to FA internship supervisor

Preliminary approval of a student's admission for an internship (Attachment no. 1c) alongside with Internship program (Attachment no. 5a)

3. The student submits Preliminary approval and the *Internship program* to the field-related internship supervisor at the Faculty of PUT to be signed.

att.
1c

Preliminary approval
of a student's admission
for an internship
(architecture)

+

att.
5c

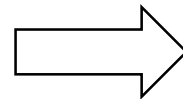
Internship program
(architecture)



student



internship supervisor
in the design office



FA internship
supervisor



Procedure – admission to an internship

1

until 8th September 2024

Obtaining from the design office and submission to FA internship supervisor

Preliminary approval of a student's admission for an internship (Attachment no. 1c) alongside with Internship program (Attachment no. 5a)

3. The student submits Preliminary approval and the *Internship program* to the field-related internship supervisor at the Faculty of PUT to be signed.

you may send a scan via e-mail

att.
1c

Preliminary approval
of a student's admission
for an internship
(architecture)

+

att.
5c

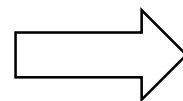
Internship program
(architecture)



student



internship supervisor
in the design office



FA internship
supervisor



Procedure – admission to an internship

1

until 8th September 2024

Obtaining from the design office and submission to FA internship supervisor Preliminary approval of a student's admission for an internship (Attachment no. 1c) alongside with Internship program (Attachment no. 5a)

att.
1c

Preliminary approval of a student's admission for an internship (architecture)

+

att.
5c

Internship program (architecture)

POZNAN UNIVERSITY OF TECHNOLOGY Attachment no 1c
Faculty of Architecture

PRELIMINARY APPROVAL OF A STUDENT'S ADMISSION FOR AN INTERNSHIP

Name and Surname: Wpisać imię i nazwisko
Faculty: Faculty of Architecture
Field of study: Architecture
Specialization: -
Student ID no.: Enter student ID no.
Year of study: Enter year of study **group:** Enter group
E-mail: Enter contact e-mail address **tel.:** Enter phone number

Internship supervisor (on behalf of the University):
Name and Surname: Enter name and surname of internship supervisor (on behalf of the University)
E-mail: Enter supervisor's e-mail address **tel.:** Enter supervisor's phone number

Internship period from Select the start date of the internship **to** Select the end date of the internship

Full name of the Enterprise / Institution:
Enter the full name of the enterprise/institution where the internship will take place
Full correspondence address of the Enterprise / Institution:
street, postal code and city
Name and Surname of the supervisor on the side of the Enterprise / Institution:
Enter name and surname
Number of design qualifications of the supervisor on the side of the Enterprise / Institution:** Enter design qualifications number
Membership in professional architects association:** Enter name of association / country
Member's number:** Enter member's number in professional architects association
E-mail address of a representative of the Enterprise / Institution: Enter e-mail address
Tel.: Enter phone number of the representative
Expected department / position of the internship: Enter department/position

stamp and signature of an authorized representative of the Enterprise/Institution

I give my consent

Signature of internship supervisor on behalf of the University

* The practice should lead to appropriate learning outcomes in terms of knowledge, skills and social competences. The framework program of internships for a given field of study is available on the Faculty's website.
** For the field of study Architecture, it is required for the supervisor on the side of the Enterprise / Institution to have design qualifications in the architectural profession without restrictions. In case of an internship abroad, please attach a copy of the document confirming the appropriate design qualifications by the supervisor on the side of the Enterprise / Institution.

personal data of internship supervisor in the design office (license number!)

signature of representative of the enterprise

signature of FA internship supervisor

Procedure – admission to an internship

1

until 8th September 2024

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att.
1c

Preliminary approval of a student's admission for an internship (architecture)

+

att.
5c

Internship program (architecture)



POLITECHNIKA POZNAŃSKA



Internship program

for the Architecture field of study

The program of the internship is agreed with the Enterprise Design Office with which the internship will be held before it takes place. The program assumes the implementation of the objectives and learning outcomes contained in the ECTS card for the subject. Then, the plan is submitted to the Internship Supervisor in the University, and after his/her approval, it is attached to the documentation submitted to Careers Service Centre (Centrum Praktyk i Karier) before the beginning of the internship (in order to obtain a Referral for an internship or sign the Tripartite agreement). The program is a draft and may change slightly during the internship, if the objectives and learning outcomes specified in the ECTS card for the subject are kept.

Student's name and **surNAME**:

Internship place:

1. Architectural and urban planning design works, in which the student will be involved during the internship:

2. Student's tasks to do during the internship:

3. Knowledge, skills and social competences that the student will acquire during the internship:

Knowledge

- knows and understands the basic methods, techniques, tools and materials used in solving engineering tasks in the field of architectural design
- knows and understands the issues of maintaining facilities and systems typical for architectural designing
- knows and understands the principles of the functioning of an architectural studio in the context of work organization in individual phases of the design process
- knows and understands norms and standards in the field of architectural and urban design, useful to perform auxiliary works
- knows and understands the methods of organization and the course of the design and investment process, as well as the role of the architect in this process

Skills

- can assess the usefulness of typical methods and tools for solving a simple engineering task of a practical nature, characteristic for architectural design
- can design a simple object or its part, typical for architectural design, in accordance with the given specification
- can prepare elements of architectural and construction documentation in appropriate scales, cooperating with members of the design team

Social competences

- is ready to adapt to new, changing circumstances occurring in the course of professional work of a creative nature
- is ready to properly prioritize actions to accomplish a specific task
- is ready to work on the construction site in the field of architectural issues
- is ready to practice the profession of an architect, which is a profession of public trust, including the correct identification and solving the problems related to design activities.

prepared in cooperation with an Enterprise

signature
Internship Supervisor from an Enterprise



signature of
internship supervisor
in the design office

accepted.

signature
Internship Supervisor in the University



signature of
FA internship
supervisor



Procedure – admission to an internship

1

until 8th September 2024

Obtaining from the design office and submission to FA internship supervisor

Preliminary approval of a student's admission for an internship (Attachment no. 1c) alongside with Internship program (Attachment no. 5a)

att.
1c

Preliminary approval
of a student's admission
for an internship
(architecture)

+

att.
5c

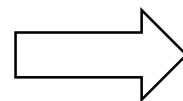
Internship program
(architecture)



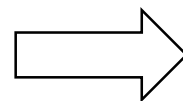
student



internship supervisor
in the design office



FA internship
supervisor



Careers Service Centre
(CPIK)

4. Student sends a scan of the signed *Preliminary approval* to cpk@put.poznan.pl along with the information required by Careers Service Centre listed on its website (<https://cpk.put.poznan.pl/page/3/dla-studenta>).



Procedure – admission to an internship

1

until 8th September 2024

Obtaining from the design office and submission to FA internship supervisor

Preliminary approval of a student's admission for an internship (Attachment no. 1c) alongside with Internship program (Attachment no. 5a)

5. Careers Service Centre checks whether Poznań University of Technology has signed **Cooperation agreement** with the Enterprise (Attachment No. 4) and provides the student with this information along with:

- **Referral for an internship** (Attachment No. 6) – in case the Enterprise has *Cooperation agreement* 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 **Tripartite agreement** (Attachment No. 5) - in case the Enterprise has no *Cooperation agreement* with PUT

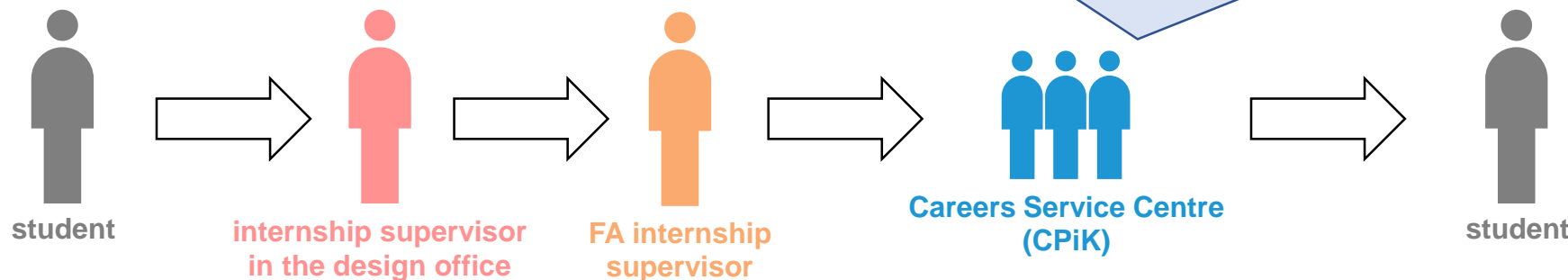
att.
1c

Preliminary approval
of a student's admission
for an internship
(architecture)

