



BR.0210.1.17.2022

**Ordinance No. 17
of the Rector of the University of
Białystok
of 17 February 2022
on placement in
national/international academic
internship programmes of
doctoral students of the
University of Białystok**

Pursuant to Article 17(4)(2) of the Statute of the University of Białystok, I order as follows:

§1

1. As part of supporting scientific development and improvement of qualifications, doctoral students of the University of Białystok pursue national/foreign scientific internships.
2. A scientific internship means a placement to conduct scientific research in accordance with the assumptions of the individual research plan of a doctoral student.
3. Internships are carried out in accordance with the approved Individual Research Plan.
4. The aim of the scientific internship is to:
 - 1) Conduct research or participate in research and development work in collaboration with researchers from another university/academic unit,
 - 2) obtaining information/data related to research conducted in the framework of the prepared doctoral dissertation,
 - 3) exchange experience and knowledge in a thematic area relevant to the doctoral student's research work.
5. The purpose of the scientific internship must be consistent with the research

area and the discipline of the doctoral dissertation.

§2

1. The consent for the internship is issued by the director of the doctoral school, after reading the submitted documentation.
2. A doctoral student applying for a scientific internship shall submit to the director of the doctoral school:
 - 1) A doctoral student's application for a scientific internship with the approval of the supervisor, according to the template set out in Annex 1 to this Ordinance,
 - 2) the programme and planned course of the doctoral student's internship, approved by the supervisor and the internship supervisor from the host institution, in accordance with the template specified in Appendix 2 to this Ordinance,
 - 3) the consent of the institution hosting the doctoral student for the internship, together with the indication of the internship supervisor, in accordance with the template set out in Appendix 3 to this Ordinance,
 - 4) Information of the doctoral student on the sources of funding for the scientific internship, according to the template set out in Annex 4 to this Regulation,
 - 5) Application for referral abroad in the case of a foreign scientific internship, according to the template specified in the Ordinance of the Rector of the University of Białystok on the determination of conditions and mode for foreign referral of employees, doctoral students, students of the University of Białystok, project researchers not employees of the University of Białystok and introduction of a template for foreign referral, and a template for the settlement of foreign travel expenses.
3. In the case of applying for a foreign scientific internship, the documents referred to in points 2 and 3 of Article 2 shall be submitted in English according to the model set out in Annexes 5 and 6 to this Regulation.
4. The documents referred to in paragraph 1 shall be submitted by the doctoral student to the doctoral school secretariat no later than 3 months before the planned date of commencement of the scientific internship, subject to Article 3(3).

§3

1. The doctoral student, in consultation with the supervisor, determines the approximate cost of the scientific internship and indicates the sources of its financing.
2. A doctoral student applying for financing/funding of a scientific internship by the University or a doctoral school shall attach to the information on the sources of funding for the scientific internship any documentation confirming the search for other sources of funding, specifically: doctoral grants, supervisor grants and other, funds of the unit conducting scientific activity in the discipline in which the doctoral school education is carried out.
3. The doctoral student applying for funding a scientific internship by the university and/or doctoral school shall submit an application for a scientific internship at the latest by 30 November of the year preceding the departure.
4. The funding of the scientific internship is based on a delegation in accordance with the current Regulation of the Minister of Labour and Social Policy on the receivables due to an employee employed in a state or local government budgetary unit for a business trip.

§4

1. The doctoral student shall report to the director of the doctoral school on the implementation of the scientific internship no later than 3 months after the completion of the internship and no later than within the date specified in the organization of the given academic year to pass the year of education in which the scientific internship was conducted. A template for the report is attached as Annex 7 to this Ordinance. The report should refer to the objectives set out in the internship programme and list and document the effects of the internship, e.g. publications, presentations at seminars, conferences, scientific consultations and progress of the doctoral dissertation (confirmed by the supervisor).
2. The report should be accompanied by:
 - 1) a certificate from the hosting institution for a scientific internship, certifying the carrying out and completion of the internship (indication of dates and place of stay),

- 2) the opinion of the supervisor from the hosting institution on the internship implementation by the doctoral student (referring to the effects planned for implementation in the internship programme).
3. On the basis of the submitted report, the director of the doctoral school assesses the degree of achievement of the assumed objectives of the scientific internship and decides on the recognition of the scientific internship.
4. The doctoral student submits a financial statement through the doctoral school secretariat, either in the accounting department or in the International Cooperation Office, within 14 days from the date of completion of the scientific internship.

