

## Apprenticeship mini guideline 2021/2022

### WUT Automotive and Construction Machinery Engineering Faculty

Student apprenticeship in accordance with the guidelines of the Rector of WUT takes place in a company whose activity is thematically related to Mechanical Engineering.

The internship lasts 28 days (20 business days) and is extended by each day if there are holidays or other days off during the internship period.

In the 2021/2022 academic year, you can do the internship in several ways:

- 28-day apprenticeship in the workplace, where the student performs the duties entrusted to him, for example drawings in CAD system.
- Completion of the apprenticeship on the basis of employment / internship. In this case, it is necessary to prepare an application for passing the apprenticeship on the basis of employment or internship addressed to the Dean's Plenipotentiary for Student Apprenticeship, according to the template available on the website. The application must be accompanied by a certificate of employment / internship issued by the employer.
- Remote apprenticeship ("online"),
- Completion of the internship on the basis of a project that includes the use of acquired knowledge during studies in practice. This could be a transitional job project. A project is understood as the solution (model, calculations, conclusions) of a simple technical problem and its execution. The technique of execution can be any, measurements should be made in an appropriate way. The results of analytical calculations / simulations of the designed device should be checked against the results of simple measurements.
- It is possible to undergo a student apprenticeship at the Automotive Faculty (e.g. making a laboratory stand, preparing an exercise, etc.), if a tutor is available.
- Apprenticeship abroad. In this case, the apprenticeship plenipotentiary should be informed about the company and agreed for it. Please remember about the employment/internship/apprenticeship certificate or confirmation from the company.

The typical apprenticeship instruction of documentation way:

- Submitting an fulfilled apply on the form available on the SiMR website to the plenipotentiary for apprenticeship (room 2.8c, Monday 14-16).
- After signing the apply by a plenipotentiary, submitting the form to Mrs. Monika Ambroziak (room 0.5)
- GOING TO THE 28 days APPRENTICESHIP
- After performing all the duties in the company, you should immediately prepare the apprenticeship report and bring it to the plenipotentiary.

List of the companies which were organizing apprenticeship in previous years:

<http://www.simr.pw.edu.pl/Strona-glowna-wydzialu-SiMR/Wspolpraca/Praktyki-studenckie>

ATTENTION – not all of mentioned companies have to organize apprenticeship due to COVID situation and current policy of the company.

Apprenticeship/Internship and work offers could be find in:

<https://www.bk.pw.edu.pl/>

Apply form and blank apprenticeship report could be find here:

<http://www.simr.pw.edu.pl/en/Faculty-of-Automotive-and-Construction-Machinery-Engineering/Studies/Student-apprenticeship/Documents-for-downloading>

Kind regards

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Apprenticeship Plenipotentiary of the Automotive Faculty Dean

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