



INTERNSHIP REGULATIONS FOR STUDENTS (II editions)

UNDER THE PROJECT "GEOLOG" – strategic profession for the development of economy:
high quality internship programme for students of the AMU Institute of Geology
no. POWR.03.01.00-00-S162/15

co-financed by the European Union from the European Social Fund, under the Operational Programme Knowledge Education Development (OP KED), Priority Axis III *Higher education for the economy and development*, Objective 3.1 *Competences in higher education*.

I. GENERAL PROVISIONS

§ 1

Basis for undergoing internships within the Project

1. Internships are organized within the scope of the project "GEOLOG" – strategic profession for the development of economy: high quality internship programme for students of the AMU Institute of Geology, no. POWR.03.01.00-00-S162/15, carried out by the Adam Mickiewicz University in Poznań from 1.05.2016 to 31.01.2018.
2. The project is co-financed by the European Union from the European Social Fund, within the scope of the Knowledge Education Development Operational Programme (OP KED), Priority Axis III Higher education for the economy and development, Objective 3.1 *Competences in higher education*.

§ 2

Definitions and general terms

1. Used further in this document, the below terms shall have the following meaning:
 - a) **Regulations** – the regulations which specify the general rules concerning performance of the internship within the project "GEOLOG" – strategic profession for the development of economy: high quality internship programme for students of the AMU Institute of Geology, no. POWR.03.01.00-00-S162/15.
 - b) **Project** – the project "GEOLOG" – strategic profession for the development of economy: high quality internship programme for students of the AMU Institute of Geology, no. POWR.03.01.00-00-S162/15.
 - c) **University** – The Adam Mickiewicz University in Poznań.
 - d) **Project Office** – The Faculty of Geographical and Geological Sciences, Institute of Geology, ul. Bogumiła Krygowskiego 12, Poznań 61-680, room 168.
 - e) **Internship** – the form of acquiring practical experience supplementing the knowledge gained during the course of studies, which ensures an increase in professional competences for the University's students within the scope of the Project, undergone throughout a total of 480 hours without entering into an employment relationship with the Employer.
 - f) **Candidate** – a student of the final two semesters of full time I and II degree studies majoring in geology at the Faculty of Geographical and Geological Sciences, Institute of Geology at AMU in Poznań, applying for the possibility of undergoing an internship.
 - g) **Intern** – shall mean as follows:



- **a student**, who has been qualified to undergo an internship and has signed an *Agreement of internship participation* or
 - **an alumni**, who has been qualified to undergo an internship following completion of studies and has signed an *Agreement of internship participation*, whereby in the case of an alumni, the *Agreement of internship participation* must be signed during the course of education by the future Intern.
- h) **Employer** – an entity accepting the student or alumni for an internship.
- i) **Internship Supervisor** on the side of the Employer – the person designated by the Employer to provide substantive monitoring of the Intern and oversight of the organization and course of the internship.
- j) **Agreement of internship participation** – an agreement between the University, the Employer and the Intern which specifies the obligations of all parties and terms of organization and execution of internships with the Employer.

§ 3

Goal of internships

1. The goal of internships undergone within the scope of the Project is to prepare students for entry onto the job market through facilitating the practical elements of education, including – broadening knowledge, verification of practical skills and social competences, as well as acquisition of professional experience.
2. The performance of internship programmes is aimed at achieving OP KED goals, primarily including the specific goal of increasing the competences of persons participating in higher education, corresponding to the requirements of the economy, job market and society within Objective 3.1 Competences in higher education, Axis III Higher education for the economy end development, Knowledge Education Development 2014-2020 Operating Programme.

