Resolution No. 2

of the Council of the Doctoral School of Social Sciences Academia Rerum Socialium

of Nicolaus Copernicus University in Toruń

of November 30, 2022

on the adoption of the regulations on professional internships applicable at the Doctoral School of Social Sciences of Nicolaus Copernicus University in Toruń

§ 1

Pursuant to § 4 section 1 bullet 4 and § 15 bullet 6 of Resolution No. 159 of the Senate of Nicolaus Copernicus University in Toruń of December 17, 2019, Regulations of the Doctoral School of Nicolaus Copernicus University in Toruń (Year 2019; item 429, as amended), the Council of the Doctoral School of Social Sciences establishes the rules for completing professional internships.

§ 2

1. The Regulations on Professional Internships constitute Annex No. 1 to this Resolution.
2. The Agreement on Professional Internships constitutes Annex No. 2 to this Resolution.
3. The Confirmation of Completion of Professional Internships constitutes Annex No. 3 to this Resolution.
4. The Resolution enters into force on the date of its adoption.

Justification

The regulations in the proposed form were adopted by acclamation by the Council of the Doctoral School of Social Sciences in the presence of 13 out of 16 members of the Council eligible to vote.

In view of the above, the Council of the Doctoral School of Social Sciences adopted the resolution as cited above.

Chair of the Council
of the Doctoral School of Social Sciences
Academia Rerum Socialium
Nicolaus Copernicus University in Toruń

Prof. dr hab. Tomasz Szlendak

Annex No. 1 to Resolution No. 2 of the Council of the Doctoral School of Social Sciences of NCU of November 30, 2022, on the adoption of the regulations on professional internships applicable at the Doctoral School of Social Sciences of Nicolaus Copernicus University in Toruń

Regulations on Completing and Passing Professional Internships at the Doctoral School of Social Sciences of Nicolaus Copernicus University in Toruń

§ 1

These regulations lay down the rules for completing and passing professional internships carried out by doctoral students of the Doctoral School of Social Sciences at NCU outside the university. The regulations do not apply to internships completed in the form of teaching classes.

§ 2

Objectives of the professional internship:

1. Introduction to practical professional practice, development of knowledge, and enhancement of professional and social competences.
2. Learning about the professional environment and work organization corresponding to modern trends in the economy, administration, education, healthcare, etc.
3. Developing skills to work in teams, preparing for independent work, and decision-making.
4. Cultivating a sense of responsibility for the work performed and decisions made.

§ 3

Rules for completing and settling professional internships:

1. Professional internships are mandatory and must correspond to the doctoral student's educational profile.
2. The total hour requirement for professional internships prescribed by the school is determined by the current curriculum. Any additional internship hours remain to be agreed between the internship supervisor at the workplace and the doctoral intern. For completing a 30-hour professional internship, the doctoral student receives a credit in the USOS system and 2 ECTS credits.
3. The Internship Coordinator is appointed by the Director of the Doctoral School of Social Sciences. The settlement of internships may also be performed by the Director of the Doctoral School of Social Sciences if a coordinator is not appointed. Prior to obtaining credit in the USOS system, the doctoral intern submits a confirmation of completion of the internship, in the form specified in the annex to these regulations (Annex No. 2), to the Coordinator or the Director.
4. The program of planned internships, location, and form of completion—if performed in a form other than teaching classes at NCU—shall be specified by the doctoral student in the Individual Research Plan in consultation with the supervisor. If the internship consists of teaching classes at NCU, the doctoral student shall also include this information in the Individual Research Plan.
5. Professional internships may be completed both domestically and abroad.
6. The Doctoral School of Social Sciences does not cover the costs of the doctoral student's stay at the internship location. The Doctoral School of Social Sciences does not subsidize or co-finance any costs arising from the completion of the internship.
7. Completing professional internships outside Nicolaus Copernicus University takes place upon obtaining the consent of the Director of the Doctoral School of Social Sciences. The Director grants this consent in an agreement signed by the doctoral student and a representative of the employer (the internship supervisor may act as the representative), which the doctoral student submits for the Director's signature (template agreement in Annex No. 1). The agreement defines the obligations and reservations of the parties.
8. The doctoral student is obliged to submit information regarding the start and end dates of the internship, as well as the original agreement signed by all parties, to the office of the Doctoral School of Social Sciences.
9. The doctoral student may complete the professional internship at a time chosen by them and agreed upon with their supervisor, during one of the four years of education at the Doctoral School of Social Sciences. The internship is to be completed continuously as a one-time event.
10. The doctoral student is required to hold personal accident insurance (NNW insurance) for the duration of the internship.
11. It is permissible to pass a previously completed internship that meets the requirements of a professional internship.

§ 4

Final Provisions:

Disputed matters related to the course and credit of professional internships not regulated in these Regulations shall be resolved by the Director of the Doctoral School of Social Sciences.

Annex No. 2 to Resolution No. 2 of the Council of the Doctoral School of Social Sciences of NCU of November 30, 2022, on the adoption of the regulations on professional internships applicable at the Doctoral School of Social Sciences of Nicolaus Copernicus University in Toruń

Agreement on Professional Internship

concluded in Toruń on ……..[Date] between:

The Doctoral School of Social Sciences in Toruń *Academia Rerum Socialium* of Nicolaus Copernicus University, represented by the Director, ...

hereinafter referred to as ARS NCU,

Doctoral Student, completing the professional internship,

hereinafter referred to as the Doctoral Student,

and

……

[Company/Institution Name]

with its registered office in ……...

[Location]

(Phone and Email: …… [Contact Info])

represented by …….. [Representative Name/Title] ,

hereinafter referred to as the Employer.

