



**Regulation
of the Rector of Gdańsk University of Technology
No. 7/2026 of 16 February 2026**

adopting the Student Internship Rules at Gdańsk University of Technology

Pursuant to Article 23(1) of the Act of 20 July 2018 – Law on higher education and science (consolidated text: Journal of Laws 2024, item 1571, as amended), the Rector has adopted this regulation:

- § 1** The Student Internship Rules at Gdańsk University of Technology are adopted, as set out in the Annex to this regulation.
- § 2** As of the date this regulation enters into force, Rector's Regulation No. 31/2024 of 27 August 2024 on the Student Internship Rules at Gdańsk University of Technology shall be repealed.
- § 3** This regulation shall enter into force on 23 February 2026.

Rector

Prof. Krzysztof Wilde, Corresponding Member of the Polish Academy of Sciences

Annex
to the Rector's Regulation
No. 7/2026 of 16 February 2026

Student Internship Rules at Gdańsk University of Technology

Gdańsk 2026

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These Rules govern student internships at Gdańsk University of Technology, including for full-time and part-time students, and set out the rights and responsibilities of students undertaking internships. They apply to students and staff of Gdańsk University of Technology (hereinafter “Gdańsk Tech” or the “University”) involved in the internship process.

These Rules are based on the Act of 20 July 2018 – Law on higher education and science (consolidated text: Journal of Laws 2024, item 1571, as amended) and the Study Rules of Gdańsk Tech.

§ 1 GENERAL PROVISIONS

1. These Gdańsk University of Technology Student Internship Rules (the “Rules”) establish how internships that are part of degree programs are completed and evaluated, as determined by the University Senate for each program, level, and profile.
2. Internships (hereinafter “internships”) are an integral part of the degree program and must be completed for credit, without a grade.
3. Internships are carried out by both full-time and part-time students in accordance with the duration specified in the degree program approved by the University Senate. Internships should not begin earlier than the fourth semester of the first-cycle (bachelor’s) studies.
4. The purpose of an internship is to give students hands-on experience that lets them apply and test the knowledge, skills, and social competencies they have developed during their studies. Among the main goals of the internship are:
 - 1) gaining an understanding of the work specifics in various positions within the industry relevant to the student’s field of study;
 - 2) acquiring new knowledge, practical skills, and social competencies;
 - 3) applying the knowledge and skills acquired during the studies in a real-world setting;
 - 4) gaining an understanding of the industrial teamwork environment;
 - 5) exploring personal strengths and opportunities in the job market and building professional contacts;
 - 6) developing effective teamwork skills, including maintaining work quality, meeting deadlines, collaborating properly with colleagues and other units at the internship site, taking initiative, and working efficiently as part of a team.
5. Internships are assigned ECTS credits and learning outcomes in accordance with the study program.
6. The dean is responsible for the proper conduct of internships at the faculty. Direct supervision and coordination of internships is performed by the dean’s delegate for internships, hereinafter referred to as “the delegate”.
7. The dean approves the internship framework program (Appendix 1) for a given field of study run at the faculty.
8. Students enrolled in interfaculty programs complete their internships under the supervision of the delegate responsible for their specific program within the faculty.
9. The student completes the internship at a workplace of their choice (such as a company, institution, organization, etc.) whose profile (or position) is consistent with their field of study. The student’s direct supervisor during the internship at the workplace is the workplace internship supervisor, hereinafter referred to as the “supervisor.”
10. These Rules define the conditions for completing an internship and are based on the following documents, taking into account the specifics of each study program:
 - 1) Internship framework program (Appendix 1)
 - 2) Individual internship program (Appendix 2)
 - 3) Medical examination referral (Appendix 3)
 - 4) Internship agreement for students of Gdańsk Tech (Appendix 4)
 - 5) Placement referral (Appendix 5)
 - 6) Internship observation report (Appendix 6)
 - 7) Certificate of completed internship (Appendix 7)

