

Resolution no. 4/2015
of the Council of the Faculty of Electronics and Telecommunications of PUT
of April 28, 2015
concerning the Organisational Regulations of Student Training Included in the Study
Curriculum at the Faculty of Electronics and Telecommunications of the Poznań University
of Technology

The Council of the Faculty of Electronics and Telecommunications of PUT has resolved what follows:

Organisational Regulations of Student Training Included in the Study
Curriculum at the Faculty of Electronics and Telecommunications of the
Poznań University of Technology

§ 1

Terms used in the Regulations shall have the following meaning:

University – the Poznań University of Technology (PUT)

Faculty – the Faculty of Electronics and Telecommunications of PUT

Dean – Dean of the Faculty of Electronics and Telecommunications

Dean's Office – Office of the Dean of the Faculty of Electronics and Telecommunications

Faculty Council – Council of the Faculty of Electronics and Telecommunications

Dean's Representative for Training – a person appointed by the Dean to supervise activities connected with student training

Training Coordinator – an academic teacher coordinating the course and organisation of training at Dean's authorisation

External Entity – an institution outside the University, to which students are referred for training

E-Recruitment – an IT platform of PUT dedicated to students and graduates searching for training, internships and employment.

Student - a student of the Faculty of Electronics and Telecommunications obligated to undergo training

§ 2

The Regulations shall apply to students of full-time and part-time studies conducted at the Faculty, academic teachers and administrative employees of the Faculty, as well as External Entities.

§ 3

1. The purpose of student training is for them to obtain practical knowledge of issues connected with the study programme.

2. During training, a student should obtain educational results in terms of knowledge, abilities and social skills, according to the Education Module Description Chart concerning training in the Electronics and Telecommunications programme.
3. The training programme should correspond to the Electronics and Telecommunications programme or a particular study specialisation, and should fulfil the requirements specified in the relevant Education Module Description Chart.
4. Student training may be implemented by an External Entity or the University.

§ 4

1. Training is part of the educational process and is subject to mandatory crediting. Receiving credit for training is a prerequisite for receiving credit for a given semester of studies.
2. In the case of failure to receive credit for training, at Student's request, the Dean decides about issuing a referral to repeat the subject (training) or removal from the register of students.
3. Training takes place in accordance with the study programme and with duration determined by the Faculty Council.
4. Students attend training at the time specified in the academic year schedule.
5. In justified cases, the Dean may give the consent for the training to take place at a different time, not interfering with the class schedule, on individual terms defined for each particular case.
6. In justified cases, the Dean may give the consent for the training to last longer than it is specified in the study programme.

§ 5

1. A student's participation in a science camp or his or her professional work may be the basis for credit for student training (in part or whole), according to the terms defined in the Study Regulations.
2. In order to complete the formalities connected with obtaining credit for training on the basis of participation in an academic camp or work performed as part of employment, the Student shall:
 - a) notify the Training Coordinator and obtain their preliminary consent for training credit,
 - b) present relevant documents to the Dean: a request for training credit, certificate of participation in a science camp, copy of an employment contract or certificate of employment at a given post; Students with registered businesses should provide relevant documents confirming the compliance of their business activities with the training programme.

§ 6

1. To ensure supervision of the organisation and course of student training, the Dean may appoint a Dean's Representative for Training, further referred to as the Representative.
2. Representative's duties shall include:
 - a) preparation of the student training schedule,
 - b) preparation of guidelines for Training Coordinators,
 - c) arrangement of meetings with Training Coordinators,
 - d) technical supervision of the work of Training Coordinators,
 - e) solving training-connected issues,

- f) cooperation with External Entities with regard to training organisation.
3. In special cases, the Representative may perform the function of a Training Coordinator.

§ 7

1. Training Coordinators are appointed by the Dean. Each coordinator is assigned to a group of students in the first month of the semester when training takes place.
2. The Training Coordinator is in charge of all matters related to the arrangement of training, in particular, the Coordinator:
 - a) holds a meeting with the assigned group of students at which he or she conveys all the necessary information concerning the requirements, training course, and credit conditions,
 - b) participates in the process of training schedule preparation,
 - c) prepares the training programme with the participation of a student and the supervisor on the part of the External Entity,
 - d) accepts the student's selection of the training place and training programme,
 - e) supervises the content of training and – as a University representative – acts as the direct supervisor of students undergoing training,
 - f) is responsible for training implementation in compliance with its goals and programme,
 - g) solves problems connected with the course of training together with the supervisor on the part of the External Entity,
 - h) offers technical support for students in the course of training,
 - i) keeps a training record and transfers it to the Training Representative or Dean's Office when training is completed,
 - j) cooperates with External Entities in which students undergo training,
 - k) gives credit for training by making an appropriate entry in the electronic protocol on the basis of a certificate of training completion, questionnaires filled out by the Student and External Entity, and a properly prepared training report approved by the External Entity,
 - l) fills out the questionnaires describing the obtained educational effects.

