



## Internship schedule

for students of full-time studies in the field: Architecture on Faculty of Architecture, Poznan University of Technology in the academic year 2024/2025

No.	action	term	procedure details / remarks
1	Information meeting for students	<b>March 22, 2024</b>	For all students on March 22, 2024 at 3:00 pm. (15:00) in room 105/106
2	Assignment of students to internship supervisors at the faculty	<b>April-May 2024</b>	After registration of all students for next semester
3	Information meetings with internship supervisors	<b>June 2024</b>	Meetings of individual groups of students with assigned internship supervisors at the faculty. The exact dates, times and place of the meetings will be scheduled and announced
4	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>	<b>until September 8, 2024</b>	<ol style="list-style-type: none"><li>1. Student fills in <i>Preliminary approval of a student's admission for an internship (Attachment No. 1c)</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. 5c</i>).</li><li>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>.</li><li>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.</li><li>4. Student sends a scan of the signed <i>Preliminary approval</i> to <a href="mailto:cpk@put.poznan.pl">cpk@put.poznan.pl</a> along with the required information listed on the website of Careers Service Centre.</li><li>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:<ul style="list-style-type: none"><li>- <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</li><li>- template of <i>Tripartite agreement (Attachment No. 5)</i> - in case the Enterprise has no <i>Cooperation agreement</i> with PUT</li></ul></li></ol>