§ 4

General rules

1. The project encompasses the execution of 75 internships spanning a total of 480 hours, 160 hours per month for 3 months for students of the two final semesters of full time I and II degree studies majoring in geology at the Institute of Geology of the Faculty of Geographical and Geological Sciences, at the Adam Mickiewicz University in Poznań.
2. A minimum of 30% of students specified in § 4 pt. 1 shall undergo internships.
3. In connection with undergoing the internship, the Intern shall receive an internship allowance in accordance with terms specified in § 8 of the Regulations.
4. Internships must take place within the following dates: I enrollment from 31.05.2016 to 31.12.2016 and II enrollment from 01.06.2017 to 31.12.2017.
5. In the case of alumni, the internship must begin within 3 months from completion of studies and cannot end later, than within the time specified in § 4 pt. 4.
6. The Intern may undergo an internship within the Project only once.
7. Substantive and organizational monitoring of the internships is provided by the Project Head, the Internship Coordinator and Internship Supervisor.



II. ENROLLMENT FOR INTERNSHIPS

§ 5

1. Students of the two final semesters of full time I and II degree studies majoring in geology at the Institute of Geology of the Faculty of Geographical and Geological Sciences at the Adam Mickiewicz University in Poznań are able to take part in enrollment.
2. It is permitted for alumni of the majors specified in § 5 pt. 1 to undergo the internship, provided that the *Agreement of internship participation* has been entered into during the course of studies and the internship commences directly following the studies, whereby this period should not exceed 3 months.
3. All information regarding enrollment, deadlines and terms of enrollment shall be published on the Project's website and sent to students via e-mail under the home.amu.edu.pl domain.
4. The University ensures the facilities for undergoing internships and provides students with a *List of employers* offering internships on the Project's website. The Candidate is entitled to individually propose an Employer, with whom they wish to undergo an internship. The final acceptance of the internship is decided by the Enrollment Committee.
5. Registration of Candidates takes place on-line via the Project's website, via e-mail at the Project Head's address or at the Project Office. The internship Candidate must fill out and send a enrollment form available on-line, containing the essential information regarding the Candidate for monitoring purposes, selection criteria (ranking list), as well as regarding thematic preferences and the Employer.
6. The Candidate must personally submit the following documents at the Project Office:
 - a. *a Project participation application form* (including specification of the Employer, with whom the Candidate wishes to undergo the internship),
 - b. *Consent to the processing of personal data within the Project, as well as consent for use of the Candidate's image,*
 - c. *CV and cover letter.*
7. Enrollment meetings shall take place in the second stage of enrollment at the Employer's office or Project Office, which determine qualification for participation in the internship, according to the following schedule:
 - a. Step 1: The Employer presents the profile of the internship and expectations towards the Candidate.
 - b. Step 2: The Enrollment Committee based on the data presented in the form and/or the enrollment interview – selects max. 3 persons from the chosen candidates according to the specialization selection by the Candidate.
 - c. Step 3: The Enrollment Committee, in consultation with the Employer or individually, conducts enrollment of Intern Candidates.
 - d. Step 4: Decision of the Enrollment Committee and Employer regarding acceptance of the Intern's choice.
 - e. Step 5: Signature of a tripartite *Agreement of internship participation* specifying the rights and obligations of parties and preparation of the *Internship Programme*.
8. A student qualified for participation in the internship programme must fill out and personally submit the following documents at the Project Office:
 - a) *Declaration of internship participation,*
 - a) *Student Status Certificate from the FGGS Faculty Office,*
 - b) *Agreement of internship participation,*
 - c) *Internship Programme* (prepared with the Internship Supervisor).



9. Deadlines for Candidate registration, document submissions and enrollment interviews shall be announced on the Project's website.
10. In justified circumstances, the Project Head may extend the deadlines for submitting the required documents.

