**Regulations of student internships within the framework of the Project entitled**

**“Strengthening the competences of medical students of Medical University of Bialystok”**

I. GENERAL PROVISIONS

§ 1

1. These Regulations are in force during the implementation of the aforementioned Project in accordance with the financial agreement no. POWR.03.01.00-00-S134/17-00 dated 03.11.2017 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- and part-time students of medicine at the Faculty of Medicine with the Division of Dentistry and Division of Medical Education in English of Medical University of Białystok, studying in Polish.
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:
2. Project –the project entitled “Strengthening the competences of medical students of Medical University of Bialystok” 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.
3. Dean’s Office – the Dean’s Office of the Faculty of Medicine with the Division of Dentistry and Division of Medical Education in English of Medical University of Białystok.
4. University/MUB – Medical University of Białystok.
5. Faculty – the Faculty of Medicine with the Division of Dentistry and Division of Medical Education in English of Medical University of Białystok.
6. Student – full- or part-time student of the Faculty, studying in Polish at the course of study listed in § 1 par. 2.
7. Internship – a one-month domestic or foreign (carried out on the territory of European Union and European Economic Area countries) student internship carried out within the framework of the Project for a minimum of 120 hours (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.
8. Intern/Participant – student qualified for participation in internship.
9. UMB Supervisor – internship supervisor designated by Medical University of Białystok.
10. RI Supervisor – internship supervisor designated by the Receiving Institution.
11. Receiving Institution – institution that accepts interns/project participants for internship.
12. Project Coordinator – Vice-Dean for the Development of the Faculty and Education in English of MUB.
13. Office for Student Affairs/DSS – the Office Student Affairs of Medical University of Białystok.
14. International Cooperation Office/DWM – the International Cooperation Office of Medical University of Białystok.

III. GENERAL RULES FOR CARRYING OUT INTERNSHIPS

§ 3

1. The Project shall be implemented in the period from 1 January 2018 to 30 November 2019.
2. The Project foresees the carrying out of 118 one-month internships of Faculty students in two editions, from July to September 2018 and from July to September 2019.
3. The period of internship is one month, 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 internships are optional as defined in the study programme in force at the course in medicine and hence cannot be counted as an integral part of the course of study.
5. The Project shall be implemented pursuant to the European Union Council recommendations of 10 March 2014 on quality framework for traineeships (2014/C 88/01).
6. Changing the Receiving Institution in which the student carries out the internship during the internship period is forbidden.
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 lub 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. 2 to these Regulations.
2. The commencement of recruitment for internship visits is announced by posting an announcement at the Project website: <http://umb.edu.pl/praktykiwl>.
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 the Internship Committee consisting of:
5. Project Coordinator,
6. Recruitment specialist,
7. MUB Supervisor.

§ 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), whose template 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 shall create a ranking on the basis of the number of points. The *Formularz oceny kwalifikujący studenta na staże krajowe i zagraniczne* (Assessment form for the qualification of a candidate 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 the application documents, shall announce the list of participants qualified for internships at the Project website. The candidates meeting 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 in the electronic form.
4. The decision of the Internship Committee shall not be appealable.

§ 7

1. A student finds a domestic or foreign Receiving Institution that will accept them for internship by him/herself.
2. MUB Supervisors shall provide support in establishing cooperation with Receiving Institutions.

§ 8

1. During the Project implementation period, 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, have the status of an unemployed person (verification on the basis of a statement made in the Recruitment form).
3. The minimum average grades that enable to apply for internship are 3.0 for domestic internships and 3.6 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 detailed recruitment criteria are set out in the document called *Formularz oceny kwalifikujący studenta na staże krajowe i zagraniczne* (Assessment form for the qualification of a candidate for domestic and foreign internships) constitutes Attachment no. 2 to these Regulations, available at: [http://umb.edu.pl/praktykiwl](http://www.umb.edu.pl/praktykiwl).
6. Students participating in the Erasmus+ Programme during the internship period cannot receive funding within the framework of the Project.

