

Rules of Apprenticeship of full-time and part-time students of the Faculty of Civil Engineering and Transport of Poznań University of Technology

Legal basis

Regulation of the Minister of Science and Higher Education of 14.11.2018r. on the characteristics of second-cycle learning outcomes for qualifications at levels 6-8 of the Polish Qualification Framework

Regulations for First and Second Degree and Uniform Master's Degree Studies, adopted by the Academic Senate of Poznań University of Technology, Resolution No. 144/2016-2020 of 24 April 2019.

I. General information

1. The Rules of Apprenticeship are supplementary to the provisions of the Rules of Studies of the Poznań University of Technology (hereinafter referred to as the University) for the students of the Faculty of Civil Engineering and Transport (hereinafter referred to as the Faculty).
2. Compulsory apprenticeships are carried out at the University and outside the University, the latter with the participation of external companies.
3. Dates of the apprenticeship are generally specified in the study programme, and are detailed in the academic year schedule, while the apprenticeship at the part-time studies may also be carried out during the teaching period of any semester preceding the deadline for completing the apprenticeship.
4. Each apprenticeship provided for in the study programme shall be accompanied by an ECTS card specifying general guidelines for the completion of the apprenticeship, common for all diploma profiles or specialisations in a given field of study, separately for full-time and part-time studying programmes. Responsible for its content shall be the respective supervisor (or supervisors) of the apprenticeship.
5. Apprenticeship supervisors are appointed by the Faculty Council. The list of apprenticeship supervisors is published on the Faculty website.
6. In extraordinary circumstances (e.g. pandemic) the Dean, in agreement with the Rector for Education, may change the date of realisation and conditions for crediting of the apprenticeship.
7. The University operates the Centre for Apprenticeships and Careers (Centrum Praktyk i Karier – CPiK), which acts as an intermediary in the relationship between the employer and the student of the Faculty, for the purposes of compulsory apprenticeships.
8. A student may apply for an apprenticeship outside the University in a time period other than that provided for in the academic year timetable, but not later than the end of the semester in which the apprenticeship is planned, with the additional responsibility of:

- a) obtaining the consent of the apprenticeship supervisor and the Dean of Education,
 - b) making a statement that the apprenticeship does not restrict the fulfilment of the student's duties during the semester,
 - c) concluding a civil liability and accident insurance contract for the period of the apprenticeship – if the student is not insured under collective agreements concluded by CPiK.
9. The student may complete the practical placement in a company where he/she is already employed under an employment contract. However, this does not exempt the student from meeting the conditions specified in the scope of responsibility in part III of the Rules.
10. The student may apply for credit for the in-service training on the basis of a work experience performed during the period of study under an expired contract if he/she:
- a) obtains the consent of the apprenticeship supervisor,
 - b) provides, as a basis for the credit, a report on the work experience compliant in its scope with the report for the apprenticeship carried out outside the University, excluding data from CPiK.
11. In special cases, after obtaining the consent of the apprenticeship supervisor, the student may apply for the credit for the apprenticeship on the basis of his/her one-man business activity which is consistent with the scope of the apprenticeship. In this case, the student should include in the apprenticeship report: the data of the ordering companies (names and addresses of companies, firms, business contact details of their representatives), the duration of contracts (in total not less than the duration of the placement), the detailed scope of personally completed work, certificates of the ordering companies representatives.
12. In the cases that are not covered by the current Rules, the decision is made by the Dean of the Faculty or his/her plenipotentiary.

II. Apprenticeships carried out at the University

1. The apprenticeship supervisor is responsible for:
 - a) making the apprenticeship programme available to the students, at the latest one month before the date of commencement of the apprenticeship as given in the academic year schedule,
 - b) organising and conducting the apprenticeship,
 - c) crediting (or not crediting) the student apprenticeship.
2. The supervisor of the apprenticeship carried out at the University may appoint plenipotentiaries to perform tasks within the scope of his/her responsibility.
3. The student is responsible for:

- a) getting to know the guidelines of the practice supervisor concerning the organisation of the practice and the conditions for credit,
- b) realisation of the apprenticeship programme.

III. Apprenticeships with external companies

1. The apprenticeship supervisor is responsible for:
 - a) organising the part of the apprenticeship supported by the University,
 - b) preparing and making available to the students the programme forms of the planned apprenticeship and the report on the completed apprenticeship, at the latest three months before the date of commencement of the apprenticeship, specified in the academic year schedule,
 - c) approving (or not approving) the student's proposed apprenticeship programme,
 - d) visiting the apprenticeship site (randomly, optionally),
 - e) crediting (or not crediting) the apprenticeship, with an appropriate annotation on the apprenticeship report sheet,
 - f) successive submission of student reports on the completion of the apprenticeship (with a credit note) to the Faculty Dean's Office, for full-time students, or the Integrated Service Centre (Zintegrowane Centrum Obsługi – ZCO), for part-time students, no later than two weeks after the credit note is made.
2. The student is responsible for:
 - a) preparing, in collaboration with the representative of the company where the apprenticeship will be carried out, the apprenticeship programme (on an appropriate form, with the confirmation of the company representative),
 - b) obtaining approval of the location, date and programme of the practical placement by the apprenticeship supervisor
 - c) signing a contract with the company, in cooperation with the CPiK,
 - d) preparation and submission of the apprenticeship report to the supervisor.
3. The programme of the apprenticeship carried out with the participation of external companies includes basic (obligatory) and additional (optional) data, while the basic ones include:
 - a) the title of the document (Apprenticeship Programme),
 - b) date of drafting,
 - c) student data (surname, first name, album number, course, mode and grade of studies, diploma profile / specialisation, semester, academic year),
 - d) data of the company,

- e) details of the representative of the company, including business telephone number and/or e-mail address,
 - f) location and time period of the practical placement (start date, end date, working hours per week),
 - g) scope of the planned activities involving the student,
 - h) certification of the company representative.
4. The student's report on the placement carried out outside the University includes basic (obligatory) and additional (optional) data, while the basic data include:
- a) the title of the document (Report on pre-graduate/professional placement),
 - b) date of preparation,
 - c) student data (surname, first name, album number, field of study, mode and degree, diploma profile / specialisation, semester, academic year),
 - d) data of the enterprise,
 - e) details of the representative of the company, including business telephone number and/or e-mail address,
 - f) place and time frame of the practical placement (start date, end date, working hours per week),
 - g) the number of the CPiK referral or the number of the CPiK tripartite agreement or an attachment with an apprenticeship commitment (if the placement is at the University)
 - h) description of the activities performed by the student during the placement,
 - i) certification of the company representative and his/her opinion on the student's attitude during the placement.
5. With the reference to the apprenticeships carried out outside the University, the Faculty publishes (on its web site):
- a) detailed guidelines for the realisation of apprenticeship,
 - b) forms of the apprenticeship programme
 - c) forms of the student's apprenticeships report.