+

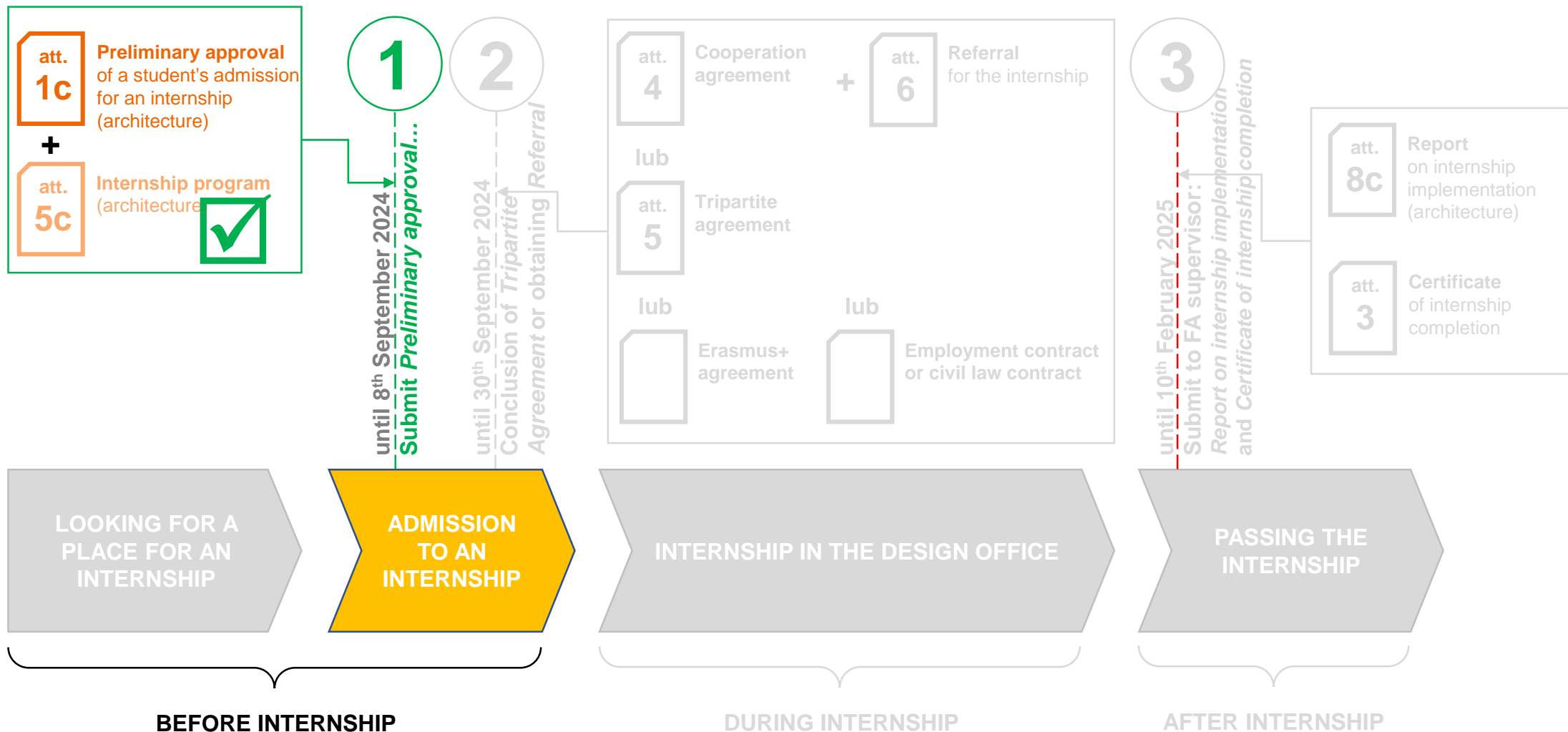
att.
5c

Internship program
(architecture)



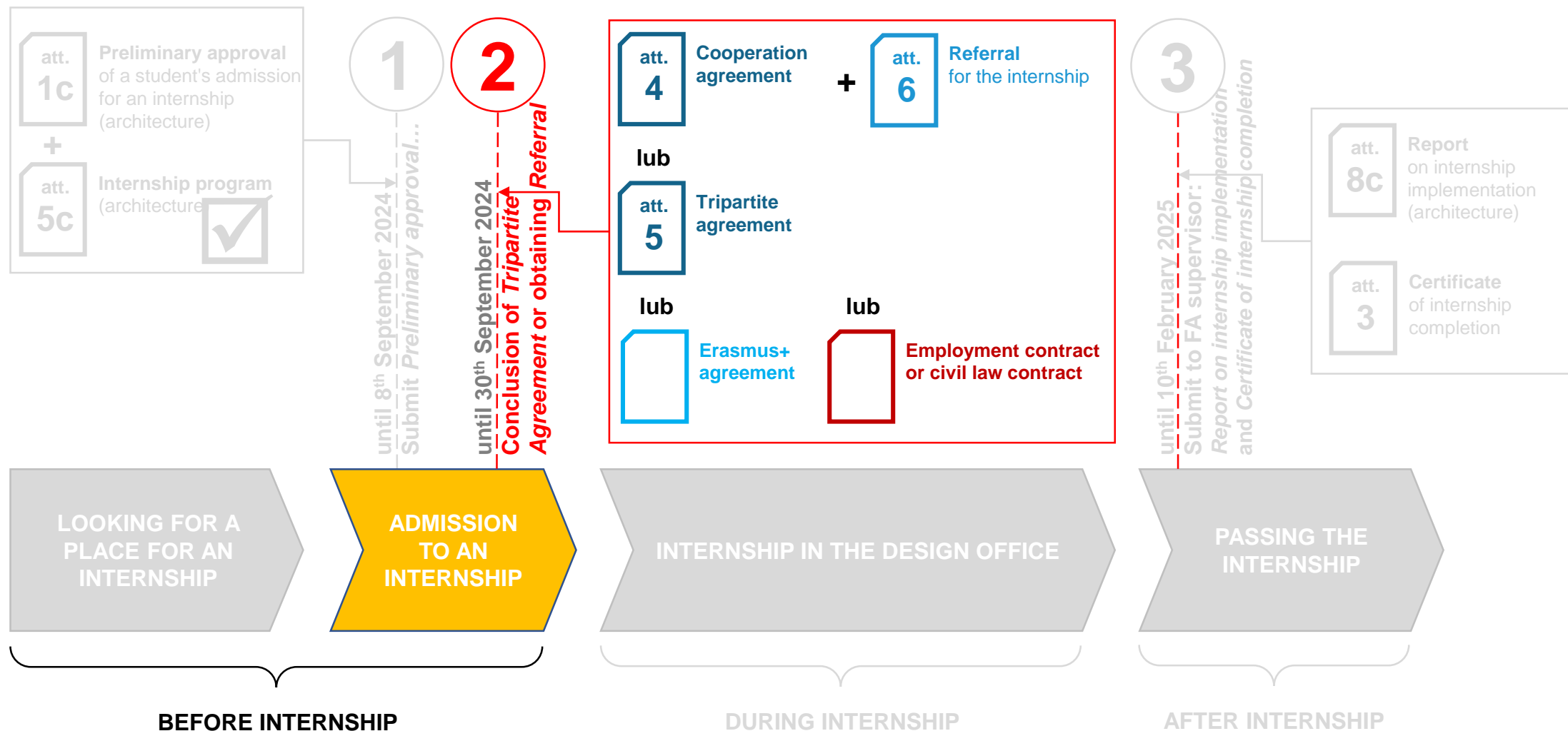


Schedule – required documents





Schedule – required documments





Procedure – admission to an internship

2 until 30th September 2024
**Conclusion of Tripartite Agreement (Attachment No. 5)
or obtaining Referral for the internship (Attachment No. 6)**

Careers Service Centre checks whether Poznań University of Technology has signed **Cooperation agreement** with the Enterprise (Attachment No. 4)

YES

NO

att. **4** Cooperation agreement between PUT and the enterprise

in case of lack of *Cooperation agreement* between PUT and the enterprise

Option 1

Option 2

Option 3

Option 4

att. **6** Referral for the internship issued by Careers Service Center (CPIK)

att. **5** Tripartite agreement between PUT, student and the enterprise

Erasmus+ agreement

Employment contract or civil law contract* between student and the enterprise

formal basis for internship

or

or

or

*only for students already employed by the enterprise, if the current contract includes the internship period



Procedure – admission to an internship

2 until 30th September 2024
**Conclusion of Tripartite Agreement (Attachment No. 5)
or obtaining Referral for the internship (Attachment No. 6)**

Careers Service Centre checks whether Poznań University of Technology has signed **Cooperation agreement** with the Enterprise (Attachment No. 4)

YES

NO

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in case of lack of *Cooperation agreement* between PUT and the enterprise

Option 1

Option 2

Option 3

Option 4

att. **6** Referral for the internship issued by Careers Service Center (CPIK)

att. **5** Tripartite agreement between PUT, student and the enterprise

Erasmus+ agreement

Employment contract or civil law contract* between student and the enterprise

formal basis for internship

~2-3 days

~2 weeks

*only for students already employed by the enterprise, if the current contract includes the internship period



Procedure – admission to an internship

2 until 30th September 2024
**Conclusion of Tripartite Agreement (Attachment No. 5)
or obtaining Referral for the internship (Attachment No. 6)**

Careers Service Centre checks whether Poznań University of Technology has signed *Cooperation agreement* with the Enterprise (Attachment No. 4)

YES

NO

att. **4** **Cooperation agreement** between PUT and the enterprise

in case of lack of *Cooperation agreement* between PUT and the enterprise

Option 1

Option 2

Option 3

Option 4

att. **6** **Referral for the internship** issued by Careers Service Center (CPIK)

att. **5** **Tripartite agreement** between PUT, student and the enterprise

Erasmus+ agreement

Employment contract or civil law contract* between student and the enterprise

~2-3 days

~2 weeks

*only for students already employed by the enterprise, if the current contract includes the internship period

formal basis for internship



Procedure – admission to an internship

2

until 30th September 2024

**Conclusion of Tripartite Agreement (Attachment No. 5)
or obtaining Referral for the internship (Attachment No. 6)**

Option 1: Cooperation agreement + Referral



Careers Service Centre
(CPIK)

if there is:

att.
4

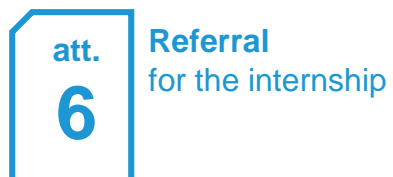
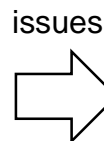
**Cooperation
agreement**
between PUT
and the enterprise



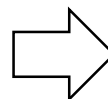
Procedure – admission to an internship

2 until 30th September 2024
**Conclusion of Tripartite Agreement (Attachment No. 5)
or obtaining Referral for the internship (Attachment No. 6)**

Opcja 1: *Porozumienie o współpracy + Skierowanie*



~2-3 days



if there is:





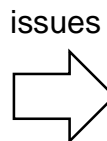
Procedure – admission to an internship

2 until 30th September 2024
**Conclusion of Tripartite Agreement (Attachment No. 5)
or obtaining Referral for the internship (Attachment No. 6)**



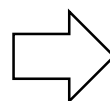
if there is:

att. **4** Cooperation agreement between PUT and the enterprise



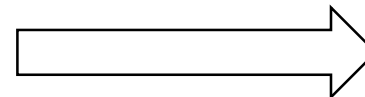
att. **6** Referral for the internship

~2-3 days



student

can start the internship



internship supervisor in the design office



FA internship supervisor

Opcja 1: Porozumienie o współpracy + Skierowanie

In the *Referral 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.