- 8) Internship completion report (Appendix 8)
- 9) Internship evaluation questionnaire (Appendix 9)
11. The internship is carried out on the basis of the “Internship agreement for students of Gdańsk Tech,” concluded prior to the start of the internship between Gdańsk Tech and the internship provider, or under framework agreements. Agreements concluded by Gdańsk Tech apply to internships taking place in Poland.
12. The internship agreement for Gdańsk Tech students can be based on a modified or custom template, depending on the internship’s scope, location, the nature of the host organization, or relevant industry regulations. Any such modifications must be approved by the University’s legal counsel, data protection officer (DPO), and the dean of the respective faculty.
13. With the prior approval of the dean, a student may complete an internship abroad or as part of an international exchange program, such as IAESTE or ERASMUS+, provided all other internship requirements set out in these Rules are met.
14. Upon the student’s request, the delegate may recognize activities performed as part of employment, a traineeship, or volunteering as fulfilling the internship requirements, provided they enabled the student to achieve the learning outcomes specified in the study program. Credit for ongoing or completed work, traineeships, or volunteering may be granted if all other requirements set out in these Rules are met and the activities took place no earlier than the fourth semester. A “traineeship” is understood as an agreement of this type entered into by the student with a company, including, for example, a “Student internship agreement” or a “Graduate internship agreement” under the Act on graduate internships (2009).
15. Where internships are carried out under existing agreements, the student may obtain a placement referral (Appendix 5), if required by the internship provider.
16. With the dean’s approval, a student may complete internships beyond those required by the study program.
17. Internships that involve exposure to hazardous or harmful conditions may only be undertaken with appropriate medical clearance, as required under labor law. Students undertaking such internships must complete the required medical examinations before the internship begins, based on a referral issued by the faculty, and submit a copy of the medical certificate in advance. Completing these examinations is required in order to enter into the internship agreement.
18. The University does not cover any costs associated with internships, such as travel, meals, or accommodation. Students completing internships under an agreement between the University and the internship provider may apply for discounted summer housing in a student residence for the duration of the internship, based on a referral issued by the Dean’s Office.
19. The faculty should cover the costs of organizing and running internships—such as materials, document printing and distribution, student insurance, and travel expenses for staff visiting internship sites—using funds allocated to teaching activities.

§ 2 DUTIES OF THE DEAN’S DELEGATE FOR INTERNSHIPS

1. The delegate, as defined in the study rules, is responsible for ensuring that the internship program aligns with its objectives and intended learning outcomes. The delegate is authorized, together with a representative of the internship provider, to resolve matters related to the conduct of the internship.
2. The delegate’s duties and responsibilities include, but are not limited to:
 - 1) collaborating with internship providers to organize internship placements,
 - 2) reviewing internship providers to ensure their activities align with the student’s field of study and the learning outcomes specified for the program,
 - 3) providing students with information about the organization of internships,
 - 4) creating a course on the eLearning (eNauczanie) platform,
 - 5) receiving and verifying documents submitted by students,

- 6) completing the course outline,
- 7) coordinating the preparation of documents related to the internship and its completion,
- 8) cooperating with the program committee in developing the framework internship program,
- 9) observing selected internships,
- 10) reviewing and finalizing internships for substantive and formal compliance upon completion,
- 11) preparing internship reports containing statistical data and other information required by the faculty authorities,
- 12) approving internship completion and entering results in official records.

§ 3 RULES FOR COMPLETING THE INTERNSHIP

1. The choice of internship placement is the student's responsibility. As a general rule, internships should be completed outside Gdańsk Tech and are not recommended in a family-owned company or under the supervision of a family member. In justified cases, the dean may approve the completion of an internship within University units, for example, as part of a scientific, research, or industrial project.
2. The weekly duration of the internship should be between 10 and 40 hours.
3. Students are required to complete their internship during the summer break or within a semester designated for this purpose in the study program. In exceptional cases, and with the dean's approval, the internship may be completed at another time, provided the student confirms that it does not conflict with scheduled academic classes.
4. During the internship, students are required to complete at least three tasks from the Internship framework program (Appendix 1) relevant to their field of study.
5. All documents related to the internship must be processed in accordance with the communication procedures established by the faculty.

