



European Funds
for Social Development



Republic
of Poland

Co-funded by the
European Union



**REGULATIONS FOR STUDENT INTERNSHIPS AND THE AWARDING AND
PAYMENT OF STIPENDS FOR STUDENT INTERNSHIPS CARRIED OUT AS
PART OF THE PROJECT ENTITLED
“A SEA OF SKILLS – MODERN EDUCATION FOR THE NEEDS OF THE
MARITIME INDUSTRY”**

DEFINITIONS

The terms used in the Regulations shall mean:

- 1) **Beneficiary** – the entity implementing the Project – Gdynia Maritime University (GMU).
- 2) **Project** – the project entitled “**A Sea of Skills – Modern Education for the Needs of the Maritime Industry**” co-financed by the European Union from the European Social Fund Plus under the European Funds for Social Development 2021–2027 Programme.
- 3) **Regulations** – **REGULATIONS FOR STUDENT INTERNSHIPS AND THE AWARDING AND PAYMENT OF STIPENDS FOR STUDENT INTERNSHIPS CARRIED OUT AS PART OF THE PROJECT ENTITLED “A SEA OF SKILLS – MODERN EDUCATION FOR THE NEEDS OF THE MARITIME INDUSTRY”**.
- 4) **Candidate** – a student applying to participate in the Project who is enrolled in: a second-cycle degree programme: Autonomous Shipping, a second-cycle degree programme: Food and Nutrition Manager, a first-cycle degree programme: Ventilation, Air Conditioning and Heat Pumps, the Electrical Engineering and the Electronics and Telecommunications programmes, a first-cycle degree programme: Mechanical Engineering and Machine Design, and the Navigation and Transport programmes.
- 5) **Intern** – a student enrolled in: a second-cycle degree programme: Autonomous Shipping; a second-cycle degree programme: Food and Nutrition Manager; a first-cycle degree programme: Ventilation, Air Conditioning and Heat Pumps, the Electrical Engineering and Electronics and Telecommunications programmes, a first-cycle degree programme: Mechanical Engineering and Machine Design, and the Navigation and Transport programmes participating in the Project at their request, who has successfully completed the recruitment process and has been qualified to participate in the Project (and who has provided all necessary documents and signed the internship agreement).
- 6) **Stipend** – financial assistance for the Intern meant to support their activities aimed at gaining practical experience, provided for the performance of the duties arising from these Regulations and the internship agreement.
- 7) **Internship Organiser** – the enterprise accepting the Intern.
- 8) **Internship Supervisor** – a full-time employee of the Internship Organiser appointed to supervise the Intern. The Internship Supervisor may not be employed by Gdynia Maritime University.

§ 1

SCOPE OF THE PROJECT

1. These Regulations set out the terms and conditions for student internships carried out as part of the project entitled “**A Sea of Skills – Modern Education for the Needs of the Maritime Industry**”, co-financed by the European Union under the European Funds for Social Development 2021–2027 Programme.



European Funds
for Social Development



Republic
of Poland

Co-funded by the
European Union



2. The internships offered as part of the Project are intended for full-time students of Gdynia Maritime University and are designed to facilitate students' entry into the job market by gaining practical experience that complements the knowledge acquired during their studies. The scope of the internship will be directly related to the learning outcomes corresponding to the programmes of study and shall ensure the practical application of the learning outcomes in the course of the tasks performed during the internship.
3. Project participants must be full-time GMU students enrolled in one of the study programmes listed in Point (5) of the Definitions at the time of the application for the Project and the start of the internship.
4. The internships carried out as part of the Project are paid and co-financed by the European Social Fund Plus under the European Funds for Social Development 2021–2027 Programme.
5. The internships will be carried out with the Internship Organiser – at enterprises conducting activities related to the fields of study at GMU.
6. The internship must be continuous, i.e. it must last 120 to 160 hours without interruption.