Procedure – admission to an internship

2 until 30th September 2024
**Conclusion of Tripartite Agreement (Attachment No. 5)
or obtaining Referral for the internship (Attachment No. 6)**

Careers Service Centre checks whether Poznań University of Technology has signed *Cooperation agreement* with the Enterprise (Attachment No. 4)

YES

NO

att. **4** Cooperation agreement between PUT and the enterprise

in case of lack of *Cooperation agreement* between PUT and the enterprise

Option 1

Option 2

Option 3

Option 4

att. **6** Referral for the internship issued by Careers Service Center (CPiK)

att. **5** Tripartite agreement between PUT, student and the enterprise

Erasmus+ agreement

Employment contract or civil law contract* between student and the enterprise

~2-3 days

~2 weeks

*only for students already employed by the enterprise, if the current contract includes the internship period

formal basis for internship



Procedure – admission to an internship

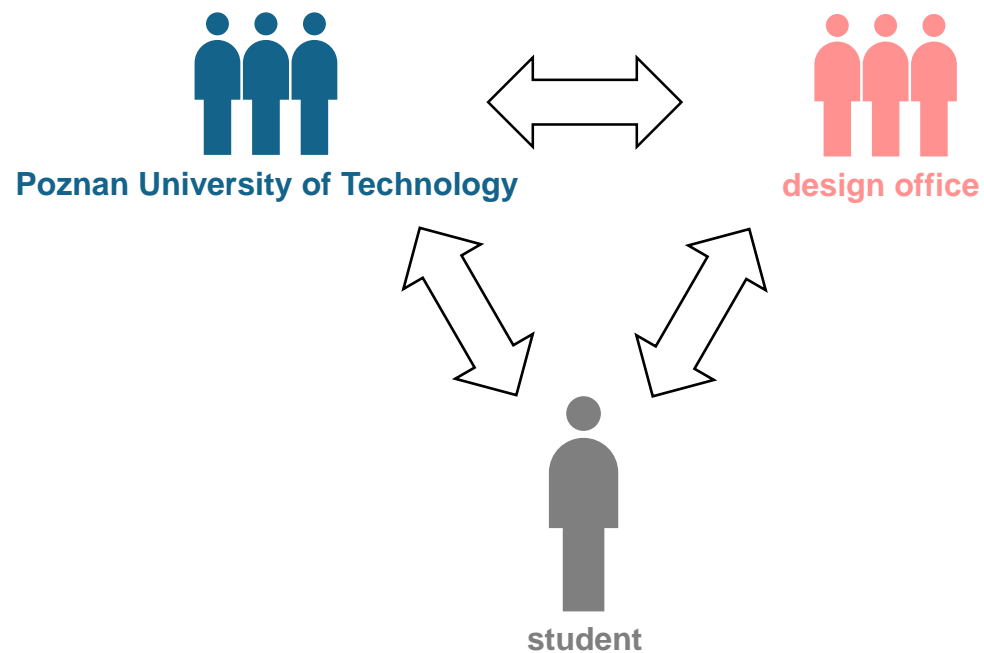
2

until 30th September 2024

**Conclusion of *Tripartite Agreement (Attachment No. 5)*
or obtaining *Referral for the internship (Attachment No. 6)***

Option 2: *Tripartite Agreement*

Tripartite Agreement
is concluded between:





Procedure – admission to an internship

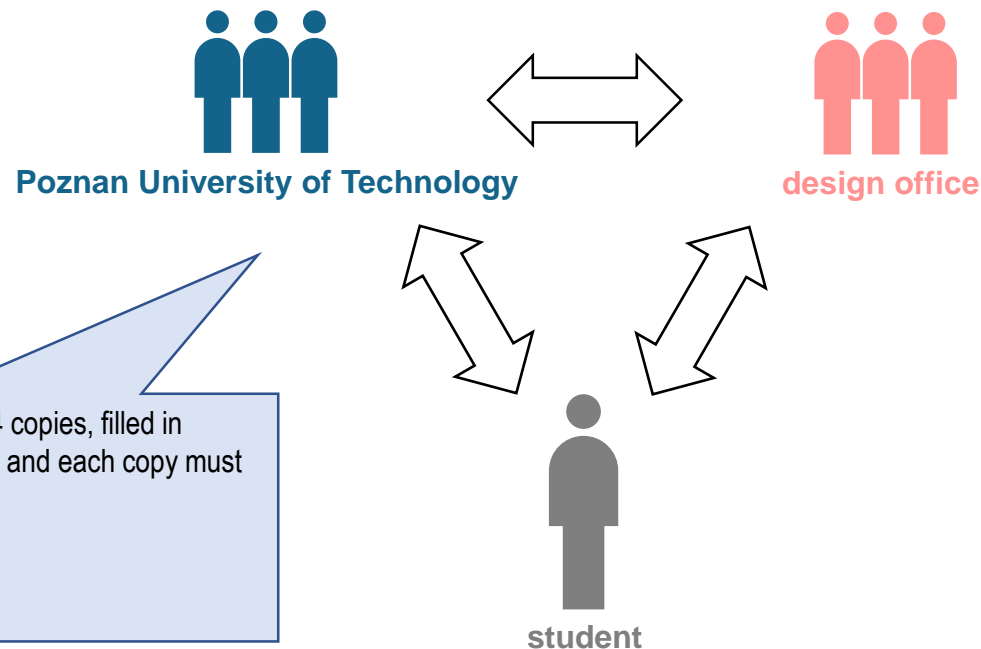
2

until 30th September 2024

**Conclusion of Tripartite Agreement (Attachment No. 5)
or obtaining Referral for the internship (Attachment No. 6)**

Option 2: Tripartite Agreement

How to conclude a tripartite agreement?



Tripartite agreement have to be prepared in 4 copies, filled in according to the template (Attachment No. 5) and each copy must be signed by:

1. Student,
2. Enterprise (authorized person),
3. University (authorized person).



Procedure – admission to an internship

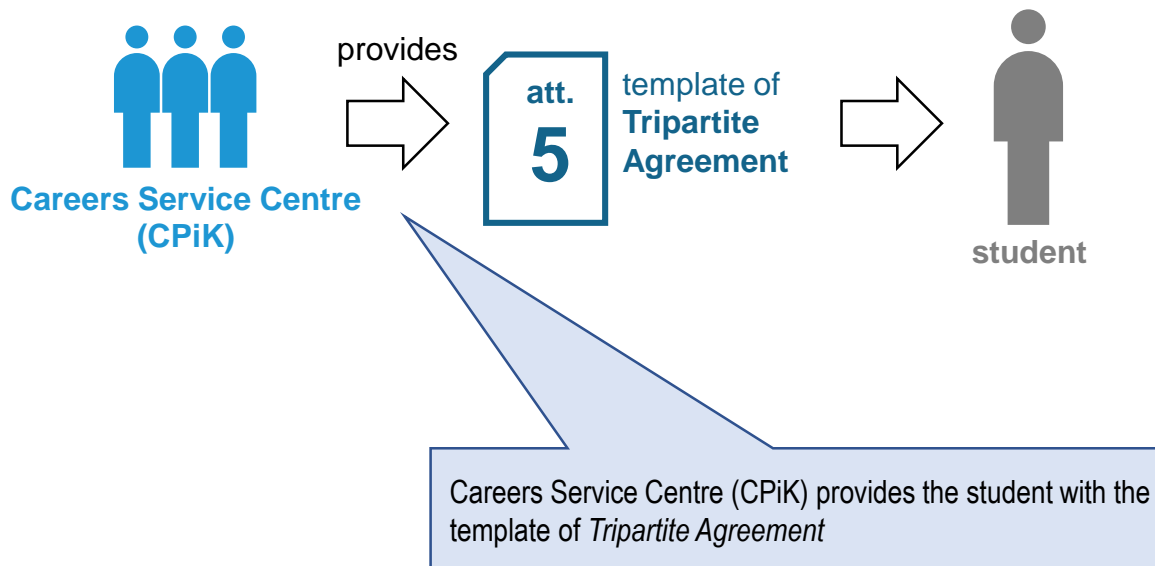
2

until 30th September 2024

**Conclusion of *Tripartite Agreement* (Attachment No. 5)
or obtaining *Referral for the internship* (Attachment No. 6)**

Option 2: *Tripartite Agreement*

How to conclude a tripartite agreement? (recommended sequence of actions)





Procedure – admission to an internship

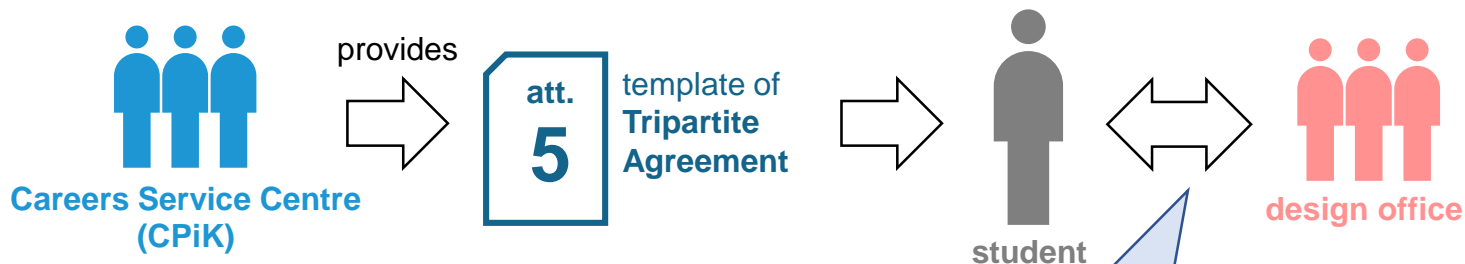
2

until 30th September 2024

**Conclusion of Tripartite Agreement (Attachment No. 5)
or obtaining Referral for the internship (Attachment No. 6)**

Option 2: *Tripartite Agreement*

How to conclude a tripartite agreement? (recommended sequence of actions)



Tripartite Agreement is being prepared according to template (att. 5) in **4 copies** and **signed** by the student and the representative of the design office



Procedure – admission to an internship

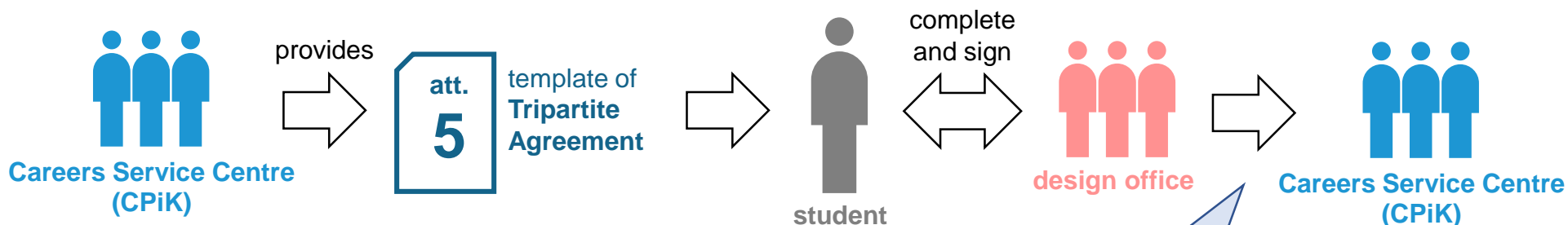
2

until 30th September 2024

**Conclusion of Tripartite Agreement (Attachment No. 5)
or obtaining Referral for the internship (Attachment No. 6)**

Option 2: Tripartite Agreement

How to conclude a tripartite agreement? (recommended sequence of actions)



The student delivers to Careers Service Centre (in person, by post or to the box at Careers Service Centre) **4 copies of the Tripartite agreement (original documents, they cannot be photocopies or scans)** with the *Internship program* attached (also in 4 copies) and a copy of the *Preliminary approval of a student's admission for an internship (Attachment No. 1)*.

