

**Order No 50/2016/2017**  
**Rector of Kazimierz Wielki University**  
**of 8 May 2017**

on the Introduction of the Rules of Procedure for Academic Internships at Kazimierz Wielki  
University

Pursuant to Section 66 (1) and (2) of the Act of 27 July 2005. Law on Higher Education  
(i.e. Journal of Laws of 2016, item 1842, as amended).

I hereby order the following:

**1**

1. To introduce the Regulations for academic internships at Kazimierz Wielki University, attached as Annex No. 1 to this Order.
  
2. The Regulations define the rules and procedure for admission to academic internships and the basic rules of its duration.

**2**

This Order shall enter into force on the date of signing.

**Rector**

**prof. dr hab. Jacek Woźny**

## I. General Provisions

1. These Regulations define the procedure for admitting candidates to post-doctoral, academic, and artistic internships, and the rules of holding internships at Kazimierz Wielki University in Bydgoszcz.
2. The terms used in these regulations shall have the following definitions:
  - 1) Academic internship – an internship held for the purpose of conducting scientific research or acquiring knowledge and skills related to the conduct of scientific research, and not being a post-doctoral (habilitation) internship.
  - 2) Artistic internship – an internship held in order to carry out artistic activity or to obtain knowledge and skills related to artistic activity.
  - 3) Post-doctoral (habilitation) internship – an academic or artistic internship that is held:
    - a) by a person holding the academic degree of *doktor* or *doktor sztuki* or a degree recognized as equivalent under Section 191a, (7) of the Act of 27 July 2005 on Higher Education (henceforth: The Law on Higher Education: LHE)
    - b) within the period specified in Section III (2)  
- both of these conditions must be met jointly.
3. The purpose of the Internship is conducting or participation in scientific research, research and development (R&D) work or artistic activity in cooperation with the academic faculty of the University, and exchange of experience and knowledge. An Intern with appropriate teaching qualifications may in addition teach students and doctoral students at the Department if an individual internship program provides for such an opportunity.
4. The internship may be completed by a person holding at least the professional title of *magister* or recognized as equivalent under Section 191a, (7) of the LHE who is:
  - 1) a Polish citizen
  - 2) a foreign national to whom the provisions concerning Polish citizens under Section 43 (2) of the LHE are also applicable.
  - 3) a foreign national other than the persons listed in point 2), if such a possibility is provided for in the LHE and all the other conditions required by the LHE have been fulfilled.

## II. The Admission Procedure for Internships

1. Candidates submit an application for an internship to the Dean's Office of the Department where the internship is planned, in accordance with the specimen Application form attached as Annex 1 (Polish) or 2 (English), with the following documents attached:

- 1) a curriculum vitae (CV),
- 2) references from an employer or from another academic institution.

2. The application and all of the attached documents must be prepared in Polish or in English.

3. The Dean of the Department where the internship is planned:

- 1) forwards the application with the attached documents to the potential Supervisor of the Intern in accordance with the candidate's proposal or, in the absence of such a proposal, to the Supervisor appointed by the Dean, who is an academic teacher in a given department and holds at least the degree of *doktor*.

- 2) in the event when an application is submitted by a person referred to in Section I (4), points (2) and (3), the Dean shall notify the International Cooperation Office of this fact.

4. The Intern's Supervisor may be a person who will participate directly in the research or development work together with the Intern, or the head of the organizational unit in which the Intern will conduct the research, R&D work, or artistic activity.

5. The person indicated as the Intern's Supervisor:

- 1) determines the program of the internship in agreement with the candidate,
- 2) issues an opinion on the possibility of completing an internship at the Department and forwards it to the Dean along with other application documents.

6. In the event when, for objective reasons, the person appointed as the Intern's Supervisor cannot fulfill his or her obligations, the Dean may appoint another person.

7. The Dean, having read the application and the individual internship program, shall make a decision to accept the internship applicant within two weeks of receiving the complete documentation.

8. For persons referred to in Section I (4) (3) of this order:

- 1) admission to an internship depends on meeting the conditions listed in the LHE, in particular the obtaining a decision issued by the Rector pursuant to Section 43 (3) (4) of the LHE.

2) The Dean forwards the application, along with all documents and his / her own consent to the admitting the Intern, to the Office for International Cooperation.

3) The Office for International Cooperation takes the steps necessary to determine the possibility of a foreigner completing the internship in view of the prerequisites listed in the LHE. In particular, the Office for International Cooperation determines if it is necessary to obtain the Rector's decision regarding the Intern under Section 43 (3) (4) of the LHE. If this is the case, the Office prepares an application to the Rector regarding the Intern in question, informs the Dean about the outcome of the application and returns the application with all the documents to the Dean, who then informs the Intern. Alternatively, the Office may determine that it is possible to participate in R&D work and research on a different legal basis, as specified in Section 43 (3) (1-3), whereupon it informs the Dean about it, and returns the application with all the documents to the Dean, who proceeds to inform the Intern.

