

Registration procedure, studio selection, rules of internship completion to attend and pass an internship at WAPW Supervisors (Design Studios)

1. The Internship Supervisor shall receive internship applications and on the basis of the submitted portfolio, decide to admit a student to the internship.
2. The Supervisor shall inform the student on admission to the internship by email as soon as possible.
3. On their own or with the help of the student the Internship Superior shall download from the Faculty of Architecture website “Referral to the internship” and “Agreement” with annexes, complete the forms within 7 days and send them to WAPW to the Internship Proxy Malgorzata.pienkowska@pw.edu.pl for verification.
4. After verification and approval of the agreement by WAPW, a representative of the design studio shall deliver the signed agreement in person to the WAPW dean’s office or by post to the address: Faculty of Architecture, Warsaw University of Technology, ul. Koszykowa 55, 00-659 Warszawa, with a note “Dean’s office – internship”, in three identical copies.
5. Then the agreement is submitted for signing by WAPW and the student.
6. The Supervisor shall receive one copy of the agreement signed by all parties delivered by the student who shall complete their internship in the studio.
7. The agreement is forwarded by WAPW to the Mazowieckie Regional Chamber of Architects.
8. At least 7 days before the beginning of the internship, the Supervisor shall contact the student and determine the details of the completion of the internship.
9. Out of the Tutor’s initiative, the Supervisor shall have a meeting with the WAPW Tutor in order to exchange contact details and determine the method of communication on internship completion.
10. The Supervisor is obliged with the agreement to assign tasks laid down in the Regulations on internship completion and to confirm their completion on a weekly basis in the record of design internship.
11. If the student breaks the internship regulations, exceeds the allowable limit of absences or if there are any non-standard events, the Supervisor shall inform the Tutor about that without delay.
12. During the internship completion, the Supervisor shall enable the student to have two meetings with the Tutor within internship hours in the form and at the time determined by the Tutor.
13. Before the end of the internship, the Supervisor shall decide whether to accept the graphic file prepared by the student – an internship report on an A3 printout (no more than 3 pages), taking into account the included information on the projects completed in the Studio.
14. On the day of the end of the internship, the Supervisor shall give their opinion on the internship completion in writing in the document which is also a certificate of internship completion.
15. The Supervisor shall give the certificate to the student and send its scan to the Tutor.