THE FACULTY OF ARCHITECTURE POZNAN UNIVERSITY OF TECHNOLOGY

**RULES OF OFFICE TRAINEESHIP**

**for second cycle students of Architecture at the Faculty of Architecture**

1. Place and duration:

Office traineeship is obligatory for all second cycle students of the Faculty of Architecture. Total duration of the traineeship is two weeks in July or August.

The traineeship may take place at private or public design, architecture, or urban planning offices located in Poland or abroad.

1. After completed traineeship the students get a pass entry in their student’s credit books, without a specific grade.
2. Design offices are usually sought through individual contacts due to the specifics of respective offices and student's domicile address. Due to the work specifics, one design office may train one or maximum two trainees at a time.
3. Students are entitled to make use of the offer of the Training and Career Centre for Students and Graduates of Poznan University of Technology.
4. Traineeship program:
	* getting familiar with the organisation of the institution, its tasks, and forms of management
	* getting familiar with the current design, and executive practice of the office
	* getting familiar with the office structure, and the tasks of respective employees
	* participation in design and execution works as agreed with the office, and approved by the traineeship coordinator
	* discussing own suggested solutions with the employees of the office
5. Receiving credit for the traineeship:
	* on the basis of “Traineeship Journal” and “Opinion” on the course of the traineeship issued by the traineeship coordinator and confirmed by the office manager.
6. It is acceptable to confirm completed traineeship on forms prepared by the office (letterhead), provided that they contain all information included in the template.
7. It is recommended, that the form of traineeship course description in the Traineeship Journal is concise, i.e. 2-3 tasks / 1 day.