



POLITECHNIKA POZNAŃSKA

PROFESSIONAL INTERNSHIP – DESIGN OFFICE
2026/2027
ORGANISATIONAL MEETING



WYDZIAŁ
ARCHITEKTURY

Professional internship in design office

Poznan University of Technology, Faculty of Architecture

7th semester, first-cycle studies

2026/2027



Basic documents

- **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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Information about professional internship

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



FACULTY **STUDENT** CANDIDATE PHD STUDENT RESEARCH AND B

CONTACT

STUDENT

DEAN'S OFFICE

STUDY PROGRAMS

COMPETITIONS

SCIENTIFIC CLUBS

PROFESSIONAL INTERNSHIP

FAQ

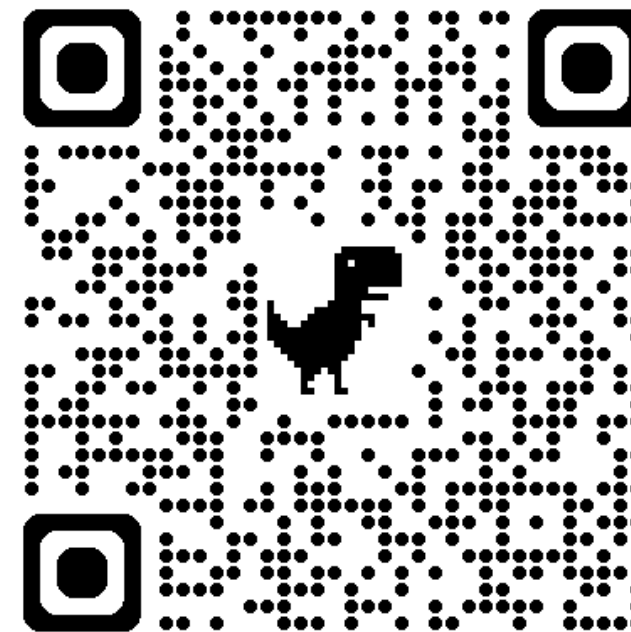
APPLICATION TEMPLATES

SCHOLARSHIPS AND FEES

LABORATORIES / WORKSHOPS

TUTOR OF THE YEARS

MANDATORY TRAININGS



SCHEDULE

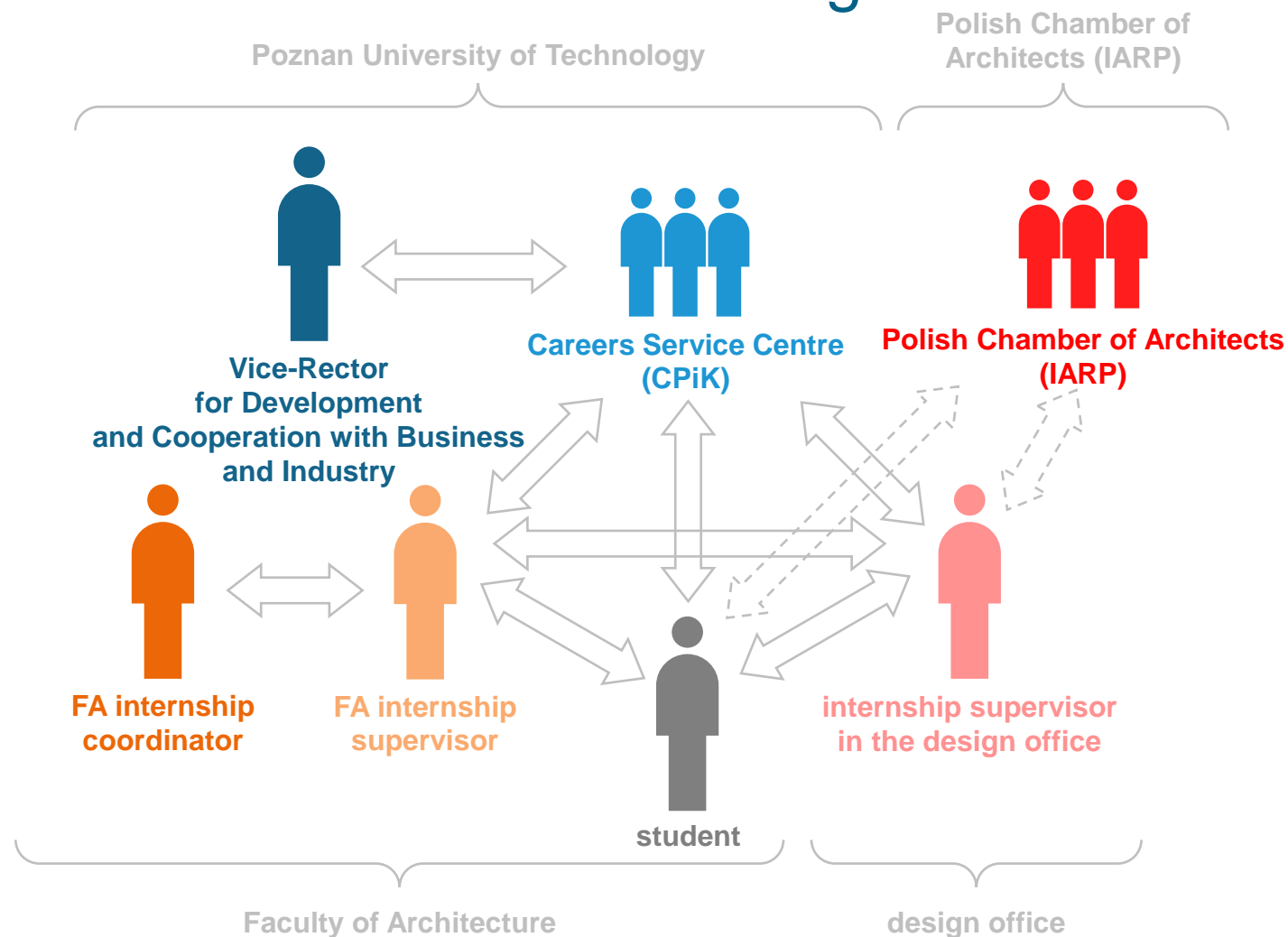
ARCHITECTURE - 1ST CYCLE

ARCHITECTURE - 2ND CYCLE

INTERIOR DESIGN - 1ST CYCLE



People and institutions involved in the organization of internships





Internship supervisors in the Faculty of Architecture

Architecture

Interior Architecture

FA internship
coordinator



dr inż. arch.

Wojciech Skórzewski



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FA internship supervisor
for Architecture



dr hab. inż. arch.

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FA internship supervisor
for Architecture



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Piotr Bartosik



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FA internship supervisor