Procedure – admission to an internship

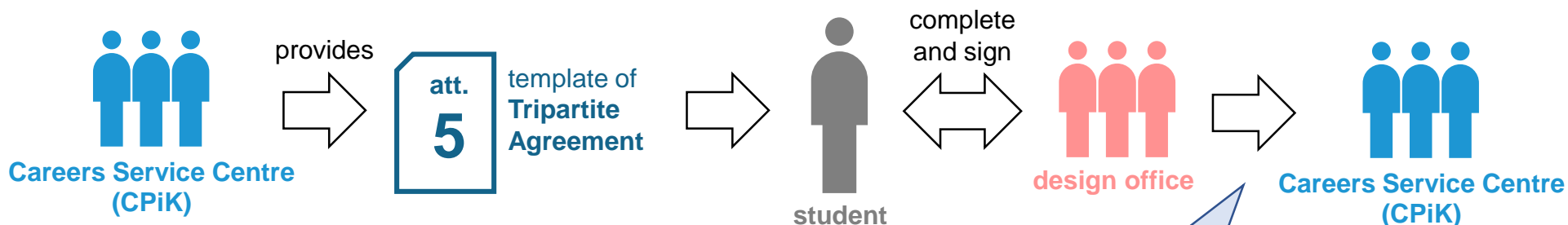
2

until 30th September 2024

Conclusion of *Tripartite Agreement (Attachment No. 5)*
or obtaining *Referral for the internship (Attachment No. 6)*

Option 2: *Tripartite Agreement*

How to conclude a tripartite agreement? (recommended sequence of actions)



The student delivers to Careers Service Centre (in person, by post or to the box at Careers Service Centre) **4 copies of the *Tripartite agreement* (original documents, they cannot be photocopies or scans)** with the *Internship program* attached (also in 4 copies) and a copy of the *Preliminary approval of a student's admission for an internship (Attachment No. 1)*.

4 copies – original papers only!



Procedure – admission to an internship

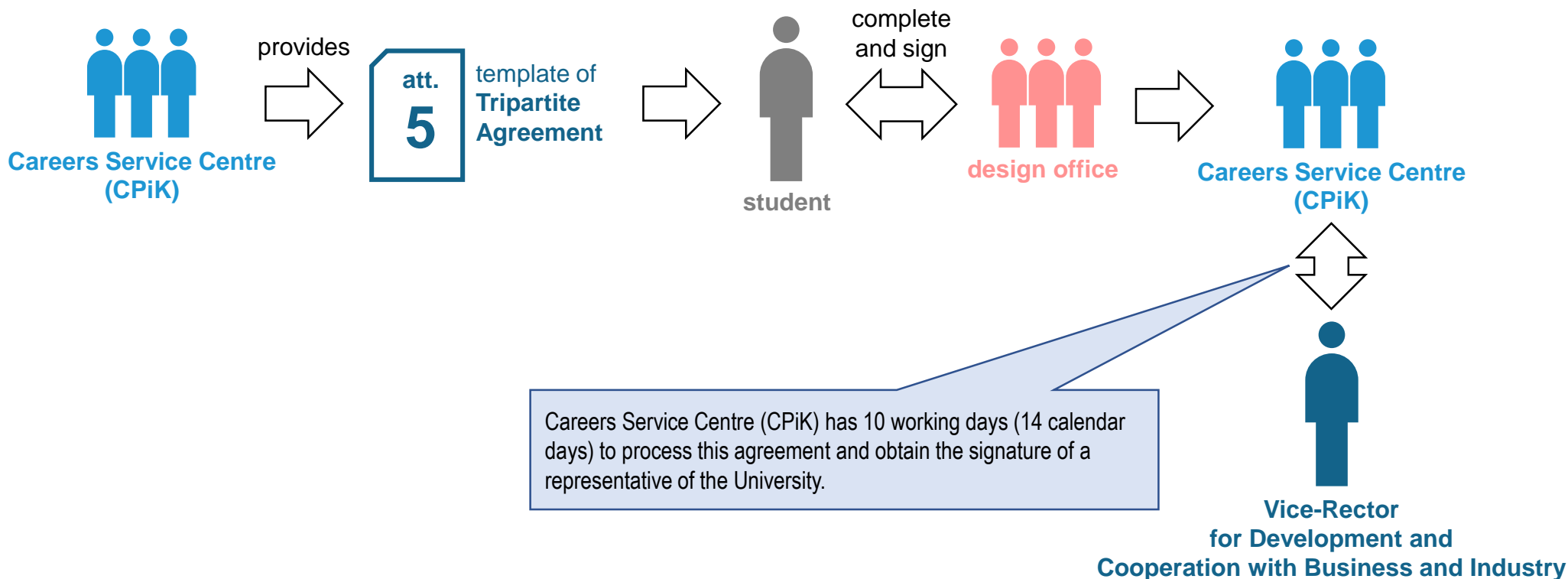
2

until 30th September 2024

**Conclusion of Tripartite Agreement (Attachment No. 5)
or obtaining Referral for the internship (Attachment No. 6)**

Option 2: Tripartite Agreement

How to conclude a tripartite agreement? (recommended sequence of actions)





Procedure – admission to an internship

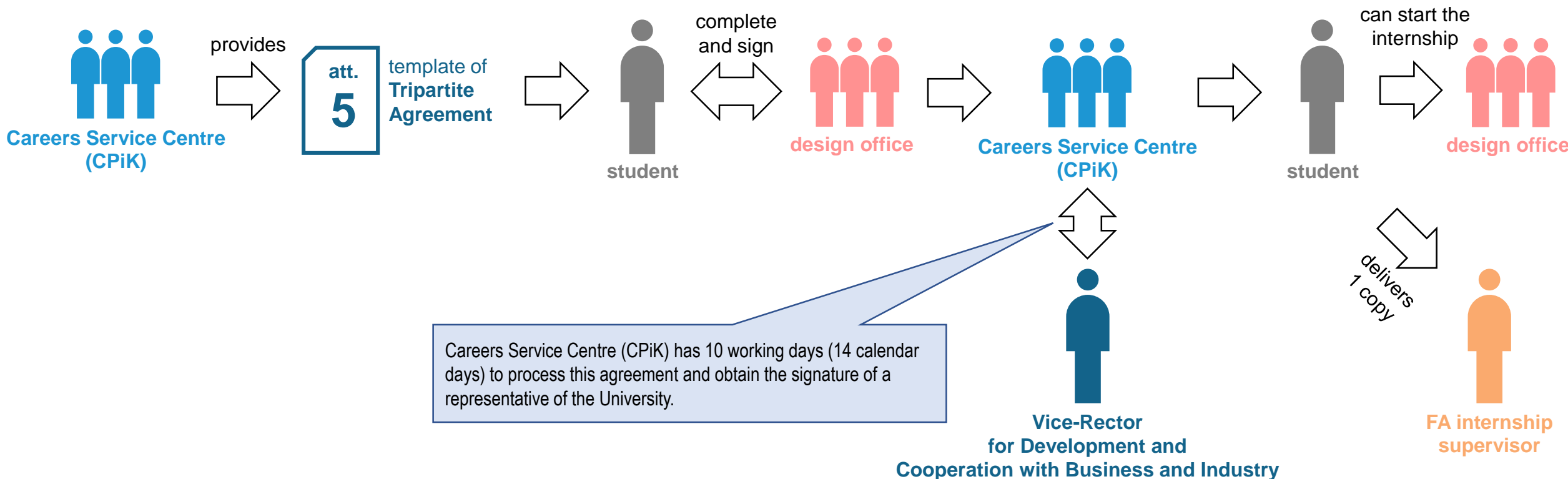
2

until 30th September 2024

Conclusion of *Tripartite Agreement (Attachment No. 5)*
or obtaining *Referral for the internship (Attachment No. 6)*

Option 2: *Tripartite Agreement*

How to conclude a tripartite agreement? (recommended sequence of actions)





Procedure – admission to an internship

2 until 30th September 2024
**Conclusion of Tripartite Agreement (Attachment No. 5)
or obtaining Referral for the internship (Attachment No. 6)**

Careers Service Centre checks whether Poznań University of Technology has signed *Cooperation agreement* with the Enterprise (Attachment No. 4)



YES

NO



att. **4** Cooperation agreement between PUT and the enterprise

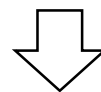
in case of lack of *Cooperation agreement* between PUT and the enterprise



Option 1



Option 2



Option 3



Option 4



att. **6** Referral for the internship issued by Careers Service Center (CPiK)

or



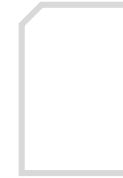
att. **5** Tripartite agreement between PUT, student and the enterprise

or



Erasmus+ agreement

or



Employment contract or civil law contract* between student and the enterprise

formal basis for internship

~2-3 days

~2 weeks

*only for students already employed by the enterprise, if the current contract includes the internship period



Procedure – admission to an internship

2

until 30th September 2024

**Conclusion of Tripartite Agreement (Attachment No. 5)
or obtaining Referral for the internship (Attachment No. 6)**

Option 3: Erasmus+ Agreement

<https://put.poznan.pl/en/erasmus-outgoing/internships>

ERASMUS+ TRAINEESHIP

Erasmus+ traineeships 2023/2024

Traineeship at Erasmus+ 2022 Programme

Recruitment for internships:

there is no deadline for submission of documents, recruitment is on a continuous basis.
What counts is the order of applications ("first-come, first-served") - we accept ONLY the full sets of documents.

The documents should be submitted no later than two weeks before the start of internship.

Student receives decision about qualification (official acceptance) within one week from the day of submission of the documents.

The full set of documents (scans) can be sent via email to the address erasmus [at] put.poznan.pl.

We kindly remind that internship (closely related to the field of studies), suppose to last minimum 2, and maximum 12 months (min. 60 - max 360 days), however, Poznan University of Technology is able to guarantee a scholarship for 6 months stay, regardless of the duration of the exchange.

