

Internship Programme Regulations for outstanding second-cycle students of Poznan University of Technology in the academic year 2024/2025

§ 1

General provisions

1. The Internship Programme is intended to prepare outstanding second-cycle students for employment as academic teachers by developing their teaching, research, and organisational skills, thereby supporting the development of the staff of Poznan University of Technology.
2. The Internship Programme is addressed to students of second-cycle studies at Poznan University of Technology.
3. Under the Internship Programme, two student-interns shall be employed at each faculty, under a civil law contract, remunerated on a lump-sum basis.
4. The Dean of the faculty, following consultations with the Directors of Institutes, and taking into account staffing needs and the unit's development plans, shall determine the research area in which there is a need to increase research and teaching potential, and within which the internship shall be carried out at the given faculty.

§ 2

Internship recruitment process

1. A student interested in participating in the Internship Programme shall submit an application (Attachment No. 1) to the Dean of the relevant faculty. The application shall include a justification of the student's aptitude for work as an academic teacher, prepared by the supervisor of the student's diploma thesis (first- or second-cycle) or by the student's prospective academic mentor.
2. The Dean of the faculty shall appoint a Faculty Committee responsible for evaluating candidates' applications. The Committee shall consist of the Dean, the Director of the Institute in which the student-intern is planned to be employed, and at least one member of the academic staff. The work of the Committee shall be chaired by the Dean.
3. The internship is planned for the period from 1 November 2024 to 30 September 2025, divided into two stages (November 2024 – March 2025, April 2025 – September 2025), subject to § 4 section 6 of these Regulations.

§ 3

Candidate assessment

1. The Faculty Committee shall evaluate candidates in terms of their aptitude for work as academic teachers, with particular emphasis on the international dimension of the planned activities, taking into account:
 - a) motivation for scientific development and future academic career (0-5 points),
 - b) outstanding academic results and prior involvement in scientific activities (0-25 points),
 - c) the student's activity for the benefit of the University and faculty (0-10 points),
 - d) communication and teaching skills as well as aptitude for working with students (0–10 points).
2. The Faculty Committee shall invite selected candidates for an interview.
3. The Faculty Committee shall prepare a ranking list of candidates for employment in the internship, taking into account the number of points obtained in the evaluation process.

§ 4

Employment and course of the internship

1. The candidates who occupy the two highest positions on the ranking list shall be employed for the internship for a period of five months, i.e. from November 2024 to March 2025.

2. The Dean shall appoint an Internship Supervisor (the diploma thesis supervisor or prospective academic mentor), who shall oversee the work of the student-intern and support them in conducting research and performing tasks within the internship.
3. The Director of the Institute in which the internship is to be carried out shall be responsible for preparing the documents concerning the employment of the student-intern, in accordance with the rules applicable at the University.
4. The student-intern shall receive remuneration specified in the civil law contract (Attachment No. 2).
5. The Internship Supervisor, in agreement with the student-intern, shall define an individual scope of tasks, taking into account in particular the intern's participation in:
 - a) research conducted at the unit, with emphasis on its international dimension,
 - b) preparation of publications, patents, utility models, trademarks, industrial designs, or grant applications,
 - c) research or implementation projects and scientific conferences,
 - d) undertaking international research and teaching cooperation,
 - e) assisting in academic classes conducted by a university teacher,
 - f) supervising a student research group,
 - g) preparing a research plan concerning further scientific development,
 - h) the faculty's outreach and science popularisation activities.
6. In the final month of the first stage of the internship, the Internship Supervisor shall conduct an evaluation of the student-intern's activities, analysing progress in the implementation of tasks, development of teaching competences, and prospects for an academic career (Attachment No. 3). The evaluation results shall be presented to the Faculty Committee, which shall decide on continuation or termination of the internship.
7. The duties of the intern shall not interfere with the intern's student obligations.

§ 5

Continuation or early termination of the internship

1. In the case of a positive decision of the Faculty Committee, the student-intern shall be employed for the second stage of the internship, i.e. from April 2025 to September 2025.
2. In the case of a negative evaluation, the Faculty Committee shall decide not to continue the intern's employment. The Faculty Committee may propose employment for the internship in the period from April 2025 to September 2025 to the next person on the ranking list.

§ 6

Final provisions

1. Upon completion of the internship, the Internship Supervisor shall prepare a final evaluation of the student-intern, which shall form the basis for issuing a reference and, if applicable, a recommendation for further employment at the University. Such recommendation shall not constitute a guarantee of employment at the University.
2. The University reserves the right to introduce amendments to these Regulations.
3. Any disputes arising in the course of the internship shall be resolved by the Dean of the faculty in consultation with the Faculty Committee and the parties concerned.
4. Any matters not provided for in these Regulations shall be decided by the Rector.

**Application form for admission to the Internship Programme for outstanding
second-cycle students of Poznan University of Technology
in the academic year 2024/2025**

I hereby apply for admission to the Internship Programme for outstanding second-cycle students of
Poznan University of Technology in the academic year 2024/2025.