§ 2

INTERNSHIP RECRUITMENT PROCESS

1. The internship recruitment process under the Project shall start:
 - in 2025: on 11 June, at 8 a.m., lasting for two weeks (10 working days), ending on Monday, 30 June, at 2:30 p.m.
 - starting from 2026: on Monday, in the third week of May in a given year, starting at 8:00 a.m. and lasting for two weeks (10 working days), ending in the fourth week of May, on Friday at 2:30 p.m.
2. Recruitment for internships within the specific study programmes, in subsequent years of the project, shall be carried out as follows:
 - a. **in 2025: Electrical Engineering: 6 participants; Electronics and Telecommunications: 6 participants; Mechanical Engineering and Machine Design (practical profile): 3 participants; Mechanical Engineering and Machine Design (general academic profile): 3 participants; Navigation: 6 participants; Transport: 6 participants,**
 - b. **in 2026: Food and Nutrition Manager: 8 participants; Autonomous Shipping: 8 participants; Ventilation, Air Conditioning and Heat Pumps: 6 participants. If placements listed for the study programmes in point (a) are not filled, additional recruitment will be carried out;**
 - c. **in 2027: if placements listed for the study programmes in point (a) and (b) are not filled, additional recruitment will be carried out.**
3. Internship host organisations will be verified by the respective Deputy Deans responsible for student internships at relevant faculties.
4. A student applying for an internship must obtain the required document forms from the internship officer appointed by the Project Manager, or from the project website (the documents must be printed in colour). The student must personally submit a complete set of the following documents to room B-103 (ul. Morska 81–87):
 - a. **Application Form, in accordance with the template provided in Schedule 1 to these Regulations;**
 - b. **Project Participant Data Form, in accordance with the template provided in Schedule 2 to these Regulations;**
 - c. **Project Participant Declaration, in accordance with the template provided in Schedule 3a to these Regulations;**
 - d. **documents certifying additional activity e.g.: volunteer agreement, certificate of participation in a conference, membership in student organisations, etc.;**



European Funds
for Social Development



Republic
of Poland

Co-funded by the
European Union



- e. **document confirming the grade point average obtained in the last semester of first-cycle studies at a university other than GMU (applies only to first-semester second-cycle students);**
 - f. **the Ex-ante Evaluation Questionnaire (Schedule 4 to these Regulations).**
5. The decision to qualify a student for the internship shall be made by the the Recruitment Committee, composed of the Project Manager, the Faculty Coordinator for the Project, and the relevant Deputy Dean responsible for student internships at the Faculty in which the Candidate is enrolled.
 6. The Recruitment Committee for internships shall evaluate the merits of the application based on the following criteria:
 - a. grade point average from the completed previous semester (grade point average 2–5, weight 2);
 - b. disability (0–1, weight: 1), confirmed by prior notification of the disability to the University;
 - c. documents certifying additional academic and organisational activity, such as involvement in student government organisations, participation in conferences, confirmed participation in scientific research and publications, or volunteering within the past two years (0–2 points, weight: 0.5).
- For the recruitment process conducted in:
- 2025: documents evidencing additional activity from the years 2024 and 2025;
 - 2026: documents evidencing additional activity from the years 2025 and 2026;
 - 2027: documents evidencing additional activity from the years 2026 and 2027;
 - order of applications (only in the case of an equal number of points).
7. After the recruitment process is completed, the Recruitment Committee shall prepare a ranking list of candidates for the internship based on the above criteria.
 8. In the case of an equal number of points, the order of applications shall be decisive.
 9. The decision of the Recruitment Committee to qualify or refuse to qualify a student for the internship shall be final and cannot be appealed.
 10. Qualified students shall be notified of the decision by email. Students who are not qualified for the internship but meet the requirements of these Regulations shall be placed on a reserve list and may participate in the internship in the event of resignation of the students from the main list.

§ 3

OBLIGATIONS OF THE STUDENT BEFORE THE START OF THE INTERNSHIP

1. Before the start of the internship, the University, together with the student and the Internship Organiser, shall agree on the Internship Programme (Schedule 5) which shall include the types and form of support appropriate to the needs, qualifications, and skills of the Intern (a list of tasks and duties to be performed during the internship, as well as the competences to be acquired). The programme shall be developed based on the needs of the Candidate and the Internship Organiser.
2. After being qualified for the internship and once the documents are verified by the relevant Deputy Dean responsible for student internships at the faculty, the student shall submit the following documents to room B-103 (ul. Morska 81–87), by the specified deadline:
 - a. the internship agreement (in accordance with the template provided in Schedule 8) – 3 copies;
 - b. student declaration of no professional or family relationship with the Internship Organiser (in accordance with the template provided in Schedule 6);
 - c. contractor declaration for tax and insurance purposes (in accordance with the template provided in Schedule 7).



European Funds
for Social Development



Republic
of Poland

Co-funded by the
European Union



§ 4

INTERNSHIP AGREEMENT

1. The internship shall be conditional on the conclusion of the internship agreement among the University, the Intern, and the Internship Organiser.
2. The internship agreement specifying the basic rights and obligations of the Intern and the Internship Supervisor constitutes Schedule 8 to these Regulations.
3. The signing of the internship agreement shall not constitute an employment relationship between the Intern and the Internship Organiser within the meaning of the Employment Code.