I. DOCUMENTS REQUIRED TO APPLY FOR SCHOLARSHIP

- [Application form](#)
- [Information clause](#) - please read it carefully and sign.
- confirmation from a proper Dean's office about a student status and the average of marks for the whole current period of studies + in case of Master students average of marks from the Bachelor degree. The average of marks in both cases cannot be lower than 3,50.
- poof of language (official language certificate/copy of mark from the English exam at the university);
- [Letter of Intent](#) - a confirmation from the host institution abroad stating their readiness to accept a PUT student for the internship during the specified period, and with the information about the language in which the internship will be carried (scans accepted)

Additionally for PhD students:

- programme of the internship
- statement of the supervisor/promoter about the advisability of exchange (with the tasks to accomplish).



Procedure – admission to an internship

2

until 30th September 2024

**Conclusion of Tripartite Agreement (Attachment No. 5)
or obtaining Referral for the internship (Attachment No. 6)**

Option 3: Erasmus+ Agreement

<https://put.poznan.pl/en/erasmus-outgoing/internships>

ERASMUS+ TRAINEESHIP

Erasmus+ traineeships 2023/2024

Traineeship at Erasmus+ 2022 Programme

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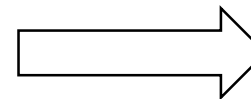
Additionally for PhD students:

- programme of the internship
- statement of the supervisor/promoter about the advisability of exchange (with the tasks to accomplish).



Erasmus+ agreement

deliver a copy to



FA internship supervisor



Procedure – admission to an internship

2 until 30th September 2024
**Conclusion of Tripartite Agreement (Attachment No. 5)
or obtaining Referral for the internship (Attachment No. 6)**

Careers Service Centre checks whether Poznań University of Technology has signed **Cooperation agreement** with the Enterprise (Attachment No. 4)

YES

NO

att. **4** Cooperation agreement between PUT and the enterprise

in case of lack of *Cooperation agreement* between PUT and the enterprise

Option 1
att. **6** Referral for the internship issued by Careers Service Center (CPiK)
~2-3 days

Option 2
att. **5** Tripartite agreement between PUT, student and the enterprise
~2 weeks

Option 3
Erasmus+ agreement

Option 4
Employment contract or civil law contract* between student and the enterprise

formal basis for internship

*only for students already employed by the enterprise, if the current contract includes the internship period



Procedure – admission to an internship

2

until 30th September 2024

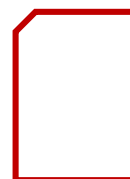
**Conclusion of Tripartite Agreement (Attachment No. 5)
or obtaining Referral for the internship (Attachment No. 6)**

Option 4: *Employment contract or civil law contract*

*Recommended only for students already employed by the enterprise, if the current contract includes the internship period

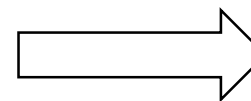
Terms of acceptance of an agreement:

- the agreement validity period must include the period of the internship
- the working time specified in the contract must correspond to the required internship time specified in the study program