III. ENROLLMENT COMMITTEE AND INTERN SELECTION CRITERIA

§ 6

1. The Dean of the FGGS at AMU in Poznań appoints the Enrollment Committee. The Committee's objective is to evaluate the Candidates' applications and award internship placements.
2. The Committee is comprised of:
 - a) the Project Head,
 - b) the Internship Coordinator,
 - c) the Deputy Director for Didactic Matters
3. When selecting Interns, the Committee shall consider the following criteria:
 - a. ratio of women (45%)
 - b. lack of professional experience (up to 5 pts.)
 - performance of internships (outside the course of studies)
 - up to 1 month (4,5 pts.)
 - from 1 to 3 months (4 pts.)
 - over 3 months (3,5 pts.)
 - work based on civil law contracts
 - up to 1 month (3 pts.)
 - from 1 to 3 months (2,5 pts.)
 - over 3 months (2 pts.)
 - work based on employment contracts
 - up to 1 month (1,5 pts.)
 - from 1 to 3 months (1 pt.)
 - over 3 months (0 pts.)
 - c. grade average from the recent year: $\geq 3,0$ (1 pts.); 3,01-3,5 (2 pts.); 3,51-4,0 (3 pts.); 4,01-4,5 (4 pts.); $\leq 4,50$ (5 pts.)
 - d. involvement in the University's development, i.e. students associations, students government, students organizations (up to 2pts.)
 - participation in executing the "Geo-center of excellence" project no. POWR.03.01.00-00-K187/15 (1 pt.)
 - holding management functions in students associations (0,75 pts.)
 - science and popular science publications/announcements (0,75 pts.)
 - active participation in research and teaching projects in AMU (0,5 pts.)
 - active participation in conferences (report/poster) (0,5 pts.)
 - holding management functions in sections of students associations (0,5 pts.)
 - membership in AMU collegiate organizations (including student government organizations) (0,5 pts.)
 - membership in students associations (0,25 pts.)
 - active continuous activity in the Earth Museum workshop (0,25 pts.)



- active participation in popular science events (e.g.: Scientists' Night, Festival of Science and Art, Open Days, lectures and classes for students)
 - organization of conferences and other events for the FGGS (0,25 pts.).
- e. disability (1 pt. based on medical certificate)
 - f. in the case of internships abroad: confirmation of command of the English language (certificate or interview).
4. The ranking list of persons qualified and the reserve ranking list shall be announced on the project's website and sent to the e-mail addresses provided in the enrollment forms within the dates announced on the project's website. Candidates with insufficient scores shall be placed on the reserve list. Subsequent persons from that list shall be offered internships in the event of resignations of persons qualified.
 5. Decisions of the Enrollment Committee are not administrative decisions as per provisions of the administrative procedure code.
 6. In the event of failure to fill the limit of internship placements or resignation of selected Interns, the Enrollment Committee is entitled to announce ongoing enrollment which involves enabling Candidates to submit applications until internship placements are unavailable.
 7. The University may publicize information regarding the enrollment contest results via the Internet or other media for the purposes of promoting the Project.

IV. PERFORMANCE OF THE INTERNSHIP

§ 7

1. Before commencing the internship, the Intern is obliged to submit the documents specified in § 5 pts. 6 and 8.
2. The Intern is obliged to:
 - a) commence and complete the internship in accordance with the dates and rules specified in the Agreement of internship participation and these regulations,
 - b) undergo the internship at the location specified by the Employer,
 - c) perform the internship in accordance with the programme developed with the Employer,
 - d) keep an Internship *Log*, which is tantamount to the Intern signing an attendance list, internship report and practical task sheet,
 - e) carry out the assigned activities with due diligence, in a timely fashion and without faults. In the event of faults found in the performed tasks, the Intern undertakes to remove them without delay and at no additional charge,
 - f) promote the good image of the Employer and maintain the confidentiality of information of an organizational, trade, technical or technological nature, whose disclosure could cause damage to the Employer,
 - g) notify the Project office in writing regarding discontinuation of the internship within 3 days from the date of such an occurrence,
 - h) provide the Project Office with data and information essential for the purposes of accident insurance and conducting medical examinations, as well as undergo the required medical examinations,
 - i) submit documents confirming incurred costs of accommodation at the internship location, including a flat lease agreement, rent payment transfer confirmation, bill or invoice,



- j) submit a pass for reimbursement of accommodation and travel expenses, if are entitled
 - k) submit documents confirming incurred travel costs (flight in the case of internships abroad) to the internship location, including tickets.
3. A condition of participation in the internship is filling out:
 - a) *a Pre- and Post-test of knowledge* verifying the Intern's state of knowledge regarding the Employer,
 - b) *an Interpersonal and analytical competence sheet*.
 4. Within 7 days following completion of the internship, the Intern undertakes to provide the Project office with a filled out:
 - a) *Internship Log*,
 - b) *Internship performance report*,
 - c) *Internship completion certificate* signed by the Internship Supervisor.