for Interior Architecture



mgr inż. arch.

Weronika Wlazły



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Schedule



| | |
|-----------------------------------|---------------------------------------------------------------------------------------------|
| 1 April 2026 | Information meeting |
| April-May 2026 | Assignment to FA internship supervisors |
| June 2026 | Meetings with FA internship supervisors (optional) |
| suggested until 11 September 2026 | Obtaining and submission of preliminary approval of a student's admission for an internship |
| until 30 September 2026 | Conclusion of internship agreement or obtaining referral for the internship |
| 1 October 2026 | Start of the internship |
| 29 January 2027 | End of the internship |
| suggested until 12 February 2027 | Submission of internship report and certificate of completion |
| until 1 March 2027 | Internship completion |



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WYDZIAŁ
ARCHITEKTURY

1

INTERNSHIP SEARCH

IARP Student Internship System

<https://praktyki.izbaarchitektow.pl>



The screenshot shows the homepage of the IARP Student Internship System. At the top left is the logo of the Izba Architektów RP (IARP). At the top right, it says "SYSTEM STUDENCKICH PRAKTYK ZAWODOWYCH IARP". The main heading is "Praktyki studenckie IARP". Below this, there are three login options, each with a blue "Zaloguj się" button:

- Jestem architektem
- Jestem studentem
- Jestem pracownikiem uczelni



1

INTERNSHIP SEARCH

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)

