

Student registration procedure, studio selection, rules of internship completion to attend and pass an internship at WAPW

1. Preparation of a pdf portfolio in the horizontal A3 format, no more than 6 pages, signed with the name and surname, presenting selected works done by the student in the course of study.
2. Registration in the USOS system to limited Tutor groups (team of WAPW employees who hold professional qualifications and are Chamber members).
3. Sending applications for the possibility to complete an internship to a selected Internship Supervisor (Design studio) from the Mazowieckie Regional Chamber of Architects available in the USOS system and on the WAPW website, along with the portfolio following the requirements listed in p. 1.
4. If the Supervisor (Studio) rejects the application, the student submits the application to other Supervisors (Design studios), but always to one at a time, until the application is approved. The approval for completion of an internship must be obtained at least 21 days before the internship begins.
5. Before signing an agreement and starting the internship, the student is obliged to buy accident insurance for the period of the internship, covering also a visit to a construction site. Confirmation of the conclusion of the insurance should be delivered to the Dean's office to the student's personal file.
6. The approval to complete an internship is confirmed when confirmation of approval is sent by email to the student and after the Supervisor (Design studio) sends a completed agreement on admission to the internship to the WAPW internship proxy. Then the WAPW internship proxy verifies the received agreement and confirms its correctness or makes improvements. After correct completion of the agreement, the internship proxy informs the Supervisor (Design studio) on the possibility of delivery of the agreement to the WAPW dean's office.
7. The completed and signed agreement, after verification by the internship proxy, is sent by the Design Studio in three copies to the address: Faculty of Architecture, Warsaw University of Technology, ul. Koszykowa 55, 00-659 Warszawa, with a note "Dean's office – internship".
8. The student may find an internship Supervisor (Design studio) in Poland or abroad on their own. In such case, all rules of internship completion apply, like in case of Supervisors (design studios) from the Mazowieckie Regional Chamber of Architects list. In case of a foreign internship, the student shall additionally present, as an appendix to the report on the internship, copies of the documents confirming architectural professional qualifications of the internship Supervisor, relevant to the country where the Supervisor (Design studio) operates.
9. During the internship, the student shall have 3 meetings with the Tutor, who determines the date and place of the meeting.
10. After completion of the internship, within 7 days, the student shall submit to the Tutor a Certificate on internship completion and upload to the Internships team in Leon a report on the internship with the internship record, a pdf file in the A3 format

of no more than 3 pages illustrating the completion of internship approved by the Supervisor (Design studio) and a copy of the professional qualifications of the Supervisor (if the internship is completed abroad). On the basis of the documents, within 7 days, the Tutor evaluates the internship and decides to pass it in the USOS system.

11. If the internship is failed, the same rules shall apply like in case of other courses done during the study; there is one exception – the student may take a special leave of absence to complete the internship.