



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

Instructions for internships based on professional experience

RESPONSIBLE	OPERATION SCOPE	TIME LIMIT FOR COMPLETION
Student	Submitting to the internship supervisor <u>Annex 2 to the Internship Regulations</u> - an application for crediting the internship based on professional experience along ¹ <u>with a copy of the employment contract</u> , contract of mandate, contract for specific work or internship contract. The student may submit the documents in electronic form to the internship supervisor's e-mail address, in which case they are obliged to provide the originals during the crediting. If the student will be taking up employment during the summer period, on the basis of which they want to credit the internship, they must also inform the internship supervisor about this.	Until 03.06.2025 in accordance with the internship supervisor's duty hours.
Practice supervisor	Decision on whether internships can be credited based on professional experience. Conditions met simultaneously: • experience gained during studies, • scope of duties consistent with the internship program (achieved assumed learning outcomes) and is documented, • duration 160 hours. Informing the student of the decision (positive or negative).	Within 5 working days from the date of delivery of Annex 2.
Student	Preparation of the internship report – Annex 8 of the Internship Regulations and <u>signing of the report in the enterprise.</u>	21 calendar days from the positive decision of the internship supervisor.
	Professional experience gained in the past during studies in a given field, level and profile.	
	The experience will be gained in the future at a time that will allow the internship to be completed, e.g. summer holidays 2025.	14 working days from the date of completion of the internship.
Student	Passing the internship – going to the internship supervisor's office, submitting: • a report signed by the company, • Form 2 completed in electronic form Passing the internship at FEM – 2 copies. NOTE: If the student provided Annex 2 of the Internship Regulations and a copy of the contract in electronic form, the original documents must be provided when passing.	No later than 7 working days from the date of completion of the internship. ²
Practice supervisor	Analysis of documents received from the student and determination of whether it is possible to pass the internship. IF YES: entered internship credits into USOS and entered credits on two copies of form 2 and archiving documents. IF NO: returned 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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Internship coordinator at FEM
dr inż. Anna Mazur, prof. PP

Approved:

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Vice Dean for Education
dr inż. Marta Pawłowska-Nowak

¹ Please ensure that the scope of duties listed in Annex 2 matches the internship program for your field of study. Please also provide the exact period that should be considered as the internship period – 4 weeks (20 working days).

² If the internship supervisor is on leave, you must go to the next duty after the internship supervisor's leave - then this period may be longer than 14 days.