



# **EXTRACT FROM THE REGULATIONS OF PARTICIPATION IN TASKS NO. 3 AND 4 – HIGH QUALITY INTERNSHIP PROGRAMS FOR STUDENTS WITHIN THE FRAMEWORK OF THE PROJECT ENTITLED**

**“We have POWER – investing in regional  
competences”**

Białystok, November 2021

(uniform text as of 30.11.2021)

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### § 1

#### GENERAL PROVISIONS

1. These Regulations are in force during the implementation of the Project entitled *We have POWER – investing in regional competences* in accordance with the financial agreement no. POWR.03.05.00-

00-ZR37/18-00 dated 04.06.2019 concluded between Medical University of Białystok and the National Centre of Research and Development.

2. The Project is implemented in the period between 01.10.2019 – 30.09.2023.
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 (MUB). This aim will be achieved as a result of:
  - 1) [...]
    - a) [...]
    - b) [...]
  - 2) 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.
  - 3) [...]
4. The provisions of these Regulations concern the rules of recruitment and participation of the University's students [...] in the activities planned in the Project.
5. [...]
6. [...]

## § 2

### DEFINITIONS

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

1. Project – Project entitled *We have POWER – investing in regional competences* 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. Task 3 – Task No. 3 of the project, entitled *Development of students' practical competences – internship programs for students of the Faculty of Medicine* implemented at the Faculty of Medicine as part of the Project.
6. Task 4 – Task No. 4 of the project, entitled *Development of students' practical competences – internship programs for students of the Faculty of Pharmacy* implemented at the Faculty of Pharmacy as part of the Project.
7. [...]

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. WF – Faculty of Pharmacy with the Division of Laboratory Medicine of Medical University of Białystok.
11. [...]
12. 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.
13. WF Dean’s Office – the Dean’s Office of the Faculty of Pharmacy with the Division of Laboratory Medicine of Medical University of Białystok.
14. [...]
15. Participant – A Project Participant who is a MUB student meeting the characteristics of the Project’s target group [...] qualified for participation in at least one form of support implemented as part of the Project, i.e. a person who submitted the full set of documents specified in § 4 par. 1 item 20 of these Regulations.
16. [...]
17. [...]
18. Project Manager/Coordinator – the person responsible for the implementation of the Project, making key decisions in the Project, representing MUB in matters connected with the implementation of the Project.
19. [...]
20. WL/WF Task Manager/Coordinator – the person responsible for the implementation of Project tasks at the relevant Faculty, who undertakes corrective actions at the Faculty level, and manages risks in the part of the Project concerning the Faculty.
21. WF/WL Internships Content Coordinator – the person responsible for the implementation of Project activities at the respective Faculty in the area of student Internships.
22. [...]
23. [...]
24. [...]
25. WF Internships Administrative Specialist – the person designated at WF responsible for administrative management of the Project, including ongoing contact with Project participants and providing administrative support to WF/WL Internships Content Coordinator when implementing activities concerning Internships of WF students.
26. [...]
27. [...]
28. [...]
29. [...]

30. [...]
31. [...]
32. [...]
33. Intern – a student qualified to participate in the Internship.
34. Internship – a one-month or two-month domestic or foreign (carried out within 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.
35. Department of Student Affairs/DSS – Department of Student Affairs of Medical University of Białystok.
36. International Cooperation Department – International Cooperation Department of Medical University of Białystok.
37. MUB Supervisor – Intern supervisor, designated by respective WL/WF Faculty at Medical University of Białystok.
38. Receiving Institution – institution that accepts Interns for Internship.
39. RI Supervisor – Intern supervisor designated by the Receiving Institution.
40. [...]
41. Project Website – website available at: [www.umb.edu.pl/zpu3](http://www.umb.edu.pl/zpu3), containing information about the Project and current events implemented within the framework of the Project.
42. Project Office – MUB's Project Management Office.
43. [...]

