



Regulations of student internships within the framework of the Project entitled
“High quality internship programmes at the Faculty of Pharmacy with the Division of Laboratory
Medicine of Medical University of Białystok”

I. GENERAL PROVISIONS

§ 1

1. These Regulations are in force during the implementation of the aforementioned Project in accordance with the financial agreement no. UDA-POWR.03.01.00-00-S205/15 dated 27.07.2016, concluded with the National Centre of Research and Development.
2. The provisions of these Regulations concern the rules of recruitment, organization, and co-financing of domestic and foreign student internships for full-time students of the Faculty of Pharmacy with the Division of Laboratory Medicine of Medical University of Białystok, studying in Polish at the following courses:
 - 1) Medical Analytics – 5th year,
 - 2) Pharmacy – 5th year,
 - 3) 1st degree Cosmetology – 3rd year,
 - 4) 2nd degree Cosmetology – 2nd year.
3. The persons mentioned in par. 2 are obliged to have student status both during the qualification process and during the internship itself.

II. DEFINITIONS

§ 2

1. The terms used throughout these Regulations shall have the following meanings:
 - 1) **Project** – the project entitled „High quality internship programmes at the Faculty of Pharmacy with the Division of Laboratory Medicine of Medical University of Białystok” co-financed by the European Union from the European Social Fund, the Knowledge Education Development 2014-2020 Programme, Priority III Higher education for economy and development, Action 3.1 Competences in higher education.
 - 2) **Dean’s Office** – the Dean’s Office of the Faculty of Pharmacy with the Division of Laboratory Medicine of Medical University of Białystok.
 - 3) **University/MUB** – Medical University of Białystok.
 - 4) **Faculty** – the Faculty of Pharmacy with the Division of Laboratory Medicine of Medical University of Białystok.



- 5) **Student** – full-time student of the Faculty of Pharmacy with the Division of Laboratory Medicine of Medical University of Białystok, studying in Polish at the courses listed in § 1 par. 2.
- 6) **Internship** – a three-month domestic or foreign (carried out in Europe) student internship carried out within the framework of the Project for a minimum of 120 hours a month (60 min./hour), where the maximum number of hours of internship cannot exceed 8 hours a day and 40 hours a week, or 7 hours a day and 35 hours a week in the case of persons with disabilities.
- 7) **Intern/Participant** – student qualified for participation in internship.
- 8) **MUB Supervisor** – internship supervisor designated by Medical University of Białystok.
- 9) **RI Supervisor** – internship supervisor designated by the Receiving Institution.
- 10) **Receiving Institution** – institution that accepts students/project participants for internship.
- 11) **Project Coordinator/Manager** – Vice-Dean for Students of Faculty of Pharmacy with the Division of Laboratory Medicine of MUB.

III. GENERAL RULES FOR CARRYING OUT INTERNSHIPS

§ 3

1. The Project shall be implemented in the period from January 1, 2017 to September 30, 2018.
2. The Project foresees carrying out of 163 three-month internships of Faculty students in two editions, from April to September 2017 and from April to September 2018.
3. The period of internship is three months (continuously), excluding force majeure events, beyond the control of the Intern. In the case of force majeure events, the decision to change/reschedule the internship period or to revoke Intern status shall be made by Project Coordinator.
4. The minimum total number of hours of internship is 360 (a minimum of 120 hours each month).
5. The internships are optional as defined in the programme of study in force at the courses conducted at the Faculty and hence cannot be counted as an integral part of the course of study.
6. The Project shall be implemented pursuant to the European Union Council recommendations of March 10, 2014 on quality framework for traineeships (2014/C 88/01).
7. The Project participant is obliged to make every effort to find employment or continue education after the completion of the internship, in the subject-matter area consistent with the internship. Each participant is obliged to inform the Dean about finding employment or continuing education within 12 months after completion of participation in the Project. The relevant document called *Oświadczenie stażysty o podjęciu zatrudnienia/kontynuacji kształcenia* (Statement on continuation of education or finding employment) constitutes Attachment no. 11 to these Regulations.



IV. RECRUITMENT RULES

§ 4

1. Qualification of participants for internship is conducted in the form of a recruitment procedure pursuant to the criteria set out in Attachment no. 1 to these Regulations (pt. II. Recruitment criteria).
2. The commencement of recruitment for internship visits is announced by Project Coordinator by posting an announcement at the Project website: www.umb.edu.pl/wf/staze_studenckie.
3. The announcement mentioned in par. 2 shall contain information on deadlines for application of documents and the maximum number of internships available in a given edition.
4. The decision concerning granting the internship is made by Internship Committees, separately for Medical Analytics, Pharmacy, and Cosmetology (1st and 2nd degree together), which shall consist of the following persons:
 - 1) Merit coordinator,
 - 2) Recruitment specialist,
 - 3) MUB Supervisor for each of the respective courses.