§ 4 INTERNSHIP COMPLETION AND CREDIT

1. Before starting the internship, students must complete all required formalities both with the host organization and at the University, including registering the internship on the designated university platform. The required formalities include, in particular:
 - 1) Internship carried out under an individual or framework agreement between the University and the host organization:
 - a) agreeing on the internship dates, obtaining the host organization's approval, and submitting an individual internship plan to the delegate;
 - b) obtaining the delegate's approval and, where required under §3(3), the dean's consent;
 - c) providing a valid medical certificate confirming fitness to undertake the internship, where required.
 - 2) Internship credited on the basis of employment, traineeship, or voluntary work:
 - a) if the internship has not yet started and is to be carried out under an agreement between the student and the host organization (e.g. an employment contract, civil law contract, traineeship agreement, or volunteer agreement), the student must submit an individual internship plan, a copy of the relevant agreement, and, where applicable, the dean's consent (§3(3)), and obtain approval from the delegate;
 - b) if the student is currently employed or has previously been employed, they must submit a copy of the relevant contract, a certificate from the employer confirming the scope of duties, and, where applicable, the dean's consent (§3(3)), and obtain the delegate's approval for the internship to be credited on this basis.
 - 3) Internship credit based on international exchange programs (e.g., IAESTE, Erasmus+):
 - a) submitting the internship plan and scope to the delegate and obtaining their approval for credit.
2. For internships carried out in Poland under an individual agreement between the host organization and Gdańsk University of Technology, the University sends the agreement to the host organization

for signature. The University may also provide a signed copy. The agreement is considered effective once it has been signed by both parties.

3. For internships carried out in Poland under a framework agreement between the host organization and Gdańsk Tech, the University issues a placement letter to the host organization.
4. For internships carried out in Poland under an agreement between the host organization and Gdańsk Tech, the University provides students with accident insurance coverage.
5. The University will only sign an internship agreement if all required documents, as outlined in §4(1)(1), are submitted at least 14 days before the internship start date.
6. If an internship involves confidential information and cannot be fully reported, the dean's approval must be obtained before the internship begins, and the required documentation must be agreed in advance.
7. Internship credit is awarded upon submission of complete and correct documentation in accordance with the Internship Rules. Upon completion of the internship, all required formalities must be completed via the designated platform within 14 calendar days of the internship end date, and no later than the last day of the resit examination period. Any submission after this deadline requires prior approval from the dean.
8. The required formalities include submitting the following documents via the designated platform:
 - 1) for internships carried out under an agreement between Gdańsk Tech and the employer:
 - a) an internship completion certificate (Appendix 7) signed by the workplace supervisor;
 - b) an internship report (Appendix 8);
 - c) an internship evaluation questionnaire (Appendix 9).
 - 2) for internships credited on the basis of employment, traineeship, or volunteering:
 - a) a copy of the agreement on which the internship is based. The agreement must specify the parties, the subject matter, the duration, and the nature of the duties performed during the internship;
 - b) an internship completion certificate (Appendix 7) or an employment certificate confirming the scope of duties performed and the number of working hours;
 - c) an internship report (Appendix 8);
 - d) an internship evaluation form (Appendix 9).
 - 3) for internships credited through international exchange programs (e.g., IAESTE, Erasmus+):
 - a) proof of internship completion required under the relevant exchange program;
 - b) an internship report (Appendix 8);
 - c) an internship evaluation form (Appendix 9).
9. Internship credit may require an interview with the designated delegate or an assessment committee.

§ 5 FINAL PROVISIONS

1. While on the employer's premises, the student is subject to the rules and regulations in force at the workplace.
2. The student is required to complete the internship in accordance with the Individual Internship Plan (Appendix 2) and, in addition, to:
 - 1) comply with the rules, order, and discipline in force at the host organization,
 - 2) complete required OHS training and comply with applicable rules,
 - 3) observe professional secrecy and maintain confidentiality of information as required by the host organization,
 - 4) follow instructions from the host organization's management,
 - 5) arrive at the workplace at the time specified by the internship supervisor,
 - 6) record and justify any absences,

- 7) report to the supervisor and the delegate any issues that may adversely affect the internship program,
 - 8) comply with the internship rules set by the University.
3. In matters not covered by these Rules, the Gdańsk Tech Study Rules and generally applicable law shall apply.



Gdańsk, [date]

**Internship Framework Program for [<program>] students
at the Faculty of [<faculty>], Gdańsk Tech**

The internship framework program is aligned with the intended learning outcomes of the study program approved by the University Senate. The workplace supervisor prepares an individual internship plan for each student, which is approved by the internship delegate.

