



**EXTRACT FROM THE REGULATIONS
OF PARTICIPATION IN
TASK NO. 5 - HIGH QUALITY INTERNSHIP
PROGRAMS FOR STUDENTS
WITHIN THE FRAMEWORK OF THE PROJECT
ENTILED**

**Programme of Integrated Development
of Education Quality
at Medical University of Białystok**

Białystok, 01.10.2018
(uniform text as of 14.01.2020)

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§ 1

GENERAL PROVISIONS

1. These Regulations are in force during the implementation of the Project entitled *Programme of Integrated Development of Education Quality at Medical University of Białystok* in accordance with the financial agreement no. POWR.03.01.00-00-ZO16/17-00 dated 26.06.2018 concluded between Medical University of Białystok and the National Centre of Research and Development.
2. The Project is implemented in the period between 01.10.2018 and 30.09.2022.
3. The main aim of the Project is to improve the quality, effectiveness and accessibility of the educational offer of the Medical University of Białystok. This aim will be achieved as a result of:
 - 1) [...]
 - 2) [...]
 - 3) [...]
 - 4) raising the competence of UMB students through the implementation of:
 - a) [...]
 - b) high quality internship programs developing competences consistent with the effects of education on the given course of study,
 - 5) [...]
4. The provisions of these Regulations concern the rules of recruitment and participation of the University's students as well as teaching, management and administration staff in the activities provided in the aforementioned Project.

§ 2

DEFINITIONS

The terms used throughout these Regulations shall have the following meanings:

1. Project - Project entitled *Programme of Integrated Development of Education Quality at Medical University of Białystok* co-financed by the European Union under the European Social Fund, Operational Program Knowledge, Education, Development, Priority III Higher education for economy and development, Measure 3.5 Comprehensive programs of higher education.
2. University / MUB - Medical University of Białystok.
3. [...]
4. [...]
5. [...]
6. [...]

7. Task 5 - Task No. 5 - *High Quality Internship Programs for Students* implemented as part of the Project.
8. [...]
9. WL – Faculty of Medicine with the Division of Dentistry and Division of Medical Education in English of the Medical University of Białystok
10. WL 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.
11. WF – Faculty of Pharmacy with the Division of Laboratory Medicine of Medical University of Białystok.
12. WF Dean’s Office – the Dean’s Office of the Faculty of Pharmacy with the Division of Laboratory Medicine of Medical University of Białystok.
13. [...]
14. [...]
15. [...]
16. Participant – A Project Participant who is a MUB student who meets the assumptions of the Project’s target group or an employee of UMB employed under a contract of employment or on the basis of the act of appointment taking part in at least one form of support implemented as part of the Project.
17. Intern - Student qualified to participate in the internship.
18. Internship – a one-month or two-month domestic or foreign (carried out in the European Union and European Economic Area) student internship carried out within the framework of the Project at the Receiving Institution for a minimum of 120 hours a month, 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
19. Project Manager/Coordinator – the person responsible for the implementation of the project in accordance with the schedule and budget, undertakes corrective actions, manages risk in the project.
20. WL/WF/WNoZ Task Manager/Coordinator – the person responsible for the implementation of project tasks of the relevant Faculty, undertakes corrective actions at the Faculty level, manages risks in the part of the project concerning the Faculty.
21. [...]
22. [...]
23. [...]
24. [...]
25. [...]

26. WL Internships Content Coordinator – internship supervisor of the Medical Faculty with the Division of Dentistry and the Division of Teaching in English of the Medical University of Białystok.
27. WF Internships Content Coordinator – Vice-Dean for Student Affairs of the Faculty of Pharmacy with the Division of Laboratory Medicine of Medical University of Białystok.
28. [...]
29. [...]
30. [...]
31. [...]
32. WL/WF/WNoZ Administrative Specialist – a person designated at respective MUB Faculties dealing with administrative support of the project. Responsible for administrative support of the WL Task Manager and WF Content Coordinators in the implementation of content-based tasks.
33. Recruitment and Promotion Specialist – a person responsible for recruitment of students and employees, promotion of the project, organisation of recruitment and promotional meetings, support in the organization of training and service for project participants.
34. MUB Supervisor – internship supervisor designated by respective WL/WF Faculty at Medical University of Białystok.
35. Receiving Institution – institution that accepts Interns/Project participants for internship.
36. RI Supervisor – internship supervisor designated by the Receiving Institution.
37. Office of Student Affairs/DSS – the Office of Student Affairs of Medical University of Białystok.
38. International Cooperation Office – the International Cooperation Office of Medical University of Białystok.
39. [...]
40. [...]
41. [...]
42. Project Website – website available at: www.umb.edu.pl/zpu, containing information about the Project and current events implemented as part of the Project.
43. [...]

