

## Regulations for Completion of Internships

Faculty of Architecture of the Warsaw University of Technology 2023, field of study  
**Architecture**

1. The internship shall last no less than 15 weeks (600 hours of work at a design studio). The internship covers the courses: architectural design, urban design.
2. The internship at the design studio is completed under the supervision of the internship Supervisor, who for the period of the internship, is the immediate supervisor of the student at the design studio.
3. The internship supervisor delegates the student to complete specific tasks and supervises the quality of their completion. The student shall do the tasks with due diligence and following their knowledge.
4. The student, on their own, shall conclude a separate accident insurance agreement for the period of internship completion.
5. The internship Supervisor shall be in touch with the Tutor appointed by WAPW and at the end of the internship shall issue a certificate and an opinion, in one document.

### **A. Scope of tasks of the student in the design studio (15 weeks):**

**(failure to complete the requirements listed in points 3 and 5, and points 11-13 shall be equivalent to failing the internship)**

- 1) getting to know the rules of operation and organisation of work at the studio, and the structure of the team;
- 2) participation in the work of the office of the design studio, i.e., external communication, running the schedule of meetings, delegating tasks, preparing documents and project documentation;
- 3) participation in development of project documentation, practical knowledge of subsequent stages of preparation of project construction documentation of various types, contents of the documentation, number of required documents, method of their provision and the quality of drawings;**
- 4) seeing the location of the designed object - a site inspection with a possible survey;
- 5) participation in meetings with designers of particular technical branches, participation in coordination;**
- 6) completion of short individual design tasks, which require consultation with a selected project branch or maybe an appraiser;
- 7) completion of competition project assignments;
- 8) participation in meetings with investors, contractors and with the authorities;
- 9) participation in construction supervision, solving simple problems directly at the construction site, construction site inspection, construction, construction logbook and entries organization;

10) participation in marketing activities of the studio, graphic preparation of a project for presentation on the studio's media/website;

**11) completion of the record of the internship;**

**12) participation in two meetings with the Tutor;**

**13) within 150 hours of individual work, the student shall prepare a presentation in the digital form (pdf) for printout in the horizontal A3 format presenting graphically their design experience acquired during the internship.**

#### **B. Boundary conditions for passing the internship**

- 1) the student's absence during the internship in the design studio exceeding 120 hours is equivalent to failing the internship;
- 2) failure to complete the requirements listed in points 3 and 5 and 11-13 of part A regarding the student's work in the design studio is equivalent to failing the internship;
- 3) the student shall inform the internship supervisor of possible absences during the internship well in advance;
- 4) opinion on the completion of the internship prepared by the internship supervisor shall at least refer to the points of the scope of work of the student included herein;
- 5) evaluation of the completion of the scope of work shall be the responsibility of the Tutor.