### § 3

#### FORMS OF SUPPORT AND PARTICIPANTS OF THE PROJECT

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



No.	Form of support	Target Group	The planned number of people to be supported
[...]	[...]	[...]	[...]
[...]	[...]	[...]	[...]
[...]	[...]	[...]	[...]
[...]	[...]	[...]	[...]
[...]	[...]	[...]	
[...]	[...]	[...]	[...]
[...]	[...]	[...]	[...]
[...]	[...]	[...]	[...]
<b>TASK 3 – DEVELOPMENT OF STUDENTS’ PRACTICAL COMPETENCES – INTERNSHIPS FOR STUDENTS OF THE FACULTY OF MEDICINE</b>			
[...]	• Internships – Faculty of Medicine	Students of Faculty of Medicine: • Medicine – 5 <sup>th</sup> year	58 students: domestic – 5 abroad – 53
<b>TASK 4 – DEVELOPMENT OF STUDENTS’ PRACTICAL COMPETENCES – INTERNSHIPS FOR STUDENTS OF THE FACULTY OF PHARMACY</b>			
2.	• Internships – Faculty of Pharmacy	Students of Faculty of Pharmacy:	144 students: domestic – 120

No.	Form of support	Target Group	The planned number of people to be supported
		<ul style="list-style-type: none"> <li>Laboratory Medicine – 5<sup>th</sup> year,</li> <li>Pharmacy – 5<sup>th</sup> year,</li> <li>Cosmetology 1<sup>st</sup> cycle – 3<sup>rd</sup> year,</li> <li>Cosmetology 2<sup>nd</sup> cycle – 2<sup>nd</sup> year.</li> </ul>	abroad – 24
[...]			
[...]	[...]	[...]	[...]
[...]			
[...]	[...]	[...]	[...]

#### § 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 MUB Faculties and years referred to in § 3,
  - [...]
  - [...]
- One Participant may receive more than one type of support.
- [...]
- [...]
- [...]
- [...]
- The recruitment process will be taking place gradually, each time before the start of the planned activities and in accordance with the limits set in the Project.

8. Recruitment is commenced by placing on the Project Website an announcement containing information on the dates and methods of document submission, participation criteria, and the maximum number of Participants, along with the application form and other necessary attachments. Information on recruitment will be disseminated, among others, by means of information and promotion posters, by the Teaching Staff during classes with students, and at meetings of Administrative, Technical, and Scientific-Technical Staff meetings. Information on recruitment will also be found in *Medyk Białostocki*, on social media, and on the Project and MUB Websites. [...]
9. [...]
10. [...]
11. Medical University of Białystok is the administrator of personal data of persons applying for support in the Project.
12. Personal data of persons applying for support will be processed for the purpose of the recruitment process in the Project.
13. 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.
14. The person applying for support consents to the processing of personal data for the purposes of recruitment in accordance with art. 6 par. 1 item a) of the General Data Protection Regulation of 27 April 2016.
15. Documents referred to in par. 8 should be submitted within the time specified in the announcement. Documents submitted after the deadline shall not be considered.
16. The decision on qualification for the project will be made by the Recruitment Commissions appointed each time by the Project Manager for the individual activities in the Project. Unless the Regulations provide otherwise, the Recruitment Committee will each time include the Recruitment Specialist. The Commission must consist of at least 3 members.
17. [...]
18. The persons who submitted the applications will be informed about the recruitment results immediately after the recruitment is completed.
19. Complementary recruitment process will be carried out in the event of further availability of places in the given form of support.
20. Within 7 days, at the latest, after receiving the information on having qualified for the 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 Mamy POWER – inwestujemy w kompetencje regionu* (Data of the Participant receiving support within the framework of *We have POWER – investing in regional competences* Project) (Attachment no. 1),
  - 2) *Oświadczenie uczestnika Projektu* (Declaration of the Project Participant),
  - 3) [...]

