

Decision no. 7/2021
of Dean of the Faculty of Law, University of Bialystok
of March 10, 2021
on the regulations for research or teaching internships
at the Faculty of Law University of Bialystok

§ 1

1. The decision sets out the rules of research or teaching internships at the Faculty of Law of the University of Bialystok (Faculty of Law).
2. An opportunity to serve a research or teaching internship at the Faculty of Law is available to a person who is not an employee (or a doctoral student or a participant of a doctoral school) of the University of Bialystok, and is employed at a scientific unit in Poland or abroad, as well as to doctoral students and participants of doctoral schools from other units.

§ 2

1. A person interested in conducting a research or teaching internship at the Faculty of Law should submit (in person, via regular mail, or by other agreed upon means, including electronic means) the following documents:
 - 1) a statement from the person who is to become the internship supervisor, whereby this person:
 - a) should be employed at the Faculty of Law,
 - b) holds at least post-doctoral degree (habilitation),
 - c) has agreed to supervise the internship participant,
 - 2) an application for admission to a research or teaching internship, addressed to the Dean of the Faculty of Law, University of Bialystok (a model application is attached as Appendix 1 to the decision),
 - 3) professional CV,
 - 4) information on scientific or teaching achievements - in the case of persons holding the title of professor or postdoctoral degree; or opinion of the direct supervisor on the scientific or teaching achievements – in the case of persons holding the master's degree or doctoral degree,
 - 5) an individual research or teaching internship plan agreed upon with the internship supervisor.
2. The Dean of the Faculty of Law decides on the possibility of a research or teaching internship after obtaining an opinion from the Head of the Department or other organizational unit within which the internship will be conducted.
3. When granting permission for a research or teaching internship at the Faculty of Law, the Dean of the Faculty of Law appoints the internship supervisor, to whom he or she provides a copy of the application for admission to the internship with the intern's consent and the documents attached to the application by the candidate.
4. A refusal by the Dean of the Faculty of Law does not require justification and cannot be appealed.

§ 3

1. The research internship supervisor is obliged to provide the internship participant with assistance in connection with the internship, in particular including:
 - 1) research conducted during internship,
 - 2) collecting materials necessary for the scientific work,
 - 3) acquiring knowledge and skills for conducting scientific research,
 - 4) exchange of experience and knowledge in the subject area of the participant's research,
 - 5) organizational issues related to the functioning of the Faculty of Law.
2. The teaching internship supervisor is obliged to provide the internship participant with assistance in connection with the internship, in particular including:

- 1) conducting teaching activities at the Faculty of Law,
- 2) acquiring knowledge and skills for conducting teaching activities,
- 3) exchange of experience and knowledge on teaching activities,
- 4) organizational issues related to the functioning of the Faculty of Law.

§ 4

1. The internship's participant does not receive any remuneration for the internship. The Faculty of Law does not provide any travel, accommodation, or food expenses, and does not reimburse any costs incurred in connection with the internship. The Faculty of Law does not insure the person conducting the internship against any risks and it does not insure the person participating in the internship, except for damage caused to him/her intentionally by the Faculty of Law.

2. The internship participant is:

- a) obliged to follow the instructions of the internship supervisor and other academic teachers cooperating with the internship participant,
- b) entitled to use the equipment, premises and infrastructure of the Faculty of Law,
- c) obliged to report to the Dean of the Faculty of Law any irregularities related to the internship,
- d) required, no later than 30 days after the end of the internship, to provide the Dean of the Faculty of Law Faculty with a written report on the work completed during the research or teaching internship; the report must be signed by the internship participant and the internship supervisor.

3. After the completion of the internship, the Dean of the Faculty of Law, upon request of the person conducting the internship, issues a certificate of completion of the internship. The report referred to in paragraph 2(d) shall be annexed to the certificate.

§ 5

The decision takes effect on the date of adoption.

Prof. dr hab. Mariusz Popławski
Dean of the Faculty of Law
University of Białystok

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Place, date

Application for admission to a research/teaching internship¹
at the Faculty of Law of the University of Bialystok

1. Name, last name, professional title of degree
2. Phone number and e-mail address
3. Mailing address
4. ID number/passport number (including expiry date), date of birth
5. Name and address of the home university or institution
6. Proposed dates of the start/end of the internship
7. Subject, scope and aim of the internship activities
8. Information on the internship supervisor (please propose the supervisor or indicate the need to find one)

¹ Delete as applicable