§ 8

1. Students may individually suggest External Entities at which they wish to undergo training or use the help of the Training and Career Centre for PUT Students and Graduates (CPK). This institution offers all the necessary information concerning External Entities willing to accept students for training. Students may access this information through the E-Recruitment platform aimed at establishing contacts between students and External Entities in the arrangement of training.
2. The training referral is issued by CPK (in 2 copies). The student should obtain the Training Coordinator's signature on the referral, and deliver it (either personally or by mail) to the External Entity. The External Entity keeps one copy of the referral and gives the other one (upon signing) back to the student who submits it to the Training Coordinator.
3. Students searching for a suitable place to undergo training should log in to the E-Recruitment system and select a training option from the database.
4. If the database does not include an offer of the External Entity the student wishes to undergo training at, the fact should be reported to CPK. In such case, CPK signs a

cooperation agreement with the External Entity and issues a training referral, or signs a one-time trilateral agreement.

5. Students may undergo training at the University. In this case, the consent for such training to take place, and the certificate of training completion is issued by the Head of the Chair where the training takes place.
6. The student shall complete all formalities connected with the arrangement of training: obtain the consent of the External Entity and the Training Coordinator with regard to the selected training, and assemble and deliver all the necessary documents to the Training Coordinator and External Entity.
7. The Faculty of Electronics and Telecommunications provides students with accident insurance (group accident insurance) for the period of training specified in the study schedule. If a student wishes to continue training past this period, he or she should obtain an individual insurance, and prove it by presenting a valid policy to the Training Coordinator or External Entity.

§ 9

1. Students undergoing training shall:
 - a) report at the External Entity or University facilities in the first day of training, bringing along the full documentation concerning the course of training,
 - b) conscientiously and carefully perform the tasks included in the training programme and comply with the instructions of the External Entity and Training Coordinator, as long as they are not against the law,
 - c) abide by the rules and regulations applicable to employees of the External Entity/University, particularly work regulations, confidentiality, occupational health and safety standards, and fire regulations,
 - d) not carry away any documents or their copies from External Entity/University facilities without a supervisor's permission,
 - e) observe the general standards of cultured behaviour,
 - f) prepare a training report approved by the External Entity/University and deliver it to the Training Coordinator,
 - g) fill out the questionnaire describing the educational effects of training.

§ 10

1. Students have the right to:
 - a) obtain advice or consultation concerning training from the Representative for Training and Training Coordinator,
 - b) obtain advice from CPK staff,
 - c) change the training during its course in justified cases,
 - d) take part in additional training not included in the study programme,
 - e) obtain detailed information concerning the organisation and programme of training from the Training Coordinator and External Entity.

§ 11

1. The External Entity/University shall:
 - a) instruct the trainee, on terms applied to employees, with reference to occupational health and safety and fire regulations, and issue a relevant certificate of completion of workplace-related OHS training,
 - b) introduce the trainee to the work regulations in force and to the terms of state and business confidentiality,
 - c) Issue a certificate confirming the completion of training,
 - d) fill out the questionnaire describing the educational effects of training.
2. In the case of an accident, the External Entity/University prepares accident documentation for students who have been injured during training.

§ 12

1. The training record includes:
 - a) a letter from the External Entity/University stating a preliminary declaration of the willingness to accept the student for training, unless CPK has previously signed a cooperation agreement,
 - b) a training schedule prepared jointly by the student, Training Coordinator and External Entity representative before the start of training,
 - c) an agreement between the Poznań University of Technology and the External Entity signed by the Training and Career Centre for PUT Students and Graduates (CPK), regulating the formal and legal issues connected with referring the student for training,
 - d) a training record prepared by the student and corroborated by a representative of the External Entity/University and the Training Coordinator,
 - e) a questionnaire describing the educational effects of training; the questionnaire should be filled by a representative of the External Entity/University, Training Coordinator and Student-trainee,
 - f) a certificate of training issued by the External Entity/University,
 - g) if the training is conducted on different terms than described in section 8, the Student shall provide the Training Coordinator with documents confirming the course of training, e. g. a copy of an employment contract, contract of mandate, certificate of employment at a given post, etc.

§ 13

1. The credit for the completion of training ("zal.") is entered into the electronic protocol.
2. The training credit entry is made by the Training Coordinator.
3. Credit for Training is given on the basis of:
 - a) a certificate confirming the completion of training,
 - b) a training record,
 - c) questionnaires describing educational effects.
4. The consequences of a Student's dismissal from training at the request of the company shall be determined by the Dean.

§ 14

1. The following annexes form an inseparable part of the Regulations:
 - a) Certificate of the Student's Acceptance for Training – Annex 1
 - b) Certificate of Training Completion – Annex 2
 - c) Training Record – Trainee's Log Book – Annex 3
 - d) Questionnaire Describing Educational Effects, Student's Evaluation by External Entity – Annex 4
 - e) Questionnaire Describing Educational Effects: Questionnaire Concerning the Usefulness of and Satisfaction with Completed Training – Annex 5
 - f) Questionnaire Describing Educational Effects, Student's Evaluation by Training Coordinator – Annex 6

§ 15

In matters not regulated by the present Regulations, the provisions of the PUT Study Regulations and current Higher Education Act shall apply.

§ 16

The present Regulations shall become effective as of the date of the resolution of the Council of the Faculty of Electronics and Telecommunications.