21. Refusal to complete the documents referred to in par. 20, incomplete completion of documents, or failure to deliver them on time is tantamount to a refusal of participation in the Project.
22. After submission of the necessary documents listed in par. 20, a final list of Participants is prepared.
23. The candidate is not entitled to appeal against the decision of the Recruitment Committee.
24. In the case of recruitment of the same person for another form of support in the Project, re-submission of the documents referred to in par. 20 items 1) and 2) is not required unless the data contained in the documents has changed.
25. 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 its activities on the principle of equality of participation with other persons.

## **II. The rights and obligations of the Participants**

1. Each Participant is entitled to participate in the forms of support specified in § 3 free of charge.
2. The Participant is obliged to:
  - 1) comply with the terms and conditions set out in these Regulations,
  - 2) read and sign documents pertaining to the Project Participant (Attachments no. 1 and no. 2 to the Regulations),
  - 3) participate in all forms of support for which they have been qualified,
  - 4) [...]
  - 5) [...]
  - 6) [...]
  - 7) [...]
  - 8) fill in evaluation surveys at the completion of participation in a given support, if such are planned in the form of support in question,
  - 9) comply with generally accepted norms and principles, including taking care of equipment and aids used during the implementation of the Project,
  - 10) provide necessary up-to-date and factually consistent personal data,
  - 11) immediately notify the Recruitment Specialist of any changes to one's personal data,
  - 12) submit all documents required during and after the completion of the Project,
  - 13) [...]
  - 14) [...]
  - 15) [...]
  - 16) [...]

3. [...]
4. MUB reserves the right to delete a Participant from the list of Project Participants in the case of a violation of the provisions of these Regulations.
5. Exclusion [of students] from participation in the Project also takes effect as a result of [...] deletion from the list of MUB students.
6. In the event of failure to comply with the obligations set out in par. 2 or losing of the status of a Participant as specified in par. 4 and 5, the Project Participant may be requested to reimburse the costs incurred by the University for the forms of support provided to them in the Project.
7. [...]
8. In the case of support taking place abroad, the Participant:
- a) receives a scholarship for covering the costs of accommodation and subsistence in the amount specified in *Uchwała Nr 14/14 Senatu UMB w sprawie określenia warunków i trybu kierowania za granicę w celach naukowych, dydaktycznych i szkoleniowych pracowników doktorantów i studentów Uniwersytetu Medycznego w Białymstoku ze zm.* (Resolution No. 14/14 of the MUB Senate on determining the conditions and procedures for deployment of employees, doctoral students, and students of Medical University of Białystok to foreign trips for scientific, didactic, or training-related purposes as amended).
  - b) may be granted a refund of the cost of an air ticket in economy class only,
  - c) is obliged to settle Internship visits performed as part of the Project in accordance with the rules in force at the University, including *Uchwała Nr 14/14 Senatu UMB w sprawie określenia warunków i trybu kierowania za granicę w celach naukowych, dydaktycznych i szkoleniowych pracowników doktorantów i studentów Uniwersytetu Medycznego w Białymstoku ze zm.* (Resolution No. 14/14 of the MUB Senate on determining the conditions and procedures for deployment of employees, doctoral students, and students of Medical University of Białystok to foreign trips for scientific, didactic, or training-related purposes as amended).
9. In the case of Tasks 3 and 4, the rules for the refund of the costs of accommodation and transport are specified in § 7.
10. The main form of communication between the parties during the Project implementation is electronic mail and the Project Website: [www.umb.edu.pl/zpu3](http://www.umb.edu.pl/zpu3). Project Participants are required to regularly check the email specified in the document: Data of the Participant receiving support within the framework of Project (Attachment no. 1) and to follow the Project Website.

**§ 5**

[...]

**§ 6**

[...]