**Employment contract
or civil law contract***
between student
and the enterprise

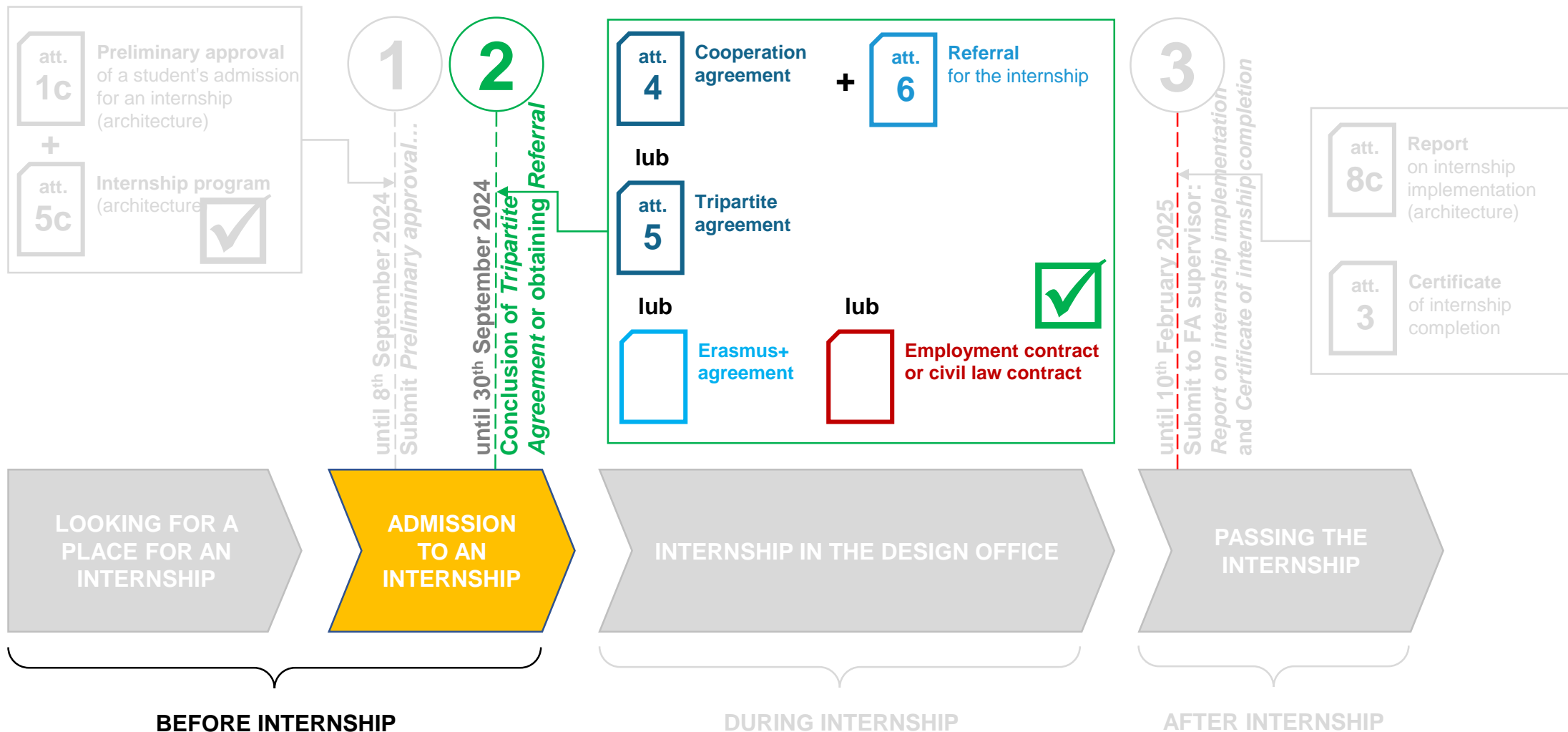
deliver a copy to



FA internship
supervisor

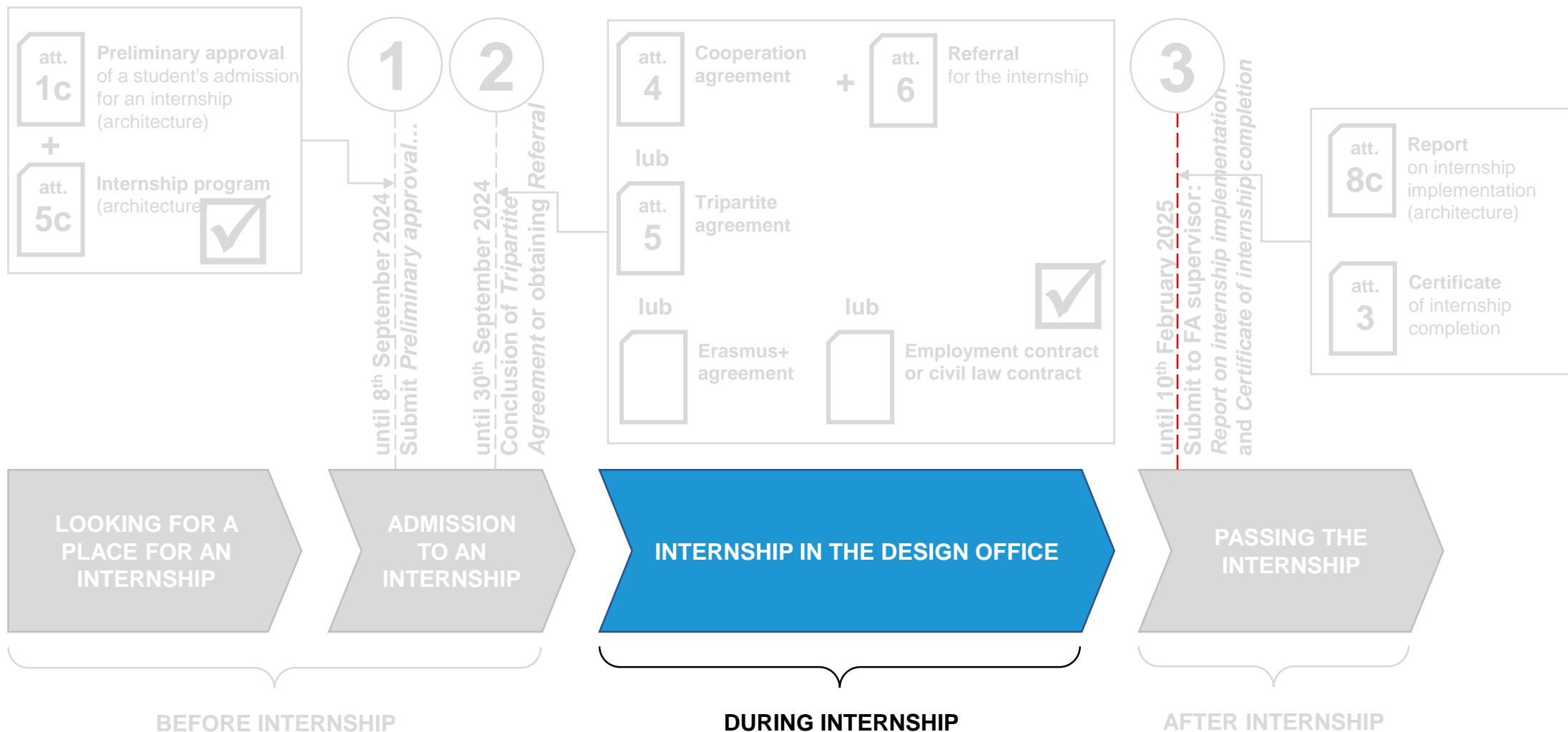


Schedule – required documments



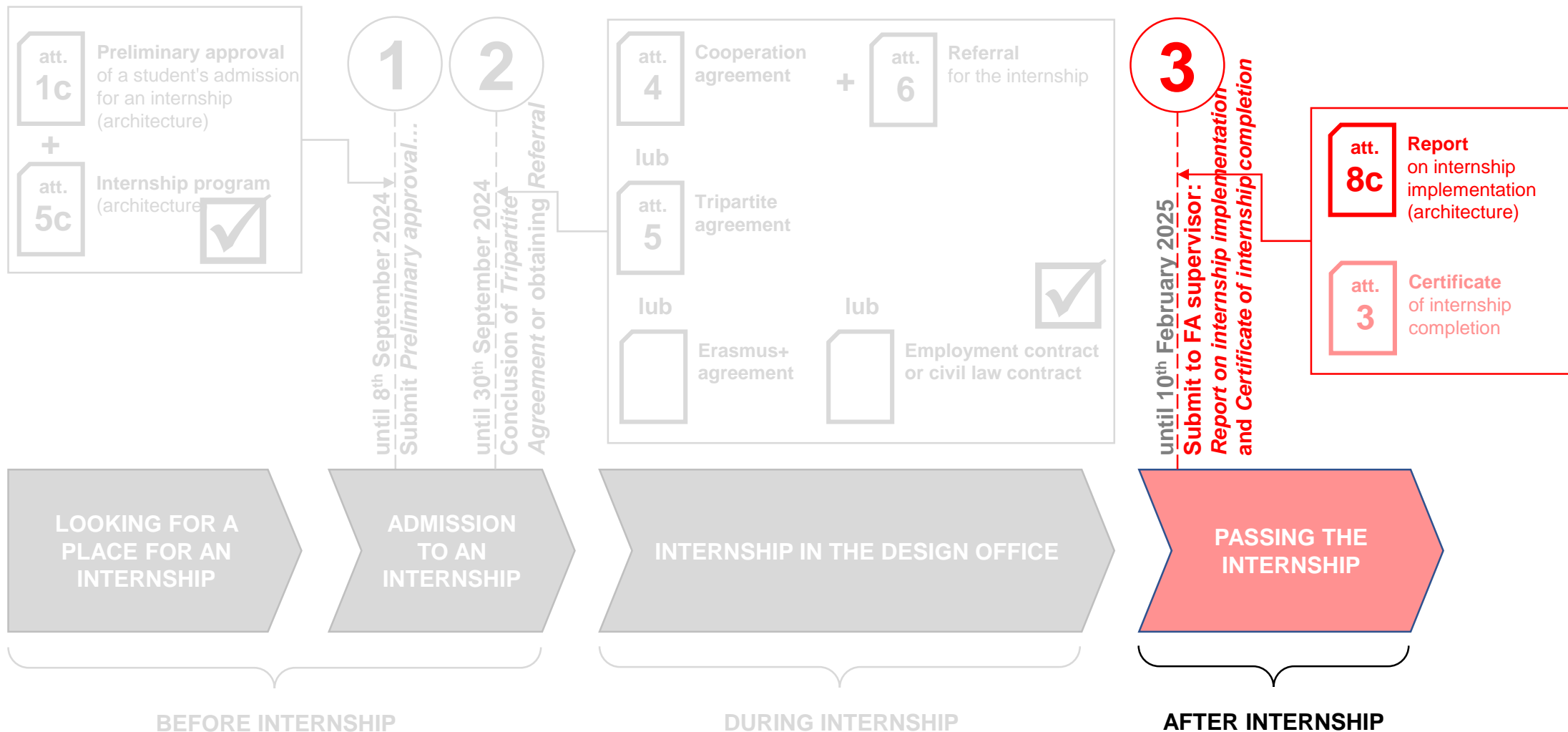


Schedule – required documents





Schedule – required documents





Required documents – passing the internship

3

until 10th February 2025

Submission to FA supervisor:

Report on internship implementation (Attachment No. 8c) and Certificate of internship completion (Attachment No. 3)

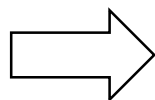
att.
8c
Report
on internship
implementation
(architecture)

+

att.
3
Certificate
of internship
completion



student



internship supervisor
in the design office

The student completes the *Report on internship implementation* systematically during the internship and obtains the signatures of the internship supervisor in the design office under the *Report...* and *Certificate of completion of the internship*



Required documents – passing the internship

3 until 10th February 2025
**Submission to FA supervisor:
Report on internship implementation
(Attachment No. 8c)
and Certificate of internship completion
(Attachment No. 3)**

att. 8c
**Report on internship implementation
(architecture)**

+
att. 3
Certificate of internship completion

POZNAŃ UNIVERSITY OF TECHNOLOGY
Faculty of Architecture

Attachment no 8c

REPORT ON INTERNSHIP IMPLEMENTATION
(version for Architecture field of study)

I. STUDENT'S DATA
Name and surname:
Student ID no.:
Field of study: Architecture
Specialization: -
Semester:
Academic year:

II. DATA OF THE ENTERPRISE / INSTITUTION
Name of the Enterprise / Institution:
Address:
Place of the internship:

III. DATA OF A REPRESENTATIVE OF THE ENTERPRISE / INSTITUTION (internship supervisor on the side of the Enterprise / Institution)
Name and surname of the supervisor on the side of the Enterprise / Institution:
Position / department:
E-mail address:
Phone number:
Number of design qualifications**:

IV. PLACE AND TIME FRAME OF THE INTERNSHIP
Place of the internship:
Start date of the internship: [Click to enter the date.](#)
End date of the internship: [Click to enter the date.](#)
Working hours per week:
List of departments/job positions, where the intern worked:
-
-
Characteristics of the enterprise (e.g. type of activity, range of manufactured products or services provided):
.....
.....
.....

* delete as appropriate
** Applicable for the field of study Architecture, for which it is required for the supervisor on the side of the Enterprise / Institution to have design qualifications in the architectural profession without restrictions. In case of an Internship abroad, please attach a copy of the document confirming the appropriate design qualifications by the supervisor on the side of the Enterprise / Institution.

V. DESCRIPTION OF ACTIVITIES CARRIED OUT BY THE STUDENT DURING THE INTERNSHIP

Weekly card of the course of the internship: Week 1

No.	Date	Specification of activities
1.		
2.		
3.		
4.		
5.		

signature of internship supervisor on the side of the Enterprise / Institution:
Student's signature:

Weekly card of the course of the internship: Week 2

No.	Date	Specification of activities
1.		
2.		
3.		
4.		
5.		

signature of internship supervisor on the side of the Enterprise / Institution:
Student's signature:

IV. THE FOLLOWING LEARNING OUTCOMES HAVE BEEN ACHIEVED DURING THE PRACTICE (PLEASE MARK THE APPROPRIATE COLUMN WITH AN X):

LEARNING OUTCOMES	YES, to the following extent:				NO
	satisfactory	moderate	good	very good	
knows and understands the basic methods, techniques, tools and materials used in solving engineering tasks in the field of architectural design					
knows and understands the issues of maintaining facilities and systems typical for architectural designing					
knows and understands the principles of the functioning of an architectural studio in the context of work organization in individual phases of the design process					
knows and understands norms and standards in the field of architectural and urban design, useful to perform auxiliary works					
knows and understands the methods of organization and the course of the design and investment process, as well as the role of the architect in this process					
can assess the usefulness of typical methods and tools for solving a simple engineering task of a practical nature, characteristic for architectural design					
can design a simple object or its part, typical for architectural design, in accordance with the given specification					
can prepare elements of architectural and construction documentation in appropriate scales, cooperating with members of the design team					
is ready to adapt to new, changing circumstances occurring in the course of professional work of a creative nature					
is ready to properly prioritize actions to accomplish a specific task					
is ready to work on the construction site in the field of architectural issues					
is ready to practice the profession of an architect, which is a profession of public trust, including the correct identification and solving the problems related to design activities.					

.....
Signature and stamp
of internship supervisor on the side of the Enterprise / Institution

I confirm, that learning outcomes provided for internships have been achieved.

.....
Signature of internship supervisor on behalf of the University



Required documents – passing the internship

3 until 10th February 2025
Submission to FA supervisor:
Report on internship implementation (Attachment No. 8c) and Certificate of internship completion (Attachment No. 3)

att. 8c Report on internship implementation (architecture)

+
att. 3 Certificate of internship completion

POZNAŃ UNIVERSITY OF TECHNOLOGY
Faculty of Architecture

Attachment no 8c

REPORT ON INTERNSHIP IMPLEMENTATION
(version for Architecture field of study)

I. STUDENT'S DATA
Name and surname:
Student ID no.:
Field of study: Architecture
Specialization: -
Semester:
Academic year:

II. DATA OF THE ENTERPRISE / INSTITUTION
Name of the Enterprise / Institution:
Address:
Place of the internship:

III. DATA OF A REPRESENTATIVE OF THE ENTERPRISE / INSTITUTION
Name and surname of the supervisor on the side of the Enterprise / Institution:
Position / department:
E-mail address:
Phone number:
Number of design qualifications**:

IV. PLACE AND TIME FRAME OF THE INTERNSHIP
Place of the internship:
Start date of the internship: [Click to enter the date.](#)
End date of the internship: [Click to enter the date.](#)
Working hours per week:
List of departments/job positions, where the intern worked:
-
Characteristics of the enterprise (e.g. type of activity, range of manufactured products or services provided):
.....
.....
.....

* delete as appropriate
** Applicable for the field of study Architecture, for which it is required for the supervisor on the side of the Enterprise / Institution to have design qualifications in the architectural profession without restrictions. In case of an Internship abroad, please attach a copy of the document confirming the appropriate design qualifications by the supervisor on the side of the Enterprise / Institution.

Daily entries about performed tasks

Weekly confirmation with the signature of the internship supervisor in the design office

V. DESCRIPTION OF ACTIVITIES CARRIED OUT BY THE STUDENT DURING THE INTERNSHIP

Weekly card of the course of the internship: Week 1

From: [Click to enter the date](#) to: [Click to enter the date](#)

No.	Date	Specification of activities
1.		
2.		
3.		
4.		
5.		

signature of internship supervisor on the side of the Enterprise / Institution:
Student's signature:

Weekly card of the course of the internship: Week 2

From: [Click to enter the date](#) to: [Click to enter the date](#)

No.	Date	Specification of activities
1.		
2.		
3.		
4.		
5.		

signature of internship supervisor on the side of the Enterprise / Institution:
Student's signature:

IV. THE FOLLOWING LEARNING OUTCOMES HAVE BEEN ACHIEVED DURING THE PRACTICE (PLEASE MARK THE APPROPRIATE COLUMN WITH AN X):

LEARNING OUTCOMES	YES, to the following extent:				NO
	satisfactory	moderate	good	very good	
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is ready to work on the construction site in the field of architectural issues					
is ready to practice the profession of an architect, which is a profession of public trust, including the correct identification and solving the problems related to design activities.					