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



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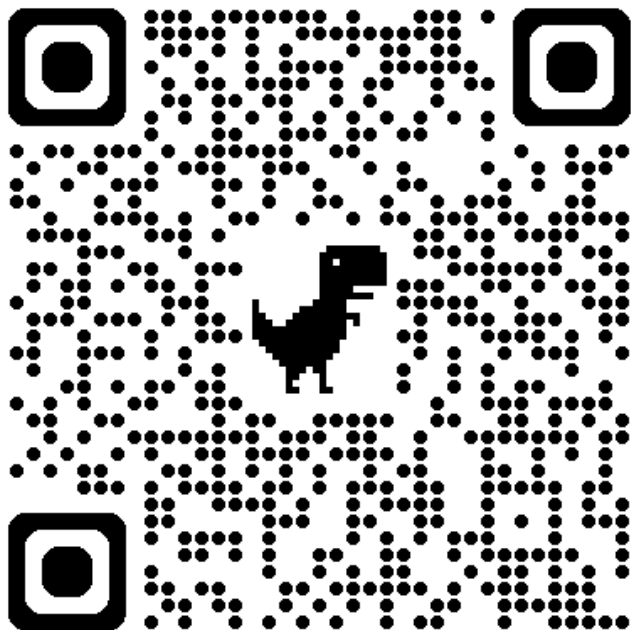
WYDZIAŁ
ARCHITEKTURY

1

INTERNSHIP SEARCH

Internship offers

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



WYDZIAŁ
ARCHITEKTURY

HOME / PRAKTYKI ZAWODOWE/BIUROWE / OFERTY PRAKTYK

OFERTY PRAKTYK



POLITECHNIKA POZNAŃSKA

PROFESSIONAL INTERNSHIP – DESIGN OFFICE
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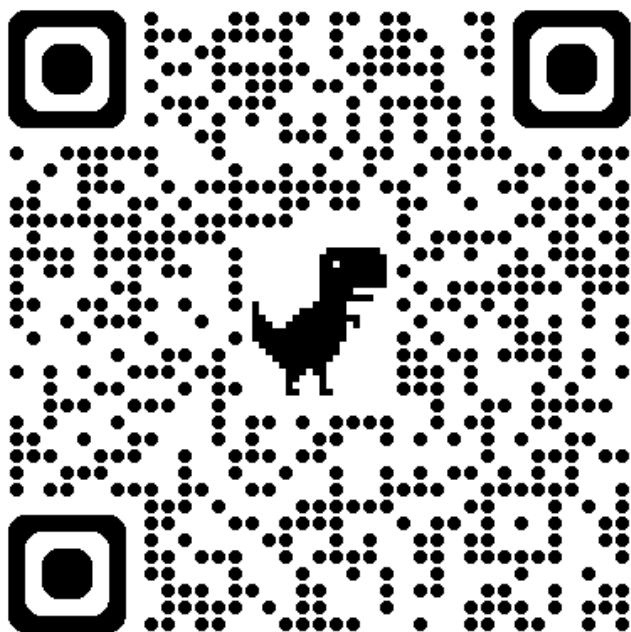
WYDZIAŁ
ARCHITEKTURY

1

INTERNSHIP SEARCH

Internship offers

<https://cpk.put.poznan.pl/offer/search>



CENTRUM PRAKTYK
I KARIER

OFERTY PRACY

Tutaj znajdziesz aktualne oferty praktyk, staży i pracy

Tytuł, klucz

Miasto

Branża

Region

Rodzaj umowy

Preferowany kierunek

Zobacz wszystkie

Szukaj



2

PRELIMINARY APPROVAL

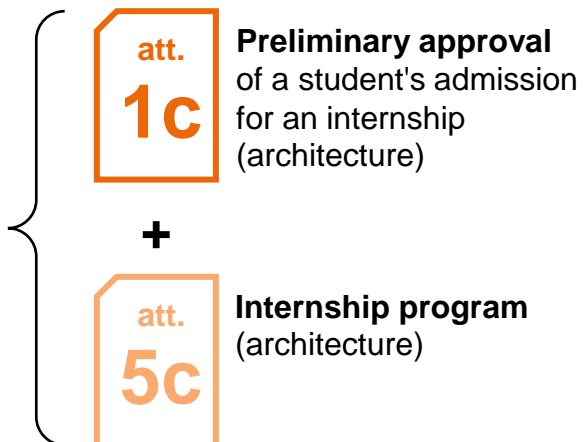
Preliminary approval of a student's admission for an internship