**§ 7**

**TASK 3 – HIGH QUALITY INTERNSHIP PROGRAMS FOR STUDENTS – INTERNSHIPS FOR STUDENTS OF THE FACULTY OF MEDICINE**

**TASK 4 – HIGH QUALITY INTERNSHIP PROGRAMS FOR STUDENTS – INTERNSHIPS FOR STUDENTS OF THE FACULTY OF PHARMACY**

**I. General rules for carrying out Internships**

1. Task 3 is implemented in the period from 02.01.2022 to 30.12.2022.
2. Task 4 is implemented in the period from 02.01.2022 to 30.09.2023.
3. Task 3 involves the implementation of 58 one-month Internships dedicated to WL students in one edition: from 02.01.2022 to 30.12.2022.
4. Task 4 involves the implementation of 104 two-month Internships (courses: Pharmacy, Laboratory Medicine, Cosmetology 2<sup>nd</sup> cycle) and 40 one-month Internships (Cosmetology 1<sup>st</sup> cycle) in two editions, 1<sup>st</sup> edition: from 02.01.2022 to 30.12.2022, 2<sup>nd</sup> edition: from 02.01.2023 to 30.09.2023.
5. The period of implementation of Internships for WL students and Cosmetology 1<sup>st</sup> cycle students at WF is one month; in the case of Pharmacy, Laboratory Medicine, and Cosmetology 2<sup>nd</sup> cycle students at WF, the period of implementation of Internships is two months, except in cases of emergencies, independent of the Intern. In case of emergencies, the decision to change/postpone the period of implementation of the Internship or to revoke the Intern status will be made by the respective WL/WF Internships Content Coordinator.
6. Internships are optional as defined in the programme of study in force at the courses of Medicine, Pharmacy, Cosmetology, and Laboratory Medicine, and thus cannot be counted as an integral part of the course of study.
7. The Project shall be implemented pursuant to the European Union Council recommendations of March 10, 2014 on a quality framework for traineeships (2014/C 88/01).
8. A student is to find a domestic or foreign Receiving Institution where they will be accepted for Internship on their own. A selection of the place of Internship takes place in a manner that is transparent and the choice guarantees the acquisition of new skills and experience in a work environment that is new for the Intern. In view of the above, before a Participant is deployed for Internship, they must submit the following statements, which specify:
  - 1) is not bound with the institution that accepts the Intern by a contract of employment or a civil law agreement,
  - 2) is not the owner of the institution that accepts the Intern nor are they a member of its supervisory authorities,

- 3) is not in a marital relationship, in a relationship of kinship or affinity to the second degree with the owner of the institution that accepts the Intern, with no person that are members of its supervisory authorities, nor with the Intern supervisor designated by the institution that accepts the Intern.
9. 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. Qualification of Participants for Internships 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 – head of Commission,
  - 2) Recruitment Specialist (in the case of WL Internships),
  - 3) WL Administrative Specialist / WF Administrative Specialist for Internships,
  - 4) MUB Supervisor (in the case of WF Internships).
3. A student applying for a domestic or foreign Internship should submit, appropriately:
  - a. a student of the Faculty of Pharmacy – in WF Dean's Office,
  - b. a student of the Faculty of Medicine – in the Project Office, with the Recruitment Specialist,
 the recruitment form together with the necessary attachments available on the Project Website.
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 meet 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 MUB Students support with establishing cooperation with the Receiving Institutions.
7. The same Student will be able to participate in only one Internship during the duration of Tasks 3 and 4 in the Project.
8. In the case of an equal number of points in the recruitment process, priority on the ranking list 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 cases when Students who apply for Internship obtain an equal number of points and have an identical employment status, the priority on the ranking list is based on grade average; in cases of identical grade averages, the order in which applications are received is decisive.
10. If the number of persons meeting the criteria for foreign Internship visits is lower than the number of Internships available in a given edition, the Internship Recruitment Commission may decide to accept additional persons from the pool of candidates who do not 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. Within the framework 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. 2<sup>nd</sup> year students of Cosmetology 2<sup>nd</sup> cycle who participated in Internships co-funded from European Union funds as 3<sup>rd</sup> year students of Cosmetology 1<sup>st</sup> cycle cannot apply for participation in an Internship for the second time.
13. In the case of recruiting fewer students than 20% of full-time or part-time students studying in a given year of study and course 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 and course of study, in accordance with the eligibility criterion No. 16 in the Regulations of competition No. POWR.03.05.00-IP.08-00-REG/18 for Integrated University Programs under Regional Development, 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 least 30 calendar days after the Internship Recruitment Committees have announced the list of Students qualified for Internship, the Intern is obliged to submit, under pain of withdrawing consent to leave:
  - 1) *Dane Uczestnika Projektu* (Project Participant data),
  - 2) *Oświadczenie uczestnika Projektu* (Declaration of the Project Participant),
  - 3) Tripartite agreement concluded between the Receiving Institution, the University, and the Intern (available on the Project Website),
  - 4) Declaration of absence of legal links,

