



**Tripartite Internship Agreement
within the framework of the Project entitled:
“Programme of Integrated Development of Education Quality at Medical University of Białystok”**

No.

concluded on between

Medical University of Białystok,

with registered office in Białystok, ul. Jana Kilińskiego 1, represented by Content Coordinator for Medical Internship Programs – dr hab. Alicja Rydzewska-Rosołowska pursuant to the power of attorney granted by the Rector of MUB,

hereinafter called “University” (MUB)

and

..... represented by, hereinafter called “Receiving Institution” (RI)

and

Mr/Ms, student of the 5th year of medicine at the Faculty of Medicine with the Division of Dentistry and Division of Medical Education in English of Medical University of Białystok, album no., hereinafter called “Intern”

with the following contents:

I. Objective of the Agreement

§ 1

1. The University shall deploy *[name and surname]* for an at least 120-hour/month (60 min./hour) student internship in the period from to, in RI, with the maximum number of working hours of 8 hours/day and 40 hours/week; in the case of an Intern with intermediate or advanced disability, the maximum number of working hours cannot exceed 7 hours/day and 35 hours/week.
2. The internship will be carried out in accordance with *Regulations of the participation in the project entitled Programme of Integrated Development of Education Quality at Medical University of Białystok (hereinafter called “Regulations”)*.
3. The Parties declare that they have acquainted themselves with the Regulations and agree to abide by it. The Regulations are available at: <http://www.umb.edu.pl/zpu>.

II. Educational aims of the internship

§ 2

The skills and competences that are to be acquired during the internship are set out in the Internship Programmes for 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, and constitute Attachment no. 1 to this Agreement.

III. Responsibilities and rights of the Receiving Institution (RI)

§ 3

1. The Receiving Institution agrees to:
 - 1) accept the Intern for a total of 120 hours of internship specified in § 1 with no employment relationship, in the place indicated by the Receiving Institution as the place of internship,
 - 2) designate an Internship Supervisor designated by the Receiving Institution, undersigned to the Intern (hereinafter called RI Supervisor),
 - 3) organize the internship in accordance with the Internship Programme,
 - 4) familiarize the Intern with the range of assigned responsibilities,
 - 5) instruct the Intern in the rules set out in the Labour Code, occupational safety and health, fire protection, as well as internal regulations and other rules in force in the Receiving Institution,
 - 6) provide the Intern with an adequate work station for internship duties, equipment, tools and materials, and personal protective equipment necessary for carrying out the tasks performed within the framework of the internship and other safety measures in accordance with applicable regulations,
 - 7) organize the internship in accordance with best practices, providing the Intern with guidance and assistance in performance of the assigned tasks,
 - 8) supervise and confirm the *Internship Journal* kept by the Intern (according to the template set out in Attachment no. 2 to this Agreement available at <http://www.umb.edu.pl/zpu>) and issue the *Certificate of Internship Completion* to the Intern, which is an integral part of the *Internship Journal*,
 - 9) enable the Financing Institution to carry out on-the-spot internship checks in the place of internship,
 - 10) ensure protection of the Intern's personal data pursuant to the rules set out in Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).
2. RI Supervisor is obliged to issue an opinion to the Intern, which is an integral part of the *Internship Journal*.
3. The Receiving Institution may demand from the University to revoke a student from the internship, on the basis of a written request, if they seriously infringe work discipline or other rules in force at the Receiving Institution.

IV. Responsibilities and rights of the University

§ 4

1. The University is responsible for the educational, pedagogical, and organizational supervision over the internship.
2. The University shall prepare Internship Programmes and appoint dr hab. Alicja Rydzewska-Rosołowska – the academic teacher directly responsible for educational and pedagogical supervision of the internship – as Internship Supervisor designated by MUB (hereinafter called “MUB Supervisor”).
3. For the duration of the internship, the University shall provide the Intern with the following consumables: doctor's gowns (1 pc./person), scrubs (1 pc./person).
4. The University agrees to co-finance the Intern's internship, i.e. to pay internship scholarship for internship whose completion is confirmed by the Receiving Institution and to reimburse travel and accommodation costs for the internship period, under the conditions set out in the Regulations and the agreement concluded with the Intern.
5. On the basis of RI Supervisor's opinion, the University shall prepare Final Reports, (according to the template set out in Attachment no. 3 to this Agreement available at <http://www.umb.edu.pl/zpu>), which will verify



whether the Intern has acquired the competences recommended in *Analiza Praktycznych kompetencji* (Analysis of practical competences).

