



## STUDENT INTERNSHIP AT THE FACULTY OF ENGINEERING MANAGEMENT in the academic year 2024/2025

### Instructions for conduct for practices carried out in the normal mode

RESPONSIBLE	OPERATION SCOPE	TIME LIMIT FOR COMPLETION
Student	Submitting to the internship supervisor Annex 1 to the <u>Internship Regulations</u> – preliminary consent to accept the student for the internship – <b>PRINTOUTS completed in electronic form, two copies of the document.</b> <b>NOTE:</b> Internships should take place during the summer holidays (01.07.2025 – 30.09.2025). If the internship is to take place at a different time, an application should be submitted to the Vice-Dean for Education and Student Affairs with a request to change the internship date – <b>Form 1 Application to change the internship date to FEM</b> . The application should be submitted to the Dean's office – room 117.	Until <b>03.06.2025</b> in accordance with the internship supervisor's duty hours.
Practice supervisor	Deciding whether the internship can take place in accordance with the provisions of the initial consent to accept the student for the internship. <b>Checking whether there are 160 hours, 4 weeks (20 working days), 40 hours per week and information whether the internship is paid or unpaid.</b> <b>IF YES:</b> signing Annex 1 to the Internship Regulations. <b>IF NO:</b> sending information to the student that the internship cannot take place in accordance with the declaration in Annex 1 to the Internship Regulations.	Within 5 working days from the date of submission of Annex 1 by the student.
Student	Collecting a signed preliminary consent to accept the student for an internship from the internship supervisor (Appendix no. 1), <b>scanning the document and sending it simultaneously to:</b> - Internship and Career Center: <a href="mailto:cpik@put.poznan.pl">cpik@put.poznan.pl</a> - Internship Supervisor indicated for the field of study: <a href="mailto:firstname.lastname@put.poznan.pl">firstname.lastname@put.poznan.pl</a> <b>NOTE: The content of the email should include the information listed in the student's essentials published by CPIK.</b>	Within 3 working days from the date of receiving the attachment from the internship supervisor – <b>no later than 14 working days before the start of the internship.</b>
Internship and Career Center	Preparation of relevant documents (Annex 4 or 5 or 6 or 7 to the Internship Regulations) in accordance with the data contained in the accepted Annex 1 to the Internship Regulations and the information sent by the Student in an e-mail.	In accordance with the procedure of the Center for Practice and Careers of the Poznań University of Technology.
Student	Collecting the relevant documents (Annex 4 or 5 or 6 or 7 to the Internship Regulations) from the Internship and Career Centre of the Poznań University of Technology, scanning them and sending them to the internship supervisor.	At least 2 working days before the start of the internship.
Student	Carrying out internships in accordance with the internship program applicable to a given field of study and keeping ongoing internship reports – Appendix 8 to the Internship Regulations.	In accordance with the agreed date of the internship.
Student	Preparation of documents for completing the internship: - copy of the internship agreement or referral (document prepared by the Center for Internships and Careers of the Poznań University of Technology), - Appendix 3 to the Internship Regulations – certificate of completion of the internship, - Appendix 8 to the Internship Regulations – report on the implementation of the internship, - Form 2 Internship completion at FEM – <b>two copies of form no. 2.</b>	No later than 14 working days from the date of completion of the internship. <sup>1</sup>
Student	Passing the internship – going to the internship supervisor's office, submitting prepared documents.	
Practice supervisor	Analysis of documents received from the student and determination of whether it is possible to pass the internship. <b>IF YES:</b> credits from the internship entered in USOS, credits entered on two copies of form 2 and archiving documents. <b>IF NO:</b> return documents to the student for correction.	Within 5 working days from the date the documents are delivered by the student.

Developed by:

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Approved:

Vice Dean for Education  
dr inż. Marta Pawłowska-Nowak

<sup>1</sup> If the internship supervisor is on leave, you should go to the next scheduled internship supervisor's office after the holiday break - then this may be longer than 14 days.