



## Credit Awarding Procedure for Student Internships under the Curriculum of the Faculty of Computing and Telecommunications of PUT on the Basis of Professional Experience

- 1) A student may be given credit for internship on the basis of professional experience under the provisions of Sec. 8 of the "PUT Student Internships Regulations", hereinafter referred to as "Regulations".
- 2) The credit for internship on the basis of prior professional experience may be given under the condition that the time of employment is concurrent with the time of studies for a given programme, level and profile (Sec. 8(2) of the Regulations).
- 3) The student should deliver to the Internship Supervisor a completed Attachment no. 2 - Application for Crediting an Internship on the basis of professional experience, along with a copy of an employment contract, contract of mandate, contract of specific work or internship contract. The dates and hours of the internship must be consistent throughout the documents and with the plan for a given study programme (160 hours - 4 weeks, i.e. 20 working days, 8 hours each). If the student is employed part-time, the time of employment must be adequately longer, so that it consists of 160 hours. If possible, the work period chosen to serve for internship crediting should be concurrent with holidays in the academic year.
- 4) The Internship Supervisor may agree to give credit for internship on the basis of professional experience gained in the course of own business, provided that the work performed is thoroughly documented. In such a case, the student should provide, in addition to Attachment no. 2, a copy of the contract with the Enterprise on the basis of which work has been performed by the student's own business.
- 5) If the student is only planning to start work which is to serve as the basis of credit for internship, they should inform the Internship Supervisor of this fact, using Attachment no. 2.
- 6) Within 7 days the Internship Supervisor should make a decision if the credit for internship can be given on the basis of the received documents and inform the student accordingly.
- 7) The student should prepare a report on internship completion - Attachment no. 8 to the PUT Internship Regulations.

The report should include all the required information. In Section V. DESCRIPTION OF ACTIVITIES CARRIED OUT BY THE STUDENT DURING THE INTERNSHIP - corresponding to the internship log book), the dates of all dates in a given week should be listed. In the case of a holiday/day off in a given week, it should also be mentioned in the report. By default, each work day lasts 8 hours, so if the work took up less or more time on a given day, it should be expressly stated in the report. The column "List of assignments" should list all activities carried out on a given day. The activities performed by the student should be in line with the internship schedule and with the curriculum for a given study programme. Earnest completion of this part of the report is of great importance to receiving credit for the internship. The dates and hours of the internship must be consistent throughout the documents and with the plan for a given study programme (160 hours - 4 weeks, i.e. 20 working days, 8 hours each).

**NOTE!** The report form relevant for a given study programme, semester and cycle should be downloaded from the Faculty website. Achievement of the required learning effects should be confirmed by a representative of the Enterprise, e.g. a work supervisor or another person serving as



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the Internship Supervisor on behalf of the Enterprise, and by the Internship Supervisor on behalf of the University. In the case of student's own business, the achievement of required learning effects should be confirmed by a representative of the Enterprise that commissioned the work serving as the basis for internship crediting. Credit for the internship will not be given without the confirmation of achievement of required learning effects.

- 8) The student should deliver to the Internship Supervisor a report of internship completion (Attachment no. 8), filled out and signed by a representative of the Enterprise (e.g. a supervisor who served as the Internship Supervisor on behalf of the Enterprise), and an original document confirming the student's employment, if only a photocopy of it has been provided earlier (along with Attachment no. 2). In the absence of a seal, the Enterprise should inform the Internship Supervisor on behalf of the University of this fact, e.g. via an e-mail message sent from the Enterprise e-mail address.
- 9) Upon receiving the documents, the Internship Supervisor takes them into consideration and decides to either give or refuse credit for the internship. In the former case, they enter the credit in the protocol. The Supervisor may return the documents to the student, asking for supplementation.
- 10) The Supervisor may refuse to give credit for the internship in the following cases:
  - a) if the internship consisted of less than 160 hours,
  - b) if the activities listed in the report as performed by the student are not in line with the internship schedule and with the curriculum for a given study programme,
  - c) if the attained learning results have not been confirmed by an authorized person,
  - d) if the Supervisor could not verify the enterprise the student worked at in terms of learning effects.
- 11) Within two weeks of the end of the fall examination session, the Supervisor must deliver the internship-related documents to the Dean's Office or the Integrated Service Centre.
- 12) Within four weeks of the end of the fall examination session, the Supervisor must prepare a report on internships at a given study programme and deliver it to the internship coordinator.
- 13) Any and all faculty internship-related disputes will be settled by the internship coordinator.

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