.....
Signature and stamp
of internship supervisor on the side of the Enterprise / Institution

I confirm, that learning outcomes provided for internships have been achieved.

.....
Signature of internship supervisor on behalf of the University




Required documents – passing the internship

3 until 10th February 2025
**Submission to FA supervisor:
Report on internship implementation
(Attachment No. 8c)
and Certificate of internship completion
(Attachment No. 3)**

att. 8c Report on internship implementation (architecture)

att. 3 Certificate of internship completion

 POZNAŃ UNIVERSITY OF TECHNOLOGY Attachment no 8c
Faculty of Architecture

REPORT ON INTERNSHIP IMPLEMENTATION
(version for Architecture field of study)

I. STUDENT'S DATA
Name and surname:
Student ID no.:
Field of study: Architecture
Specialization: -
Semester:
Academic year:

II. DATA OF THE ENTERPRISE / INSTITUTION
Name of the Enterprise / Institution:
Address:
Place of the internship:

III. DATA OF A REPRESENTATIVE OF THE ENTERPRISE / INSTITUTION (internship supervisor on the side of the Enterprise / Institution)
Name and surname of the supervisor on the side of the Enterprise / Institution:
Position / department:
E-mail address:
Phone number:
Number of design qualifications**:

IV. PLACE AND TIME FRAME OF THE INTERNSHIP
Place of the internship:
Start date of the internship: [Click to enter the date.](#)
End date of the internship: [Click to enter the date.](#)
Working hours per week:
List of departments/job positions, where the intern worked:
-
Characteristics of the enterprise (e.g. type of activity, range of manufactured products or services provided):
.....
.....
.....

* delete as appropriate
** Applicable for the field of study Architecture, for which it is required for the supervisor on the side of the Enterprise / Institution to have design qualifications in the architectural profession without restrictions. In case of an Internship abroad, please attach a copy of the document confirming the appropriate design qualifications by the supervisor on the side of the Enterprise / Institution.

V. DESCRIPTION OF ACTIVITIES CARRIED OUT BY THE STUDENT DURING THE INTERNSHIP

Weekly card of the course of the internship: Week 1

From: [Click to enter the date](#) to: [Click to enter the date](#)

No.	Date	Specification of activities
1.		
2.		
3.		
4.		
5.		

signature of internship supervisor on the side of the Enterprise / Institution

Weekly card of the course of the internship: Week 2

From: [Click to enter the date](#) to: [Click to enter the date](#)

No.	Date	Specification of activities
1.		
2.		
3.		
4.		
5.		

signature of internship supervisor on the side of the Enterprise / Institution

Student's signature

Summary assessment of achieving the required learning outcomes

Confirmation with the signature of the internship supervisor in the design office

IV. THE FOLLOWING LEARNING OUTCOMES HAVE BEEN ACHIEVED DURING THE PRACTICE (PLEASE MARK THE APPROPRIATE COLUMN WITH AN X):

LEARNING OUTCOMES	YES, to the following extent:				NO
	satisfactory	moderate	good	very good	
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is ready to properly prioritize actions to accomplish a specific task					
is ready to work on the construction site in the field of architectural issues					
is ready to practice the profession of an architect, which is a profession of public trust, including the correct identification and solving the problems related to design activities.					

Signature and stamp of internship supervisor on the side of the Enterprise / Institution

I confirm, that learning outcomes provided for internships have been achieved.

Signature of internship supervisor on behalf of the University



Required documents – passing the internship

3

until 10th February 2025

Submission to FA supervisor:

Report on internship implementation (Attachment No. 8c) and Certificate of internship completion (Attachment No. 3)

att.
8c

Report
on internship
implementation
(architecture)

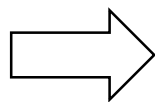
+

att.
3

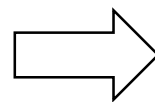
Certificate
of internship
completion



student



internship supervisor
in the design office



FA internship
supervisor

The student submits to FA internship supervisor signed documents: *Report on internship implementation* and *Certificate of internship completion*



Required documents – passing the internship

3 until 10th February 2025
**Submission to FA supervisor:
Report on internship implementation
(Attachment No. 8c)
and Certificate of internship completion
(Attachment No. 3)**

att. 8c Report on internship implementation (architecture)

att. 3 Certificate of internship completion

POZNAŃ UNIVERSITY OF TECHNOLOGY
Faculty of Architecture

Attachment no 8c

REPORT ON INTERNSHIP IMPLEMENTATION
(version for Architecture field of study)

I. STUDENT'S DATA
Name and surname:
Student ID no.:
Field of study: Architecture
Specialization: -
Semester:
Academic year:

II. DATA OF THE ENTERPRISE / INSTITUTION
Name of the Enterprise / Institution:
Address:
Place of the internship:

III. DATA OF A REPRESENTATIVE OF THE ENTERPRISE / INSTITUTION (internship supervisor on the side of the Enterprise / Institution)
Name and surname of the supervisor on the side of the Enterprise / Institution:
Position / department:
E-mail address:
Phone number:
Number of design qualifications**:

IV. PLACE AND TIME FRAME OF THE INTERNSHIP
Place of the internship:
Start date of the internship: [Click to enter the date.](#)
End date of the internship: [Click to enter the date.](#)
Working hours per week:
List of departments/job positions, where the intern worked:
-
Characteristics of the enterprise (e.g. type of activity, range of manufactured products or services provided):
.....
.....
.....

* delete as appropriate
** Applicable for the field of study Architecture, for which it is required for the supervisor on the side of the Enterprise / Institution to have design qualifications in the architectural profession without restrictions. In case of an Internship abroad, please attach a copy of the document confirming the appropriate design qualifications by the supervisor on the side of the Enterprise / Institution.

V. DESCRIPTION OF ACTIVITIES CARRIED OUT BY THE STUDENT DURING THE INTERNSHIP

Weekly card of the course of the internship: Week 1

No.	Date	Specification of activities
1.		
2.		
3.		
4.		
5.		

signature of internship supervisor on the side of the Enterprise / Institution: _____
Student's signature: _____

Weekly card of the course of the internship: Week 2

No.	Date	Specification of activities
1.		
2.		
3.		
4.		
5.		

signature of internship supervisor on the side of the Enterprise / Institution: _____

acceptance of the report with the signature of the FA internship supervisor

IV. THE FOLLOWING LEARNING OUTCOMES HAVE BEEN ACHIEVED DURING THE PRACTICE (PLEASE MARK THE APPROPRIATE COLUMN WITH AN X):

LEARNING OUTCOMES	YES, to the following extent:				NO
	satisfactory	moderate	good	very good	
knows and understands the basic methods, techniques, tools and materials used in solving engineering tasks in the field of architectural design					
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is ready to properly prioritize actions to accomplish a specific task					
is ready to work on the construction site in the field of architectural issues					
is ready to practice the profession of an architect, which is a profession of public trust, including the correct identification and solving the problems related to design activities.					

Signature and stamp of internship supervisor on the side of the Enterprise / Institution

I confirm, that learning outcomes provided for internships have been achieved.

Signature of internship supervisor on behalf of the University



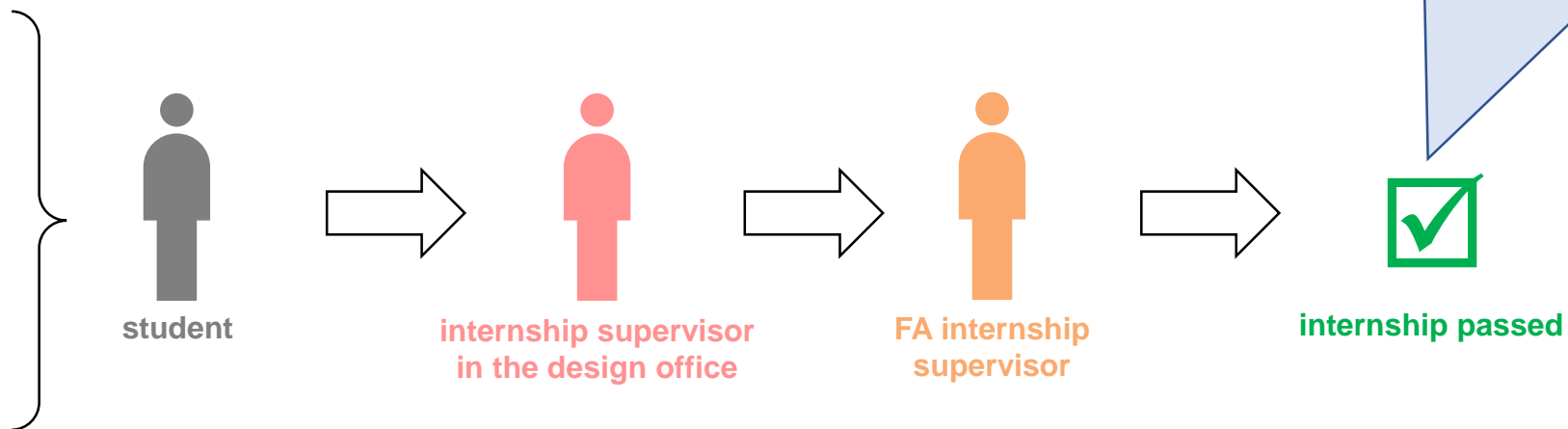
Required documents – passing the internship

3 until 10th February 2025
Submission to FA supervisor:
Report on internship implementation (Attachment No. 8c) and Certificate of internship completion (Attachment No. 3)