5

The Ordinance shall enter into force on the date of signature.

Rector of the University of Białystok
Prof. dr hab. Robert W. Ciborowski

.....
(place, date)

Doctoral student's application for a scientific internship

.....
Full name

I kindly request your approval for a scientific internship over the following period:

.....

at the following university/research unit:

Doctoral student details

First and last name	
Student register number	
E-mail	
Telephone number	
Doctoral School	
Field of study	

University/Scientific Unit data

Name of the hosting unit	
Head office address	
Person responsible for the scientific internship At the unit	

Contact information (tel., e-mail)	
Website of the unit	

Attachments:

1. Programme and the planned course of the doctoral student's scientific internship
2. Approval of the host institution for a scientific internship
3. Information of the doctoral student on the sources of funding for the scientific internship
4.

.....
signature of the doctoral student

Supervisor's opinion:

In connection with the planned departure of the doctoral student for a scientific internship to

.....
name of university, location

Over the period:

I agree to the placement.

I hereby state the declared purpose of the scientific internship is consistent with the scientific discipline and the subject taken by the doctoral student in the prepared doctoral dissertation and individual research plan.

.....
supervisor's signature

Decision of the director of the doctoral school

.....
.....

.....
stamp and signature of the director of the doctoral school

Annex 2
to Ordinance No. 17
Of the Rector of the University
of Białystok dated 17 February
2022.

PROGRAMME AND PLANNED COURSE OF THE SCIENTIFIC INTERNSHIP

DOCTORAL STUDENT'S DETAILS		
First and last name		
Student register number		
Doctoral School	Higher Education Institution	
	Name of institution	
	Address	
Contact details	Telephone	
	E-mail	

INFORMATION ABOUT THE UNIVERSITY/SCIENTIFIC UNIT HOSTING THE INTERNSHIP¹		
Name		
Address		
Scientific Supervisor ²		
Contact details	Telephone	
	E-mail	
OBJECTIVE, PERIOD AND PLACE OF THE INTERNSHIP		
Objective (in accordance with the Individual Research Plan):		
Period		
Location		

PROGRAMME AND PLANNED COURSE OF INTERNSHIP

Task	Planned duration of the task (days)	Place of performance
Task I:		

¹ The host university shall not bear the costs of the doctoral student's stay during the internship.

² The supervisor of the research placement does not receive a gratuity from the doctoral student's referring institution.

PROGRAMME AND PLANNED COURSE OF INTERNSHIP		
I.1.		
I.2.		
I.3.		
Task II:		
II.1.		
II.2.		
II.3.		
Task III:		
III.1.		
III.2.		
III.3.		
Task IV		
IV.1.		
IV.2.		
IV.3.		

Planned outcomes of the internship (IN ACCORDANCE WITH THE DOCTORAL STUDENT'S INDIVIDUAL RESEARCH PLAN)		
1.		
2.		
3.		
4.		

Signature of applying doctoral student	
Supervisor's signature	
Signature of supervisor at host institutions ³	
Signature and stamp Of the director of the doctoral school	

³ Supervisor's consent may be included on a separate document.

Annex 3
to Ordinance No. 17
Of the Rector of the University
of Białystok dated 17 February
2022.

.....
place, date

Approval of the host institution for a scientific internship

.....
name of university or other scientific entity

Consents to accept for a scientific internship

doctoral student:.....
Full name

representing
university, doctoral school

The following shall be designated as the internship supervisor

.....
....
name of the internship supervisor; title or degree

.....
stamp and signature of the
authorised person (representing
the host institution)

Annex 4
to Ordinance No. 17
of the Rector of the University of Białystok
dated 17 February 2022.

.....
(place, date)

.....
name of doctoral student

.....
scientific discipline

Doctoral School:

Information by the doctoral student on the sources of funding for the scientific internship

In connection with application for a scientific internship to

.....
name of university/unit, location

Over the period:

I declare that travel, internship and accommodation costs in the amount of⁴:
..... will be covered from the following sources⁵:

- doctoral student's own grant

.....
(source of funding) (amount in PLN or EUR) (signature confirming the source of funding)

- grant of the supervisor/head of department.....

.....
(source of funding) (amount in PLN or EUR) (signature confirming the source of funding)

- department/institute resources

(source of funding) (amount in PLN or EUR) (signature confirming source of funding)

- doctoral school's resources

⁴ this information must be accompanied by an approximate cost calculation. For international travel, expenses should be consulted with the International Cooperation Office.