§ 3

FORMS OF SUPPORT AND PARTICIPANTS OF THE PROJECT

No.	Form of support	Target Group	The planned number of people to be supported
[...]			
[...]	[...]	[...]	[...]
[...]	[...]	[...]	[...]
[...]			
[...]	[...]	[...]	[...]
[...]	[...]	[...]	[...]
[...]	[...]	[...]	[...]
[...]	[...]	[...]	[...]
[...]	[...]	[...]	[...]
[...]	[...]	[...]	[...]
[...]	[...]	[...]	[...]
[...]			
[...]	[...]	[...]	[...]
[...]	[...]	[...]	[...]
[...]	[...]	[...]	[...]
[...]	[...]	[...]	[...]
TASK NO. 5 - HIGH QUALITY INTERNSHIP PROGRAMS FOR STUDENTS			
1	<ul style="list-style-type: none"> • Internships - Faculty of Medicine 	- Medicine – 5th year	Domestic and foreign internships for 117 persons
2	<ul style="list-style-type: none"> • Internships – Faculty of Pharmacy 	<ul style="list-style-type: none"> - Laboratory Medicine – 5th year, - Pharmacy – 5th year, - Cosmetology 1st degree – 3rd year, - Cosmetology 2nd degree – 2nd year. 	Domestic and foreign internships for 214 persons

No.	Form of support	Target Group	The planned number of people to be supported
[...]			
[...]	[...]	[...]	[...]
[...]	[...]	[...]	[...]

§ 4

PRINCIPLES OF RECRUITMENT IN THE PROJECT

I. General rules of recruitment in the Project

- The following groups of people can apply and participate in activities carried out within the framework of the Project:
 - Students of the MUB Faculties and years referred to in § 3,
 - [...]
 - [...]
 - [...]
- One Participant may receive more than one type of support.
- [...]
- [...]
- The recruitment process will take place gradually, each time before the start of the planned activities and in accordance with the limits set in the Project.
- Recruitment is commenced by placing an announcement containing information on the dates and place of documents submission, participation criteria and the maximum number of Participants, along with the application form and other necessary attachments on the Project Website. Information on recruitment will be disseminated, among others, with information and promotion posters, by the Teaching Staff during classes with students and at Administrative Staff meetings. Information on recruitment will also be found in the university periodical *Medyk Białostocki*, on social media and on the Project and MUB Websites. [...].
- 6.1 [...]
- Medical University of Białystok is the administrator of personal data of persons applying for support in the Project.
- Personal data of persons applying for support will be processed in the recruitment process in the Project

9. The person applying for support is acquainted with information on the processing of personal data in accordance with art. 13 of the General Data Protection Regulation of 27 April 2016 in the recruitment form.
10. The person applying for support consents to the processing of personal data for the purposes of recruitment in accordance with art. 6 par. 1 let. a) of the General Data Protection Regulation of 27 April 2016.
11. Documents referred to in item 6 should be submitted within the time specified in the announcement. Documents submitted after the deadline will not be considered.
12. The decision on qualifying for the project will be taken by the Recruitment Commissions appointed each time by the Project Manager for individual tasks in the project. Unless the regulations provide otherwise, the Recruitment Committee will each time include the Recruitment and Promotion Specialist. The commission must be comprised of at least 3 members.
13. [...]
14. The persons who submitted the applications will be informed about the recruitment results immediately after the recruitment is completed.
15. Complementary recruitment process will be carried out in the event of further availability of places in the given form of support.
16. Within 7 days, at the latest, after receiving the information about having qualified for particular forms of support, the Participant is obliged to submit documents containing the scope of data specified in the guidelines of the Knowledge Education Development Operational Program:
 - 1) *Dane uczestnika otrzymującego wsparcie w ramach projektu Program Zintegrowanego Rozwoju Jakości Kształcenia na Uniwersytecie Medycznym w Białymstoku* (Details of the participant receiving support within the framework of *Programme of Integrated Development of Education Quality at Medical University of Białystok* project) (Attachment no. 1),
 - 2) *Oświadczenie uczestnika Projektu* (Declaration of the Project participant) (Attachment no. 2),
 - 3) [...]
17. Refusal to complete the documents referred to in item 16, incomplete completion of documents or failure to deliver them on time is tantamount to the lack of participation in the Project.
18. After providing the necessary documents listed in item 16 a list of Participants and a reserve list are prepared.
19. The candidate is not entitled to appeal against the decision of the recruitment committee.
20. In the case of recruitment of the same person for another form of support in the Project, it is not required to re-submit the documents referred to in item 16, unless the data has changed.
21. All forms of support in the Project will be conducted with respect for the principles of equal opportunities for women and men, while taking into account the needs of people with disabilities. Participation of disabled people in the Project is possible at every stage of project activities on the principle of equal participation with other people.

