



LEGAL BULLETIN

OF NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ

Year 2022; item 266

Order No. 152
by the Rector of Nicolaus Copernicus University in Toruń
of 25 October 2022

Regulations of the competition for student internships under CO-OP program at Nicolaus Copernicus University in Toruń

Pursuant to § 52 section 3 of Resolution No. 37 by the NCU Senate of 16 April 2019 Statute of Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2019, item 120 as amended) **it is provided**, as follows:

Chapter 1 **General provisions**

§ 1

1. At Nicolaus Copernicus University in Toruń, hereinafter referred to as the "University", the Regulations of the competition for student internships under the CO-OP program, hereinafter referred to as the "CO-OP program", are introduced.
2. The CO-OP program is implemented within the framework of the "Initiative of Excellence - Research University" program, hereinafter referred to as "IDUB", and is a formula for cooperation between science and business to enable the best students to take up professional work during their studies and to gain experience in the job market.
3. The Regulations set out the procedure and rules for granting and serving student internships under the CO-OP program, hereinafter referred to as "internships", whose purpose is to increase students' opportunities in the job market by creating opportunities for them to simultaneously acquire knowledge, skills and social competencies, as well as their practical use in the professional work environment.

Chapter 2 **Rules for awarding internships**

§ 2

1. The internship competition, hereinafter referred to as the "cooperation", is intended for undergraduate, graduate uniform master's degree programs' students, conducted in the fields of study for which employers have submitted internship offers.
2. A student who has already completed an internship in the same field and level of study under the CO-OP program may not participate in the competition.

3. The scope of the internship is directly related to the learning outcomes assumed for the student's study program, and ensures the practical application of the selected learning outcomes in the course of the tasks performed during the internship. The learning outcomes realized in the course of the internship are specified in Annex No. 1 to the agreement referred to in § 12, section 1. The achievement of the learning outcomes is confirmed in the documents for the settlement of the internship, which are Annexes No. 6 and 7 to the agreement referred to in § 12, section 1.

§ 3

The competition procedure consists of the following stages:

- 1) collection of offers from employers willing to offer internships for students at <https://www.biurokarier.umk.pl/>
- 2) announcing a competition including the study programs for which employers have submitted internship offers;
- 3) submission of students' applications for internship, along with attachments; 4) formal verification of internship applications;
- 5) substantive evaluation of internship applications taking into account the results of interviews of candidates with the staff of the Department for Professional Promotion of Students and Graduates of Nicolaus Copernicus University, hereinafter referred to as the "Career Office" and interviews with employers;
- 6) establishing and announcement for each internship of the ranking list, the list of students qualified for the internship as well as the reserve list;
- 7) submission of all required documents by the students qualified for internship;
- 8) signing internship agreements referred to § 12 section 1.

§ 4

1. Offers of employers who express willingness to accept students for internship shall be collected and, after substantive consultation with the relevant faculty, disseminated to members of the academic community by the Career Office. The Career Office may include in the offer of employers another internship, provided that it meets the conditions specified in this Order.
2. The internship may involve the student in the processes or projects implemented in the organization, or take the form of an individual project commissioned to the student by the employer.

§ 5

1. The announcement of the competition shall be preceded by information and promotion activities regarding the implementation of internships. Information on internships shall be available:
 - 1) na stronie <https://idub.umk.pl/konkursy-i-wyniki/konkursy-dla-studentow/program-stazowy-co-op/informacje-dla-studentow/>;
 - 2) on websites of faculties teaching study programs referred to in § 2 section 1.
Information on internships is also provided directly by the Career Office during information meetings with students.
2. The announcement of the competition containing, among other things, information on the deadline and form of submission of applications, shall be provided on the website <https://idub.umk.pl/konkursy-i-wyniki/konkursy-dla-studentow/program-stazowy-co-op/informacje-dla-studentow/>.
3. The Coordinator of CO-OP shall be nominated by the Rector.

