



Credit Awarding Procedure for Student Internships under the Curriculum of the Faculty of Computing and Telecommunications of PUT

- 1) Student internships at the Faculty of Computing and Telecommunications are realized according to the "PUT Student Internships Regulations", hereinafter referred to as "Regulations".
- 2) The student shall complete all formalities connected with the arrangement of the internship: obtain the consent of the Enterprise and the Internship Supervisor on behalf of the University with regard to the selected internship, and assemble and deliver all the necessary documents to the Internship Supervisor and the Enterprise.
- 3) The arrangement and realization of internships are assisted by the PUT Internship and Careers Service Centre (CSC or CPiK) which offers information about enterprises that have signed cooperation agreements with the University. Internship Supervisors can also provide students with lists of entities which offered internships in the past years.
- 4) The student delivers to the Internship Supervisor a filled out form of Attachment 1 - Preliminary approval of a student's admission for internship - and the internship schedule at least two weeks prior to the internship starting date.

NOTE! The Supervisor may not give credit for the internship if they are not informed about its place and time before the starting date.

- a) If the internship is to take place at another date than in the period indicated in the academic year calendar (usually from early July to mid-September), the student should also attach an application form asking for an internship date change (the form can be downloaded under the "Procedure and Documents" tab).
 - b) In the case of an internship date change:
 - i. if the internship is to take place in the semester to which it is assigned, the permission for a changed date is given by the Internship Supervisor;
 - ii. if the internship is to take place in a different semester than the one indicated in the academic schedule, the permission is given by the relevant Vice-Dean for Education;
 - iii. the application for internship date change should include an internship schedule which is not in conflict with classes at the University (if the internship is to take place outside the holidays).
- 5) The Supervisor considers the received documents within 7 working days and informs the student about his consent or refusal to the internship being realized according to the provided documents.
 - 6) After receiving the Supervisor's consent, the student should send via e-mail a scan of the preliminary approval to CPiK in order for them to prepare the remaining documents: Attachment 4, or 5, or 6, or 7 to the Regulations. Detailed information can be found at: <https://cpk.put.poznan.pl/page/3/dla-studenta>.

NOTE! CPiK will not issue the required documents once the internship has started, during its duration, nor after its completion. Signing the tripartite agreement may take up to 14 days.

- 7) The Enterprise may enter a contract with the student, including an employment contract or a civil-law contract for the duration of the internship. Specific terms of such a contract, including possible remuneration, should be agreed upon by the parties. Signing the contract does not relieve the



student from the duty to adhere to the relevant provisions of the Regulations (Sec. 9(1) of the Regulations).

- 8) Having completed the formalities, the student should carry out the internship according to the internship schedule relevant for a given study programme. The term of the internship should be the same as indicated in the referral, tripartite agreement or internal commitment. The student should keep an internship log book provided in the report on internship completion - Attachment no. 8 to the Regulations (Sec. V. DESCRIPTION OF ACTIVITIES CARRIED OUT BY THE STUDENT DURING THE INTERNSHIP).

The report should include all the required information. In Section V. (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 the Internship Supervisor on behalf of the Enterprise, and by the Internship Supervisor on behalf of the University. Credit for the internship will not be given without the confirmation of achievement of required learning effects.

- 9) The University provides the student with accident insurance and third party insurance for the period of mandatory internship. The policy - valid in Poland and abroad - is available for download before the internship at <https://cpk.put.poznan.pl>. (Sec. 10(4) of the Regulations).
- 10) If the period of the arranged internship extends beyond the internship period defined in the study schedule of a given programme, the student must purchase individual insurance (Sec. 10(5) of the Regulations).
- 11) The Internship Supervisor on behalf of the University is obligated to inspect the propriety of carrying out internships in selected Enterprises. Each inspection should be documented by the Supervisor in the form of a memo. The Supervisor must also make a memo reporting on other abnormal situations.
- 12) After the internship is completed, within 7 working days, the student should deliver the following documents to the Supervisor:
- a) The original document on the basis of which the internship was carried out (internship referral, tripartite agreement or internal commitment) in order to verify the conformance of the actual internship period with the dates given in formal documents.
 - b) Report on Internship Completion - Attachment no. 8 to the Regulations. The report should be correctly filled out and signed by the Internship Supervisor on behalf of the Enterprise. 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.



- c) Certificate of Internship Completion (if issued by the Enterprise) - Attachment no. 3 to the Regulations. The certificate form relevant for a given study programme, semester and cycle can be downloaded from the Faculty website.
- 13) 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.
- 14) 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 student provided documents from a different enterprise than the one stated in the documents serving as the basis of the internship (referral, tripartite agreement or internal commitment).
 - d) if the student changed the internship period without the Supervisor's consent,
 - e) if the Supervisor was unable to contact the Internship Supervisor on behalf of the Enterprise based on the contact information provided in Attachment no. 1 or could not verify the enterprise in terms of learning effects.
- 15) 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.
- 16) 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.
- 17) Any and all faculty internship-related disputes will be settled by the internship coordinator.

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