V. INTERNSHIP ALLOWANCE

§ 8

1. The university undertakes to pay the Intern an internship allowance for the internship performed and confirmed by the Employer in the gross amount of 6 000 PLN (in words: six thousand zlotys).
2. The internship allowance for the Intern is co-financed by the European Union from the European Social Fund within the scope of the project: "GEOLOG" – strategic profession for the development of economy: high quality internship programme for students of the Institute of Geology at the AMU (co-financing agreement no.: POWR.03.01.00-00-S162/15).
3. The internship allowance will be paid in 3-month installments upon submission by the Intern of the *Internship Log*. Entries in the *Internship Log* must be confirmed by the Internship Supervisor.
4. The condition of payment of the final installment of the allowance and deeming the internship as concluded is the submission by the Intern of the *Internship Log*, *Report on internship performance*, *Confirmation of internship completion* signed by the Internship Supervisor, as well as filling out the *Pre and Post-test of knowledge* verifying the Intern's knowledge regarding the Employer, and an *Interpersonal and analytic competence sheet*.
5. The internship allowance stipulated in § 8 pt. 1 shall be paid to the Intern's bank account specified in § 3 pt. 4 of the Agreement of Internship Participation.
6. The internship allowance shall be paid via bank transfer to the bank account indicated by the Intern following obligatory deductions required by generally applicable law (e.g. social security contributions, taxes).
7. The University does not take responsibility for possible additional charges and taxes, which the Intern may be obliged to pay in connection with receiving the allowance.
8. The University stipulates, that payment of the internship allowance shall be made depending on the availability of funds on the bank account set up for the purposes of the Project. The payment date of the internship allowance may change in the event of delays in the transfer of funds to the Project's account by the Intermediary Institution.
9. In the event of failure to provide the required documents or in the case of failure to follow other provisions of these Regulations or the Agreement of internship participation by the



Intern, the University is entitled to terminate the Agreement of internship participation effective immediately, which is tantamount to the Intern's obligation to return the entirety of received internship allowance, as well as reimbursement of accommodation and travel costs.

VI. REIMBURSEMENT OF ACCOMMODATION COSTS

§ 9

1. If the internship takes place in Poland within a distance no less than 50 km from the Intern's place of residence, the Intern is entitled to a reimbursement of documented costs incurred in connection with accommodation outside of the place of residence during the internship period, up to the gross amount of 1 000 PLN (in words: one thousand zlotys).
2. If the internship takes place abroad, the Intern is entitled to a reimbursement of documented costs incurred in connection with accommodation outside their place of residence during the internship period, up to the gross amount of 2 600 PLN (in words: two thousand six hundred zlotys).

VII. REIMBURSEMENT OF TRAVEL (FLIGHT) COSTS

§ 10

1. If the internship takes place in Poland outside the Intern's place of residence, the Intern is entitled to a reimbursement of documented, actually incurred travel costs to and from the internship location, up to a gross amount of 125 PLN (in words: one hundred twenty five zlotys). Accepted and reimbursed costs encompass means of collective public transport, unless other forms of travel are justified due to the system of transport means within a given area, however such situations should be the exception. If possible, it is recommended to purchase travel tickets with a possibility of refund or exchange (e.g. within the scope of changing the date and time of travel or the name of the passenger) in the event of unforeseen circumstances. In case of railway travel, the costs are reimbursed in accordance with the pricing of II class tickets applicable within a given area. Domestic airplane travel costs shall not be accepted, nor reimbursed.
2. If the internship takes place abroad, the Intern is entitled to reimbursement of incurred travel costs to and from the internship location up to a gross amount of 1 000 PLN (in words: one thousand zlotys) upon presentation of documentation of such costs. Accepted and reimbursed costs encompass means of collective public transport, unless other forms of travel are justified due to the system of transport means within a given area, however such situations should be the exception. If possible, it is recommended to purchase travel tickets with a possibility of refund or exchange (e.g. within the scope of changing the date and time of travel or the name of the passenger) in the event of unforeseen circumstances. In case of railway travel, the costs are reimbursed in accordance with the pricing of II class tickets applicable within a given area. In the event of costs incurred due to air travel, reimbursement applies exclusively to economy class flights.