4. The process of awarding internships shall involve the Recruitment Committee, hereinafter referred to as the "Committee", appointed by the Rector at the request of the CO-OP Program Coordinator.
5. The Committee shall be composed of three employees of the Career Office and one representative from each faculty teaching the study programs referred to in § 2 section 1.1.
6. The Committees duties shall involve, in particular:
 - 1) determining the limit of internships for each study programy, taking into account the principle that in each edition of the program the number of internships subsidized by the University is limited;
 - 2) determining, at the request of the Career Office, the list of employers at whom internships will be held
 - 3) formal verification and substantive evaluation of internship applications submitted by students;
 - 4) creation for each internship of a ranking list, a list of those recommended to qualify for the internship and a reserve list.
7. Administrative service for the Committee shall be provided by IDUB Secretary Office.

§ 6

1. The basis for applying for an internship is the submission by the student of an application for admission to the internship to IDUB Secretary Office, in the time and form specified in the announcement of the competition referred to in § 5 section 2.
2. The template for the application referred to in section 1 is Annex No.1 to this order.
3. The following should be attached to the application:
 - 1) a certificate of grade point average for the last semester or year (in the case of a student's annual settlement) in the study program from which the application is submitted;
 - 2) curriculum vitae of the student including information on: previous work experience, additional academic and organizational activities during the course of studies, and their professional motivation;
 - 3) justification for applying for an internship with an indication of the benefits to the student's course of studies;
 - 4) recommendations referred to in § 8 section 2 point 1 letter e; 5) for disabled applicants – a copy of disability certificate.
4. Filing an application is tantamount to acceptance of the regulations of the internship competition.

§ 7

1. Formal verification of applications shall be carried out by the Committee through the IDUB Secretary Office within 14 days of the deadline for submission of applications referred to in § 5 section 2.
2. If the application does not meet the formal requirements, the Committee shall summon the student to supplement it within 7 days from the date of delivery of the summons under pain of rejection of the application.
3. Applications that do not meet the formal requirements and have not been supplemented in accordance with section 2 shall be subject to rejection and shall not be evaluated on their merits.
4. The call to supplement the application referred to in section 2, as well as information on the rejection of the application shall be delivered by the Committee to the student's e-mail address provided in the application referred to in § 6 section 1.

§ 8

1. Substantive evaluation of applications shall be carried out by the Committee within 36 days from the date of expiry of the deadline for submission of applications referred to in § 5 section 2.
2. Substantive evaluation of an application shall be conducted on the scale of 0-45 points and it shall include:
 - 1) evaluation of the applicant's background, including:
 - a) professional accomplishments so far (up to 5 points),
 - b) additional academic and organizational activity during studies (up to 5 points),
 - c) grade point average for the last semester or year of study (in the case of a student's annual settlement) from which the application is submitted - minimum 4,0 (up to 5 points),
 - d) justification for internship application, including the benefits for the student's study program (up to 5 points),
 - e) a recommendation, e.g., from the dean, supervisor, science club supervisor, year supervisor, instructor, etc., including, for example, an assessment of the impact of the internship on the realization of the learning outcomes assumed for the subjects specified by the Dean (up to 5 points);
 - 2) evaluation of competences, including:
 - f) evaluation of motivation to work at a given position (up to 5 points),
 - g) evaluation of social competences – communication, organization of work, teamwork (up to 10 points),
 - h) evaluation of the internship's impact on the student's professional development (up to 5 points).