Recommended deadline: **11 September 2026**

Fill in:

[Att. 1c Preliminary approval of a student's admission for an internship – Architecture](#)

[Att. 5c Internship program - Architecture](#)



Document templates available here:

<https://architektura.put.poznan.pl/en/praktyka-zawodowa?q=praktyka-zawodowa>



2

PRELIMINARY APPROVAL

att.

1c

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

How to fill in the form?

- Complete the form in consultation with the Design Office.
Provide:
- your personal details
- details of the WAPP internship supervisor
- company details, including the tax identification number
- details of the company internship supervisor, including design license/certification number
Obtain the signature of the company representative
Deliver or send a scanned copy to the FA internship supervisor for signature



Form titled 'PRELIMINARY APPROVAL OF A STUDENT'S ADMISSION FOR AN INTERNSHIP' with fields for Name and Surname, Faculty, Field of study, Specialization, Student ID no., Year of study, E-mail, Internship supervisor, Full name of the Enterprise, etc.

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



2

PRELIMINARY APPROVAL

att.
5c

Internship program
(architecture)

How to fill in the form?

- Complete points 1 and 2 in consultation with the Design Office
- Leave point 3 (*Knowledge, skills...*) as is
- Obtain the signature of the company representative
- Deliver or send a scanned copy to the FA internship supervisor for signature



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 (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



signature of
internship supervisor
in the design office



2

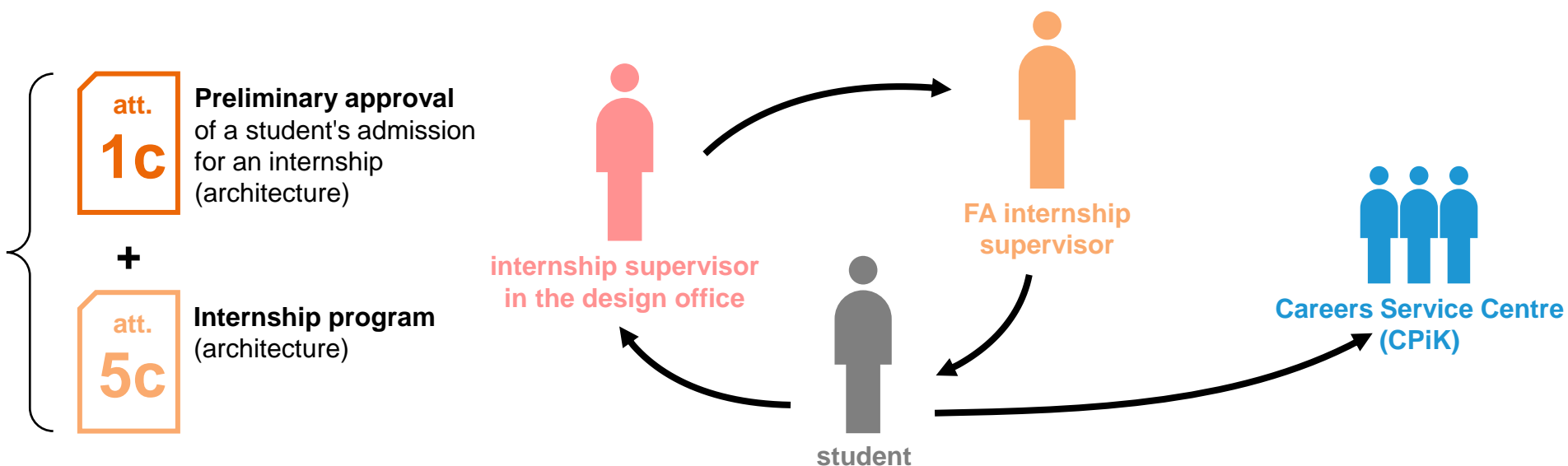
PRELIMINARY APPROVAL

Where and when to submit?