II. The rights and obligations of the participants

1. Each Participant is entitled to participate free of charge in the forms of support specified in § 3.
2. The participant is obliged to:
 - 1) comply with the terms and conditions set out in these Regulations,
 - 2) read and sign documents of the Project Participant (Attachment no. 1 and no. 2 to the Regulations),
 - 3) participation in all forms of support for which he/she has been qualified,
 - 4) confirm participation in classes on the attendance list,
 - 5) maintain the attendance at the classes enabling substantive and objective assessment of the Participant's progress by the trainer,
 - 6) [...]
 - 7) [...]
 - 8) comply with generally accepted norms and principles, including taking care of equipment and aids used during the implementation of the Project,
 - 9) provide necessary up-to-date and factually consistent personal data,
 - 10) inform the Recruitment and Promotion Specialist immediately of any changes to one's personal data
 - 11) submit all documents required during and after the completion of the Project,
 - 12) [...]
 - 13) [...]
 - 14) [...]
3. Absence of the Participant within a given period of granted support is only allowed in case of *force majeure*, i.e. in case of illness or other random events [...].
4. MUB reserves the right to delete a Participant from the list of Project Participants in case of violation of the provisions of these Regulations.
5. The exclusion from participation in the Project also takes effect due to the [...] deletion from the list of MUB students.
6. In the event of failure to comply with the obligations set out in item 2 or loss of the Participant's status referred to in items 4 and 5, the Project Participant may be requested to reimburse the costs incurred by the University for the forms of support provided to him/her in the Project.
7. [...]

8. [...]
9. In the case of Task 5, the rules of refunding the costs of accommodation and transport are set out in § 8.
10. The foremost form of communication between the parties during the Project implementation is electronic mail and the Project Website. Project participants are required to regularly check the e-mail indicated in the document: Data of the participant receiving the project support (Attachment no. 1) and to follow the Project Page.

§ 5

[...]

§ 6

[...]

§ 7

[...]

§ 8

TASK NO. 5 - HIGH QUALITY INTERNSHIP PROGRAMS FOR STUDENTS

I. General rules for carrying out internships

1. Task 5 is implemented in the period from 02.01.2019 to 30.12.2021.
2. Task 5 includes the implementation of 117 one-month WL student internships in two editions: 1st edition - from 01.07.2020 to 30.09.2020 and the 2nd edition - from 01.07.2021 to 30.09.2021, and 214 two-month WF student internships in three editions, 1st edition - from 01.04.2019 to 31.08.2019, 2nd edition – from 01.04.2020 to 31.08.2020, and the 3rd edition - from 01.04.2021 to 31.08.2021.
3. The period of implementation of student internship of WL students is one month, and WF students two months excluding cases of *force majeure*, independent of the Intern. In case of *force majeure* events, the decision to change/postpone the period of the Internship implementation or to revoke Intern status will be made by the respective WL/WF Internships Content Coordinator.
4. Internships are optional as defined in the programme of study in force at the courses of medicine, pharmacy, cosmetology and medical analysis, and thus 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. The student independently finds the domestic or foreign Receiving Institution, in which to be accepted for the Internship.
7. Changing the Receiving Institution in which the Student carries out the Internship during the Internship period is forbidden.