§ 9

1. The Career Office shall conduct a competency-based assessment and, for each internship offer, prepare a ranking list of students recommended for the internship.
2. The Career Office shall conduct interviews with employers resulting in the acceptance or rejection of a candidate for a given internship.
3. The results of the evaluations referred to in sections 1 and 2 shall be forwarded by the Career Office to the Committee, which, after conducting a substantive evaluation and taking into account the results of these evaluations, shall create a final ranking list for each offer and a reserve list.
4. Decisions on the allocation of funding shall be made by the Rector on the basis of the submitted ranking lists.
5. Decisions on the granting of an internship or placement on the reserve list, together with the application evaluation sheet, shall be delivered to the student's email address specified in the application referred to in § 6, section 1, and the email addresses of the employer and the Dean's Office serving the student.
6. The list of winners shall be announced at <https://idub.umk.pl/konkursy-i-wyniki/kokursy- dla-studentow/program-stazowy-co-op/informacje-dlastudentow/>.

7. Funding for an internship from IDUB funds is determined by the availability of funds in a given edition and the place on the ranking list, according to the score obtained by the candidates.

§ 10

1. From the decision referred to in § 9 section 4, the student has the right, within 7 days from the date of its delivery, to submit a request for reconsideration of the case.
2. The Rector's decision after consideration of the application for reconsideration shall be final and shall be delivered to the student's e-mail address provided in the application referred to in § 6 section 1.

§ 11

1. Students who have been qualified for the internship are required to submit the following to the Dean's office of the faculty within 7 working days counted from the date of announcement of the list of winners:
 - 1) statement of the student's relationship with the person representing the employer, the template of which is attached as Annex No. 2 to this Ordinance,
 - 2) information on the personal data of the participant in the CO-OP program, the template of which is attached as Annex No. 3 to this Ordinance,
 - 3) statement for the purposes of social and health insurance in connection with the internship under the CO-OP program, the template of which is attached as Annex No. 4 to this Ordinance,
 - 4) information on the bank account number of the student qualified for the internship, the template of which is attached as Annex No. 5 to this Ordinance,
 - 5) a copy of the accident insurance policy,
 - 6) a declaration from the dean of the faculty pursuing the course of study from which the student is applying that the student is ready to be granted an individual organization of study as provided for in the Rules of Study, 7) a list, suggested by the dean, of the learning outcomes to be realized during the internship, with a list of subjects that could be credited on the basis of their certified realization.
2. Students with a disability certificate should provide a photocopy of the disability certificate in order to adjust the workstation appropriately to the type of their disability.
3. A student who fails to meet the obligation referred to in paragraph (1) within the specified period shall be deprived of the right to an internship by the Committee. The internship place thus vacated, after the candidate's interview with the employer, shall be granted to the next student from the reserve list.
4. Information on matters referred to in section 3 shall be delivered to the student by the Committee to the student's e-mail address provided in the application referred to in § 6 section 1.

Chapter 3

Rules of doing the internships

§ 12

1. The internship shall be conducted on the basis of a tripartite written internship agreement, hereinafter referred to as the "agreement", concluded between the University, the employer and the student qualified for the internship, hereinafter referred to as the "intern". A model agreement is attached as Annex No. 6 to this Order. In justified cases, at the request of either party, it is allowed to modify the content of the agreement.
2. The agreement is drawn up on the basis of data from the documents referred to in § 11 by an employee of the Dean's office of the faculty at which the intern studies. Information about the date, time and place of signing the agreement is sent from the faculty to the intern at the e-mail address provided in the application referred to in § 6, section 1. The department coordinates the process of signing contracts between the University and employers.
3. For reporting and control purposes, a copy of the agreement shall be sent to the IDUB Secretary Office.
4. The faculty is responsible for timely notification of interns to Social Security Office.
5. Immediately after receiving the information referred to in section 2, the intern shall be obliged to sign a contract and a statement of the CO-OP program participant, the template of which is attached as Annex No. 7 to this Order.
6. In the event that the intern does not sign the agreement within 7 days of the deadline for signing the agreement indicated in the information referred to in section 2, the provisions of § 11 paragraphs 3 and 4 shall apply accordingly.

