



LEGAL BULLETIN

NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ

Year 2020 ; item 17

ORDER No. 4

of the Rector of the Nicolaus Copernicus University in Toruń

of 23 January 2020

Rules of internship mobility for employees of the Nicolaous 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 for employees is to support professional development of academic staff through practical training in the area of scientific research or teaching, including modern teaching methods in entities of high scientific or educational standing. Research internships carried out by employees of the Nicolaus Copernicus University in Toruń, hereinafter referred to as the "University" aim 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 academic staff or a doctoral student outgoing to an entity of high scientific or educational standing at home or abroad in order to improve research or teaching competences;
 - 2) **receiving unit** – it shall mean a research, teaching or industrial entity of high research or teaching standing at home or abroad which receives the intern and implements the internship scheme under a signed agreement with the University.

Article 2

Academic staff and doctoral students 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

An intern shall individually or in consultation with their superior find an entity which will accept them for an internship. An 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 an intern's professional qualifications - research or teaching.

1. Where the internship takes place under the Initiative of Excellence - Research University programme, the choice of the host entity and confirmation of funding is subject to the approval of the director of the centre of excellence or the head of the emerging field research team.
2. 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 an internship.

Article 4

1. The University shall sign agreements with the host entity and the intern.
2. Agreement templates 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, is obliged to provide a replacement in order to fulfil their teaching obligations during this period.

Article 6

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

Article 7

Under the internship mobility undertaken in a receiving entity at home, the University shall cover the costs of travel to the place of 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).

1. Under the internship mobility the intern shall be entitled to:
 - 1) a lump sum to cover the costs of travel to the place of destination depending on the distance from Toruń or Bydgoszcz to the destination as shown in the table:

distance (km) in straight line between place of residence and destination	Amount per person	
	Employee	Student, doctoral student
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) a lump sum to cover the costs of subsistence and accommodation in the place of the internship in the amount:
 - a) PLN 464 per each day for an internship in an OECD country,
 - b) PLN 306 per each day for an internship in a country outside OECD.
2. The rate of the lump sums referred to in art. 7.2.1 and art. 7.2.2 may be increased in duly substantiated cases.
3. The payment of lump sums for travel, subsistence, and accommodation shall be made on the basis of an internship contract.

Article 8

1. The intern shall submit an application for internship mobility to the rector via the dean. In the case of an internship under the Excellence Initiative - Research University programme, the application shall be formally and financially approved by the director of the university centre of excellence or the head of the emerging field research team. The application shall include an internship scheme and state its expected outcomes.
2. Upon approval of the application for internship mobility, an agreement shall be signed between the University and the receiving entity. The agreement shall in particular specify the substantive conditions of carrying out the internship and the allocation of any intellectual property rights. The internship scheme shall be attached to the agreement.
3. 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 is obliged to submit periodic reports on the implementation of the internship scheme during its duration.

Article 9

The order becomes effective as of 23 January 2020.

R E C T O R

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