I. The internship program must include at least three selected tasks from the following skills set:

- U1 [*as defined in the internship framework program for the degree program*]
- U2 [*as defined in the internship framework program for the degree program*]
- U3 [*as defined in the internship framework program for the degree program*]

II. In addition to the skills listed above, the student must develop specific social competencies during the internship (at least one from each category below):

1. Demonstrates readiness to uphold and promote appropriate standards of conduct in the workplace and beyond, make independent decisions, critically evaluate their own work as well as that of teams and organizations they are involved in, and take responsibility for the outcomes of their actions, including:
 - adhering to professional ethical standards and holding others to the same standards,
 - respecting and upholding the profession's traditions and achievements.
2. Demonstrates readiness to critically assess their knowledge and recognize the importance of knowledge in solving theoretical and practical problems.
3. Demonstrates readiness to fulfill social responsibilities, contribute to community initiatives, take action in the public interest, and think and act in an entrepreneurial manner.
4. Demonstrates the ability to work effectively in a team, plan and carry out both individual and team tasks, communicate effectively, and adhere to shared values and principles of collaboration.

Gdańsk, [date]

Individual Internship Plan

I. Student of the Faculty of [<faculty>], Gdańsk University of Technology

Name: [<first and last name>] Student ID: [<student number>]
Semester: [<semester number>]
Program: [<program of study>]

II. Host organization

Host organization name: [<name of host organization>]
NIP:[< Tax Identification Number>].....
REGON: [<regon>]
Host organization address: [<address>]

[Student signature] Gdańsk, [date]

This document was generated electronically and does not require a signature. Identity verified via the Gdańsk University of Technology Central Account.

III. Internship details

Host organization supervisor's name:
Phone:
Email:
Internship location (address):
Host organization website:

Internship type:

- a) agreement between Gdańsk Tech and the host organization (unpaid)
- b) existing framework agreement between Gdańsk Tech and the host organization (unpaid)
- c) agreement between the student and the host organization:
 - unpaid traineeship (including unpaid internship or graduate internship)
 - paid traineeship (including paid internship or graduate internship)
 - volunteering
 - employment contract civil law contract
 - other: (dean's approval required)

Internship period: from ___ - ___ - _____ to ___ - ___ - _____ planned number of hours¹: ____

Position / role (related to field of study)²:

Working hours (or equivalent)³:

For internships based on an agreement between Gdańsk University of Technology and the host organization (options a and b), the University provides access to required occupational health examinations as follows: [from the system]

- required
- not required

.....
Host organization stamp

¹ Provide the total number of internship hours or the equivalent number of working hours.

² Indicate the position or scope of duties related to the field of study (for employment contracts and traineeships).

³ Provide the average working time in hours per week, hours per month, or part-time/full-time equivalent. Working time: 10–40 hours per week.

IV. Host organization statement

The host organization confirms that it will implement the following elements of the internship program, in particular those related to the skills and competencies listed in the appendix to this document.

Elements to be completed⁴:

The host organization agrees to accurately complete the Internship completion certificate and permits the student to report on the course and scope of the internship, provided that no confidential information or trade secrets are disclosed. The host organization also ensures that at least 30% of the internship hours involve direct contact or the possibility of direct contact with the supervisor.⁵

The host organization agrees to allow selected materials to be used in the internship report and in the presentation during the university assessment.

In the case of concluding an Internship Agreement for students of Gdańsk University of Technology, the agreement will be signed in the following form:

paper version

electronic version with a digital signature submitted via the electronic document management system EZD

electronic version with a digital signature sent via email

.....

.....
Host organization supervisor's signature
Company stamp

⁴ List the selected items from the internship program (e.g. U1, U4, U8)

⁵ The faculty may increase the required percentage of hours if the nature of the internship in a given study program requires a higher level of direct contact.