Submit filled documents signed by enterprise representative to your assigned FA Internship Supervisor. You can submit it in person or send a scanned copy by email.

Recommended deadline: **11 September 2026**

After obtaining the signature of FA internship supervisor, send a scanned copy to Careers Service Center at cpk@put.poznan.pl





3

AGREEMENT / REFERRAL

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



3

AGREEMENT / REFERRAL

Signing the internship agreement or obtaining the referral

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



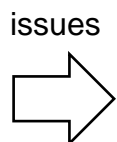
3

AGREEMENT / REFERRAL

Option 1: Cooperation agreement + Referral



Careers Service Centre
(CPIK)

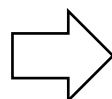


issues



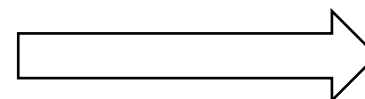
Referral
for the internship

~2-3 days



student

can start the internship



internship supervisor
in the design office



delivers
1 copy



FA internship
supervisor

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.

if there is:



Cooperation
agreement
between PUT
and the enterprise

You can check whether the company has signed a cooperation agreement with the Poznań University of Technology on the website:

<https://cpk.put.poznan.pl/agreement/list>



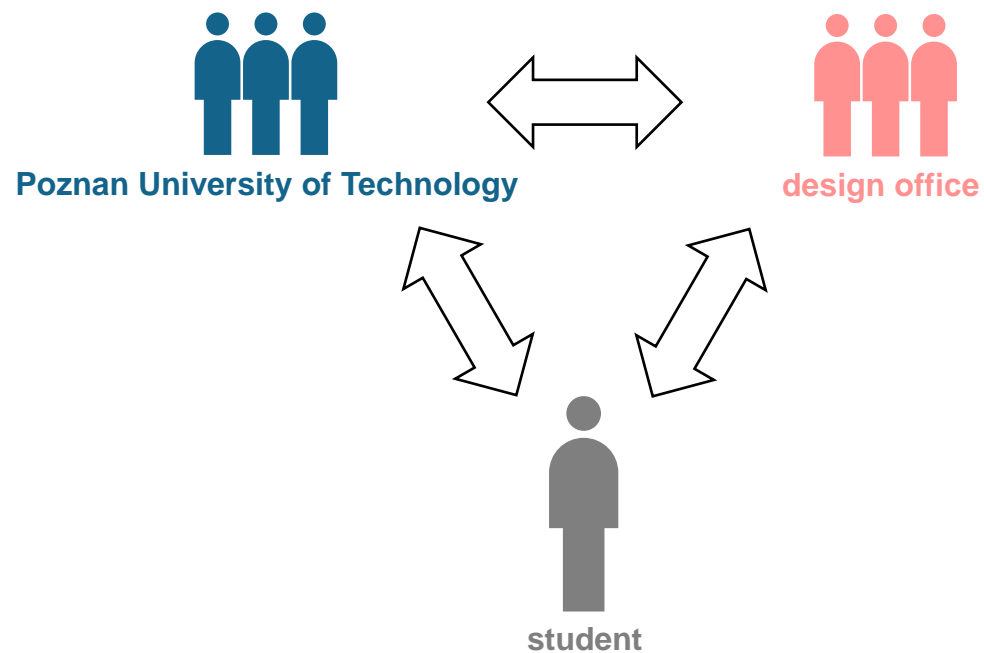


3

AGREEMENT / REFERRAL

Option 2: *Tripartite Agreement*

Tripartite Agreement
is concluded between:



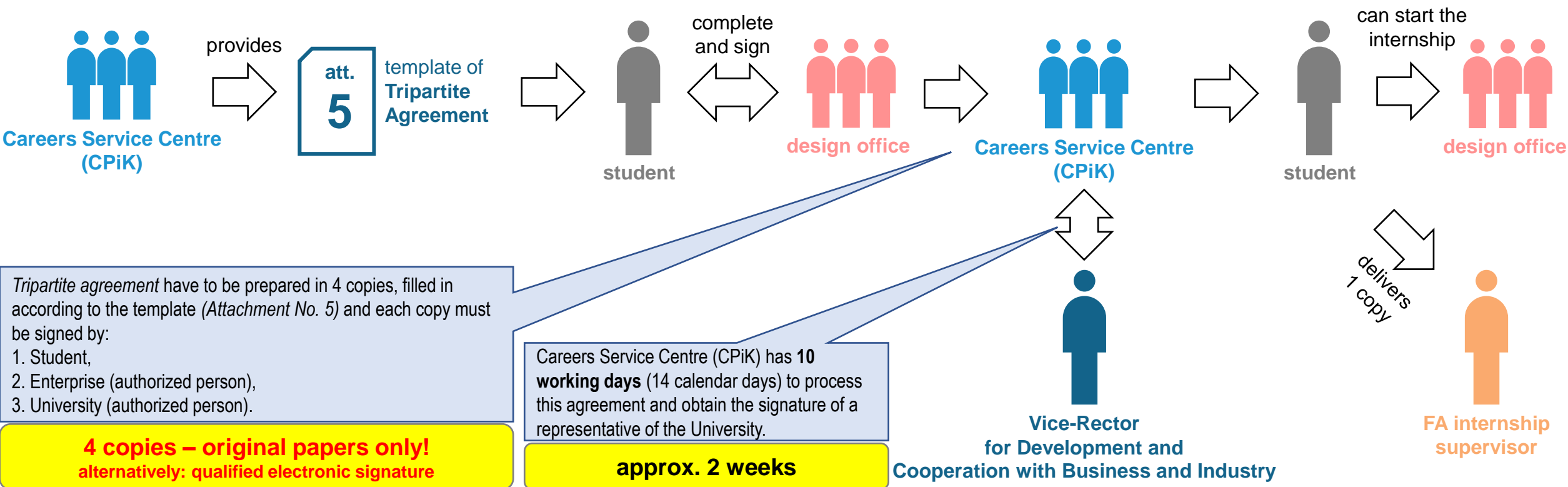


3

AGREEMENT / REFERRAL

Option 2: *Tripartite Agreement*

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





3

AGREEMENT / REFERRAL

Option 3: *Erasmus+ Traineeship*

More info: <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).

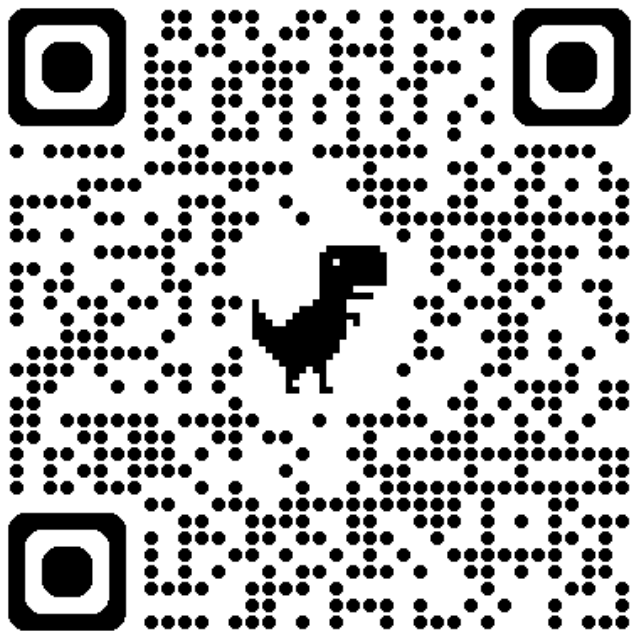


3

AGREEMENT / REFERRAL

Option 3: *Erasmus+ Traineeship*

More info: <https://architektura.put.poznan.pl/en/erasmus/informacja-dotyczaca-praktyk-erasmus?q=erasmus/informacja-dotyczaca-praktyk-erasmus>



ERASMUS+ INTERNSHIPS

Dear Students,

Erasmus+ Internship program is dedicated to students who are interested in taking part in internships in foreign architectural studios as part of international student exchange.