⁵ Documentation should be provided to prove that sources of funding have been sought, in the following order: the doctoral student's own grants, grant from the supervisor/head of department, funds from the Faculty/Institute, funds from the doctoral school, basic subsidies and others.

- (source of funding) (amount in PLN or EUR) (signature confirming the source of funding)*
- **basic subsidy**
(source of funding) (amount in PLN or EUR) (signature confirming the source of funding)
 - **other resources**
(source of funding) (amount in PLN or EUR) (signature confirming the source of funding)

.....
signature of the doctoral
student

.....
supervisor's signature

Annex 5
to Ordinance No. 17
Of the Rector of the University of Białystok
dated 17 February 2022.

**PROGRAMME AND PLANNED COURSE
OF THE DOCTORAL STUDENT'S SCIENTIFIC INTERNSHIP**

DOCTORAL STUDENT'S DETAILS		
Name and surname		
Student register number		
Doctoral school	University	
	School name	
	Address	
Contact details	Telephone number	
	E-mail	

INFORMATION ABOUT UNIVERSITY/RESEARCH UNIT ACCEPTING THE INTERNSHIP ⁶		
Name		
Address		
Supervisor ⁷		
Contact details	Telephone number	
	E-mail	

AIM, PERIOD AND PLACE OF REALISATION OF THE INTERNSHIP	
Aim (pursuant to Individual research plan)	
Period of realisation	
Place of realisation	

PROGRAMME AND PLANNED COURSE OF THE INTERNSHIP		
Task	Planned period of the task (days)	Place of realization of the task
Task I:		
I.1.		

⁶ the host university does not bear the cost of the doctoral student's stay during the internship.

⁷ the internship tutor does not receive any gratification from the institution sending the doctoral student.

I.2.		
I.3.		
Task II:		
II.1.		
II.2.		
II.3.		
Task III:		
III.1.		
III.2.		
III.3.		
Task IV		
IV.1.		
IV.2.		
IV.3.		

EXPECTED EFFECTS OF THE SCIENTIFIC INTERNSHIP (PURSUANT TO INDIVIDUAL RESEARCH PLAN OF THE DOCTORAL STUDENT)		
1.		
2.		
3.		
4.		

Doctoral student's signature during the internship	
Supervisor's signature	
Supervisor's signature in the host unit accepting for the internships	
Signature and stamp of the director of the doctoral school	

» Supervisor's approval can be attached on a separate document.

Annex 6
to Ordinance No. 17
Of the Rector of the University of Białystok
dated 17 February 2022.

.....

....

place and date

Host institution's approval for the scientific internship

.....

name of the university or other research unit

gives its approval for accepting for the scientific internship

the postgraduate student

name and surname

representing

university, doctoral school

.....

supervisor's name and surname; academic title or academic degree

is appointed as the internship
supervisor

.....

stamp and signature of the authorized
person (representing the host
institution)

Annex 7
to Ordinance No. 17
Of the Rector of the University of Białystok
dated 17 February 2022.

Doctoral student details

First and last name	
Student register number	
E-mail	
Contact telephone	
Doctoral School	
Scientific discipline	

REPORT ON THE SCIENTIFIC INTERNSHIP

at.....
name of the university/research unit where the internship took place
Over the period of.....

Task (in accordance with the internship programme)	The description of the task
Task I:	
I.1.	
I.2.	
I.3.	
Task II:	
II.1.	
II.2.	
II.3.	
Task III:	
III.1.	
III.2.	
III.3.	
Task IV	
IV.1.	
IV.2.	

IV.3.	
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PLANNED OUTCOMES OF THE SCIENTIFIC INTERNSHIP	DESCRIPTION OF THE RESULTS OF THE SCIENTIFIC INTERNSHIP
1.	
2.	
3.	
4.	

Attachments:

- 1) certificate from the hosting institution for the scientific internship, certifying the carrying out and completion of the internship (indication of dates and place of stay),
- 2) opinion of the supervisor from the hosting institution on the internship implementation by the doctoral student (referring to the effects planned for implementation in the internship program).

.....
signature of the doctoral student

Supervisor's opinion:

.....
.....

.....
supervisor's signature

Decision of the director of the doctoral school

.....
.....

.....
stamp and signature of the director of the
doctoral school