in the case of WL students – to the Project Office; in the case of WF students – to WF Dean's Office.

2. 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 funding planned in the Project is intended to cover the following related costs of an Internship:
  - 1) In the case of domestic Internships: Internship scholarship and travel expenses, costs of accommodation and subsistence outside the place of residence, public urban transport ticket

- costs (monthly tickets or equivalent), cost of consumables necessary for the implementation of the Internship,
- 2) In the case of foreign Internships: scholarship to cover the costs of subsistence and accommodation, travel expenses, cost of consumables necessary for the implementation of the Internship.
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 trips 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 trips 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 application to the Department of Student Affairs (in the case of domestic Internships) or the International Cooperation Department (in the case of foreign Internships) 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 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 14 calendar days before the Internship visit, the Intern is obliged to present for inspection at the Department of Student Affairs (in the case of domestic Internships) or the International Cooperation Department (in the case of foreign Internships), 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 expenses and accommodation costs are due for settlement only for the period specified in par. 6.
  8. An Intern carrying out the Internship in a place located less than 50 km away from their place of residence is not entitled to reimbursement of travel expenses and accommodation costs.

## V. Travel expenses

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.
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. The Intern undertakes to pre-cover travel expenses with their own funds.
4. Settlement of travel expenses 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 will be settled in accordance with prices of 2<sup>nd</sup> class tickets in a given area.
6. Costs of domestic air travel shall not be eligible.
7. In the case of international air travel, costs of travel in the economy class only are eligible.
8. In order to settle the costs of travel by public transport, the Intern is required to provide tickets confirming the expenses incurred, while in the case of air travel, boarding passes, and air ticket invoice. Additionally, in the case of payment by bank transfer, a confirmation of performance of bank transaction must be submitted.
9. The cost of urban public transport in the case of domestic Internships will 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 par. 8 and 9 will be issued to the following payer:

Uniwersytet Medyczny w Białymstoku

ul. Jana Kilińskiego 1, 15-089 Białystok

NIP 542-021-17-17

## VI. Accommodation and subsistence costs

1. Co-financing within the framework of the Project is intended to cover the cost of accommodation, provided that the Internship is carried out at a distance of greater than 50 km from the place of residence of the Internship Participant.
2. The maximum accommodation cost for carrying out a domestic Internship is 1500.00 PLN/month for a WL Intern and 1400.00 PLN/month for a WF Intern.
3. In the case of domestic Internships, accommodation costs are settled on the basis of costs actually incurred and documented.
4. The Intern travelling 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.