4 until 23rd February 2025
Passing the internship

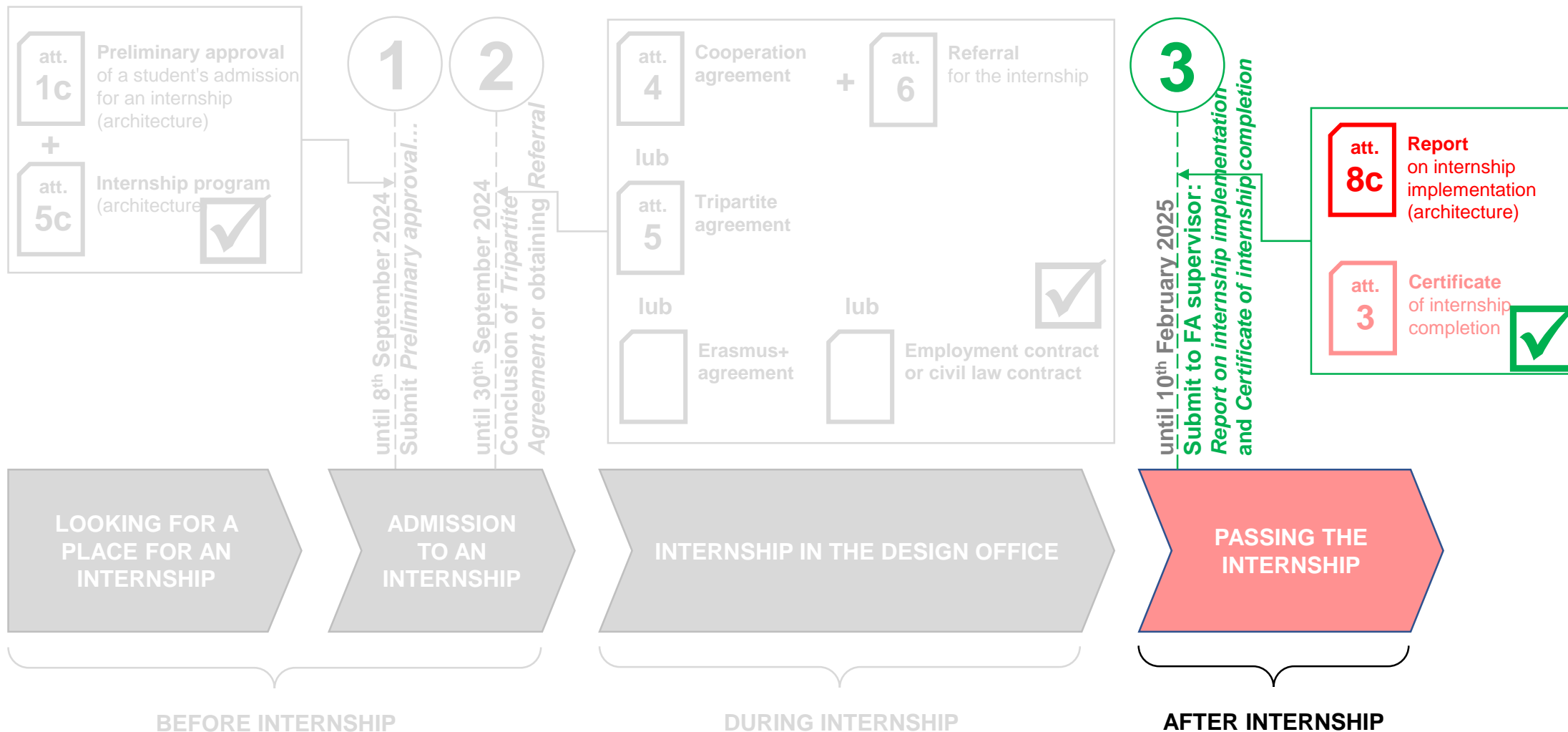
Based on the delivered documents, FA internship supervisor gives credit for the internship, signs the *Report* and introduce the credit into USOS system

att. **8c** Report on internship implementation (architecture)
+
att. **3** Certificate of internship completion



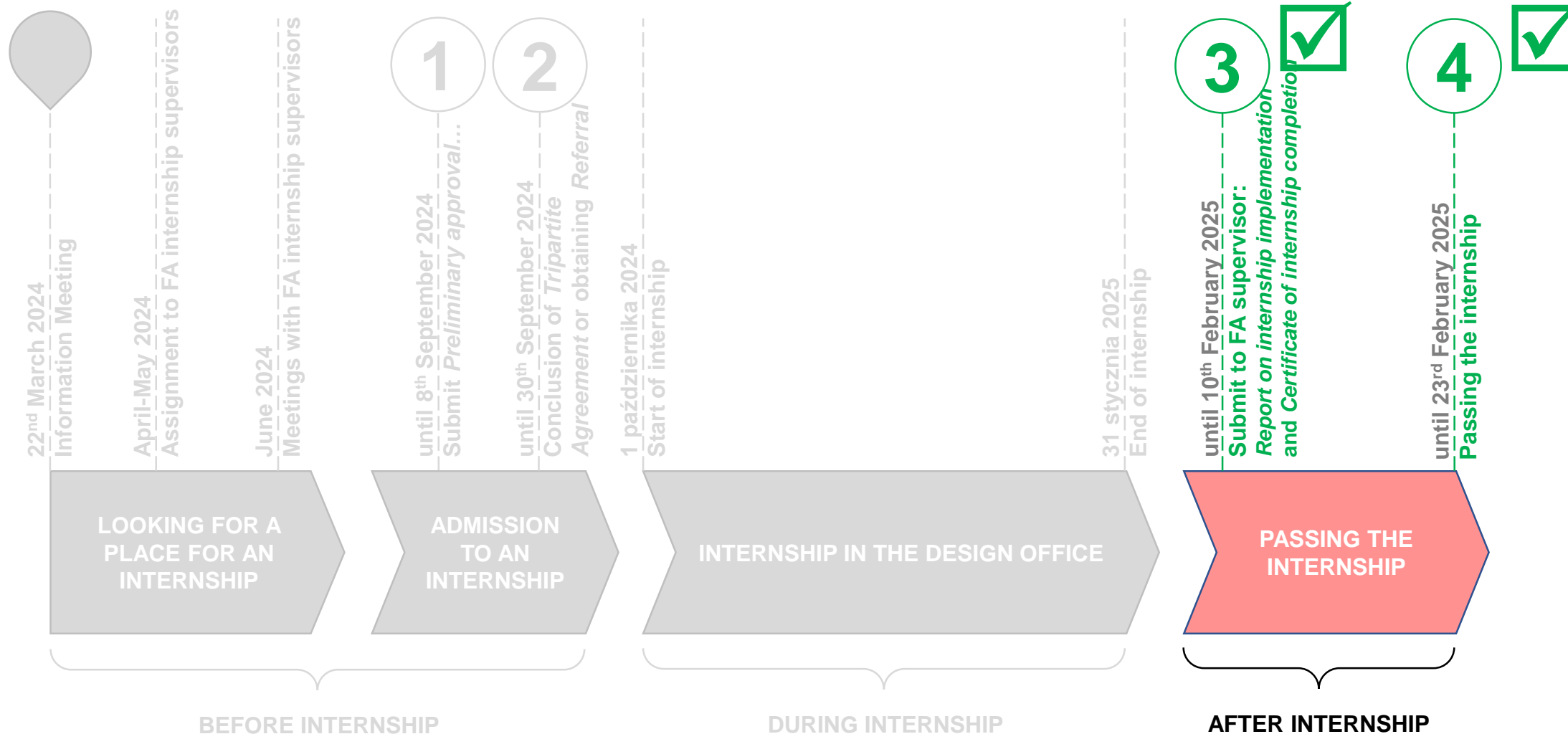


Schedule – required documents





Schedule – required documents





FAQ

 Can I do an internship in a design office abroad?

YES

In case of an internship abroad, you must additionally meet the following conditions:

- All required documents must be submitted in English (*Architecture*) or Polish (*Architektura, Architektura wnętrz*) or **translated into English or Polish** from the original language. The university does not cover translation costs.
- For the field of *Architecture*, the Internship Supervisor in the Design Office should have the **qualification (license) to design**, in accordance with the regulations in force in the given country. A copy of the **document confirming the qualification (license)** must be attached to the *Preliminary approval of a student's admission for an internship*.



POLITECHNIKA POZNAŃSKA

PROFESSIONAL INTERNSHIP – DESIGN OFFICE
2024/2025 EDITION
ORGANISATIONAL MEETING



WYDZIAŁ
ARCHITEKTURY

FAQ

 Can I do an internship as part of my own business?

NO

According to *Rules and regulations for student internships on Faculty of Architecture at Poznan University of Technology* pt. 12.

in the Faculty of Architecture student **cannot** participate in a professional internship based on the student's own **sole proprietorship**.



FAQ



Can I count previous work experience as an internship?

NO

According to *Rules and regulations for student internships on Faculty of Architecture at Poznan University of Technology* pt. 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.



FAQ



Can I change the design office, where I do an internship during the semester?

YES

In this case you should:

- Inform **FA internship supervisor** and **Careers Service Center (CPIK)**
- **Terminate the contract** with the current design office
- Find a new design office where the internship will be continued. Completing an internship in another Design Office requires **following the same documentation procedure** specified by Careers Service Center (CPIK)



FAQ



As an intern, am I entitled to rector's and dean's days and other days off from classes specified in the academic year schedule?

NO

According to Rules and regulations for student internships on Faculty of Architecture at Poznan University of Technology pt. 33.

days off from classes specified in the academic year schedule, rector's and dean's days do not apply to professional internships.



FAQ



Does absence on public holidays (public holidays) require compensation?

NO

According to *Rules and regulations for student internships on Faculty of Architecture at Poznan University of Technology* pt. 33.

a student doing a **full-semester** internship is entitled to statutory holidays, i. e. on the basis of the provisions of generally applicable laws or collective agreements, as well as those resulting from the schedule of working hours adopted by the employer, provided that the required weekly working hours are maintained.



FAQ



Do I have to make up for an excused absence (for example due to illness)?

NO, up to 10 days

YES, over 10 days

Matters of absence, their justification and making up are regulated in *Rules and regulations for student internships on Faculty of Architecture at Poznan University of Technology* pt. 32.

- an appropriate **certificate** (e. g. **sick leave**) should be attached to the *Report on internship implementation*
- the maximum work break entitling to complete the traineeship within the originally set deadline for full-semester traineeships is **10 working days**
- if the total number of absence exceeds 10 days, the period of the internship should be **extended by an appropriate number of days** – it requires notification to the CPiK and annexation of the agreement (e. g. due to insurance issues)



POLITECHNIKA POZNAŃSKA

PROFESSIONAL INTERNSHIP – DESIGN OFFICE
2024/2025 EDITION
ORGANISATIONAL MEETING



WYDZIAŁ
ARCHITEKTURY

FAQ

Time for your questions





POLITECHNIKA POZNAŃSKA

PROFESSIONAL INTERNSHIP – DESIGN OFFICE
2024/2025 EDITION
ORGANISATIONAL MEETING



**WYDZIAŁ
ARCHITEKTURY**

Thank you for attention