§ 5

1. A student applying for a domestic or foreign internship visit shall submit to the Faculty's Dean Office the *Formularz rekrutacyjny* (Recruitment form) that constitutes Attachment no. 1 to these Regulations, together with the relevant attachments.
2. The documents specified in par. 1 shall be submitted within the time limit set in the announcement on the commencement of recruitment for internship visits. Documents submitted after this date shall not be considered.

§ 6

1. The Internship Committee shall perform formal evaluation of the submitted documents and on the basis of the number of points they shall create a ranking, separately for each of the three courses listed in § 4 par. 4. The *System punktowy* (Point system) applied when creating the ranking of candidates for domestic and foreign internships constitutes Attachment no. 2 to these Regulations.
2. The Internship Committee, within 14 calendar days since the last day of reception of application documents, shall announce the list of participants qualified for internships at the Project website. The candidates that meet the qualification criteria for but have not been qualified due to the limited number of available places shall be put on the reserve list.
3. Students qualified for internship visits shall be informed about this fact via e-mail.
4. The decision of the Internship Committee shall not be appealable.

§ 7



1. A list of domestic and foreign Receiving Institutions that declared their willingness to accept students within the framework of the Project shall be made publically available on the Project website.
2. MUB Supervisors shall provide support in establishing cooperation with Receiving Institutions.
3. A student may find a domestic or foreign Receiving Institution that will accept them for internship by oneself.

§ 8

1. During the Project duration one student shall be entitled to participate in only one internship.
2. Priority to participate in the Project shall be given to persons who, at the time of recruitment, will have unemployed person status (verification on the basis of a statement made in the Recruitment form).
3. The minimum average grades from the entire course of studies allowing application for internship is 3.0 for domestic internships and 4.0 for foreign internships.
4. If students applying for internship receive equal numbers of points, ranking priority is established on the basis of the average grade; in the case of identical average grades, the order in which the applications were received is decisive.
5. If the number of persons meeting the criteria for foreign internship visits is smaller than the number of internship visits available in a given edition, the Internship Committee may make the decision to accept additional persons from among the candidates that failed to meet the criteria according to the number of points received in the recruitment procedure. The Internship Committee may enable a student who does not meet the 4.0 average grade criterion to apply for a foreign internship visit. In this case, however, the candidate's average grade from the hitherto course of studies must be at least 3,0.
6. Priority to choose the institution shall lie with students that receive the greatest number of points in the course of the recruitment procedure.

VI. RULES OF INTERNSHIP ORGANIZATION

§ 9

1. No later than 14 calendar days after the Internship Committee publishes the list of students qualified for internship visits, the student is obliged to sign at the Dean's Office, on pain of revoking the consent for the visit, the following documents:
 - 1) *Deklaracja uczestnictwa w projekcie* (Declaration of participation in the Project), constituting Attachment no. 3 to these Regulations,
 - 2) *Oświadczenie uczestnika projektu* (Statement of Project participant), constituting Attachment no. 4 to these Regulations,



3) *Tripartite Agreement* conducted between the Receiving Institution, University, and the Intern, constituting Attachment no. 5 to these Regulations.

4) *Letter of Intent* from the Receiving Institution (scan) – in the case of students who find the Receiving Institution by themselves, constituting Attachment no. 12 to these Regulations.

2. The internship should be carried out in the place specified in the *Tripartite Agreement*, according to its programme.

VII. GENERAL RULES FOR INTERNSHIP FINANCING

§ 10

1. The awarded funds are intended to co-finance the following expenses connected with carrying out the internship:

- 1) travel costs,
- 2) accommodation costs,
- 3) internship scholarship.

2. Matters related to domestic internship visits are regulated by *Medical University of Białystok Rector's Disposition no. 13/14 dated 18.02.2014 on the rules and procedures for granting consent to domestic visits of students and doctoral students*, unless these Regulations state otherwise.

3. Matters related to foreign internship visits are regulated by *Resolution No. 14/14 of the Senate of Medical University of Białystok dated 04.03.2014 on amendments to Resolution No. 32/2013 of the Senate of Medical University of Białystok dated 24.04.2013 on determining the conditions and procedures for deployment of employees, doctoral students, and students of Medical University of Białystok to foreign visits for scientific, didactic, or training-related purposes*, unless these Regulations state otherwise.

4. An Intern applying for co-financing of internship is obliged to submit the relevant visit application at the Office of Student Affairs of Medical University of Białystok, no later than 14 calendar days before the planned day of departure:

- 1) in the case of a domestic internship the document in question is Attachment no. 1 to Disposition no. 13/14, mentioned in par. 2,
- 2) in the case of a foreign internship the document in question is Attachment no. 1B to Disposition no. 14/14, mentioned in par. 3.