Gdańsk, [*<date>*]

(University stamp)

REFERRAL FOR MEDICAL EXAMINATION

In accordance with the Regulation of the Minister of Health of 26 August 2019 on medical examinations for candidates for secondary schools and higher education institutions, participants in vocational qualification courses, students of such schools and courses, and doctoral students (Journal of Laws 2019, item 1651), I hereby refer the following person for a medical examination:

Full name [*<full name>*] date of birth [*<date of birth>*] PESEL [*<pesel>*]

Student of the Faculty of [*<faculty>*]

.....

Program name [*<program name>*].....

During the internship, the above-mentioned student will be exposed to the following harmful, adverse, or hazardous factors to health: [*<to be completed based on the agreement between Gdańsk Tech and the company conducting medical examinations; according to the risk factors specified by the faculties>*]

.....

Stamp and signature of the referring person

UMOWA

o organizację praktyk zawodowych studentów Politechniki Gdańskiej¹ *Internship Agreement for students of Gdańsk University of Technology*

zawarta w dniu [<data>] w Gdańsku
concluded on in Gdańsk

pomiędzy następującymi Stronami:
between the following Parties

Politechniką Gdańską z siedzibą w Gdańsku, ul. Gabriela Narutowicza 11/12, 80-233,
Gdańsk University of Technology with headquarters in Gdańsk, ul. Gabriela Narutowicza 11/12, 80-233

reprezentowaną przez² [<osoba podpisująca w imieniu wydziału>]
represented by

.....,

zwaną dalej „Uczelnią”
hereinafter referred to as the University

a
and

[<host organization>]

reprezentowaną/ym przez [<pole tekstowe>]
represented by

.....,

zwaną/ym dalej „zakładem pracy”,
hereinafter referred to as the host organization

o następującej treści:
with the following terms

§ 1 Cel umowy *Purpose of the contract*

1. Stosownie do art. 107 Ustawy Prawo o szkolnictwie wyższym i nauce z dnia 20 lipca 2018 r. (t.j. Dz.U. z 2024 r., poz. 1571, z późn. zm.) oraz programu studiów Uczelnia kieruje, a zakład pracy przyjmuje celem odbycia praktyk zawodowych studenta [ki]:

Pursuant to Article 107 of the Law on higher education and science of 20 July 2018 (consolidated text: Journal of Laws 2024, item 1571, as amended), and in accordance with the study program, the University assigns, and the host organization accepts, the student for the purpose of completing an internship.

[<full name, student id>]
zwanego dalej „studentem”.
hereinafter referred to as student.

¹ The agreement must be printed double-sided and initialled on each page.

² Enter the appropriate delegate for the relevant study program.

2. Uczelnia przekazuje ww. dane osobowe zakładowi pracy, który staje się ich administratorem w myśl RODO³. Zebranie przez zakład pracy innych danych osobowych wymaga odrębnej podstawy prawnej (w tym zgody) na przetwarzanie tych danych.

The University provides the above personal data to the host organization, which becomes the data controller within the meaning of the GDPR. The collection of any additional personal data by the host organization requires a separate legal basis (including consent) for the processing of such data.

§ 2 Czas trwania praktyk zawodowych

Duration of internship

Student /studentka odbędzie praktykę zawodową w zakładzie pracy w okresie

The student will complete the internship at the host organization during the period

od dnia [<kalendarz>] do dnia [<kalendarz>].....
from to

§ 3 Program Praktyk Zawodowych

Internship program

Uczelnia oraz zakład pracy ustalają następujący Indywidualny program praktyk.

The University and the host organization agree on the following Individual Internship Plan.

Załącznik nr 2 Regulaminu praktyk zawodowych studentów Politechniki Gdańskiej.

Appendix No. 2 to the Student Internship Rules at Gdańsk University of Technology.

§ 4 Obowiązki Uczelni

Responsibilities of the University

Uczelnia zobowiązuje się do:

The University agrees to:

- 1) zapoznania studentów z Regulaminem praktyk zawodowych studentów Politechniki Gdańskiej,
familiarize students with the Student Internship Rules at Gdańsk University of Technology
- 2) wyznaczenia pełnomocnika ds. praktyk zawodowych, celem rozstrzygnięcia spraw związanych z przebiegiem praktyk zawodowych wspólnie z opiekunem praktyk zawodowych wyznaczonym po stronie zakładu pracy.
appoint the internship delegate responsible for resolving matters related to the internship in cooperation with the internship supervisor appointed by the host organization
- 3) ubezpieczenia studenta od następstw nieszczęśliwych wypadków⁴
provide students with personal accident insurance cover