II. Detailed rules of recruitment for Internships

1. The qualification of participants for the Internship takes place during the recruitment process, based on the recruitment criteria set out in the *System punktowy kwalifikacji studentów* (Point system applied when creating the ranking of candidates for domestic and foreign internships) available on the Project Website
2. The decision about the internship is made by the Internship Recruitment Commissions comprised of at least:
 - 1) WL/WF Internships Content Coordinator – the head of the Commission,
 - 2) Recruitment and Promotion Specialist (concerns WL Internships),
 - 3) WL Administrative Specialist / WF Administrative Specialist for Internships,
 - 4) MUB Supervisor (concerns WF Internships).
3. A student applying for a domestic or foreign Internship should submit a recruitment form with the necessary attachments (available on the Project Website) in the appropriate WL / WF Dean's Office.
4. The Internship Recruitment Commission will make a formal evaluation of the submitted documents and, based on the number of points obtained, will create a ranking list. A detailed description of the criteria and scores can be found in the *System punktowy kwalifikacji studentów* (Student Qualification Point System) document on the Project Website.
5. The Internship Recruitment Commission within 14 calendar days counting from the last day of receiving application documents, will announce the list of participants qualified for the Internship on the Project Website. Candidates who met the qualification criteria, but have not been qualified due to the limited number of places available shall be put on the reserve list.
6. WL/WF Internships Content Coordinators and MUB Supervisors can provide support in establishing cooperation with the Receiving Institutions
7. The same student will be able to participate in only one Internship during the duration of Task 5 in the Project.
8. In the case of an equal number of points in the recruitment process, priority will be given to persons who, at the time of recruitment, will have the status of an unemployed person (verification based on the statement submitted in the Recruitment Form).
9. In the case of an equal number of points in the recruitment process, a higher average grade takes priority on the ranking list; in the case of an identical average grade, the order in which the applications were received is decisive.
10. If the number of persons meeting the criteria for foreign Internship visits is lower than the number of internship visits available in a given edition, the Internship Recruitment Commission may decide to accept additional persons from the candidates that failed to meet the criteria according to the number of points received in the recruitment procedure. The detailed criteria of recruitment are set out in the *System punktowy kwalifikacji studentów* (Student Qualification Point System) document on the Project Website.

11. As part of the project, the support may not be granted to students who are participants of the Erasmus + Program in the planned period of the Internship.
12. As part of the project, support for internships may not be granted to students who were previously participants in the project entitled "High-quality internship programs at the Faculty of Pharmacy with the Department of Laboratory Medicine at the Medical University of Białystok" and "Strengthening the practical competences of medical students of the Medical University of Białystok".
13. In the case of recruiting fewer students than 30% of full-time or part-time students studying in a given year of study and field of study, the Medical University of Białystok reserves the right to suspend the implementation of domestic and foreign internships in a given academic year in a given year of study and field of study, in accordance with the access criterion No. 16 in the Regulations of competition No. POWR.03.05.00-IP.08-00-PZ1 / 17 for Integrated University Programs under Path I, Action 3.5 Comprehensive university programs, Axis III Higher education for the economy and development, Operational Program Knowledge Education Development 2014-2020.

III. Rules of Internship organization

1. At the latest, 7 calendar days after the recruitment committees have announced the list of students qualified to go on an Internship, the intern is obliged, under pain of withdrawing consent to leave, to deliver to the Project Department (in the case of WL) or to the Dean's Office (in the case of WF) the following signed documents:
 - 1) *Dane uczestnika otrzymującego wsparcie w ramach projektu Program Zintegrowanego Rozwoju Jakości Kształcenia na Uniwersytecie Medycznym w Białymstoku* (Details of the participant receiving support within the framework of *Programme of Integrated Development of Education Quality at Medical University of Białystok* project),
 - 2) *Oświadczenie uczestnika Projektu* (Declaration of the Project participant).
2. At the latest, 30 calendar days after the recruitment committees have announced the list of students qualified to go for an internship, the intern is obliged, under pain of withdrawing consent to leave, to submit to the appropriate Dean's Office of the corresponding Faculty the following documents signed by all parties:
 - 1) Declaration of no affiliation,
 - 2) Tripartite agreement concluded between the Receiving Institution, the University and the Intern (available at the Project Website).
3. The Internship should take place in the place specified in the Tripartite Agreement, in accordance with its programme.

