

INTERNSHIPS - important information

In the academic year 2025/2026, internships should be conducted from July 6, 2026 to September 9, 2026.

Compulsory internship in the first-cycle studies:

- Chemical Technology full-time studies after the 6th semester - **6 weeks**

Compulsory internship in the second-cycle studies:

- Chemical Technology, specialization: Composites and Nanomaterials after the 1st semester - **4 weeks**

The student is obliged to complete the internship according to the working hours applicable in the company (**from 6 to 8 hours a day, i.e. from 30 to 40 hours a week**) in the number of weeks specified for individual fields of study.

Before you start looking for internships, please check out:

- the framework program of internships for your field of study available at <https://www.fct.put.poznan.pl/praktyki>
- the list of companies that have accepted students from our faculty for internships in previous years.

Then search for a company for internships (write and send your CV and cover letter).

Once you find a company for your internship...

- Find **PRELIMINARY APPROVAL OF ADMISSION FOR AN INTERNSHIP** (Attachment 1 on <https://www.fct.put.poznan.pl/praktyki>). It must be filled in by the student, signed by the internship supervisor in the company, and sent by e-mail to the internship supervisor in the Faculty of Chemical Technology (dr. Justyna Werner, justyna.werner@put.poznan.pl)
- The preliminary approval with the signatures of **both** supervisors should be sent by e-mail (cpk@put.poznan.pl) to the Center of Internships and Careers (CPK) in order to receive:
 - **REFERRAL** (if the university has an agreement with the company)
 - A tripartite **AGREEMENT WITH THE UNIVERSITY** (if the university does not have a signed agreement with the company). The waiting time for a tripartite agreement is 14 days. The internship plan is an appendix to the tripartite agreement. Without this document, the contract will not be signed
or
 - **INTERNAL COMMITMENT** (internships in a project at the Faculty of Chemical Technology, PUT)

Caution: It is not possible to issue a referral / tripartite agreement after the commencement of the internship, during its duration, or after its completion. It MUST be issued before starting the internship.

Medical certificate

- ✓ If you need a copy of a certificate of occupational medicine examinations, it may be obtained from the Centre of Student Affairs.
- ✓ For specialized tests required by the company, a fee is required that is covered by the company or the student.

The insurance

- ✓ In the case of tripartite agreements, referrals and internships in projects at the Faculty of Chemical Technology, students are insured for the duration of the internship by the Poznan University of Technology under group insurance (a copy of the policy should be available on the website of the Center for Internships and Careers) cpk@put.poznan.pl

Documents needed to complete the internship

To receive credit for the internship, the following original documents must be submitted to Internship Coordinator – dr. Justyna Werner by **September 23, 2026**:

- 1 copy of the contract (**referrals, agreement with the university, or internal commitment**)
- **CERTIFICATE OF INTERNSHIP COMPLETION (Attachment 3)** with the company's stamp and signature of the internship supervisor from the company,
- **REPORT OF INTERNSHIP COMPLETION (Attachment 8)** with the company's stamp and signature of the supervisor from the company (each week of internships should be described on a separate sheet of the attachment).

Completion of internships based on professional experience

To receive credit for the internship, the following documents must be submitted to Internship Coordinator – dr. Justyna Werner by **September 23, 2026**:

- ✓ A photocopy of the employment contract,
- ✓ Scope of duties (if not specified in the contract) with the company's stamp and signature of the employer (the duties should coincide with the framework program of internships for a given field of study),
- ✓ Proof of the number of hours worked (required 30-40 hours per week) if not specified in the contract,
- ✓ **Application for crediting internships based on professional experience (Attachment 2)**.

Changes in the date of internships

The consent of the Vice-Dean for Student Affairs is required for **APPLICATION FOR A CHANGE OF THE INTERNSHIP DATE (Attachment 9)**. It is important that the application for consideration is addressed to the Vice-Dean for Student Affairs - Prof. Agnieszka Zgoła-Grześkowiak.