



ul. Piotrowo 3, pok. 327 (budynek z zegarem), 61-138 Poznań
tel. +48 61 665 20 10, +48 61 665 3837, +48 61 647 5841, +48 61 647 5862
e-mail: cpk@put.poznan.pl, www.cpk.put.poznan.pl
FB: www.facebook.com/centrumpraktykikarier/
REGON 000001608/ NIP 777 00 03 699

GUIDE

Probably after the 3rd year of your studies, you will have to complete a compulsory internship.

One of the first steps is to find out who will be your internship supervisor. This can be a specific person appointed in the department or a thesis supervisor. This is important information, because it is the supervisor who is responsible for passing the internship and with whom you will contact in all matters concerning the internship.

Before starting the search for internships, think about what you would like to do there, what interests you and what is obviously related to your field of study. Search for potential companies, collect contact numbers or email addresses. Then prepare a CV that will match the companies you have selected. On the Internet you can find many websites offering ready-made forms to be filled in. The CV should include, among others:

- **name and surname, photo, address, e-mail address, telephone number, citizenship**

- **education:**

- date of start and end of high school, name of school, profile,
- date of start and end of studies, name of university, major (if in progress, also provide such information).

- **work experience**

- period of employment, name of the employer, type of activity, position, duties (no need to elaborate heavily here, a few bulleted/briefly described duties are enough).

List information on education and work experience chronologically from the last place of study/work to the oldest one.

E.g.:

- Management and Production Engineering
March 2022 – onwards
Poznan University of Technology, Poznan
- Chemical Technology
October 2018 – February 2022
Poznan University of Technology, Poznan

- **skills** - then focus on your skills, e.g. management, organizational, office and administrative, IT. Remember to write them truthfully. Here you can list such skills as: developing and supervising the implementation of the project in the team, organizing training in the field of ..., preparing reports, graphic applications. Also list the programs you came into contact with during your studies, such as AutoCad.

- **language skills** - name of the language, level of language proficiency, certificate obtained if you have any.

- **interests** - this is a very useful section because you can show here what you like to do in your free time.

Don't be afraid to write out your actual interests, not just the repetitive ones typed by every candidate.



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- **others** - driver's license, etc.

In addition to the categories listed here, you can expand your CV with courses and certificates or other training.

You **must** attach the **GDPR clause** to each CV! Keep this in mind, because without it, your employer cannot contact you!

GDPR clause template:

„I hereby give consent for my personal data to be processed by [company name] for the purpose of conducting recruitment for the position for which I am applying.”

or

„I agree to the processing of personal data provided in this document for realising the recruitment process pursuant to the Personal Data Protection Act of 10 May 2018 (Journal of Laws 2018, item 1000) and in agreement with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).”

It is best to paste the clause at the very bottom of your CV.

Once you have your companies selected, your CV ready, it's time to **contact the companies**. It may be your first contact with the labor market. However, don't be stressed! The more applications sent, the better. 2-3 emails sent is definitely not enough to find an internship. Don't be discouraged if you don't get a response from the company for a while. It is possible that they are not recruiting for internships or they have hired interns earlier. You have to try with other companies until you finally succeed.

If you still have difficulties finding an internship, please contact our office by e-mail (cpk@put.poznan.pl). Write what the situation looks like, how many companies have you contacted, which field of study you are from - then we will send you our list of companies with whom you will also be able to contact.

Once you find an internship, contact your tutor to confirm that working for this company can count towards passing the compulsory internship.



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The essentials of an intern with important information are available on our website (cpk.put.poznan.pl) and here:

1. Guidelines for internships can be found in the internship regulations available on the department's website.
2. The student is obliged to familiarize himself/herself with the above-mentioned regulations.
3. The maximum time of practice is 8h/day and 40h/week.
4. The Entrepreneur may refer an intern on a business trip, provided that the cost of the trip is covered by the Entrepreneur.
5. Occupational medical examinations - after receiving approval for the apprenticeship, the trainee is obliged to contact the Company to find out whether medical examinations are required. The Enterprise is obliged to indicate harmful factors. If the student performed occupational medicine examinations at the time of admission, then the student reports to the Dean's Office for a certificate (majors: architecture, interior design, civil engineering, sustainable building engineering, chemical and process engineering, pharmaceutical engineering, environmental engineering, chemical technology, closed loop technologies and environmental protection technologies). Otherwise, referrals are issued by CPiK, before the internship begins.
6. Depending on the department from which the intern is from, the approval of the internship supervisor or thesis supervisor is needed for the internship at a particular enterprise.
7. The student is insured for the duration of the mandatory internship (according to the schedule of the academic year) with regard to accident insurance. The policy will be available for download on the CPiK website (at the end of June).