§ 5 Obowiązki zakładu pracy

Responsibilities of the host organization

Zakład pracy zobowiązuje się do:

The host organization agrees to

- 1) potwierdzenia przyjęcia i odbycia przez studenta praktyki zawodowej,
confirm the student's acceptance and completion of the internship,

³ Rozporządzenie Parlamentu Europejskiego i Rady (UE) 2016/679 z dnia 27 kwietnia 2016 r. w sprawie ochrony osób fizycznych w związku z przetwarzaniem danych osobowych i w sprawie swobodnego przepływu takich danych oraz uchylenia dyrektywy 95/46/WE (ogólne rozporządzenie o ochronie danych).

Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)

⁴ Zapis ma zastosowanie do obowiązkowych praktyk zawodowych (realizowanych zgodnie z programem studiów).

This provision applies to compulsory internships (carried out in accordance with the curriculum).

- 2) wyznaczenia opiekuna praktyk zawodowych, celem rozstrzygnięcia spraw związanych z przebiegiem praktyk zawodowych wspólnie z pełnomocnikiem ds. praktyk zawodowych wyznaczonym po stronie Uczelni,
appoint the internship supervisor to address matters related to the internship in cooperation with the internship delegate appointed by the University,
- 3) zapewnienia studentowi zgodnie z ustalonym Indywidualnym programem praktyki zawodowej odpowiednich warunków odbycia praktyki i stanowiska pracy, w tym w szczególności urządzeń, warsztatów, pomieszczeń, narzędzi, materiałów oraz środków ochrony BHP oraz przeprowadzenia instruktażu stanowiskowego,
provide the student with appropriate working conditions in line with the agreed Individual Internship Plan, including necessary equipment, facilities, tools, materials, and health and safety provisions, and to provide on-the-job training,
- 4) przeprowadzenie szkolenia BHP oraz z przepisów dotyczących zachowania tajemnicy państwowej i/lub służbowej,
provide health and safety training and training on handling confidential and sensitive information,
- 5) sprawowania nadzoru nad właściwym wykonaniem przez studenta Indywidualnego programu praktyk zawodowych,
supervise the student's proper carrying out of the Individual Internship Plan,
- 6) rzetelnego wypełnienia Zaświadczenia o odbyciu praktyk i zezwolenia studentowi na raportowanie przebiegu i zakresu praktyk,
complete the Internship Completion Certificate accurately and allow the student to report on the internship process and scope,
- 7) udostępnienia wybranych materiałów w sprawozdaniu oraz w prezentacji podczas zaliczenia praktyki przed komisją,
allow selected materials to be included in the internship report and presentation during the assessment before the examination committee,
- 8) umożliwienia przeprowadzenia hospitacji praktyki na warunkach uzgodnionych pomiędzy zakładowym opiekunem praktyk i pełnomocnikiem.
allow for an internship monitoring visit under conditions agreed between the workplace supervisor and the internship delegate.

§ 6 Postanowienia końcowe

Final provisions

1. Zmiana treści niniejszej umowy może nastąpić w formie pisemnej pod rygorem nieważności.
Any amendment to this Agreement must be made in writing and shall be invalid otherwise.
2. W sprawach nieuregulowanych niniejszą umową zastosowanie mają przepisy Ustawy Prawo o szkolnictwie wyższym i nauce z dnia 20 lipca 2018 r. (t.j. Dz.U. z 2024 r., poz. 1571, z późn. zm.) oraz przepisy kodeksu cywilnego.
In matters not regulated by this Agreement, the provisions of the Act on higher education and science of 20 July 2018 (consolidated text: Journal of Laws 2024, item 1571, as amended) and the provisions of the Civil Code shall apply.
3. Wszelkie spory wynikające z niniejszej Umowy lub z nią związane będą rozstrzygane przez właściwy miejscowo sąd dla siedziby Uczelni.
Any disputes arising out of or in connection with this Agreement shall be settled by the court having jurisdiction over the University's registered office.
4. Niniejsza umowa została sporządzona w dwóch jednobrzmiących egzemplarzach po jednej dla każdej ze stron.
The Agreement has been drawn up in two identical copies, one for each Party.