V. RULES OF INTERNSHIP ORGANIZATION

§ 9

1. No later than 30 calendar days after the Internship Committee publishes the list of students qualified for internship visits, the intern is obliged to sign, at the Dean’s Office, on pain of revoking the consent for the visit, the following documents:
2. *Deklaracja uczestnictwa w projekcie* (Declaration of participation in the Project), constituting Attachment no. 3 to these Regulations,
3. *Oświadczenie uczestnika projektu* (Statement of Project participant), constituting Attachment no. 4 to these Regulations,
4. Tripartite Agreement concluded between the Receiving Institution, the University, and the Intern, constituting Attachment no. 5 to these Regulations.
5. The internship must be carried out in the place specified in the Tripartite Agreement, according to its programme.

VI. GENERAL RULES FOR INTERNSHIP FINANCING

§ 10

1. The awarded funds are intended to co-finance the following expenses connected with carrying out the internship:
2. In the case of domestic internships: internship scholarship, travel costs, accommodation costs, costs of urban transport (monthly tickets or equivalent);
3. In the case of foreign internships: scholarship for covering the cost of subsistence and accommodation, travel costs.
4. 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.
5. 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.
6. An Intern applying for co-financing of internship is obliged to submit the relevant visit application, no later than 14 calendar days before the planned day of departure:
7. in the case of a domestic internship the document in question is Attachment no. 1 to Disposition no. 13/14, mentioned in par. 2 at the Office of Student Affairs of Medical University of Białystok,
8. in the case of a foreign internship the document in question is Attachment no. 1B to Disposition no. 14/14, mentioned in par. 3 at the International Cooperation Office of Medical University of Białystok.
9. No later than 14 calendar days before the internship visit, the intern 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, including the days of travel to and from the place of internship.
10. The Intern 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.
11. In justified circumstances, e.g. when the Receiving Institution demands the Intern’s prior arrival or settlement of formalities on completion of the internship’s, an earlier departure or later return are possible, 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.
12. An intern who carries out internship in a place located less than 50 km away from their place of residence is not entitled to travel and accommodation costs.

VII. 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 located no less than 50 km away from their place of residence, calculated according to the mapa.pf.pl portal.
  2. If an Intern, with Vice-Rector for Student Affairs’ prior consent, presents for settlement tickets from a place located at least 50 km away from their place of residence, then 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 the return from the place of internship.
  3. Travel by public transportation is acceptable, unless the specific character of the organization of the public transport in a given area is such that using other means of transport would be more rational.
  4. The Intern agrees to cover the travel costs incurred before receiving co-financing from their own resources.
  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, within the following limits:

1. maximum cost of travel to and from the place of internship in Poland: 59,50 PLN,
2. maximum cost of travel to and from the place of internship abroad: 881,22 PLN.
   1. In the case of travel by train, the cost shall be settled in accordance with prices of 2nd class tickets in a given area.
   2. Costs of domestic plane travel shall not be eligible.
   3. In the case of foreign plane travel, only the costs of economic class tickets are eligible.
   4. 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, the flight plan and flight ticket purchase invoice. In addition, if payment is made by bank transfer, the statement of bank transaction made must be submitted.
   5. The cost of urban public transport in the case of domestic internships shall be settled on the basis of an invoice for the purchase of a monthly bus ticket or equivalent. In the case of foreign internships, the costs of urban public transport are not eligible.
   6. The invoices mentioned in par. 9 and 10 shall be issued to the following payer:

Uniwersytet Medyczny w Białymstoku

ul. Jana Kilińskiego 1, 15-089 Białystok

NIP 542-021-17-17

VIII. ACCOMODATION COSTS

§ 12

1. Co-financing within the framework of the Project is intended to cover the costs of accommodation, provided that the internship is carried out in a place located no less than 50 km away from their place of residence, calculated according to the mapa.pf.pl portal.
2. The maximum accommodation cost for an Intern carrying out a domestic internship is 960.56 PLN/month.
3. The maximum subsistence and accommodation cost for an Intern carrying out a foreign internship is 3330.00 PLN/month and is paid in the form of a scholarship for covering the cost subsistence and accommodation.
4. The recommended accommodation is a student dormitory, a hostel, a standard room in a medium standard 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. In the case of domestic internships, accommodation costs are settled on the basis of costs actually incurred and documented.
6. In the case of foreign internships, the scholarship for covering the cost subsistence and accommodation shall be paid in two instalments: 80% within 14 days after signing the Foreign Internship Scholarship Agreement (*Umowa stypendialna na staż zagraniczny*) constituting Attachment no. 8 to these Regulations and 20% after internship completion, i.e. after the Intern’s return from the internship, before the 15th day of the next month he/she submits the full content-related and financial settlement of the visit.
7. The Intern may apply for advance payment of part of the accommodation costs in an amount equal to 80% of accommodation costs.
8. In order to receive the advance payment mentioned in par. 7, the application in the form of Attachment no. 5 to Disposition no. 13/14, mentioned in § 10 par. 2, shall be submitted to the Office of Student Affairs no later than 14 calendar days before the planned departure date.
9. 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. In the case of a domestic internship, the Intern is entitled to an internship scholarship in a total amount of 2007.00 PLN. 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, including Social Insurance (ZUS) premiums.
2. In the case of domestic internships, the internship scholarship is paid after its completion, on the basis of a Domestic Internship Scholarship Agreement (*Umowa stypendialna na staż krajowy*) concluded in the Office of Student Affairs between the Intern and the University, constituting Attachment no. 7 to these Regulations.
3. The basis for the payment of the internship scholarship in the case of domestic internships and for the settlement of scholarship for covering the cost of subsistence and accommodation in the case of foreign internships is to submit *Confirmation of internship completion* (part II of *Internship Journal*), filled in by RI Supervisor.
4. In the case of domestic internships, the internship scholarship shall be paid after the Intern’s return from internship, within 15 days from the date when the Intern submits the full content-related and financial settlement of the visit.
5. If an Intern carrying out a domestic internship who has received advance payment fails to settle the 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 perform content-related settlement of the internship, the Intern is obliged to submit to the Dean’s Office the following documents, within 14 calendar days from the date of internship completion:

1. *Internship Journal* together with RI Supervisor’s opinion and confirmation of internship completion,
2. settlement of the costs of the visit:
3. 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,
4. 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,
5. Original copies of internship schedule,
6. *Ankieta ewaluacyjna*, i.e. evaluation survey (questionnaire), constituting Attachment no. 10 to these Regulations.
   1. Failure on the part of the Intern to complete the minimum number of hours of internship specified in § 3 par. 4 within a month 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.
   2. In order to conduct financial settlement of the internship, the Intern is obliged to submit the following documents, within 14 calendar days from the date of internship completion:
7. showing the original of confirmation of internship completion (page 9 of *Internship Journal*), for the purpose of photocopying. In the case of domestic internships the documents must be shown to the Office of Student Affairs; in the case of foreign internships the documents must be shown to the International Cooperation Office. The original must be submitted to the Dean’s Office.
8. settlement of the costs of the visit:
9. 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, submitted to the Office of Student Affairs,
10. 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, submitted to the International Cooperation Office.
11. financial documents confirming travel and accommodation costs actually incurred, specified in § 11 par. 9 and 10, and in § 12 par. 8. In the case of domestic internships the documents must be submitted to the Office of Student Affairs; in the case of foreign internships the documents must be submitted to the International Cooperation Office.
    1. 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 is 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.
    2. Each Intern who completed the internship and concluded its content-related and financial settlement shall receive the Diploma of internship completion (*Dyplom potwierdzający odbycie stażu*) issued by the University, whose template constitutes 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 to the University a written request for revocation of a participant from the internship, 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 the Intern is liable for. The 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, calculated from the day when the funds were transferred to the Intern’s bank account, in addition to losing 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 the 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.
  7. Resignation from internship is possible only in serious random cases, beyond the Intern’s control.

XI. FINAL PROVISIONS

§ 16

The Intern is obliged to submit to the Dean’s Office:

- any changes in personal and contact data as well as any other data which may have an impact on the appropriate course of internship,

- a scan of the internship schedule, before the date of commencement of the internship and its scan after completion of the internship,

- photos, in electronic form, with the promotional poster and without it, that shall constitute documentation of the student’s participation in the internship in the Receiving Institution specified in the Tripartite Internship Agreement, with the photos taken with respect of the protection of image and trade secret,

- in the case of a decision to publish selected photos in the media, the publication shall be made with respect of the protection of copyrights, image, and trade secret.

§ 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 – Assessment form for the qualification of a candidate for domestic and foreign internships

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 – Foreign internship scholarship agreement

Attachment no. 8 – Domestic internship scholarship agreement

Attachment no. 9 – Diploma of internship completion

Attachment no. 10 – Evaluation survey

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