9. The Dean takes the steps necessary to commence the Internship, in particular:

1) signs the Internship agreement, a specimen of which is attached as Annex 2 (in exceptional cases, the terms of the agreement specified in the specimen may be changed with the Dean's consent),

2) informs the Inspectorate of Occupational Health and Safety (OHS) in order to provide the Intern with initial training and possibly also with necessary protective clothing.

3) informs the Science Division (*in Polish*: Dział Nauki) about the Internship,

### **III. Rules of Holding Internships**

1. The Intern does not receive any remuneration for the activities undertaken within the Internship. The University does not provide the Intern with reimbursement of travel costs, accommodation or food, and does not reimburse any costs incurred by the Intern in connection with the Internship.

2. An Internship may last from two weeks to twelve months, while a post-doctoral (habilitation) Internship may not be shorter than three months. For foreign nationals referred to in Section I (4) (2) and (3), in exceptional cases the post-doctoral internship may be shorter than three months, but not shorter than one month. It is possible to shorten or extend the internship in relation to the period originally specified in the internship plan, or to terminate it for important reasons – with the consent of the Intern's Supervisor.

3. An agreement is signed by each person admitted to an internship before the internship begins.

4. The conditions for starting an internship include:

1) presentation of proof of personal accident insurance, and in cases specified in Section V (3) (2) also presentation of proof of the Intern's civil liability insurance.

2) completing a training in health and safety at work conducted by the OHS Inspectorate and confirmation in writing by the Intern of this fact.

3) ensuring, in accordance with the rules laid down in separate regulations, the safe and hygienic conditions of the internship, in line with the tasks to be performed, in particular by providing appropriate protective clothing in keeping with the nature of the activities undertaken as part of the internship.

5. In justified cases, the Intern may be referred to a medical examination in order to verify whether his or her health allows him or her to complete the internship. The Intern shall bear the cost of the medical examinations on his/her own.

6. After the end of the internship, the Dean shall issue a certificate of completion at the request of the Intern.

#### **IV. The Intern's Supervisor**

1. The Intern's Supervisor shall take the actions related to organizing the Internship for a given person, which include in particular:

1) determining, in agreement with the Intern, the individual program of the internship, in accordance with Section 5, before the internship begins,

2) specifying the detailed rules and the extent to which the Intern may use the property of the University, which may not exceed the need to fulfill the tasks assigned to the Intern in connection with the internship,

3) supervision of the Intern's research or R&D work and the course of the Internship,

4) determining the conditions of access to results of existing research, if such results are needed for the activities conducted by the Intern; in exceptional cases it may be done upon consultation with the Head of the superior organizational unit,

5) issuing an opinion on the report prepared by the Intern at the end of the internship and forwarding it to the Dean for the purpose of issuing an internship completion certificate,

6) notifying the Dean of any problems related to the Internship, including inappropriate behavior of the Intern, which may provide grounds for the terminating the Internship

1. In justified cases, with the Dean's consent, the Intern's Supervisor may entrust some of the activities specified in section 1 to another person.

#### **V. Individual Internship Program**

The individual internship program proposed by the Intern and the Intern's Supervisor requires the opinion of the head of the faculty unit in which the internship is to be held, and needs to be approved by the Dean. The program shall contain the following information in particular:

1) the duration of the internship,

2) the subject, scope and purpose of the scientific or artistic research conducted by the Intern,

- 3) the department in which the internship is planned, stating the location, addresses, if any, as well as the premises in which the Intern may reside,
- 4) the schedule of the internship,
- 5) the form of the Intern's participation in the work of the department and possibly the rules of presenting the results of scientific research (artistic activity) created during the internship.

## **VI. Rights and obligations of the Intern**

1. The Intern is obliged to follow the instructions of his or her Supervisor and other faculty members with whom he or she cooperates during the Internship.
2. The Intern shall comply with the internal rules and regulations and generally applicable health and safety protocols of a given unit, facility or room, as well as other rules laid down in the Agreement.
3. The Intern is obliged to be insured during the entire period of the internship:
  - 1) against consequences of personal accidents for the entire period of the internship. Personal accident is understood as an event caused by an external cause, as a result of which the insured, regardless of his or her will, died, suffered a bodily injury, or a health disorder.
  - 2) civil liability, if the internship Supervisor deems it necessary due to the risk of the Intern causing damage during the Internship, in such a case the Supervisor shall determine the minimum sum of the insurance.
4. The Intern undertakes to keep confidential any information concerning Kazimierz Wielki University obtained during the Internship, in particular technical, technological, and organizational information of the University or other information of economic or promotional value, in respect of which the University has taken the necessary measures to maintain their confidentiality. The Intern also undertakes to take action to prevent the disclosure of such information.
5. The Intern shall be liable for damage to the property of the University caused by his or her act or omission, in particular to the extent specified in paragraph 4, up to the full amount of that damage.
6. the Intern is obliged to submit a report on the completion of the internship to his/her Supervisor after the end of the internship.