§ 13

1. An internship may be started by an intern who has obtained the Dean's decision of being awarded individual organization of studies for the semester including the internship. The agreement defines the learning outcomes which by the Dean's decision will be recognized for the intern after the completion of the internship, including the subjects passed by doing the internship.
2. The internship shall last continuously for the period indicated in the contract. The internship shall last for a minimum of two months and a maximum of five months, and its period must coincide with the semester, in accordance with the University's academic year organization. The internship may be carried out during the period free from classes.
3. The duration of the internship is a multiple of one month. The internship consists of 1 FTE or 0.75 or 0.5 FTE per month (total hours respectively: 168 or 126 or 84, for students with disabilities: 146 or 109.5 or 73 with the proviso that the daily internship hours may not exceed 8 hours in the case of students with disabilities 7 hours), and the weekly internship hours may not exceed 40 hours (and in the case of students with disabilities 35 hours). The number of hours of internship is specified in the contract.

4. The internship shall be carried out in accordance with the internship program containing, in particular, the schedule of the internship, including the place, dates and times. The internship program is prepared in accordance with Annex No. 2 to the agreement by the employer in cooperation with the relevant vice-Dean of the faculty where the intern is studying.

§ 14

1. The employer at whom the internship is done:

- 1) prior to the commencement of the internship, in cooperation with the relevant vice-dean of the faculty in which the intern is studying, develops the internship program referred to in § 13 section 4, familiarizes the intern with it, and conducts the internship in accordance with the internship program and regulations;
- 2) provides supervision of the intern through their own employee designated for this purpose, hereinafter referred to as the "internship supervisor";
- 3) familiarizes the intern with the duties assigned to them for the duration of the internship and their rights;
- 4) provides the intern with health protection to the extent provided for employees;
- 5) provides the intern with the conditions, premises for the performance of activities and tasks, as appropriate to the internship position;
- 6) conducts job training for the intern, trains the intern in occupational health and safety and fire regulations to the extent provided for employees, and familiarizes the intern with the applicable work regulations;
- 7) allocates, on the basis of the rules provided for employees, materials and tools necessary for the internship, in particular, if the position where the internship is carried out requires it, allocates working clothes and footwear, personal protective equipment and necessary personal hygiene products;
- 8) pays the internship stipend according to the rules set forth in § 16 and in the agreement;
- 9) immediately informs the University of cases of interruption of the internship, of each day of unexcused absence and of other events relevant to the implementation of the internship program;
- 10) issues a certificate to the intern containing an opinion on the internship immediately after its completion. The certificate shall be prepared according to the model specified in Annex No. 6 to the agreement and issued on the day of completion of the internship in two copies, one each for the intern and the University;
- 11) issues to the intern within 3 days of the end of the internship a completed evaluation form, the model of which is attached as Annex No. 7 to the agreement. The evaluation is prepared in two copies, one each for the intern and the University. The obtained evaluation is the basis for entering the intern at the University that grade in the subjects or practices included in the internship program realizing the established learning outcomes.

2. The duties of the internship supervisor designated by the employer shall include, in particular:

- 1) preparation of the workstation for the intern;

- 2) observing and controlling the work time of the intern;
- 3) supervising the completion of the attendance list and internship log;
- 4) assigning tasks to the intern on an ongoing basis;
- 5) supervising the observance of health and safety and fire regulations;
- 6) supervision of the intern's performance of tasks;
- 7) acceptance of the intern's completed work;
- 8) verification of compliance of the internship with the internship program;
- 9) keeping the University, through the employer, informed of the course of the internship, including, in particular, any difficulties and irregularities and changes in the internship schedule;
- 10) providing assistance and guidance to the intern;
- 11) completing, immediately after the completion of the internship, the intern evaluation form and certificate referred to in section 1 items 10-11;
- 12) certifying with a handwritten signature the truthfulness of the information contained by the intern in the internship logbook.