Then it's time for the documents. The first step you need to take is to check whether your company has a signed agreement with the Poznan University of Technology. To do this, visit our website, go to the student section and on the first blue box is a link to the list of companies with which we have an agreement.

Then if the company has signed an agreement:

- Fill in the PRELIMINARY APPROVAL OF A STUDENT'S ADMISSION FOR AN INTERNSHIP(Appendix 1),
- get the stamp and signature of the authorised person from the company on the preliminary consent,
- forward to the University's internship supervisor for approval,
- attach a scan of the preliminary consent to the email,
- send an email to cpk@put.poznan.pl requesting a referral. The body of the message should include:

Send an email to cpk@put.poznan.pl requesting a referral. The message content should include:

- Full name,
- Department, major,
- Full name of the company,



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- Date of the internship (from.../.../... to .../.../...),
- Working hours ... per week (specify the number of hours per week),
- Working weeks ... (specify the number of weeks),
- Supervisor on the side of the University (name, e-mail address),
- Supervisor on the side of the company (name, e-mail address, phone number),
- Information whether the internship is paid or unpaid.

Please send an email to CPiK with the necessary data to issue a referral at least **7 days before** the internship.

The document will be available for pickup at the CPiK office, and we will inform you by email. The referral is usually issued within **two working days**.

NOTE!

It is not possible to issue a referral after the internship has started, during the internship, or after the internship has ended.

Then if the company has not signed the agreement:

- Fill in the PRELIMINARY APPROVAL OF A STUDENT'S ADMISSION FOR AN INTERNSHIP(Appendix 1),
- get the stamp and signature of the authorised person from the company on the preliminary consent,
- forward to the University's internship supervisor for approval,
- attach a scan of the preliminary consent to the email,
- send an email to cpk@put.poznan.pl requesting a referral. The body of the message should include:
 - Full name,
 - Department, major,
 - Full name of the company,
 - Date of the internship (from.../.../... to .../.../...),
 - Working hours ... per week (specify the number of hours per week),
 - Working weeks ... (specify the number of weeks),
 - Supervisor on the side of the University (name, e-mail address),
 - Supervisor on the side of the company (name, e-mail address, telephone),
 - Information whether the internship is paid or unpaid.

4 trilateral contracts (they can not be photocopies or scans) with the internship plan attached (also 4 times) should be sent/delivered to our office at least 10 working days before the start of the internship. If this is not possible, the internship date should be changed to a later date.

Then you need to pick up copies of the agreement in person. One copy stays in the CPiK office, one is for you, another for the internship supervisor/thesis supervisor and the last for the company.



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It is also possible to do an internship at the department. To do this, you need to find out if there are any projects, etc. being carried out that you can take part in for internship credit, then contact the person in charge of the project and ask about the possibility of taking part in it.

Commitment applies. In order to obtain an agreement template with a short instruction, please contact us by e-mail.

Internship inside PP structures

- Fill in the PRELIMINARY APPROVAL OF A STUDENT'S ADMISSION FOR AN INTERNSHIP(Appendix 1),
- get the stamp and signature of the PP Institute Director on the preliminary consent,
- submit to the University's internship supervisor for approval,
- fill in the INTERNAL COMMITMENT (Appendix no. 7), sign and print it in 3 copies,
- deliver the documents to the CPiK - a contract number will be assigned - (remember to fill in the /faculty abbreviation/year section),
- forward to Director of PP Institute for signature.

OTHER IMPORTANT INFORMATION

- In case of any doubts about internships (their duration, schedule, and, above all, their passing), please consult with the faculty internship supervisor.
- CPiK is not responsible for the credit for internships – the credit is given directly to the Faculty, to the internship supervisor.
- If the company requires a certificate of student status then with a request for such document, go to the dean's office.

An appendix to the contract is the **internship plan**. **Without this document, the contract will not be signed**. Please provide the internship plan with each of the four contracts - we are not a photocopy shop :)

It is not possible to issue a trilateral contract after the internship has started, during the internship or after the internship has ended. The contract should be completed on the computer. Illegible contracts will not be accepted.

While doing your internship, you will need to keep all the necessary logs, write reports that will be needed to pass the internship. The required documents differ from department to department, so check the department's website for what you will need.

Once your internship is over, it's time to pass it. With all the required documents, go to your internship supervisor/thesis supervisor.