.....

(Uczelnia)
University

.....

(zakład pracy)
Host organization



Gdańsk, [date]

REFERRAL TO THE HOST ORGANIZATION [<system>]/[<year>]

In accordance with Agreement No. [<system>] of [<date>]

concluded between [**<host organization>**]

and [**<Gdańsk University of Technology / Faculty>**]

and the Individual Internship Plan signed by the Host Organization, we hereby refer the following student:

[<first and last name>] student ID no. [<student ID no.>]

from the Faculty of [<faculty>] at Gdańsk University of Technology

program: [**<program and format>**]

to complete an internship at your organization in the period from [<date>] to [<date>]

[<full name of the authorized representative>]

Identity verified via the Gdańsk University of Technology Central Account



INTERNSHIP VISIT REPORT

held on [<date>]

I. General information:

1. Student completing the internship: [<First name, Last name, student ID >]

[<Faculty, program, study mode>]

2. Internship period: [<from agreement>]
3. Type of visit: planned / unscheduled*.
4. Visiting representative: [<delegate>]
5. Host organization name and address [<from agreement>]
6. Internship location: [<text field>]
7. Name of host organization supervisor (or other representative): [<text field>]
8. Internship week: [<text field>]
9. Visit mode: on-site/remote*.

*) delete as appropriate

II. Supervisor feedback:

1. Has the student reported to the host organization on the agreed date [<yes>] [<no>] [<N/A>]

.....
.....

2. Has the student completed health and safety training and been informed about their duties, responsibilities, and applicable workplace regulations? [<yes>] [<no>] [<N/A>]

.....
.....
.....
.....

3. Has the student been oriented to the workplace? [<yes>] [<no>] [<N/A>]

.....
.....
.....
.....

4. Does the student have direct access to the workplace supervisor? How can they obtain support in completing internship tasks [<yes>] [<no>] [<N/A>]

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5. Which items of the Individual Internship Plan have been completed so far? [<yes>] [<no>] [<N/A>]

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6. Are the student's assigned tasks performed independently or as part of a team? [<yes>] [<no>] [<N/A>]

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7. Is the student engaged and motivated in completing the internship tasks? [<yes>] [<no>] [<N/A>]

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8. Has the student been punctual and maintained regular attendance? [<yes>] [<no>] [<N/A>]

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9. Is the student's knowledge sufficient to perform the assigned tasks? [<yes>] [<no>] [<N/A>]

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10. Does the student show initiative in acquiring the knowledge and skills needed to complete the assigned tasks? [<yes>] [<no>] [<N/A>]

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11. Additional comments on the internship [<yes>] [<no>] [<N/A>]

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III. Student feedback:

1. Has the student received health and safety training and been informed about workplace procedures and internal policies?

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2. Is the internship consistent with the agreed Individual Internship Plan? Which items have been completed so far?

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3. Do the assigned tasks require additional subject-matter knowledge? How is this information provided to the student?

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4. Is the student in regular contact with the workplace supervisor? Who provides support with assigned tasks?

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5. Has the student been introduced to workplace organization and procedures?

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6. Have the assigned tasks been performed individually or as part of a team?

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7. Which of the tasks carried out during the internship required the greatest level of effort?

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8. Additional comments on the internship

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IV. Description of the internship site infrastructure

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V. Comments:

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VI. Summary and post-visit conclusions:

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VII. Post-visit recommendations:

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Signature of the workplace supervisor

Signature of the internship delegate
and official stamp:

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.....

Student's signature:

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City:, _ _ - _ _ - _ _ _ _

Certificate of Internship Completion

I. Student details – Faculty of [<faculty>] at Gdańsk University of Technology

Full name: [<full name >]

Student ID number: [<Student ID number>]

Program: [<program>] format: [< format>]

II. Workplace supervisor

Full name: [<text>]

Name of host organization: [<name>]

.....

Address of host organization: [<address>]

.....

Internship location address: [<text field>]

.....

III. Internship evaluation

Please evaluate each criterion by marking an X or V in the appropriate column using a scale from 2 (unsatisfactory) to 5 (very good).