For more information about the program, please visit:

[Erasmus+ Internships](#)

Recruitment for the program takes place on a continuous basis at the PP Continuing and International Education Department. You should come to the faculty coordinator (Dr. A. Sieniecki) only with a signed Learning Agreement (signature of the student and the representative of the arch. office).

At the same time, we would like to inform you that the Faculty of Architecture does not allow internships during the teaching period.

I would like to kindly remind you that recruitment for scholarship trips under the Erasmus + program for an internship in a foreign company is organized at the central level of the university, i.e. directly by the Department of Continuing and International Education.

Information on the University Website about the Erasmus + program can be found at:

<http://info.put.poznan.pl/erasmus>

Offers received from foreign architectural studios will be published below:



3

AGREEMENT / REFERRAL

Option 3: *Erasmus+ Traineeship*

For more information,
agreement conclusion
etc. – please contact
Erasmus+ coordinator

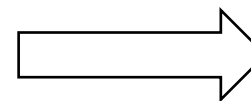
Erasmus+ coordinator

Business card for Adam Sieniecki, Erasmus+ coordinator. The card features a red circular logo with the initials 'AS'. Below the logo, it reads 'dr inż. arch. Adam Sieniecki'. At the bottom, it provides contact information: an email icon followed by 'adam.sieniecki@put.poznan.pl' and a phone icon followed by '+48 61 665 3306'.



Erasmus+
Agreement
(Learning
Agreement)

deliver a copy to



FA internship
supervisor



3

AGREEMENT / REFERRAL

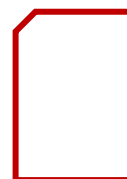
Option 4: *Employment contract or civil law contract*

Signed directly between the student and the company

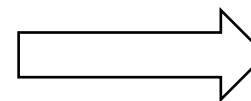
*Recommended only for students already employed by the enterprise, if the current contract includes the internship period

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



4

INTERNSHIP

Internship period

By default:

the entire winter semester teaching period
according to the academic year schedule

October 1, 2026 – January 29, 2027

Early commencement of internships:

- in justified cases only, with the **consent of FA internship supervisor**
- provided that all courses in the semester preceding the internship are passed on the **first term**
- internships before October 1st are **not covered by insurance** provided by the Poznań University of Technology

Late commencement of the internship:

- postpones the internship completion date by **the same number of days**
- the preliminary approval and the agreement must specify the **actual internship start and end dates**
- completion of the internship **no later than the end of the winter examination session** (March 1, 2027)
- completing the internship during the next semester (after March 1, 2027) is possible after obtaining the Dean's consent to **extend the session** and providing a declaration that the internship will not limit the student's obligations during the next semester



4

INTERNSHIP

Days off

Students completing a full-semester internship are entitled to:

- **statutory holidays**, i. e. on the basis of the provisions of generally applicable laws or collective agreements
- days off resulting from the **schedule of working hours adopted by the employer**, provided that the required weekly working hours are maintained

The following are not applicable:

- **rector's and dean's days**
- days off specified in the **academic year schedule**



4

INTERNSHIP

Absences

- **up to 10 days of excused absences** without the need to make up the missed time, e.g., based on a sick leave (this must be attached to the internship report)
- **absences exceeding 10 days** require an **extension of the internship period** by an appropriate number of days by reporting to Careers Service Center (CPiK) and amending the agreement (i.e. for insurance reasons), but no longer than until the end of the winter exam session (March 1, 2026)
- making up the missing part of the internship during the next semester (after March 1, 2027) is possible after obtaining the Dean's consent to **extend the session** and providing a declaration that the internship will not limit the student's obligations during the following semester

Details regarding absences are regulated in pt. 32 of the [Rules and regulations for student internships at Poznan University of Technology](#)



4


INTERNSHIP

During internship

- complete the weekly internship progress tables in the *Report on Internship Implementation* (att. 8c) regularly and submit them for signature to the internship supervisor at the company
- any problems that arise during the internship should be reported to the FA internship supervisor

att.
8c

Report
on internship
implementation
(architecture)

 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
.....
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
.....