IV. General rules for Internship financing

1. The awarded funds are intended to cover the following related costs of an Internship:

- 1) In the case of domestic Internships: internship scholarship, travel costs, accommodation costs, public urban transport ticket costs (monthly or equivalent tickets),
 - 2) In the case of foreign Internships: scholarship to cover the costs of subsistence and accommodation, travel expenses.
2. Matters related to the domestic Internship visits are regulated by *Zarządzenie nr 13/14 Rektora Uniwersytetu Medycznego w Białymstoku z dnia 18.02.2014 roku w sprawie zasad i trybu udzielania zgody na wyjazdy krajowe studentów i doktorantów* (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 provide otherwise.
 3. Matters related to foreign Internship visits are regulated by *Uchwała Nr 14/14 Senatu Uniwersytetu Medycznego w Białymstoku z dnia 4.03.2014 roku w sprawie zmiany Uchwały Nr 32/ 2013 Senatu Uniwersytetu Medycznego w Białymstoku z dnia 24.04.2013 roku dot. określenia warunków i trybu kierowania za granicę w celach naukowych, dydaktycznych i szkoleniowych pracowników, doktorantów i studentów Uniwersytetu Medycznego w Białymstoku* (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 provide otherwise.
 4. The Intern applying for co-financing of the Internship is obliged to submit an appropriate visit application to the Office of Student Affairs of Medical University of Białystok, not later than 14 calendar days before the planned date 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 item 2,
 - 2) in the case of a foreign Internship the document in question is Attachment no. 1B to Disposition no. 14/14, mentioned in item 3.
 5. No later than 14 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 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.
 7. 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 Education has been obtained. In such a case, travel costs and accommodation costs are due for settlement only for the period specified in item 6.
 8. 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.

V. Travel costs

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. Travel by public transportation is encouraged, 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.
3. In the case of domestic trips and in the case of foreign travel by means of public transport other than aircraft, the Intern undertakes to pre-cover travel costs with his/her own funds.
4. 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, up to the limit specified in the Project.
5. In the case of travel by train, the cost shall be settled in accordance with prices of 2nd class tickets in a given area.
6. Costs of domestic plane travel shall not be eligible.
7. In the case of international air travel, the purchase of airline tickets takes place on the principles in force at UMB and is made by the International Cooperation Office. Only economy class air fares are eligible. The flight billing documents for tickets purchased by UMB are the boarding cards.
8. In order to settle the costs of travel by public transport, the Intern is required to provide tickets confirming the expenses incurred.
9. 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.
10. The documents mentioned in item 9 shall be issued to the following payer:

Uniwersytet Medyczny w Białymstoku
ul. Jana Kilińskiego 1, 15-089 Białystok
NIP 542-021-17-17

VI. Accommodation costs

1. Co-financing under the Project is intended to cover the cost of accommodation, provided that the Internship is held at a distance of not less than 50 km from the place of residence of the internship participant, calculated according to the portal mapa.pf.pl.
2. The maximum accommodation cost for a WL Intern carrying out a domestic Internship is 1097 PLN/month and for a WF Intern - 1400,00 PLN/month.
3. The maximum cost of living during the domestic Internship is PLN 30 for each day of Internship.

4. The maximum subsistence and accommodation cost for an WL / WF Intern carrying out a foreign Internship is 3330.00 PLN/month and is paid in the form of a scholarship for covering the cost of subsistence and accommodation.
5. 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 Education may refuse to settle the accommodation costs.
6. In the case of domestic Internships, accommodation costs are settled on the basis of costs actually incurred and documented.
7. The costs of living during the domestic internships are settled on the basis of §7 p. 1-3 of Rector's ordinance No. 21/13 of March 1, 2013 regarding domestic business trips of employees of the Medical University of Białystok and other domestic trips of academic teachers.
8. 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 *Umowa stypendialna na staż zagraniczny* (Foreign Internship Scholarship Agreement) available at the Project Website, and 20% after internship completion, i.e. after the Intern's return from the internship, up to the 15th day of the next month he/she submits the full content-related and financial settlement of the visit.
9. The Intern going for a domestic Internship may apply for advance payment of part of the accommodation costs in an amount not greater than 80% of accommodation costs
10. In order to receive the advance payment mentioned in item 7, the application in the form of Attachment no. 5 to Disposition no. 13/14, mentioned in § 8, pt. IV, item 2, shall be submitted to the Office of Student Affairs no later than 14 calendar days before the planned departure date.
11. In order to settle accommodation costs in the domestic Internship, the Intern is obliged to submit documents confirming the incurred costs to the Office of Student Affairs, 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*) available of Project Website. In the case of payment by card or money transfer, confirmation of performance of bank transaction must also be submitted.
12. The ZUS (Social Security) contributions may be deducted from the scholarship amount provided under the Project.

