



## CAREERS SERVICE CENTRE

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e-mail: [cpk@put.poznan.pl](mailto:cpk@put.poznan.pl), [www.cpk.put.poznan.pl](http://www.cpk.put.poznan.pl)  
FB: [www.facebook.com/centrumpraktykikarier/](https://www.facebook.com/centrumpraktykikarier/)

### TRAINEE'S HANDBOOK - IMPORTANT INFORMATION:

1. The guidelines for internships can be found in the internship regulations available on the department's website.
2. The maximum daily standard of practice is **8 hours, 40 hours per week**.
3. An employer may send an trainee to a delegation provided that employer covers the cost of the delegation.
4. **Medical examination** - once you have been approved for an apprenticeship, you should contact the Company to find out if a medical examination is required. The company is obliged to indicate **harmful factors**. If they do not indicate these, it is understood that they are not required.  
If the student/graduate has performed medical examinations at the time of enrolment, he/she reports to the Dean's Office / CSS for the certificate: ( faculties: architecture, interior architecture, construction, sustainable construction, chemical and process engineering, pharmaceutical engineering, environmental engineering, chemical technology, closed loop technology).  
Otherwise, referrals are issued by CPiK, before the practice starts.
5. **Accident and personal injury insurance**.  
For the period of the obligatory internship (according to the schedule of the academic year and the regulations), the student is **insured for accident insurance and third-party liability**. If the internship lasts longer than specified in the regulations, then the student must take out insurance for the remaining time on his/her own.  
A certificate of insurance will be available to download from the CPiK website at the end of June.

## FORMALITIES

### STEP 1:

- completion of the **PRELIMINARY APPROVAL OF STUDENT ACCEPTANCE FOR PRACTICE** (Appendix 1),
- obtaining the company stamp and signature of an authorised person from the company on the preliminary approval,
- submitting to the University's internship supervisor for approval,

### STEP 2:

Checking on [www.cpk.put.poznan.pl](http://www.cpk.put.poznan.pl) under 'For the Student' if a company has a partnership agreement in place.

### IF YES

### REFERRAL FOR PRACTICE

- attaching a readable scan of the preliminary approval to the email,
- sending an email to [cpk@put.poznan.pl](mailto:cpk@put.poznan.pl) requesting a referral. The message in the email should include:

- name
- faculty, department,
- full name of the company,
- date of the traineeship (from.../.../... to.../.../...),
- at the rate of ..... weeks (specify number of weeks),
- ..... hours per week (specify number of hours per week),

Example:

**01.07 - 28.07.2025 is equal to 4 weeks.**

**01.07 - 31.07.2025 is 4 weeks and 3 days.**

- University supervisor (name, e-mail address),
- company supervisor (name, e-mail address, telephone),
- information whether the internship is paid or unpaid.

- Sending an email to the CPK with the necessary details to issue a referral at least **7 days** before the start of the practice.
- The document will be available for pick-up at the CPiK office within **2 (working) days**.
- It is not possible to make a referral after the practice has started, during the practice or at the end of the practice.

IF NO	
<p>- attaching a readable scan of the preliminary approval to the email, - sending an email to <a href="mailto:cpk@put.poznan.pl">cpk@put.poznan.pl</a>. The content of the message should include:</p> <ul style="list-style-type: none"> <li>• name</li> <li>• faculty, department,</li> <li>• full name of the company,</li> <li>• date of the internship (from.../.../... to.../.../...),</li> <li>• at the rate of ..... weeks (specify number of weeks),</li> <li>• ..... hours per week (specify number of hours per week),</li> </ul> <p><u>Example:</u>  <b>01.07 - 28.07.2025 is an equal 4 weeks.</b>  <b>01.07 - 31.07.2025 is 4 weeks and 3 days.</b></p> <ul style="list-style-type: none"> <li>• Supervisor on the university side (name, e-mail address),</li> <li>• Supervisor on the company side (name, e-mail address, telephone),</li> <li>• Information whether the internship is paid or unpaid (<b><u>difference in contract clause!</u></b>).</li> </ul>	<p><b>CPiK will contact the company to arrange a form of cooperation</b> ( contract or tripartite agreement) or send the student the required documents by e-mail.</p>
<p>4 copies of the trilateral agreement (in the original - these cannot be photocopies or scans) <u>with the internship plan and preliminary approval attached (also in 4 copies)</u> must be delivered to the CPiK office <b><u>at least 10 working days</u></b> before the start of the internship. If this is not possible, the date must be changed to a later date.  <b>PLEASE DELIVER THE WHOLE SET OF DOCUMENTS TOGETHER!</b></p>	<ul style="list-style-type: none"> <li>• It is not possible to issue a tripartite agreement after the start of the internship, during the internship or after the end of the internship</li> <li>• The agreement should be completed on a computer. Unreadable contracts will not be accepted.  <b><u>The document must include a header with the Polytechnic's logo and a footer</u></b></li> </ul>
PRACTICE WITHIN THE PP STRUCTURE	
<p>- filling in the <b><u>INTERNAL COMMITMENT</u></b> (Appendix 7), signing and printing in 3 copies,  - forwarding to the Director of the PP Institute for signature.  - delivery of the documents to CPiK with the Preliminary Approval attached to each copy of the commitment,  - a contract number will be assigned - (please remember to fill in the /departmental abbreviation/year section),</p>	<ul style="list-style-type: none"> <li>• Sending an email to CPiK requesting an example of document.</li> <li>• Feedback from CPK with template agreement and instruction.</li> </ul>

### **IMPORTANT!**

- **Supervisor / duty hours / availability** - information on departmental pages or in the dean's offices / CSS.
- **If you have any doubts about your internship** (duration, framework plan, completion), please consult your faculty internship supervisor.
- **Certificate of student status** - please ask for this document from the Dean's Office / CSS.
- **Credit for internships** - this is done directly with the supervisor at the Faculty.