Evaluation criteria	N/A	2.0	3.0	4.0	5.0
Quality of internship preparation/planning <ul style="list-style-type: none"> - understanding of objectives at the beginning of the internship - planning of initial tasks 					
Quality of work during the internship <ul style="list-style-type: none"> - ability to work with the team and adapt to the workplace - consistency in meeting internship objectives - quality of work delivered - documentation of completed tasks 					
Knowledge of the field <ul style="list-style-type: none"> - application of technical and scientific knowledge in practice - proposing technical solutions and suggestions - interest in engineering - ability to independently expand knowledge and methodology 					
Workplace competencies and skills <ul style="list-style-type: none"> - initiative in completing tasks - teamwork and communication - problem-solving skills 					
Quality of results and documentation <ul style="list-style-type: none"> - accuracy and repeatability of results - quality of documentation 					
Final evaluation (2–5)					

IV. Certificate

This is to certify that the student [Full name, student ID] from the Faculty of [<faculty>]..... at Gdańsk University of Technology, completed an internship at our organization as follows:

Type of internship/contract: [<type>]

Internship period: fromto

Total hours¹:

Position / nature of work (relevant to the field of study) ²:

Working hours (or equivalent)³:

Health and safety training completed on:

¹ Total number of internship hours or equivalent working hours.

² Job title or duties related to the field of study (employment or internship).

³ Average working time (hours/week, hours/month, or FTE). Maximum: 40 hours/week.

Internship program⁴

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Student performance evaluation:

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Additional comments and suggestions:

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Workplace supervisor's signature

Company stamp

⁴ Enter the selected items from the Internship Framework Program, e.g. U1, U4, U8.

City:, __ - __ - ____

Internship report

I. Student details – Faculty of [<faculty>] at Gdańsk University of Technology

Full name: [<Full name>] Student ID: [<Student ID>]

Program and study mode: [<program and study mode>]

II. Internship supervisor details

Name and surname: [<text field>]

Host organization name: [<company name>]

Host organization address: [<address>]

Internship location address: [<text field>]

III. Weekly activity report

No.	Date range	Number of hours	[<Date completed>]	Description of weekly internship activities
1.				
2.				
3.				
4.				
...				
Total		[<Total from rows>]		

Comments:

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Date and signature of the workplace supervisor

.....
Company stamp

[<Date>]

Internship Survey (do not disclose confidential information)

1. [<Full name>, <student ID number>] [<faculty, program, and format>]
2. [<Internship location>] (country, state/province, city/town)
3. Additional information about the company (operational scope, number of employees, industry, company profile) – optional
4. Business area [<from list + other>]
5. Type of work performed [<from list + other>]
6. Providers of the technologies used at the workplace [<from list + other>]
7. Tools and technologies used [<examples, specific to the faculty>]
8. Other [<examples, specific to the faculty>]
9. Completed components of the internship program [<from list>]
10. Detailed description of the work performed (for each selected component, describe the tasks carried out, the equipment and systems used, as well as the methods, algorithms, and tools applied) [<large text field>]
11. Knowledge and skills acquired during your studies and applied during the internship (select 5–10 courses that were most relevant during your internship) [<list of courses>]
12. Description of how this knowledge and these skills were applied (provide justification for each course selected above) [<large text field>]
13. New knowledge and skills acquired during the internship (list skills that are not covered in your studies or are not covered in sufficient depth) [<large text field>]
14. Additional comments (observations, challenges encountered, employer expectations, recommendations for other students, strategies for securing internships, etc.) [<large text field>]
15. Did the employer offer the student continued employment after the internship?
 - The employer offered a position and the student accepted.
 - The employer offered a position, but the student declined.
 - The student was interested in continuing employment, but no offer was made.
 - Neither the student nor the employer expressed interest in continuing the collaboration.
16. Rate your overall satisfaction with the internship. Consider the knowledge and skills you gained, how effectively your time was used, and how meaningful your contribution was to the company, among other factors.
 - very good
 - good
 - satisfactory
 - poor
 - very poor
17. Rate the employer's preparation for hosting a student intern. Consider factors such as clearly defined internship objectives, workplace organization, and mentor/supervisor support, among others.
 - very good
 - good
 - satisfactory
 - poor

very poor