

Rules of the Internship Programme for outstanding second-cycle students at Poznan University of Technology in the academic year 2026/2027

§ 1

General provisions

1. The internship programme is aimed at preparing outstanding second-cycle students to work as academic teachers by developing didactic, research and organizational skills as part of the development of Poznan University of Technology staff.
2. The internship programme is intended for second-cycle students at Poznan University of Technology.
3. As part of the internship programme, each Faculty may employ two student interns under civil law contracts with flat-rate remuneration.
4. After consulting the Directors of the institutes and taking into account the staffing needs and development plans of the unit, the Dean of the Faculty determines the research area in which there is a need to strengthen the Faculty's research and teaching potential and in which the internship will be carried out.

§ 2

Recruitment process for the internship

1. A student interested in participating in the internship programme submits an appropriate application to the Dean of a given Faculty (Attachment No. 1). The application contains a justification of predisposition to work as an academic teacher, which is prepared by the diploma thesis supervisor (first or second degree) or a potential research adviser of the student.
2. The Dean of the Faculty appoints the Faculty Committee, which will be responsible for evaluating the candidates' applications. The Committee consists of the Dean, the Director of the institute in which the employment of the student intern is planned and at least one member of the academic staff. The work of the Committee is headed by the Dean.
3. The internship is planned for the period from 1 November 2026 to 30 September 2027, divided into two stages (November 2026 – March 2027, April 2027 – September 2027) and subject to § 4 point 6 of the Rules.

§ 3

Evaluation of candidates

1. The Faculty Committee evaluates candidates in terms of their predisposition to work as an academic teacher, with particular emphasis on the international nature of the planned activities, taking into account:
 - a) motivation for scientific development and future academic career (0-5 points),
 - b) academic performance and previous involvement in scientific activities (0-25 points),
 - c) student's activity for the benefit of the University and the Faculty (0-10 points),
 - d) communication and teaching skills and predisposition to work with academic youth (0-10 points).
2. The Faculty Committee invites selected candidates for an interview.
3. The Faculty Committee draws up a ranking list of candidates to be employed as interns, taking into account the number of points obtained in the evaluation process.

§ 4

Employment and course of the internship

1. Candidates, occupying the top two positions in the ranking list, are offered an internship for a period of five months, i.e. from November 2026 to March 2027.

2. The Dean indicates an internship supervisor (academic supervisor or future research adviser) who will supervise the work of a student intern and support him/her in conducting research and carrying out tasks as part of the internship.
3. The Director of the institute where the internship will be carried out is responsible for the preparation of documents regarding the employment of a student intern, on the terms and conditions adopted at the University.
4. A student intern receives remuneration specified in the contract of mandate (Attachment No. 2).
5. The internship supervisor establishes an individual scope of tasks with a student intern, taking into account in particular his/her participation in:
 - a) research work carried out in the unit, taking into account its international character,
 - b) preparation of publications, patents, utility models, trademarks, industrial designs, grant application,
 - c) research or implementation projects and scientific conferences,
 - d) international research and didactic cooperation,
 - e) conducting classes by an academic teacher (assistance),
 - f) supervising a science club,
 - g) development of a research plan for further scientific growth,
 - h) the Faculty's outreach activities.
6. In the last month of the first stage of the internship, the internship supervisor conducts the evaluation of a student intern's activity, analyzing the progress in the performance of tasks and the development of teaching competences, as well as a prognosis for the future academic career (Attachment No. 3). The results of the evaluation are presented to the Faculty Committee, which decides on the continuation or termination of the internship.
7. The duties of an intern must not interfere with the duties of a student.

§ 5

Continuation or early termination of the internship

1. In the event of a positive decision of the Faculty Committee, a student intern is hired for the second stage of the internship, i.e. from April 2027 to September 2027.
2. In the event of a negative evaluation, the Faculty Committee decides not to continue employing a student intern. The Faculty Committee may offer internship employment in the period from April 2027 to September 2027 to another person from the ranking list.

§ 6

Final provisions

1. After the end of the internship, the internship supervisor prepares the final evaluation of a student intern, which will be the basis for issuing a credential and possible recommendation for further work at the University. This recommendation does not constitute a guarantee of employment at the University.
2. The University reserves the right to make changes to the Rules.
3. In particularly justified cases of the need for staff development, at the request of the Dean, the Rector may agree to increase the number of internships within the available funds allocated for this purpose.
4. Any disputes that arise during the internship will be resolved by the Dean of the Faculty in consultation with the Faculty Committee and interested parties.
5. Situations not provided for in the Rules are decided by the Rector.