6. The University reserves the right to resign from the Intern's departure or to change the date of the Internship. The above does not require any form of an annex.

V. Responsibilities of the Intern

§ 5

1. The University deploys and the Intern agrees to carry out an internship in the Receiving Institution

.....

[the name of institution] ,with no employment relationship.

2. The Intern is obliged to:
 - 1) start and complete the internship according to the rules set out in this Agreement, the Regulations, and the Internship Programme,
 - 2) carry out the internship in the place indicated by the Receiving Institution,
 - 3) complete the internship according to the Internship Programme and the rules set out by the Receiving Institution,
 - 4) perform the assigned tasks professionally, timely, and without fault. In the case of noticing faults in the performed tasks, the Intern agrees to remove them immediately and free of charge,
 - 5) protect the interest of the Receiving Institution and ensure the secrecy of organizational, commercial, technical, technological, etc. information that if revealed may subject the Receiving Institution to harm,
 - 6) have up-to-date medical examinations results for the internship period, as well as civil liability (OC) and accident (NNW) insurance,
 - 7) inform MUB Supervisor in writing of any changes regarding the date, time, or/and address of internship, before the change has occurred,
 - 8) inform MUB Supervisor immediately, in written form, about internship termination,
 - 9) submit to MUB the documents specified in the Regulations,
 - 10) timely submit all internship-related documents to MUB.
3. During the internship, the Intern must abide by the working hours, the work organization and rules in force at the Receiving Institution, OSH regulations, fire protection regulations, and legal provisions concerning confidentiality and personal data protection. The condition to be met by the Intern to begin the Internship is obtaining authorization to process personal data of RI's patients from the Director and signing IP's patients' personal data confidentiality agreement.

VI. Methods of recognition and validation of the acquired practical skills

§ 6

1. Recognition and validation of practical skills acquired by the Intern shall be performed on the basis of the following documents:
 - 1) RI Supervisor's opinion that is part of the *Internship Journal*,
 - 2) *Certificate of Internship Completion* issued by the Receiving Institution, which is part of the *Internship Journal*,



- 3) *Zaświadczenie o odbyciu stażu* (Certificate of internship completion) issued by MUB.

VII. Other provisions

§ 7

1. Regulations of student internships within the framework of the project entitled Programme of Integrated Development of Education Quality at Medical University of Białystok together with attachments and the Internship Programme available at <http://www.umb.edu.pl/zpu> are an integral part of this Agreement.
2. This Agreement can be terminated by the University or the Receiving Institution in the following cases:
 - 1) Failure on the part of the Intern to abide by the rules set out in this Agreement or the Regulations,
 - 2) The Receiving Institution submitting a written request to the University for removal of the Intern from internship, if the Intern has seriously infringed work discipline, principles of social cooperation, or other rules in force at the Receiving Institution.
3. Termination of the Agreement in the case specified in par. 2 pt. 2 shall occur after the Intern has been requested by the University to provide explanations
4. In any matters not covered by this Agreement, the appropriate provisions of the Regulations and the Civil Code shall apply.

§ 8

Any amendments hereto shall be made in writing, otherwise being null and void.

§ 9

The Agreement has been drawn in three identical copies, one for each of the Parties.

.....
University

.....
Receiving Institution
(company stamp and signature)

.....
Intern
(legible signature)

Attachments:

Attachment no. 1: Internship Programme

Attachment no. 2: Internship Journal

Attachment no. 3: Final Report