- I declare that I have read and accept the Regulations of the Internship Programme for outstanding
second-cycle students of Poznan University of Technology in the academic year 2024/2025

Name and surname	
Faculty	
Field of study	
Student ID No.	
E-mail address (PUT domain)	
Contact phone no.	
Cover letter (maximum 1,000 characters including spaces)	
Previous scientific activity	

<p>Student's activity for the benefit of the University and Faculty (confirmation by supervisors of such activity must be attached)</p>	
<p>Date of submission</p>	<p>Candidate's signature</p>

<p>Recommendation, including justification of the candidate's aptitude for work as an academic teacher (to be completed by the supervisor of the first-cycle diploma thesis, or the planned supervisor of the second-cycle diploma thesis, or a prospective academic mentor)</p>	
<p>Name and surname, signature</p>	

TO BE COMPLETED BY THE DEAN'S OFFICE / STUDENT AFFAIRS CENTRE

Title, supervisor, and grade of the first-cycle diploma thesis	
Academic results: - grade average from first-cycle studies - grade average from the first semester of second-cycle studies	

TO BE COMPLETED BY THE FACULTY COMMITTEE

Candidate evaluation:

Criterion	Points awarded
Motivation for scientific development and future academic career (0-5 points)	
Academic achievements and previous scientific activity (0-25 points)	
Student's activity for the benefit of the University and Faculty (0-10 points)	
Communication and teaching skills, and aptitude for working with students (0-10 points)	
TOTAL	

Ranking position and decision of the Faculty Committee regarding admission to the internship

Faculty Committee

Dean

Members:

.....

Contract of Mandate No. 00/00/0000/

(MPK/year/sequential number)

This contract of mandate (hereinafter referred to as the “*Contract*”) concluded on.....,

between:

Poznan University of Technology, hereinafter referred to as the “*Principal*”, represented by:

.....
(name, surname, position)

and

..... residing at

PESEL/ID No.:, hereinafter referred to as the “*Contractor*”,

jointly hereinafter referred to as the “*Parties*”.

§ 1.

1. The Principal hereby entrusts, and the Contractor undertakes, to perform on their own behalf but for the benefit of the Principal the following activities (MPK number) :
 - A.
 - B.
 - C.

§ 2.

1. The mandate shall be carried out by the Contractor within the period from to
2. If the subject of the Contract is performed by an entity other than a public body, the provisions of the Act of 19 July 2019 on ensuring accessibility for persons with special needs shall apply, taking into account the minimum requirements for ensuring accessibility to persons with special needs as defined in Article 6 of the said Act.

§ 3.

1. The Contractor shall receive remuneration in the gross amount of , with the total number of working hours amounting to
2. The remuneration referred to in section 1 shall be payable by bank transfer to the Contractor’s account in the month following the execution of the mandate, and in the case of a mandate lasting longer than one month, remuneration shall be payable on a monthly basis.
3. The condition and basis for payment of the remuneration referred to in section 2 shall be the submission by the Contractor to the Principal of a correctly issued invoice–report together with proper confirmation of the number of hours worked in performance of the Contract in each month, the template of which constitutes an annex to this Contract.
4. In the event of failure by the Contractor to submit the invoice referred to in section 3, the Contract shall be terminated with immediate effect.
5. The Principal declares that it holds the status of a large enterprise within the meaning of the Act of 8 March 2013 on counteracting excessive delays in commercial transactions. This information is provided in accordance with the requirement set out in Article 4c of the aforementioned Act.

§ 4.

1. The Contractor shall have the right to access any documentation held by the Principal that is necessary for the performance of the mandate.
2. Should such documents not be available, the Principal shall be obliged to provide the Contractor with the necessary information.

§ 5.

1. The Contractor undertakes to hold valid medical examinations and health & safety (OHS) training.
2. The Contractor undertakes to pay the Principal a contractual penalty in the amount of 10% of the gross remuneration referred to in § 3 in the event of non-performance or improper performance of the mandate.
3. The above provisions do not exclude the possibility of pursuing further damages, even exceeding the amount of the contractual penalty, on the basis of general principles.

§ 6.

During the term of the Contract, as well as after its termination or expiration, the Contractor undertakes not to disclose or communicate to any third parties any information concerning the Principal that has not been made public.

§ 7.

1. For the proper performance of the subject matter of this Contract, the Principal shall provide the Contractor with access to the Principal's premises located in the building room together with the property located therein.
2. The Contractor declares that they assume full material responsibility up to the amount of the damage established by the Principal in respect of the said property, and undertakes to cover the damage immediately upon request for its settlement.
3. The Contractor declares that they assume full responsibility for any other costs incurred by the Principal in connection with damage to the property entrusted to the Contractor.

§ 8.

1. Any amendments to the Contract shall, in order to be effective, require written form.
2. The information clause constitutes an annex to this Contract.
3. The court competent to resolve any disputes arising from the performance of this Contract shall be the court having jurisdiction over the Principal's registered office.
4. The law applicable to this Contract shall be Polish law, in particular the Polish Civil Code and other statutes.
5. This Contract has been executed in two identical counterparts, one for each Party.

Principal:

Contractor:

EVALUATION OF STUDENT INTERN ACTIVITY

Name and surname	
Faculty	
Field of study	
Student ID no.	
E-mail address (PUT domain)	
Assessment of progress in the performance of assigned tasks:	
Development of scientific potential:	
Development of teaching competences:	
Prospects for an academic career:	
Date	Name, surname and signature of the supervisor