5. No later than 7 calendar days before the internship visit, the student is obliged to present for inspection at the Office of Student Affairs, on pain of revoking the consent for the visit, a proof of purchase of accident insurance (NNW) and third-party liability insurance (OC) for the period of internship duration.



6. The student is entitled to one day necessary for travel to the place of internship and one day for the return trip to the place of residence.

7. In justified circumstances, e.g. when the Receiving Institution demands the Intern's prior arrival or completion of formalities after the internship's end, an earlier departure or later return are foreseen, provided that consent of Vice-Rector for Student Affairs has been obtained. In such a case, travel costs and accommodation costs are due for settlement only for the period specified in par. 6.

8. A student who carries out internship in their place of residence is not entitled to travel and accommodation costs.

VIII. TRAVEL COSTS

§ 11

1. Co-financing within the framework of the Project is intended to cover the costs of travel from the place of residence to the place of internship and back, provided that the internship is carried out in a place other than the place of residence.

2. If an Intern, with Vice-Rector for Student Affairs' prior consent, presents for settlement tickets from a place other than the place of residence, reimbursement of travel costs shall be possible in an amount equal to the price of a ticket from the place of residence to the place of internship, as long as the said option is more economic. Similar rules apply to return from the place of internship.

3. Travel by public transportation is accepted, unless the specific character of organization of public transport in a given area is such that using other means of transport is more rational.

4. The Intern agrees to cover the travel costs incurred before receiving co-financing from their own resources, excluding the travel costs specified in par. 8.

5. Settlement of travel costs is conducted after the Intern's return from internship and takes the form of a refund fixed on the basis of costs actually incurred and documented, excluding the travel costs specified in par. 8.

6. In the case of travel by train, the cost shall be settled in accordance with prices of 2nd class tickets in a given area.

7. Costs of domestic plane travel shall not be eligible.

8. In the case of foreign plane travel, plane tickets are booked and purchased before the trip by a University employee, on the basis of an order placed by the Intern.

9. In order to settle public transport travel costs, the Intern is obliged to submit the tickets confirming the incurred costs, whereas in the case of plane travel, the Intern is obliged to submit boarding passes.

VIII. ACCOMODATION COSTS



§ 12

1. Co-financing within the framework of the Project is intended to cover accommodation costs, provided that the internship is carried out in a locality other than the University's seat and at least 50 km from the Intern's place of residence, calculated according to the mapa.pf.pl portal.
2. The maximum monthly accommodation cost for an Intern carrying out a domestic internship is 1,400.00 PLN/month.
3. The maximum monthly accommodation cost for an Intern carrying out a foreign internship is 4,000.00 PLN/month.
4. The recommended accommodation is a student dormitory, a hostel, a standard room in a middle class hotel (3-star at most), or a rented flat. In the case of choosing grossly unreasonable accommodation in terms of cost, MUB's Vice-Rector for Student Affairs may refuse to settle the accommodation costs.
5. Accommodation costs are settled on the basis of costs actually incurred and documented.
6. The Intern may apply for advance payment of part of the accommodation costs in an amount equal to 80% of three-month accommodation costs.
7. In order to receive the advance payment mentioned in par. 6, the relevant application for advance payment shall be submitted to the Office of Student Affairs no later than 7 calendar days before the planned departure date:
 - 1) in the case of a domestic internship the document in question is Attachment no. 5 to Disposition no. 13/14, mentioned in § 10 par. 2.
 - 2) in the case of a foreign internship the document in question is Attachment no. 7 to Disposition no. 14/14, mentioned in § 10 par. 3.
8. In order to settle accommodation costs, the Intern is obliged to submit to the Office of Student Affairs documents confirming the incurred costs, in particular: a receipt or invoice made out to the University or the original of the rental agreement together with the evidence of payments made, including cash payments (*Evidence of cash payments made*), constituting Attachment no. 6 to these Regulations. In the case of payment by card or money transfer, confirmation of performance of bank transaction must also be submitted.

IX. INTERNSHIP SCHOLARSHIP

§ 13

1. The Intern is entitled to an internship scholarship in a total amount of 6,037.41 PLN (2,012.47 PLN/month). This is the maximum total amount of co-financing the Intern is entitled to within the framework of the Project, which may be reduced by any due charges levied on the University or the intern.



2. The internship scholarship is paid for each month of internship, at the end of each month, on the basis of a Scholarship agreement (*Umowa stypendialna*) concluded in the Office of Student Affairs between the Intern and the University, constituting Attachment no. 7 to these Regulations.
3. The internship scholarship is paid on the basis of the scan of a *Monthly confirmation of internship completion*, constituting Attachment no. 8 to these Regulations, filled in by RI Supervisor and sent by e-mail to: praktyki@umb.edu.pl.
4. The internship scholarship, excluding the scholarship due for the last month of internship, shall be paid within 7 working days from the date when the Intern submits the monthly confirmation of internship completion mentioned in par. 2.
5. Scholarship for the last month of internship shall be paid after the Intern's return from internship, within 7 working days from the date when the Intern submits the full content-related and financial settlement of the visit.
6. If the Intern fails to settle accommodation costs, the University has the right to deduce the outstanding advance payments from the internship scholarship.