§ 5

INTERNSHIP IMPLEMENTATION

1. The internship shall be carried out based on the Internship Programme (Schedule 5) agreed upon by the Intern, the Internship Organiser, and the University.
2. The internship shall be carried out at a place that meets occupational health and safety and ergonomic standards, of the same standard as the place provided for employees of the given organisation.
3. The working time and the conditions of the internship must comply with the EU law and the Employment Code with regard to working time regulations.
4. In connection with the internship, the Intern shall be entitled to the following:
 - a. coverage of medical examination costs required to begin the internship;
 - b. internship stipend in the amount of PLN 26/hour net;
 - c. accident insurance (personal injury insurance);
 - d. protective clothing.
5. The University shall monitor the internship through:
 - a. verification of the Intern's Internship Journal (Schedule 9) and the Internship Attendance List (Schedule 10);
 - b. Ex-post Evaluation Questionnaire (Schedule 11).
6. The University reserves the right to continuously monitor the quality of the support provided and the satisfaction of both the Intern and the Internship Organiser with the internship through interviews and inspections. For this purpose, surveys will be conducted by phone or through on-site monitoring visits at the internship location.

§ 6

OBLIGATIONS OF PROJECT PARTICIPANTS

1. Obligations of the Intern:
 - a. to perform the tasks assigned during the internship diligently and carefully;
 - b. to follow the instructions of the Internship Supervisor;
 - c. to comply with the working time during the internship, as well as the rules and discipline established by the Internship Organiser;
 - d. to inform by email the internship officer appointed by the Project Manager and the relevant Deputy Dean responsible for student internships at the relevant faculty about any absences, no later than on the day of the planned absence, before the start of the internship day;
 - e. to comply with occupational health and safety and fire protection regulations;
 - f. to observe rules concerning professional and state secrecy, as well as confidentiality of data, as defined by the Internship Organiser;



European Funds
for Social Development



Republic
of Poland

Co-funded by the
European Union



- g. after initial verification by the relevant Deputy Dean responsible for student internships at the faculty, the intern shall submit the following documents to room B-103 (ul. Morska 81–87) within 7 days from completing the internship, for settlement purposes:
 - Internship Programme (prepared in accordance with the template provided in Schedule 5 to these Regulations);
 - Internship Journal (prepared in accordance with the template provided in Schedule 9 to these Regulations);
 - Internship Attendance List (prepared in accordance with the template provided in Schedule 10 to these Regulations);
 - Internship Supervisor Report, describing the tasks completed and skills acquired by the intern (prepared in accordance with the template provided in Schedule 12 to these Regulations);
 - Internship Completion Certificate (prepared in accordance with the template provided in Schedule 13);
 - Ex-post Evaluation Questionnaire (Schedule 11), to be completed after the internship;
 - h. to immediately inform the internship officer (appointed by the Project Manager) or the relevant Deputy Dean responsible for student internships at the faculty about any irregularities occurring during the internship, including, for example, absences and the reasons for such absences;
 - i. to maintain a positive image of the University.
2. Obligations of the Internship Organiser:
- a. to provide the necessary conditions for carrying out the internship in accordance with the provisions of the Internship Agreement;
 - b. to train the Intern in occupational health and safety, fire safety, and the protection of professional secrecy, and to familiarise the Intern with the organisation's operational requirements;
 - c. to familiarise the Intern with the internal work regulations, the scope of their assigned duties, and their rights;
 - d. to appoint an Internship Supervisor for each Intern to oversee the proper implementation of the internship programme (the Internship Supervisor shall receive a supervision allowance of PLN 456 gross per intern from the project funds, payable based on an accounting note issued by the Internship Organiser in accordance with Schedule 14);
 - e. an Internship Supervisor can supervise the implementation of the internship of no more than two students during the same internship period;
 - f. to provide the Intern with additional materials and tools, as well as extra protective clothing and hygiene products, as required by the occupational health and safety regulations;
 - g. to offer the Intern necessary guidance and support in completing the assigned tasks during the internship;
 - h. to promptly inform – no later than within 2 days – the relevant Deputy Dean responsible for student internships at the relevant faculties about any case of the Intern terminating the internship, each day of the student's unexcused absence, and any other events relevant to the course of the internship. In the event of a justified absence, e.g. a sick leave or an emergency situation approved by the Project Manager, the internship agreement shall be extended by an appropriate annex;
 - i. to promote the project by displaying a poster at the place of the internship informing about the internship being financed from the European Funds for Social Development (agreement no. FERS.01.05.-IP.08-006/23).
3. Obligations of the Internship Supervisor:
- a. to prepare a workstation for the intern;
 - b. to indicate the scope of medical examinations required to carry out the Internship in accordance with the tasks specified in the Internship Programme. GMU shall reimburse the cost of medical examinations up to PLN 200 gross from the project funds, based on an accounting note or



