

**REGULATIONS AND DETAILED RULES FOR THE IMPLEMENTATION OF STUDENT PROFESSIONAL
INTERNSHIP AT THE FACULTY OF ARCHITECTURE OF THE CRACOW UNIVERSITY OF TECHNOLOGY
IN AGREEMENT WITH THE CHAMBER OF ARCHITECTS OF THE REPUBLIC OF POLAND**

1. Student professional internship, also called professional work placement, is carried out as part of the study programme in the field of Architecture at the Faculty of Architecture of the Cracow University of Technology, hereinafter referred to as the University.
2. The internship meets the requirements set out in the Regulation of the Minister of Science and Higher Education of 18 July 2019 on the standard of education preparing for the internship in the profession of architect (Journal of Laws 2019, item 1359) and the Regulation of the Minister of Investment and Development of 29 April 2019 on professional preparation for the performance of independent technical functions in construction (Journal of Laws 2019, item 831) as well as meets the requirements set out in the Regulations of the Faculty of Architecture at the Cracow University of Technology and in the Procedure for the organisation of student professional internship in the first- or second-cycle studies with an academic profile at the Cracow University of Technology.
3. The internship is carried out in cooperation with the Chamber of Architects of the Republic of Poland, hereinafter referred to as IARP, outside the University's headquarters, based on the infrastructure of design offices called External Entities. The University supports students in searching for a place and an application for internship in an External Entity.
4. The internship is intended to familiarise students with the issues of the design process under the supervision of a person holding independent professional licenses in the architectural specialisation, being an active member of the Chamber of Architects, and having professional experience acquired in design and construction activities, hereinafter referred to as the internship supervisor on behalf of an External Entity. During the internship, the Student also has the opportunity to actively participate in the design process and systematise and supplement existing and theoretical knowledge.
5. Coordination and supervision over the implementation of the apprenticeship is carried out by the Dean's Representative for Internships appointed by the Dean. On the part of the University, direct supervision of students practising professional internship is provided by internship supervisors.
6. Students hold professional internships after the third year of the first cycle at the Faculty of Architecture in semester 7 (winter semester). Implementing the internship on a date other than the specified one must not cause a conflict with the dates of didactic classes and requires written consent from the internship supervisor. There is no possibility of an internship earlier than after the completion of course classes in semester 6.
7. The internship has a duration of 450 teaching hours (i.e. 337.5 clock hours) carried out over a period of not less than 15 weeks.
8. The details of the implementation of the internship and the scope of the obligations of the parties participating in it are specified in the "Agreement on the organisation of student professional internship" concluded each time and individually between the University and the External Entity (Annex No. 3 to these Regulations).

9. A student completing a professional internship is not entitled to remuneration for this. The Agreement does not exclude remuneration by the External Entity and can be settled directly between the External Entity and the Student in accordance with applicable law.
10. All activities related to the search for a place and the application for internship in an External Entity rest with the Student. The Students may carry out these activities on their own or by means of the Student Professional Internship System made available by the IARP.
11. In the case of using the Student Internship System made available by the IARP, all activities related to the application for the internship and confirming its results take place electronically through this system.
12. In the case of using the Student Internship System made available by IARP, the Student shall upload their portfolio including selected projects from the previous course of studies. By uploading their portfolio, the Student agrees to the processing of their personal data (name, surname, data placed on the portfolio, telephone number, e-mail address) for the purposes of recruitment as part of professional internship and for the purposes resulting from the implementation of the statutory tasks of the Chamber of Architects of the Republic of Poland.
13. Internship recruitment is carried out from 1 May to 30 September each year. However, in justified cases, it is allowed to carry out the recruitment at other times with the consent of the internship supervisors.
14. The recruitment process for professional internship is carried out as follows:
 - a) if it is required by an External Entity, the Student prepares an application for admission to student professional internship (Appendix 1 to these regulations); in the case of using the Student Internship System provided by IARP, the application referred to may be replaced by an electronic confirmation of the Student's admission to the internship by an External Entity;
 - b) if the internship is carried out on a date other than specified in these regulations, the Student submits an application constituting Annex 2 to these regulations to the internship supervisor;
 - c) the Student provides two identical copies, signed by the person representing the External Entity and the Dean's Representative for Internships, of the "Agreement on the organisation of student professional internship" (Annex 3 to these Regulations), one for the supervisor of the internship on behalf of the University and for the External Entity in which the internship is carried out; upon receipt of the "Student Internship Organization Agreement", the External Entity may register it in the Student Internship System provided by the IARP.
15. During the internship, the Student is obliged to comply with the rules set out in the "Agreement on the Organization of Student Professional Internship" concluded between the University and the External Entity.
16. The internship is credited after its completion by the University's internship supervisor. Credit is awarded on the basis of the report on the course of the Student's professional internship, in the form specified in Annex 4 to these Regulations. The report should contain a textual part in a concise form describing the course of the internship, illustrated with graphic materials prepared by the Student (e.g. conceptual drawings and fragments of architectural documentation of at least a simple building, including, among others, the whole or fragments of the land development design, plans of individual storeys, cross-sections, façades, architectural and construction details) and additional materials indicating the Student's activity and confirming the acquired skills and

knowledge (e.g. conceptual sketches, analyses, visualisations, photographs, etc.). The report should include up to 5 pages with graphics - illustrations should be annotated with an appropriate comments, optionally larger drawings folded into A-4 format may be included. The accuracy of the report must be confirmed by the supervisor on behalf of an External Entity.

17. In extraordinary cases, the Dean's Representative for Internships, in accordance with the relevant supervisor of the internship on behalf of the University, may decide on the credit for the apprenticeship and its assessment.
18. After completion of the internship, the Student may ask the supervisor on behalf of an External Entity for confirmation of a set of completed documents required by the Chamber of Architects in qualification procedure in matters of granting professional licenses in the architectural specialisation, i.e.:
 - a) a summary of the completed professional internship in the form specified in Annex 5 to the Regulations of the qualification procedure in matters of granting professional licenses in the architectural specialisation of the IARP (Annex 5 to these Regulations);
 - b) a statement confirming the completion of the internship in the form specified in Annex 5a to the Regulations of the qualification procedure in matters of granting professional licenses in the architectural specialisation of the IARP (Annex 5a to these Regulations).

The decision on confirmation or rejection of the documents mentioned above is taken by the supervisor on behalf of the External Entity.

19. In accordance to the notation of § 2.3 of the Regulation of the Minister of Investment and Development of 29 April 2019 on professional preparation for the performance of independent technical functions in construction (Journal of Laws 2019, item 831) for the internships carried out by the Student after the completion of the third year of studies, the correctly completed documents referred to in point 17 a and b of these Regulations should be respected by the IARP Qualification Committee in the process of applying for granting professional licenses.
20. The final date for confirmation or non-confirmation of the Student's internship by External Entities is set on the last day of the didactic classes of the winter semester. This deadline applies both to paper-based confirmations and to entries made in the Student Professional Internship System made available by the IARP.
21. The deadline for submitting the documents constituting the basis for crediting the internship to the supervisors at the University and the dates of the evaluation entries in the ehms system are each time determined by the internship supervisors in consultation with the Dean's Representative for Internships.
22. Students who have not been registered for semester 7 are not allowed to apply for internship.
23. In the case of internship abroad, the application and crediting process is done by analogy and using the same documents as the national procedure. For internships abroad, the External Entity's supervisor may only be a person with appropriate professional qualifications in a given country, adequate to the national construction qualifications in the architectural specialisation.