VIII. ACCIDENT INSURANCE AND MEDICAL EXAMINATIONS

§ 11



1. The University undertakes to insure the Intern against Personal Accidents for the duration of the internship.
2. Costs associated with taking out the Accident Insurance policy for every Intern for the entire duration of the internship, together with return travel, encompassing events taking place in Poland (domestic internships), as well as in Poland and abroad (internships abroad) cannot exceed the amount of 70 PLN (in words: seventy zlotys) per one Intern in the case of domestic internships and 200 PLN (in words: two hundred zlotys) per one Intern in case of internships abroad.
3. The University undertakes to finance and conduct the Interns' medical examinations within the scope necessary to undertake the internship.
4. The cost of essential medical examinations for each Intern cannot exceed the amount of 50 PLN (in words: fifty zlotys) per Intern.
5. The costs associated with insurance and medical examinations shall be covered by the University from the Project's funds.

IX. OBLIGATIONS OF THE EMPLOYER

§ 13

In the Agreement of internship participation the Employer shall undertake to:

- a) admit the Intern for the internship specified in § 1 without entering into an employment relationship spanning a total of 480 hours performed at the location indicated by the Employer,
- b) provide the Intern with an Internship Supervisor,
- c) develop an *Internship Programme* and conduct the internship according to that *Programme*,
- d) familiarize the Intern with the scope of their responsibilities,
- e) instruct the Intern in terms of Labor Code, work safety and hygiene, fire safety regulations, as well as work regulations and other provisions applicable to the Employer's employees,
- f) provide the Intern with a suitable workstation, facilities, workshop, equipment, tools and materials, personal protection equipment essential to performing the tasks within the scope of the internship, as well as provide the Intern with consumable materials required to carry out work at the given position, whose costs in the amount specified in the agreement of internship participation (§ 2 h) shall constitute the Employer's contribution to the Project,
- g) administer the internship in accordance with best practices, providing the Intern with guidelines and assistance in carrying out the assigned tasks,
- h) notify the Project Head in the event of discontinuation of the internship by the Intern,
- i) control and confirm the *Internship Log* kept by the Intern,
- j) provide the Intern with a *Certificate of internship completion* together with a short opinion regarding the undertaken internship,
- k) protect the personal data of the Intern in accordance with provisions of the 29th of August 1997 Personal Data Protection Act (Journal of Laws of 2002 no. 101, pos. 926 further amended).

XI. FINAL PROVISIONS

§ 14



1. The rights and obligations of the University, Employer and Intern are regulated in detail in the *Agreement of internship participation*.
2. The Committee in charge of the Project includes:
 - a) AMU prof. Andrzej Lesicki Ph.D. (President of the AMU in Poznań),
 - b) prof. Ryszard Naskręcki Ph.D. (Vice-President of the AMU in Poznań).
 - c) AMU prof. Leszek Kasprzak Ph.D (Dean of the WNGiG AMU),
 - d) AMU prof. Błażej Berkowski Ph.D. (Director of the IG WNGiG AMU).
3. The University does not accept responsibility for:
 - e) the errors and omissions or failure to perform obligations on part of the Intern or the Employer,
 - f) *the Internship Programme* developed by the Internship Supervisor on part of the Employer,
 - g) other circumstances resulting from undertaking the internship by the Intern.
4. In the event of doubts concerning interpretation of the Regulations' provisions, the final decision rests with the Project Head.
5. These Regulations become effective on 10.04.2017.

Project Head