7. the Intern is entitled to use the equipment, premises and information to the extent specified by the Supervisor.

8. the Intern may report to the Dean any irregularities related to the performance of the internship.

## **VII. Intellectual property rights**

1. The author's property rights to a work created as a result of scientific research in which the Intern participated shall be specified in the Individual Internship Agreement, and in the absence of such provisions in the agreement, in line with the Copyright Management Regulations in force at the University.

2. The agreement with the Intern may in particular specify:

1) free transfer of all proprietary copyrights to works created during the Internship to Kazimierz Wielki University;

2) transfer of economic copyrights to works created during the Internship to an Intern within a specified scope, either against payment or free of charge.

City/date .....

**APPLICATION FOR ADMISSION TO AN ARTISTIC/SCIENTIFIC/POST-DOCTORAL  
(HABILITATION) INTERNSHIP<sup>1</sup>**

1. ....

Full name

2. ....

Address/PESEL id. no./date of birth/ ID number/passport number (expiration date)<sup>2</sup>

2.

.....

Name and address of the home institution / employer

3. Proposed date of starting and proposed duration of the internship:

.....

4. Description of research interests

(among others, a specification of the discipline of science or art) :

.....

5. Proposed outline of the *Individual Internship Program*

.....

6. Proposed Internship Supervisor<sup>3</sup>

a) .....

Full name of the KAZIMIERZ WIELKI UNIVERSITY employee/ Department



b) Please propose an Internship Supervisor among KAZIMIERZ WIELKI UNIVERSITY employees -

.....

Applicant's signature

Attached:

1. CV

2. ....

---

1) Cross out as needed

- 2) Applicable to foreign nationals
- 3) Underline as needed

**DECISION<sup>4</sup>**

---

I hereby give my consent to working as the Supervisor of the Internship

.....

Signature of the Internship Supervisor

A positive/ negative opinion on admitting the intern\*

.....

Signature of the Head of the Organizational Unit (Institute/Chair/Department)

I hereby give my consent / do not give my consent to admitting the Intern\*

.....

Dean's signature

---

Applicable to foreign nationals\*:

1. I set the fee for participating in the internship in the amount of: .....  
The University's account must be credited before beginning the internship
2. I waive the internship fee.

I hereby give my consent / do not give my consent to admitting the Intern\*

.....  
Rector's signature

---

4) To be filled out by KAZIMIERZ WIELKI UNIVERSITY

\* - cross out as needed

Annex 2

**Internship Agreement**

concluded

on..... 2018

between

.....  
Kazimierz Wielki University in Bydgoszcz, based in Bydgoszcz, at 30 Chodkiewicza Street,  
85-064 Bydgoszcz NIP 5542647568, REGON 340057695, hereinafter referred to as the  
“**University**.”

represented by:

Dean, .....

and .....

(name, degree, academic title, identity card/passport number)

hereinafter referred to as the “**Intern**.”

**Section I**

1. This agreement defines the rules of internships held at the Kazimierz Wielki University in Bydgoszcz. Organizational conditions of internships are specified in the attached Individual Internship Program. In matters not regulated by the agreement and the program, the regulations of Internship at Kazimierz Wielki University, issued by order of the Rector, shall apply.

2. The Intern hereby acknowledges that s/he:

1) has read the Individual Internship Program and the Internship Regulations referred to in section 1.

2) shall follow the instructions of the supervisor of the internship and other faculty members with whom s/he cooperates during the Internship.

3) shall comply with internal and generally applicable regulations, occupational health and safety rules and regulations in force within a given set of premises, as well as other rules set out in the agreement.

4) has completed initial training in compliance with the Regulation of the Minister of Economy and Labor on training in occupational health and safety of 27 July 2004. (Journal of Laws No. 180, item 1860).

5) undertakes to keep confidential any information concerning Kazimierz Wielki University obtained during the internship, in particular technical, technological and organizational information of the University or other information of economic or promotional value, in respect of which the University has taken the necessary measures to preserve their confidentiality.

Both Parties agree that:

1) The Intern shall not receive any remuneration for the activities undertaken as part of the internship, and shall not be reimbursed for any costs incurred in connection with the internship.

2) The Intern shall be liable for damage to the property of the University caused by his or her act or negligence.

3) All proprietary copyrights to the works of the Intern produced during the internship at Kazimierz Wielki University shall be transferred free of charge at the moment of their creation to Kazimierz Wielki University unless, under other specific provisions the rights to them are obtained by another person.

## **Section II**

The Agreement is drawn up in duplicate, one copy for each party.

Dean

.....

Intern

.....