§ 15

1. The duties of the intern shall include, in particular:
 - 1) undergoing a medical examination to which he/she will be referred by the University;
 - 2) completing the internship with the employer in a timely manner in accordance with the established internship program and the requirements established by the employer, in accordance with the terms of the agreement;
 - 3) adherence to the internship time schedule established by the employer, including recording the internship work time by confirming attendance on a list (the template is attached as Annex No. 5 to the agreement) and submitting the list confirmed by the internship supervisor by the 5th working day of the month following the completed month of the internship to the dean's office of the faculty where the intern is studying and a copy of the list - to the IDUB Secretary Office;
 - 4) conscientious, diligent performance of the tasks covered by the internship program and compliance with the instructions of the employer and the internship supervisor, provided that they are not contrary to the law;
 - 5) compliance with the rules and regulations applicable to the employer's employees, in particular the work regulations, regulations and rules of occupational safety and health, fire safety regulations and regulations on professional secrecy;
 - 6) prompt notification to the University of facts that may affect the internship and any irregularities in the course of the internship;
 - 7) keeping an internship log, the model of which is attached as Annex No. 3 to the agreement, and delivering a properly completed internship log containing a statement from the internship supervisor, by the 5th working day of the month following the completed month of the internship to the dean's office of the faculty in which the intern is studying, and a copy of the internship log - to the IDUB Secretary Office;

- 8) completing and delivering to the dean's office of the faculty where the intern studies, by the 5th working day of the month following the end of the internship, the internship evaluation form, the template of which is attached as Annex No. 4 to the agreement, and a copy to the IDUB Secretary Office;
 - 9) delivering to the dean's office of the faculty in which their studies, no later than the 5th working day of the month following the end of the internship, the certificate and the internship evaluation form referred to in § 14 section 1 items 10 - 11 and a copy to the IDUB Secretary Office;
 - 10) covering the costs of the internship as specified in § 17 section 1.
2. The intern further undertakes not to disseminate, disclose or use information acquired during the internship, the dissemination, disclosure or use of which could in any way harm the competitiveness of the employer. In particular, the intern undertakes to maintain the confidentiality of any information, the disclosure of which could expose the employer receiving the internship to harm. Confidential information shall mean, in accordance with the Act of April 16, 1993 on Combating Unfair Competition (Journal of Laws of 2020, item 1913), technical, technological, organizational or other information of economic value not disclosed to the public, as to which the employer accepting the internship has taken the necessary measures to keep it confidential.
 3. The intern may not delegate operations related with doing the internship to another person.

Chapter 4

Rules of payment of the internship stipend

§ 16

1. The intern is entitled to monetary benefit for the internship, hereinafter referred to as “internship stipend”.
2. The internship stipend for the first month of the internship shall be paid to the intern by the University. The internship stipend shall be paid from the IDUB program funds allocated for the implementation of the CO-OP program, subject to § 20. The stipend lists shall be prepared by the dean's office of the faculty on the basis of the decision to award the internship, after the conditions referred to in section 6 have been met.
3. The amount of the internship stipend referred to in section 2 for an internship of 1 full-time position (168 hours) is a minimum of PLN 3,400.00 (in words: three thousand four hundred zlotys) gross per month. In the case of fewer than 168 hours of internship, the minimum amount of internship stipend is determined proportionally, so for 0.75 FTE - PLN 2,550.00 (in words: two thousand five hundred and fifty zlotys) gross and for 0.5 FTE - PLN 1,700.00 (in words: one thousand seven hundred zlotys) gross.
4. The internship stipend shall be paid by the University to the intern's bank account specified in a separate statement (Annex No. 5 to this Order).