VII. Internship scholarship

1. In the case of domestic Internships, the WL/WF Intern is entitled to internship scholarship for each month of the Internship. The amount of the scholarship may be reduced by any due charges of the University and the Intern, including ZUS (social security) contributions.
2. In the case of domestic internships, the internship scholarship is paid after the completion of each month of the Internship, on the basis of *Umowa stypendialna na staż krajowy* (Domestic Internship

Scholarship Agreement) concluded in the Office of Student Affairs between the Intern and the University (available at Project Website).

3. In the case of a domestic internship, in order to receive the monthly payment of an internship scholarship, the Intern is obliged to deliver the original or an electronic scan of the monthly confirmation of the Internship completed by the RI Supervisor to the Office of Student Affairs or to the following address: prakt@umb.edu.pl; to settle the scholarship to cover costs of maintenance and accommodation in the case of a foreign internship, the Intern is obliged to deliver a Certificate of completion of the Internship completed by the RI Supervisor (available on the Project Website).
4. In the case of a domestic Internship, the Internship scholarship, with the exception of the scholarship for the last month of the Internship, will be paid by the 15th day of the next month from the date the Intern submits the monthly confirmation of the Internship. The scholarship for the last month of the Internship will be paid only after the Intern returns from the domestic Internship, and by the 15th day from the date when the Intern submits the full content-related and financial settlement of the visit.
5. The reimbursement of living expenses in the case of a domestic internship away from home will take place after the Intern's returns from the Internship until the 14th day of the following month from the date of the Intern's full content-related and financial settlement of the trip.
6. If the Intern carrying out a domestic Internship fails to settle the accommodation costs, the University has the right to deduce the outstanding advance payments from the Internship scholarship.

VIII. Settlement of internship

1. In order to perform content-related settlement of the Internship, the Intern is obliged to submit to the appropriate faculty-designated MUB Supervisor the following documents, within 14 calendar days from the date of Internship completion:
 - 1) *Internship Journal* together with RI Supervisor's opinion,
 - 2) settlement of the 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 § 8, pt. IV item 2,
 - b) in the case of a foreign internship, the document in question is Attachment no. 5 to Disposition no. 14/14, mentioned in § 8, pt. IV item 3.
 - 3) the original of the schedule of the Internship,
 - 4) evaluation survey (questionnaire) (available at Project Website)
2. Failure on the part of the Intern to complete the minimum number of hours of internship specified in § 2 item 18 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.

3. In order to conduct financial settlement of the Internship, the Intern is obliged to submit to the Office of Student Affairs (in case of domestic Internships) or to the International Cooperation Office (in case of foreign Internships) the following documents, within 14 calendar days from the date of internship completion:
 - 1) original of *Confirmation of internship completion* (page 9 w *Internship Journal* for inspection) – (concerns WL Internships),
 - 2) settlement of the 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 § 8, pt. IV item 2,
 - b) in the case of a foreign internship, the document in question is Attachment no. 5 to Disposition no. 14/14, mentioned in § 8, pt. IV item 3.
 - 3) financial documents confirming travel and accommodation costs actually incurred, specified in § 8, pt. V, items 8 and 9 and in § 8, pt. VI, item 9.
4. Failure to submit the documents specified in item 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 concluded its content-related and financial settlement shall receive the Certificate of internship completion (*Zaświadczenie o ukończeniu stażu*) issued by the University. The Certificate template can be found on the Project Website.
6. 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.
7. In the case of termination of the agreements mentioned in item 6, 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.
8. The decision to terminate the Tripartite Agreement is made by WL/WF Internships Content Coordinator, whereas the decision to terminate the Scholarship Agreement and to demand from the Intern a return of funds in the cases specified in item 7 is made by Vice-Rector for Education.
9. 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.

10. In the case of resignation from the Internship, the Intern is obliged to promptly notify WL/WF Internships Content Coordinator in writing, who shall pass the information to RI Supervisor. The notification shall include documents confirming the occurrence of circumstances specified in item 9.
11. Resignation from internship is tantamount to termination of the Tripartite Internship Agreement by the Intern and termination of the Scholarship agreement.
12. Resignation from the Internship is only possible in important random circumstances, independent of the Intern.