5

COMPLETION

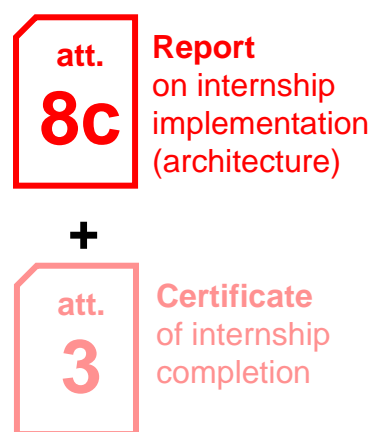
Documents required to complete the internship

By the end of the winter exam session (recommended by February 12, 2027), the following documents, signed by the internship supervisor at the company, must be submitted to the FA internship supervisor:

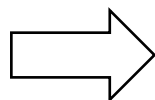
- [att. 8c Report on internship implementation](#)
- [att. 3 Certificate of internship completion](#)



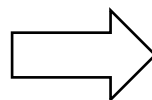
Document templates available here:
<https://architektura.put.poznan.pl/en/praktyka-zawodowa?q=praktyka-zawodowa>



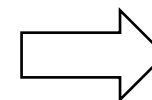
student



internship supervisor
in the design office



FA internship
supervisor



internship passed
entry in USOS

The subject ends with a credit (ZAL),
not a grade, 30 ETCS points



5

COMPLETION

Documents required to complete the internship

att.
8C

Report on internship implementation (architecture)

POZNAN UNIVERSITY OF TECHNOLOGY Attachment no to
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
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

| 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: _____

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

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

| LEARNING OUTCOMES | YES, to following | | | |
|--------------------|-------------------|----------|------|-----------|
| | satisfactory | moderate | good | very good |
| Knowledge | | | | |
| skills | | | | |
| social competences | | | | |

Signature and stamp of internship supervisor on the side of the Enterprise / Institution: _____
I confirm, that learning outcomes provided for intern: _____
Signature of internship supervisor on behalf of the University: _____

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

Summary assessment of achieving the required learning outcomes



FAQ



What conditions must be met to complete an internship in a design office abroad?

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
2026/2027
ORGANISATIONAL MEETING



WYDZIAŁ
ARCHITEKTURY

FAQ

? May 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**.



POLITECHNIKA POZNAŃSKA

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WYDZIAŁ
ARCHITEKTURY

FAQ



May 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



May 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)



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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)
- making up the missing part of the internship during the next semester (after March 1, 2026) is possible after obtaining the Dean's **consent to extend the session** and providing the **declaration that completing the internship will not limit the fulfillment of the student's obligations** during the next semester



FAQ



If you cannot find an internship on time, can you start your internship later than October 1?

YES, BUT:

- the **end date of the internship must be extended by the same number of days as the start date**, but no later than the end of the winter examination session (March 1, 2026)
- the **actual start and end dates** of the internship must be entered in the preliminary approval as well as in the internship agreement
- any completion of the internship during the next semester (after March 1, 2026) is possible after obtaining the Dean's **consent to extend the session** and providing the **declaration that completing the internship will not limit the fulfillment of the student's obligations** during the next semester



FAQ

 Can I start my internship earlier than October 1?

YES, IN JUSTIFIED CASES ONLY:

According to *Rules and regulations for student internships on Faculty of Architecture at Poznan University of Technology* pt. 13. a.

in justified cases it is possible to start the internship earlier **with the consent of the internship supervisor at the Faculty of Architecture**, but **not earlier than after the end of the didactic period of the summer semester** preceding the semester in which the internship takes place

- The condition for obtaining the consent of the internship supervisor at the Faculty of Architecture is to **pass all the subjects** in the semester preceding the internship **in the first term**

NOTE:

The Poznań University of Technology provides **insurance** for interns **only during the semester** in which the internship takes place, therefore internships taking place before October 1 are not covered by insurance – in such cases students must **provide insurance on their own**



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PROFESSIONAL INTERNSHIP – DESIGN OFFICE
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FAQ

Time for your questions





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Thank you for attention