5. The internship stipend referred to in section 2 shall be paid "in arrears" by the 15th business day counted from the date of completion of a full month of internship, subject to section 6 and section 7.
6. The payment of the internship stipend referred to in section 2 and section 8 on the dates referred to in section 5 and section 10, respectively, shall be conditional upon:
 - 1) delivery by the intern to the dean's office of the faculty in which they study, of a correctly completed attendance list (Annex No. 5 to the agreement) together with the internship log (Annex No. 3 to the agreement) confirmed by the internship supervisor no later than on the 5th working day, counting from the day of completion of a full month of the internship;
 - 2) confirmation by the CO-OP program coordinator of the realization of the internship for a given month on the basis of the documents received from the dean's office for a given month of the internship, referred to in item 1, and submission of documentation for the payment of the internship stipend to the unit of the University making the payments by the 9th working day counted from the day of completion of a full month of the internship.
7. If the deadline referred to in section 6 item 1 is exceeded, the deadlines specified in section 5 and section 6 item 2 shall be extended accordingly.
8. The cost of the internship stipend for the second and subsequent months of the internship shall be borne by the employer. The stipend shall be paid to the intern by the University, which shall issue a note to the employer after payment. On the basis of the note, the employer shall reimburse the cost of the stipend. In the situation described in § 20, the employer shall bear the cost of the internship stipend from the first month of the internship.
9. The amount of the internship stipend referred to in section 8, for an internship of 168 hours is a minimum of PLN 3,400.00 per month. (in words: three thousand zlotys) gross. For less than 168 hours of internship, the minimum amount of internship stipend is determined proportionally.
10. The internship stipend referred to in section 8 shall be paid "in arrears" by the 15th working day counted from the date of completion of a full month of internship to the Intern's bank account specified in a separate statement (Annex No. 5 to this Order).
11. The payment of the internship stipend for the last month of the internship, in addition to meeting the conditions referred to in section 6, shall be conditional on the intern delivering to the dean's office of the faculty in which he/she studies, the internship evaluation form by the intern (Annex No. 4 to the agreement), a certificate of completion of the internship together with the employer's opinion (Annex No. 6 to the agreement) and the intern's evaluation form by the employer (Annex No. 7 to the agreement).

Chapter 5

Remaining costs related to the internship

§ 17

1. The intern shall cover all costs associated with the internship, including, in particular, the cost of travel to and from the internship site, the cost of subsistence if the internship is held away

from home, and the cost of the intern's personal accident insurance. Provision of a copy of the intern's accident insurance policy to the Faculty Dean's Office is a condition for the CO-OP Program Coordinator to sign the contract.

2. The University shall cover the costs of the intern's medical examination.

§ 18

1. The procedure related to the mandatory medical examination referred to in § 17. section 2 shall be carried out by the University.
2. The intern shall receive a referral for mandatory medical examination from the University, issued by the CO-OP Program Coordinator.
3. After the examinations referred to in section 1, the intern shall immediately deliver a medical certificate confirming their completion to the dean's office of the faculty in which the intern is studying.

Chapter 6

Final provisions

§ 19

1. The University, at the intern's justified request or on its own initiative, after obtaining the employer's position, may terminate the contract with immediate effect in the event of significant or repeated violations of the internship rules by the employer.
2. The University, at the justified request of the employer or on its own initiative after obtaining the consent of the employer, shall terminate the internship by terminating the contract with immediate effect in the case of:
 - 1) unexcused absence of the intern during more than one day of work,
 - 2) violation by the intern of basic obligations specified in the work regulations, in particular, coming to work in a state indicating the consumption of alcohol, drugs or psychotropic drugs, or consuming alcohol, drugs or psychotropic drugs at the workplace.
3. The intern agrees to the processing of personal data by the University and by the employer hosting the internship, as well as by entities authorized to monitor and control the activities carried out in the CO-OP program.

§ 20

Once the funds allocated for internship stipends paid by the University have been exhausted, the CO-OP program may be implemented as long as the employer fully covers the cost of the internship stipends.

§ 21

Order No. 149 by the NCU Rector of 24 June 2021 Regulations for the competitions for student internships under CO-OP program at Nicolaus Copernicus University in Toruń (Legal Bulletin of 2021 item. 249 as amended) is hereby repealed.

§ 22

The Order comes into force on 25 October 2022.

R E C T O R

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