

Tripartite Internship Agreement
within the framework of the Project entitled:
“We have POWER – investing in regional competences”

No.

concluded on between **Medical University of Białystok**,
NIP (tax identification number) 5420211717 with registered office in Białystok, ul. Jana
Kilińskiego 1, represented by,
pursuant to the power of attorney granted by the Rector of MUB, hereinafter called
“University” (MUB)

and

NIP KRS (company registration number) represented by
....., hereinafter called “Receiving Institution” (RI)

and

Mr/Ms, student of the year of
..... at the Faculty of Pharmacy with the Division of Laboratory
Medicine of Medical University of Białystok, album no.,
hereinafter called “Intern”

with the following contents:

I. Objective of the Agreement

§ 1

1. The University will deploy Mr/Ms
[name and surname] for a 120-hour/month (60 min./hour) student internship in the
period from to, in
..... [name of institution], 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 We have POWER – investing in regional competences* (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/zpu3>.



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 Programme for *[field of study/course of the student that is Party to this Agreement]* of the Faculty of Pharmacy with the Division of Laboratory Medicine of Medical University of Białystok and constitute **Attachment no. 1** to this Agreement.

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

§ 3

1. The Receiving Institution agrees to:

- 1) accept the Intern for the 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 internship work station, equipment, tools and materials, and personal protective equipment necessary for carrying out the tasks performed within the framework of the internship in accordance with applicable regulations, subject to § 4 par. 3,
- 7) organize the internship in accordance with best practices, providing 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/zpu3>) and issue *Certificate of Internship Completion* to the Intern, which is an integral part of the *Internship Journal*,
- 9) allow 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 provisions of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (general regulation on the protection of personal data).

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 educational, pedagogical, and organizational supervision over the internship.
2. The University shall prepare Internship Programmes and appoint *[name and surname]* – the academic teacher directly responsible for educational and pedagogical supervision of the internship – as Internship Supervisor delegated by MUB (hereinafter called “MUB Supervisor”).
3. For the duration of the internship, the University shall provide the Intern with the following consumables (depending on the field of study):
 - 1) Pharmacy: disposable aprons,
 - 2) Laboratory Medicine: disposable aprons, disposable nitrile gloves, safety glasses.
4. The University agrees to co-finance the Intern’s internship, i.e. to pay internship scholarship for internship completed and confirmed by the Receiving Institution and to reimburse travel costs for the internship period, under the conditions set out in the Regulations.
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/zpu3>) 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 revoke the Intern’s participation in the internship or change its dates, in particular in case of temporary introduction of restrictions or suspension of the functioning of the University. The above does not require the form of an annex, only a written or email notification.

V. Responsibilities of the Intern

§ 5

1. The University deploys and the Intern agrees to carry out an internship in the Receiving Institution,
.....
[institution’s name], 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 documents related to the internship to the University.
3. During the internship, the student 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.

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 We have POWER – investing in regional competences* together with attachments and the



Internship Programme available at <http://www.umb.edu.pl/zpu3> are an integral part of this Agreement.

2. This Agreement can be terminated by the University or the Receiving Institution in the following cases:
- failure on the part of the Intern to abide by the rules set out in this Agreement or the Regulations,
 - 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,
 - if continuing the agreement is impossible due to epidemic regulations.

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	Intern
	(company stamp and legible signature)	(legible signature)

Attachments:

Attachment no. 1: Internship Programme

Attachment no. 2: Internship Journal

Attachment no. 1: Final Report