§ 1

1. The parties to this agreement undertake cooperation to enable the doctoral student of the doctoral school to complete the professional internship required in the curriculum, the objectives of which are defined in the internship regulations, and the form, location, and program of which have been indicated by the doctoral student in their Individual Research Plan.

2. ARS NCU refers the Doctoral Student to the Employer to complete the internship between …….. [Start Date] and …….. [End Date]. The Employer appoints ……[Supervisor Name] as the Internship Supervisor. The Internship Supervisor provides substantive supervision over the Doctoral Student during the internship.

§ 2

1. The number of internship hours required by ARS NCU is 30. The number of additional internship hours agreed upon by the Doctoral Student and the Internship Supervisor is …….. [Number].

2. The internship will take place based on a schedule agreed upon between the Internship Supervisor and the Doctoral Student, attached to this agreement. The Employer cannot require the Doctoral Student to work more than eight hours a day or to work on statutory non-working days. A scope of duties and/or a description of assigned responsibilities during the internship may also be attached to the schedule (or as an alternative in the case of an irregular internship schedule).

§ 3

1. The result of the internship should be the Doctoral Student's familiarity with the work performed at the Employer's institution, which will be achieved through the execution of tasks designated by the internship supervisor at a specific position or positions, at a designated place at the Employer's venue or remotely, and at agreed times, so that the Doctoral Student can achieve the objectives of the professional internship defined in the regulations.

2. The Internship Supervisor, or another person designated by them or by the Employer, is obliged to train the Doctoral Student regarding workplace regulations, health and safety (OHS) and fire protection rules, job responsibilities, and other regulations, including GDPR, to the extent deemed necessary by the Employer.

3. During the internship, the Doctoral Student is obliged to represent NCU with dignity, comply with procedures required by the employer, including data protection, document confidentiality, and trade secrets, treat employees and the Employer's property with respect, and approach assigned duties responsibly.

4. If required by the Employer, the Doctoral Student assigned to the internship shall deliver a non-disclosure statement.

5. A Doctoral Student who breaches employee duties or fails to conscientiously carry out the internship program may be suspended from performing duties and dismissed from the internship by the Internship Supervisor.

6. The Employer is obliged to provide access to the workplace in accordance with the goals and scope of the internship, as well as safe and hygienic working conditions and access to breakrooms and sanitary facilities equipped with necessary hygiene supplies. The internship cannot take place in conditions hazardous to health within the meaning of labor law provisions.

7. The obligation to hold personal accident insurance during the internship period rests with the Doctoral Student.

8. The ARS NCU Doctoral School bears no liability for damages caused by the Doctoral Student during the internship at the Employer's venue.

§ 4

1. Upon completion of the internship period, the Internship Supervisor is obliged to confirm the passing of the internship on the document specified by ARS NCU or, in the case of dismissal from the internship, to inform ARS NCU of this fact and its reasons.

2. The Doctoral Student and the Employer declare that for the work performed as part of the professional internship, the Doctoral Student *will not receive remuneration from the Employer* / *will receive remuneration from the Employer in the amount of* …… *[Amount],* settled and paid by the Employer in accordance with procedures adopted by the Employer.*

§ 5

1. The agreement is concluded for the duration of the internship.

2. Any amendments to this agreement require written form as an addendum under pain of nullity, as well as the consent of both parties confirmed by signatures.

3. In matters not regulated by this agreement, relevant provisions of universally applicable law shall apply.

4. The parties undertake to resolve any disputes arising out of or related to this agreement amicably, acting in good faith and with respect for the legitimate interests of the other party. In the event of an inability to resolve a dispute amicably, the competent Court shall be the common court having jurisdiction over the seat of Nicolaus Copernicus University in Toruń.
5. It is permissible to expand the template agreement with provisions detailing the procedures for completing internships required by the Employer. Such additions must be noted under § 6.
6. The agreement has been drawn up in three identical copies, one for each of the parties.

……..

(*Director of ARS NCU – seal and signature*)

……..

(*Doctoral Student – signature*)

……..

(*Employer Representative – seal and signature*)

**Delete as appropriate.*

Annex No. 3 to Resolution No. 2 of the Council of the Doctoral School of Social Sciences of NCU of November 30, 2022, on the adoption of the regulations on professional internships applicable at the Doctoral School of Social Sciences of Nicolaus Copernicus University in Toruń

…….
(Location, Date)

Confirmation of Completion of Professional Internship

I hereby declare that the Doctoral Student of ARS NCU,

…….
(Student Name)

as of …….. [Date], completed the professional internship at the Employer specified in the agreement on professional internship concluded on …….. [Date].

The professional internship *took place / did not take place* in accordance with the adopted schedule.*

Comments: …….

……..

The professional internship was conducted *on-site at the Employer's premises / remotely*.

The Doctoral Student worked a total of ……[Number] hours, during which they completed the assigned tasks listed below:

No.	Short description of the task	Number of hours	Date of execution
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Additional comments of the Internship Supervisor: ……..

……..

……..

……..

……..

*Delete as appropriate.
* In case of non-compliance with the schedule, comments must be provided.
*To be filled in by the Doctoral Student during or after the internship.
*Additional comments from the Internship Supervisor are not required.

……..

(Signature of the Internship Supervisor)

……..

(Signature of the Doctoral Student)

…….
(Location, Date)

Passing of the Professional Internship at ARS NCU

In view of the confirmation of completion of the professional internship presented above, I hereby inform of *passing / not passing* the professional internship by the Doctoral Student

……

in the scope required at ARS NCU, in the number of hours consistent with the curriculum, and *granting / not granting* 2 ECTS credits.

……..

(Signature of the ARS NCU Internship Coordinator or Director of ARS NCU)