

Rules of the Internship Programme for outstanding second-cycle students at Poznan University of Technology in the academic year 2025/2026

§ 1

General Provisions

1. The Internship Programme is intended to prepare outstanding second-cycle students for careers as academic teachers by developing their teaching, research and organisational competences as part of the academic staff development at Poznan University of Technology.
2. The Internship Programme is intended for second-cycle students at Poznan University of Technology.
3. Under the Internship Programme, two student interns shall be engaged by each faculty under a civil law contract with remuneration paid as a lump sum.
4. Following consultations with the directors of the institutes, the Dean shall determine, taking into account the faculty's staffing needs and development plans, the research area in which there is a need to strengthen the faculty's research and teaching potential and within which the internship will be carried out.

§ 2

Recruitment Process

1. A student wishing to participate in the Internship Programme shall submit an appropriate application (Attachment No. 1) to the Dean of the relevant faculty. The application shall include a justification of the candidate's aptitude for employment as an academic teacher, prepared by the supervisor of the student's diploma thesis (first- or second-cycle) or the student's prospective research supervisor.
2. The Dean shall appoint a Faculty Committee responsible for evaluating the applications. The Committee shall consist of the Dean, the Director of the institute in which the student intern is to be engaged, and at least one member of the academic staff. The Committee shall be chaired by the Dean.
3. The internship is planned to run from 1 November 2025 to 30 September 2026, divided into two stages (November 2025 – March 2026 and April 2026 – September 2026), subject to § 4(6) of these Rules.

§ 3

Assessment of Candidates

1. The Faculty Committee shall assess candidates with regard to their aptitude for employment as academic teachers, with particular emphasis on the international dimension of the planned activities, taking into account:
 - a) motivation for academic development and a future academic career (0–5 points),
 - b) outstanding academic performance and previous involvement in research activities (0–25 points),
 - c) the student's contribution to the University and the faculty (0–10 points),
 - d) communication and teaching skills, as well as aptitude for working with university students (0–10 points).
2. The Faculty Committee shall invite selected candidates to an interview.
3. The Faculty Committee shall prepare a ranking list of candidates for internship appointments based on the number of points awarded during the assessment process.

§ 4

Appointment and Course of the Internship

1. The two candidates placed highest on the ranking list shall be appointed to internships for a period of five months, from November 2025 to March 2026.
2. The Dean shall appoint an internship supervisor (the student's thesis supervisor or prospective research supervisor) who shall supervise the student intern's work and provide support in conducting research and carrying out internship tasks.

3. The Director of the institute in which the internship is to be carried out shall be responsible for preparing the documentation relating to the appointment of the student intern, in accordance with the procedures applicable at the University.
4. The student intern shall receive the remuneration specified in the contract of mandate (Attachment No. 2).
5. The internship supervisor shall agree an individual scope of duties with the student intern, including in particular participation in:
 - a) research conducted within the organisational unit, taking into account its international dimension;
 - b) the preparation of publications, patents, utility models, trademarks, industrial designs and grant applications;
 - c) research or implementation projects and scientific conferences;
 - d) international research and teaching cooperation;
 - e) classes conducted by an academic teacher (teaching assistance);
 - f) supervision of a student scientific association;
 - g) the preparation of a research plan for the student's further academic development;
 - h) the faculty's science outreach and promotional activities.
6. During the final month of the first stage of the internship, the internship supervisor shall evaluate the student intern's performance by assessing progress in completing assigned tasks, the development of teaching competences and the student's prospects for a future academic career (Attachment No. 3). The results of the assessment shall be presented to the Faculty Committee, which shall decide whether the internship is to continue or be terminated.
7. The intern's duties must not interfere with the student's academic obligations.

§ 5

Continuation or Early Termination of the Internship

1. Where the Faculty Committee issues a positive decision, the student intern shall be appointed for the second stage of the internship, i.e. from April 2026 to September 2026.
2. Where the assessment is negative, the Faculty Committee shall decide not to continue the student intern's appointment. The Faculty Committee may propose that the next candidate on the ranking list be appointed to the internship for the period from April 2026 to September 2026.

§ 6

Final Provisions

1. Upon completion of the internship, the internship supervisor shall prepare a final evaluation of the student intern. This evaluation shall form the basis for issuing a reference and, where appropriate, a recommendation for further employment at the University. Such a recommendation shall not constitute a guarantee of employment by the University.
2. The University reserves the right to amend these Rules.
3. In particularly justified cases related to academic staff development needs, the Rector may, at the request of the Dean, approve an increase in the number of internships within the limits of the funds allocated for this purpose.
4. Any disputes arising during the implementation of the internship shall be resolved by the Dean of the faculty in consultation with the Faculty Committee and the parties concerned.
5. Any matters not provided for in these Rules shall be decided by the Rector.