

The English versions are translations of the Polish documents; the binding document is the Polish version

Order No. 4/2024

of the Director of the Doctoral School of Jan Kochanowski University in Kielce dated April 22, 2024 amending Order No. 3/2021 of the Director of the Doctoral School of Jan Kochanowski University in Kielce dated December 16, 2021, regarding the principles of internship as part of education at the Doctoral School of Jan Kochanowski University in Kielce

Based on § 184, paragraph 6 of the Statute of Jan Kochanowski University in Kielce and § 2, paragraph 13, item 5 of the Regulations of the Doctoral School, introduced by Resolution No. 31/2023 of the Senate of Jan Kochanowski University dated April 27, 2023, regarding the adoption of the Regulations of the Doctoral School of Jan Kochanowski University in Kielce, it is hereby ordered as follows:

§ 1

In Order No. 3/2021 of the Director of the Doctoral School of Jan Kochanowski University in Kielce dated December 16, 2021, regarding the principles of internship as part of education at the Doctoral School of Jan Kochanowski University in Kielce, amended by Order No. 4/2022 of the Director of the Doctoral School of Jan Kochanowski University in Kielce dated October 27, 2022, the following changes are made:

§ 1 shall read as follows:

§ 1

A doctoral student of the Doctoral School is required to complete a scientific or artistic internship during the course of education.

A scientific internship is understood as an internship conducted for the purpose of conducting scientific research or acquiring knowledge and skills related to conducting scientific research or artistic activities according to the principles specified in this order.”;

§ 2, paragraph 3 shall read as follows:

“3. The internship may be carried out in:

scientific research units,

archives, scientific libraries,

universities,

cultural institutions,

other units conducting scientific research.”;

§ 2, paragraph 4 shall read as follows:

4. The internship may be carried out through:

conducting scientific research in cooperation with scientific research units, cultural institutions, conducting or participating in laboratory research, acquiring library or archival materials for scientific work,

artistic activities.

§ 2

The unified text, taking into account the changes resulting from § 1 of this order and Order No. 4/2022 of the Director of the Doctoral School of Jan Kochanowski University in Kielce dated October 27, 2022, constitutes an appendix to this order.

§ 3

This order comes into force upon signing.

Appendix to Order No. 4/2024 of the Director of the Doctoral School

(consolidated text as of April 22, 2024, including changes resulting from Order No. 4/2022 of the Director of the Doctoral School of Jan Kochanowski University in Kielce dated October 27, 2022, and Order No. 4/2024 of the Director of the Doctoral School of Jan Kochanowski University in Kielce dated April 22, 2024)

Order No. 3/2021

of the Director of the Doctoral School of Jan Kochanowski University in Kielce dated December 16, 2021 regarding the principles of internships as part of education at the Doctoral School of Jan Kochanowski University in Kielce

Based on § 184, paragraph 6 of the Statute of Jan Kochanowski University in Kielce and § 2, paragraph 13, item 5 of the Regulations of the Doctoral School, introduced by Resolution No. 31/2023 of the Senate of Jan Kochanowski University dated April 27, 2023, regarding the adoption of the Regulations of the Doctoral School of Jan Kochanowski University in Kielce, it is hereby ordered as follows:

§ 1

1. A doctoral student of the Doctoral School is required to complete a scientific or artistic internship during the course of education.
2. A scientific internship is understood as an internship conducted for the purpose of conducting scientific research or acquiring knowledge and skills related to conducting scientific research or artistic activities according to the principles specified in this order.

§ 2

1. A doctoral student may undertake a scientific internship throughout the entire period of education.
2. The duration of the internship is specified in the education program.
3. The internship may be carried out in:
 - 1) scientific research units,
 - 2) archives, scientific libraries,
 - 3) universities,
 - 4) cultural institutions,
 - 5) other units conducting scientific research.
4. The internship may be carried out through:
 - 1) conducting scientific research in cooperation with scientific research units, cultural institutions,
 - 2) conducting or participating in laboratory research,
 - 3) acquiring library or archival materials for scientific work,
 - 4) artistic activities.
5. The doctoral student is required to submit to the Director of the Doctoral School an Application for Domestic Scientific Internship, constituting Appendix No. 1 to this Order, endorsed by the supervisor and the head of the relevant section, no later than 2 months before the planned departure date. The Director of the Doctoral School grants permission for the internship.
6. In the case of an international internship, the principles indicated in the legal acts in force at UJK regarding international travel of doctoral students apply.
7. The application referred to in paragraph 6 must be accompanied by the consent of the representative of the entity where the internship will be conducted.
8. Immediately after the completion of the internship, the doctoral student presents to the Director of the Doctoral School a report on the internship, constituting Appendix No. 2 to this Order, endorsed by the supervisor. The doctoral student attaches to the report a confirmation of the internship from the host institution, documents confirming the expenditure of funds, and documents specified in the legal acts in

force at UJK regarding international travel of employees and doctoral students.

9. Failure to complete the internship or to account for the internship may be considered a breach of the doctoral student's obligations, with consequences as stipulated in the Regulations.

10. A doctoral student of the Doctoral School, conducting a scientific internship, is required to affiliate the results of the scientific work generated from the internship with UJK.

§ 3

The costs of the internship—travel, per diem, accommodation—may be covered, in particular, from funds derived from:

- 1) scientific projects funded by institutions such as NCN, NCBR, NAWA,
- 2) university scientific projects,
- 3) academic exchange programs.

§ 4

This order comes into force upon signing.

Appendix No. 1 to Order No. 3/2021 of the Director of the Doctoral School"
Application for Domestic Scientific Internship

1. Personal information:

Surname and first name:		
Doctoral School, section:		
e-mail address:	Phone number:	
Name of the hosting institution:		
Departure date:	Return date:	Number of days:

2. Purpose of the trip, planned research tasks

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3. Substantive justification for the trip:

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4. Information on applying for funding from sources other than the budget of the Doctoral School, indicated in § 3, paragraph 1, items 1-3 of the order*

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5. Cost estimation:*

Type of benefits:	Estimated cost:	Source of funding
Travel: train: <input type="checkbox"/> bus: <input type="checkbox"/> car: <input type="checkbox"/>		
Daily allowance:		

Hotel allowances:		
Fixed rate:		
Other fees:		
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SUMA:		

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 (date and signature of the doctoral student)

6. Supervisor Opinion:

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 (date and signature of the doctoral student)

7. Opinion of the section head at the Doctoral School:

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 (date and signature of the section head)

8. Decision:

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 (date and signature of the Director of the Doctoral School)

*Points 4-5 concern doctoral students whose internship is funded by the budget of the Doctoral School

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 Full name of Doctoral Student

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 Discipline

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 Phone., e-mail

REPORT on the scientific internship

Departure date:	Date of submitting the report:
	Application number for the trip:
Return date:	
Institution and primary unit where the internship took place (name, address):	
1. Description of the internship implementation (completed research tasks):	
2. Other important information	

Date signature of the doctoral student.....

- Appendices:
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- Supervisor's opinion
- Confirmation of internship completion from the host institution
- Documents confirming the expenditure of funds