



STUDENT INTERNSHIP AT THE FACULTY OF MANAGEMENT ENGINEERING in the academic year 2023/2024

Instructions for conduct for practices carried out in the normal mode

RESPONSIBLE	OPERATION SCOPE	TIME LIMIT FOR COMPLETION
Student	Provide the placement supervisor with Appendix 1 to the Placement Regulations - preliminary agreement of the student's admission to the placement - two copies of the document filled in legibly . PLEASE NOTE: Internships should take place during the summer holidays set out in the academic year schedule (01.07.2024 - 30.09.2024). If the internship is to take place on a different date, an application should be submitted to the Vice-Dean for Education and Student Affairs requesting a change of the internship date - Form 1 Application for Change of Internship Date at the FEM .	Until 03.06.2024 according to the dates of the practice supervisor's duty.
Practice supervisor	Making a decision whether the internship can take place in accordance with the provisions on the student's preliminary consent to accept the student for the internship. IF YES: sending a scan of the signed Appendix 1 to the Regulations of Internships to CPIK and to the Student. IF NO: sending information to the student that the internship cannot take place in accordance with the declaration in Annex 1 to the Regulations of internships.	Within 5 working days from the date of delivery of Appendix 1 by the student.
Student	Receive the signed pre-approval of the student's admission to the internship from the internship supervisor, scan the document and send it simultaneously to: - Internship and Career Centre: cpik@put.poznan.pl - the Internship Supervisor indicated for the course of study: first.name.surname@put.poznan.pl NOTE: In the body of the email, indicate the information listed in the student handbook published by the ICC (CPIK PP).	Within 3 working days of receiving the attachment from the practice supervisor - no later than 7 working days before the start of the practice .
Practice Center and Careers	Preparation of relevant documents (Annex 4, or 5, or 6, or 7 to the Regulations of Internships) in accordance with the data contained in the approved Annex 1 to the Regulations of Internships.	In accordance with the procedure of the Center for Practice and Careers of the Poznań University of Technology.
Student	Implementation of internships in accordance with the internship program in force in a given field of study and ongoing reporting on internships - Annex 8 to the Regulations of internships.	As of the date on the tripartite agreement, referral or internal commitment.
Student	Preparation of documents to complete the internship: - photocopy of the internship or referral agreement (document prepared by CPIK) - Appendix 3 to the Regulations of internships - certificate of completion of internships - Appendix 8 to the Regulations of internships - report on the implementation of the internship - Form 2 Passing the internship at the WIZ	No later than 7 working days from the date of completion of the internship ¹ .
Student	Passing the internship - going to the office of the internship supervisor, providing the prepared documents.	
Practice supervisor	Analysis of the documents received from the student and finding whether it is possible to pass the internship. IF YES: credits from internships entered into eProto and notification of the student about obtaining credits and the possibility to collect the signed form 2 Crediting internships at WIZ. IF NO: return the documents to the student for correction.	Within 5 business days from the date of delivery of documents by the student.
Student	Submission of the form signed by the guardian 2. Passing the internship at WIZ to the Dean's Office of WIZ PP/ZCO.	Within 3 working days.

¹ If the internship supervisor is on leave, you should go to the nearest appointed duty hours of the internship supervisor.

Developed by:

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Approved:

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