X. SETTLEMENT OF INTERNSHIP

§ 14

1. In order to conduct content-related settlement of the internship, the Intern is obliged to submit to the Dean's Office the following documents, within 7 calendar days from the date of internship completion:

- 1) *Internship Journal* together with RI Supervisor's opinion,
- 2) *Ankieta satysfakcji*, i.e. satisfaction survey (questionnaire), constituting Attachment no. 10 to these Regulations

2. Failure on the part of the Intern to complete the minimum number of hours of internship specified in § 3 par. 4 within 3 months forms the basis for the University to demand a return of co-financing granted for the visit together with interests calculated as for tax arrears, and may result in failure to complete the internship period.

3. In order to conduct financial settlement of the internship, the Intern is obliged to submit to the Dean's Office the following documents, within 7 calendar days from the date of internship completion:

- 1) original of *Monthly confirmation of internship completion*,
- 2) settlement of costs of the visit:
 - a) in the case of a domestic internship the document in question is Attachment no. 3 to Disposition no. 13/14, mentioned in § 10 par. 2.
 - b) in the case of a foreign internship the document in question is Attachment no. 5 to Disposition no. 14/14, mentioned in § 10 par. 3.



3) financial documents confirming travel and accommodation costs actually incurred, specified in § 11 par. 9 and in § 12 par. 8.

4. Failure to submit the documents specified in par. 3 within the specified period or submitting documents not completed or lacking signatures of the Receiving Institution forms the basis for the University to refuse payment of the internship scholarship for the last month of internship or to demand a return of co-financing granted for the visit together with interests calculated as for tax arrears.

5. Each Intern who completed the internship and conducted its content-related and financial settlement shall receive the Certificate of internship completion (*Zaświadczenie o ukończeniu stażu*) issued by the University, constituting Attachment no. 9 to these Regulations.

§ 15

1. Failure on the part of the Intern to comply with the rules set out in the Scholarship agreement, the *Tripartite Internship Agreement*, or these Regulations, or the Receiving Institution submitting a request for revocation of a participant from internship to the University, in the case when the Intern seriously infringes work discipline, principles of social cooperation, or other rules in force at the Receiving Institution, may result in termination of the *Tripartite Internship Agreement* and the Scholarship Agreement by the University for reasons for which the Intern is liable. Termination of the contracts shall occur after the Intern has been requested by the University to provide explanations.

2. In the case of termination of the agreements mentioned in par. 1, the Intern loses the right to co-financing and is obliged to return the received funds (scholarship, advance payment for accommodation) in whole plus interests calculated as for tax arrears, claimed from the day when the funds were transferred to the Intern's bank account, as well as the right to apply for a return of the incurred costs of the visit.

3. The decision to terminate the *Tripartite Agreement* is made by Project Coordinator, whereas the decision to terminate the Scholarship agreement and to demand from the Intern a return of funds in the cases specified in par. 2 is made by Vice-Rector for Student Affairs.

4. Resignation from internship is possible only in particularly justified circumstances, i.e. those resulting from health-related causes (e.g. long-term illness) or other important unexpected circumstances, beyond the control of the Intern and unknown to them at the start of participation in the internship.

5. In the case of resignation from internship, the Intern is obliged to promptly notify MUB Supervisor in writing, who shall pass the information to RI Supervisor. The notification shall include documents confirming the occurrence of circumstances specified in par. 4.

6. Resignation from internship is tantamount to termination of the *Tripartite Internship Agreement* by the Intern and termination of the Scholarship agreement.

XI. FINAL PROVISIONS



§ 16

The student is obliged to inform the Dean's Office about any changes in personal and contact data as well as any other data which may have an impact on the appropriate course of internship.

§ 17

General supervision over the internship and settlement of matters not covered by these Regulations is the responsibility of Project Coordinator.

List of Attachments to these Regulations:

Attachment no. 1 – Recruitment form with attachments

Attachment no. 2 – Point system

Attachment no. 3 – Declaration of participation in the Project

Attachment no. 4 – Statement of Project participant

Attachment no. 5 – Tripartite Agreement

Attachment no. 6 – Evidence of cash payments made

Attachment no. 7 – Scholarship agreement

Attachment no. 8 – Monthly confirmation of internship completion

Attachment no. 9 – Certificate of internship completion

Attachment no. 10 – Satisfaction survey

Attachment no. 11 – Statement on continuation of education or finding employment

Attachment no. 12 – Letter of Intent from the Receiving Institution