- equivalent accounting document, provided that the Intern undergoes the necessary examinations at a facility indicated by the employer;
- c. to monitor and ensure compliance with the intern's working time;
 - d. to supervise the completion of the attendance list and the internship journal;
 - e. to familiarise the intern with their duties and working conditions, including internal work regulations;
 - f. to conduct the necessary training related to the position held by the intern;
 - g. to assign tasks within the project on an ongoing basis;
 - h. to oversee the progress and implementation of the internship;
 - i. to accept the completed tasks;
 - j. to verify whether the course of the internship complies with the internship programme;
 - k. to provide guidance and assistance;
 - l. to prepare the Internship Supervisor Report (in accordance with the template provided in Schedule 12), including an assessment of the tasks performed, skills acquired, and information on the internship completion;
 - m. to prepare a certificate of internship completion by the student (in accordance with the template provided in Schedule 13);
 - n. to submit a declaration confirming acknowledgement of the privacy notice (in accordance with the template provided in Schedule 3b);
 - o. to carry out other tasks arising from the signed three-party agreement.
4. The supervision of internship implementation on the part of the University shall be carried out by the relevant Deputy Deans responsible for student internships at the relevant Faculties and by the internship officer appointed by the Project Manager.
- 4.1. Obligations of the Deputy Dean responsible for student internships at the relevant faculty:
- a. to establish cooperation with companies where internships can take place;
 - b. to provide students with academic support;
 - c. to inform students qualified for internships about the rules of participation in the internship, the required documents, regulations, and conditions for passing the internship;
 - d. to supervise the implementation of the internships;
 - e. to collect and conduct preliminary verification of the required documentation related to the internships (documents submitted by students, agreements with the Internship Organiser, internship programmes, etc.);
 - f. to formally approve the completion of the internship based on the submitted documentation.
- 4.2. Obligations of the internship officer appointed by the Project Manager:
- a. to issue internship recruitment forms to students;
 - b. to collect and verify the required documentation related to the internships (documents submitted by students, agreements with the Internship Organisers, internship programmes, etc.).

§ 7

INTERNSHIP STIPEND

1. The internship stipend shall amount to PLN 26/hour net for a period of two months (120–160 hours) (subject to the provisions of §7 hereof).
2. The internship stipend shall be financed by the European Social Fund Plus under the European Funds for Social Development 2021–2027 Programme.
3. The stipend shall be paid after the completion of the internship, provided that the required documentation is submitted.
4. If the Intern resigns from the internship or ceases to participate, the stipend shall not be paid.
5. The conditions for passing the internship shall be as follows:
 - a. completion of the internship by the Intern in the scope specified in the agreement;



European Funds
for Social Development



Republic
of Poland

Co-funded by the
European Union



- b. approval of the internship by the Internship Supervisor;
 - c. submission of the documents required for internship settlement to room B-103 (ul. Morska 81–87) within 7 days from the end of the internship, following their prior verification by the Deputy Dean responsible for student internships at the relevant Faculty.
6. In the event of delays in the transfer of funds for the implementation of the project due to reasons attributable to the Intermediate Body (the National Centre for Research and Development), the University reserves the right to suspend the payment of the stipend until the due funding is received.

§ 8

TERMINATION OF INTERNSHIP AGREEMENT

1. The agreement with the Intern may be terminated with immediate effect in the event of failure by the Intern or the Internship Organiser to fulfil the obligations arising from the Regulations or the agreement.
2. Interns who seriously violate the rules of the internship may be expelled from the internship by the Internship Organiser. In such cases, the student shall not be entitled to receive the internship stipend.

§ 9

FINAL PROVISIONS

1. The University reserves the right, at any stage of the internship, to monitor and inspect the internship. Such monitoring may be conducted by the Deputy Dean responsible for student internships at the relevant faculty or by the internship officer appointed by the Project Manager, at the premises of the Internship Organiser.
2. The University shall not be liable for any damages resulting from the actions carried out by the Intern during the internship.
3. In the event that a student qualified for the internship fails to start or discontinues the internship, the University shall not be liable to the Internship Organiser.
4. These Regulations shall enter into force on the date of their signing.
5. The University reserves the right to amend these Regulations during the course of the project.
6. Any matters not provided for herein shall be decided by the Project Manager.
7. Any matters not provided for herein shall be governed by the provisions of the Civil Code and other generally applicable specific laws.

SCHEDULES:

Schedule 1: Application Form – Student – Declaration of participation in the project
Schedule 2: Project Participant Data Form
Schedule 3a: Project Participant Declaration
Schedule 3b: Internship Supervisor Declaration
Schedule 4: Ex-ante Evaluation Questionnaire
Schedule 5: Internship Programme
Schedule 6: Student Declaration of no professional or family relationship with the internship Organiser
Schedule 7: Contractor Declaration for tax and insurance purposes
Schedule 8: Internship Agreement
Schedule 9: Internship Journal
Schedule 10: Internship Attendance List
Schedule 11: Ex-post Evaluation Questionnaire
Schedule 12: Internship Supervisor's Report
Schedule 13: Internship Completion Certificate



European Funds
for Social Development



Republic
of Poland

Co-funded by the
European Union



Schedule 14: Accounting Note