



# LEGAL BULLETIN

## NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ

Year 2020; item 78

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### ORDER No. 30

#### of the Rector of the Nicolaus Copernicus University in Toruń

of 9 March 2020

#### **Rules for internship mobility of employees and doctoral candidates of the Nicolaus Copernicus University in Toruń**

Pursuant to Art.52.3 of Resolution No. 37 of the Senate of the Nicolaus Copernicus University in Toruń of 16 April 2019 the Statutes of the Nicolaus Copernicus University in Toruń (Biuletyn Prawny UMK of 2019, item 120)

**it is ordered** as follows:

#### Article 1

1. The aim of internship mobility is to support professional development of academic staff through practical training in the area of implementing scientific research or teaching activities, including modern teaching methods in entities of high scientific or educational standing. The implementation of research internships by employees of the Nicolaus Copernicus University in Toruń, hereinafter referred to as the "University" aims at:
  - 1) strengthening competences of academic teachers in the area of research or teaching;
  - 2) improving the quality of collaboration, mainly with entities from abroad and the external environment, including business environment;
  - 3) internationalisation of the University;
  - 4) improving and enhancing the educational process implemented at the University;
  - 5) increasing the competitiveness of the University at home and abroad.
2. Whenever reference in this order is made to:
  - 1) **intern** – it shall mean the academic teacher or the doctoral candidate visiting an entity of high scientific or educational standing at home or abroad in order to improve research or teaching competences;
  - 2) **receiving entity** – it shall mean a research, teaching or industrial entity of high research or teaching standing at home or abroad receiving the intern and implementing the internship scheme under a signed agreement with the University.

## Article 2

Academic teachers and doctoral candidates may apply for internship mobility at home or abroad under the funds allocated for this purpose, including the funds available under the Excellence Initiative - Research University programme.

## Article 3

1. The intern shall individually or in consultation with their superior find an entity which will accept them for the internship. The internship may be carried out at a domestic or foreign university, in a scientific, industrial or other entity offering the possibility of significant improvement of the intern's professional qualifications - research or teaching.
2. Where the internship takes place under the Initiative of Excellence - Research University programme, the choice of the receiving entity and confirmation of funding is subject to the approval of the director of the center of excellence or the head of the *emerging field* research team.
3. Internship mobility awarded under a call for proposals within the framework of the Excellence Initiative - Research University programme for sustainable development shall be decided by the relevant scientific council for the field of science in compliance with the call for proposals procedure prepared by a relevant working party and shall set out substantive requirements and financial conditions of the internship.

## Article 4

1. The University shall sign agreements with the receiving entity and the intern.
2. Model agreement referred to in art. 4.1 shall be defined by the Chancellor by way of an order.

## Article 5

Internship mobility may last from 2 weeks to 6 months. The intern, in agreement with the immediate superior, shall be obliged to provide a replacement in order to fulfil their teaching obligations during this period.

## Article 6

The intern shall retain the right to remuneration during the period of internship mobility.

## Article 7

1. Under the internship mobility undertaken in a receiving entity at home, the University shall cover the costs of travel to the place of the internship as well as subsistence and accommodation costs during the internship under the rules provided for in order No. 57 of the Rector of the Nicolaus Copernicus University in Toruń of 17 May 2013 on the principles of settling costs related to domestic business trips of employees and nonemployees of the Nicolaus Copernicus University (Biuletyn Prawny UMK of 2013 No. 5, item 146).
2. In the case of the internship in a receiving entity abroad, the intern shall be entitled to:
  - 1) fixed-rate sum to cover the costs of travel to the place of destination depending on the distance from Toruń or Bydgoszcz to the destination place as shown in the table:

Distance (km) in straight line between Toruń or Bydgoszcz and place of destination	Amount per person	
	Employee	Doctoral candidate
below 500	PLN 1 300	PLN 1 040
500 - 999	PLN 2 600	PLN 2 080
1 000 – 2 999	PLN 3 900	PLN 3 120
3 000 – 5 999	PLN 5 200	PLN 4 160
6 000 – 9 000	PLN 6 500	PLN 5 200
above 9 000	PLN 7 800	PLN 6 240

- 2) fixed-rate sum to cover the costs of subsistence and accommodation in the place of the internship:
  - a) of up to four weeks:
    - PLN 857 per each day for an internship in an OECD country,
    - PLN 643 per each day for an internship in a country outside OECD;
  - b) of more than four weeks:
    - PLN 444 per each day for an internship in an OECD country,
    - PLN 278 per each day for an internship in a country outside OECD.
3. In particularly justified cases the fixed-rate sum referred to in Art. 7.2.1 and Art. 7.2.2 may be increased.
4. The payment of fixed-rate sums for travel, subsistence and accommodation shall be made on the basis of an internship agreement.

#### Article 8

1. The intern shall submit an application for internship mobility to the rector via the dean. In the case of the internship under the Excellence Initiative - Research University programme, the application shall be formally and financially approved by:
  - 1) the director of the university center of excellence,
  - 2) the head of the *emerging field* research team,
  - 3) the chairperson of the IBUD coordinating team on the basis of lists of winners of mobility competitions approved by the competent scientific councils for scientific disciplines (for employees who are not members of emerging fields or the center of excellence.

The application shall include an internship scheme and shall define its expected outcomes.
2. Upon approval of the application for internship mobility, an agreement shall be signed between the University and the receiving entity unless the parties agree otherwise. The agreement shall in particular specify substantive conditions of carrying out the internship and the allocation of any possible intellectual property rights. The internship scheme shall be attached to the agreement.
3. Upon approval of the application for internship mobility, the intern shall sign an agreement with the University on financing of the internship to be carried out either domestically or abroad. One copy of the signed agreement shall be given respectively to the Finance Department in the case of the domestic internship or to the Payroll Department in the case of the internship abroad.

4. The intern is obliged to submit a final report on the implementation of the internship scheme pursuant to the internship scheme no later than 2 months after the completion of the internship. In the case of an internship of more than one month, at the request of the supervisor, the intern shall submit periodic reports on the implementation of the internship scheme during the internship.

#### Article 9

1. Order No. 4 of the Rector of the Nicolaus Copernicus University in Toruń of 23 January 2020 Rules for internship mobility of employees of the Nicolaus Copernicus University in Toruń (Biuletyn Prawny UMK of 2020, item 17) shall be repealed.
2. Order No. 6 of the Rector of the Nicolaus Copernicus University in Toruń of 23 January 2020 Organizational and management rules of the "Excellence Initiative - Research University" programme at the Nicolaus Copernicus University in Toruń (Biuletyn Prawny UMK of 2020, item 19) Art.15.3.8 shall be replaced by:

**„8) internship mobility of employees and doctoral candidates of the University (order No. 30 of the Rector of the Nicolaus Copernicus University in Toruń of 9 March 2020 Rules for internship mobility);”.**

#### Article 10

The order becomes effective as of 9 March 2020.

**R E C T O R**

**prof. dr hab. Andrzej Tretyn**