5. In order to receive the advance payment mentioned in par. 4, the application in the form of Attachment no. 5 to Disposition no. 13/14, mentioned in § 8, section IV, par. 2, will be submitted to the Department of Student Affairs, no later than 14 calendar days before the planned departure date.
6. The recommended accommodation is a student dormitory, a hostel, a standard room in a medium 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.
7. In order to settle accommodation costs in the case of a domestic Internship, the Intern is obliged to submit documents confirming the incurred costs to the Department 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 on the Project Website. In the case of payment by money transfer, confirmation of performance of bank transaction must also be submitted.
8. The maximum reimbursed cost of subsistence during a domestic Internship carried out by a WF/WF Intern is 30,00 PLN for each day of Internship.
9. The costs of subsistence during a domestic Internship are settled on the basis of § 7 par. 1-3 of Rector's ordinance No. 21/13 of March 1, 2013 regarding work-related domestic trips of employees of the Medical University of Białystok and other domestic trips of academic teachers.
10. In the case of domestic Internships, the costs of subsistence outside the place of residence will be settled after the Intern's return from the Internship up to the 14<sup>th</sup> day of the next month after they submit the full content-related and financial settlement of the Internship visit.
11. 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.
12. In the case of foreign Internships, the scholarship for covering the cost subsistence and accommodation will be paid in two instalments: 80% within 14 days after signing the *Umowa stypendialna na staż zagraniczny* (Foreign Internship Scholarship Agreement) available on the Project Website, and 20% after Internship completion, i.e. after the Intern's return from the Internship, by the 15<sup>th</sup> day of the next month after they submit the full content-related and financial settlement of the Internship visit.
13. 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 maximum monthly costs of Internship scholarship adopted in the project are:
  - a) 2007.00 PLN (16.73 PLN/h) in the case of domestic Internships for WL students,
  - b) 2220.00 PLN (18.50 PLN/h) in the case of domestic Internships for WF students.

The above amounts may be reduced by any due charges of the University and the Intern, including ZUS (social security) contributions.

2. In the case of a one-month domestic Internship, the scholarship is paid after the completion of the Internship, by the 15<sup>th</sup> day of the next month after they submit the full content-related and financial settlement of the Internship visit.
3. In the case of a domestic Internship longer than one month, the basis for monthly payments of the Internship scholarship is the Intern submitting the original of Monthly confirmation of Internship completion signed by the MUB Supervisor (template available on the Project Website) to the Department of Student Affairs, or sending its scanned electronic copy to the following email address [praktyki@umb.edu.pl](mailto:praktyki@umb.edu.pl).
4. In the case of a domestic Internship longer than one month, the Internship scholarship, with the exception of the scholarship for the last month of the Internship, will be paid by the 15<sup>th</sup> 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, by the 15<sup>th</sup> day of the next month after they submit the full content-related and financial settlement of the Internship visit.
5. The internship scholarship is paid on the basis of *Umowa stypendialna na staż krajowy* (Domestic Internship Scholarship Agreement) concluded in the Department of Student Affairs between the Intern and the University (available on the Project Website).
6. If an Intern carrying out a domestic Internship who obtained an advance payment 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 and Certificate of Internship Completion,
  - 2) original of the schedule of the Internship,
  - 3) evaluation survey (questionnaire) (available on the Project Website),
  - 4) completed *Rozliczenie kosztów wyjazdu* (Settlement of the costs of the Internship visit).
2. Failure on the part of the Intern to complete the minimum number of hours of Internship specified in § 2 par. 33 within a month forms the basis for the University to demand a return of the co-financing granted for the Internship visit together with interests (if the failure on the part of the Intern results in MUB returning the co-financing of the Internship), and may result in failure to successfully complete the Internship.
3. In order to conduct financial settlement of the Internship, the Intern is obliged to submit to the Department of Student Affairs (in case of domestic Internships) or to the International Cooperation Department (in case of foreign Internships) the following documents, within 14 calendar days from the date of internship completion:

- 1) Original of *Monthly confirmation of Internship completion* / originals of *Monthly confirmations of Internship completion* in the case of two-month Internships,
- 2) settlement of the costs of the Internship visit:
  - a) in the case of a domestic Internship visit, the document in question is Attachment no. 3 to Disposition no. 13/14, mentioned in § 7, section IV, par. 2,
  - b) in the case of a foreign Internship visit, the document in question is Attachment no. 5 to Disposition no. 14/14, mentioned in § 7, section IV, par. 3.
- 3) financial documents confirming travel expenses, accommodation, and subsistence costs actually incurred, specified in § 7, section V, par. 8 and 9 and in § 7, section VI, par. 7 and 9.
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 or to demand a return of co-financing granted for the Internship visit together with interests calculated as for tax arrears.
5. Each Intern who completes the Internship and concludes its content-related and financial settlement will 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 agreement takes place after the Intern has been requested by the University to provide explanations.
7. In the case of termination of the agreements mentioned in par. 6, the Intern loses the right to co-financing and is obliged to return the total amount of the received funds (scholarship, advance payment for accommodation) plus interests calculated as for tax arrears, claimed from the date of their transfer to the Intern's bank account; the Intern also loses the right to apply for a return of the incurred costs of the Internship 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 demand from the Intern a return of funds in the cases specified in par. 7 is made by Vice-Rector for Education.
9. In case of important emergencies, the Student has the right – after obtaining the consent of RI Supervisor and WL/WF Internships Content Coordinator – to interrupt the Internship and continue it after the emergency ceases. This amendment requires annexes to the Tripartite Agreement and the Scholarship Agreement.
10. Resignation from participation in the Internship is possible only in particularly justified circumstances, i.e. those resulting from health-related causes (e.g. long-term illness) or other important emergencies, beyond the control of the Intern and unknown to them at the start of participation in the Internship.
11. In the case of resignation from participation in the Internship, the Intern is obliged to promptly notify in writing the Internships Content Coordinator appropriate for the Faculty, who will pass the

information to RI Supervisor. The notification must include documents confirming the occurrence of circumstances specified in par. 10.

12. Resignation from participation in the Internship is tantamount to termination of the Tripartite Internship Agreement by the Intern and termination of the Scholarship Agreement.

### **IX. Final provisions for Tasks 3 and 4**

1. The Intern is obliged to submit to the relevant WL/WF Dean's Office:
  - 1) Any information concerning 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 MUB Supervisor),
  - 3) a photo with the promotional poster, in electronic form, that will 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 the institution's 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.

#### **§ 8**

[...]

#### **§ 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 with the following deadlines:
  - 1) [...]
  - 2) 6 months after the completion of education, on their 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 find employment 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 a competent MUB staff member.

5. [...]

## § 11

### PRINCIPLES OF RESIGNATION FROM PARTICIPATION IN THE PROJECT

1. Resignation from participation in the Project is possible only in justified and documented cases. The justified cases may result from health-related reasons, circumstances beyond the Participant's control, or the action of *force majeure* and cannot be known to the Participant at the time they enter the process of recruitment for the Project.
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. 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:
  - a) providing false data in recruitment documents,
  - b) making a false statement,
  - c) [...]
  - d) [...]
  - e) loss of student status [...],
  - f) 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.
5. 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 of 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 return of funding by the UMB.
6. 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 free use of images with the likeness of the Project Participant taken during Project implementation in order to document and promote the Project in the public space and the media by posting them on the UMB website and sub-websites: [www.umb.edu.pl](http://www.umb.edu.pl), social media shall be possible on the basis of a willing consent whose template is provided as Attachment No. 1 to these Regulations.

### **§ 13**

#### **FINAL PROVISIONS**

1. The Regulations come into force on 01.10.2019 and are valid throughout the entire duration of the Project.
2. Matters not regulated by these Regulations are resolved in accordance with the guidelines of the Project and the Knowledge Education Development Operational Program.
3. The Beneficiary reserves the right to change these Regulations in the event of changes in guidelines, conditions of Project implementation, or other circumstances independent of the Beneficiary.
4. Any changes to these 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 Mamy POWER – inwestujemy w kompetencje regionu* (Data of the Participant receiving support within the framework of *We have POWER – investing in regional competences* Project)
2. Attachment no. 2 – *Oświadczenie uczestnika Projektu* (Declaration of the Project Participant)
3. [...]