IX. Final provisions for Task 5

1. The Intern is obliged to submit to the relevant WL/WF Dean's Office:
 - 1) any changes in personal and contact data as well as any other data which may have an impact on the appropriate course of Internship,
 - 2) Internship schedules, before the date of its commencement (in the case of WF - to the MUB Supervisor)
 - 3) a photo with and without the promotional poster, in electronic form, 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,
 - 4) 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.
2. General supervision over the internship is the responsibility of WL/WF Internships Content Coordinator.

§ 9

[...]

§ 10

PRINCIPLES OF MONITORING PROJECT PARTICIPANTS

1. Participants are required to complete monitoring surveys during participation in the Project and after its completion.
2. The Project Participant undertakes to provide information:

- 1) [...]
- 2) [...]
- 3) 6 months from the end of education to provide data on the status of the labour market - applies to students participating in the Project.
3. A student participating in the Project is obliged to make every effort to be employed or continue education after completing their participation in the Project.
4. Monitoring of students who participate in the project takes place via electronic surveys sent to students by the MUB Careers Office.
5. [...]

§ 11

PRINCIPLES OF RESIGNATION FROM PARTICIPATION IN THE PROJECT

1. Resignation from participation in the Project is possible only in justified cases and takes place through submission of a written statement.
2. In the event of resignation from participation in the Project, Participants are required to submit a written statement to the Project Manager via the Project Office regarding the reasons for resignation as soon as possible.
3. [...]
4. [...]
5. The Project Manager reserves the right to remove a Participant from the list of Project Participants in the event of a violation of these Regulations by the Participant, including:
 - 1) providing false data in recruitment documents,
 - 2) making a false statement,
 - 3) failure to observe the attendance referred to in §4, point II, paragraph 2, item 5) and 6) of these Regulations,
 - 4) violation of the provisions of these Regulations,
 - 5) loss of student status or loss of employment at UMB on the basis of an employment contract,
 - 6) removal of the Project Participant from the form of support by an external entity in which the form of support in the Project is implemented.
6. In the event of the Participant's resignation from participation in the Project or removal from the List of Project Participants due to failure to comply with the provisions contained in these Regulations, the University has the right to request reimbursement by the Project Participant of the costs incurred by UMB with incidental payments for the Project activities related to that Participant, provided that the Participant's resignation will result in a refund of funding by the UMB.

7. Resignation from participation in any of the forms of support in the Project, or removal of the Participant from the list of Project Participants, results in the inability to participate in any other form of support throughout the entire project implementation period.

§ 12

PERSONAL DATA PROTECTION

1. Personal data of Project Participants are processed solely for the purpose of project implementation and to enable monitoring, control and evaluation of the Project.
2. The administrator of personal data of Project Participants is the minister competent for regional development acting as the Managing Authority for the Operational Program Knowledge Education Development 2014-2020.
3. The project participant signs a declaration on the processing of personal data in accordance with art. 13 and 14 of the General Data Protection Regulation of 27.04.2016, constituting Attachment No. 2 to the Regulations.
4. The Participant of the Project in Attachment No. 1 to these Regulations agrees to the free use of images with his image made during the project, in order to document the project implementation and promotion of the project in public space and in the media by posting on the UMB website and sub-websites: www.umb.edu.pl and social media.

§ 13

FINAL PROVISIONS

1. The Regulations come into force on 01.10.2018 and are valid for the entire duration of the Project.
2. Matters not regulated by these regulations are resolved in accordance with the guidelines of the Project and Knowledge Education Development Operational Program.
3. The Beneficiary reserves the right to change these Regulations in the event of changing the guidelines, conditions of Project implementation or other circumstances independent of the Beneficiary.
4. Any changes to the regulations require a written form and enter into force on the day of their signature.
5. The Regulations are available on the Project Website and in the Project Office.

LIST OF ATTACHMENTS TO THE REGULATIONS

1. Attachment no. 1 - *Dane uczestnika otrzymującego wsparcie w ramach projektu Program Zintegrowanego Rozwoju Jakości Kształcenia na Uniwersytecie Medycznym w Białymstoku* (Data of

the participant receiving support under Programme of Integrated Development of Education Quality at Medical University of Białystok).

2. Attachment no. 2 - *Oświadczenie uczestnika Projektu* (Declaration of the Project Participant).
3. Attachment no. 3 - *Oświadczenie uczestnika szkolenia* (Declaration of the training participant).