

Internship Regulations at the Museum of the Second World War in Gdańsk

§ 1

The Internship Regulations define the procedure for organising and the rules for completing internships at the Museum of the Second World War in Gdańsk [hereinafter referred to as the Museum]. The internships are of a training and educational nature and do not constitute gainful employment or employment within the meaning of labour law.

§ 2

1. Internships organised by the Museum are unpaid.
2. The duration of the internship is determined on an individual basis, taking into account the specific nature of the internship and the needs and capabilities of the Intern and the Museum.
3. The Museum does not cover the Intern's travel, insurance, food, living expenses, accommodation during the internship, or any other expenses related to the internship. In justified cases, at the Intern's request and with the approval of the Museum Director, the Intern may be provided with meals, accommodation or other benefits on preferential terms.

§ 3

1. Candidates applying for an internship at the Museum must meet the following conditions:
 - a) attend, in the scope related to the tasks performed by the Museum, secondary school or higher education studies, postgraduate studies in Poland or equivalents of the above forms of education abroad, or be a participant in the Erasmus+ programme;
 - b) submit a certificate of no criminal record within the scope provided for by the Museum's Standards for the Protection of Minors.
2. The initial qualification of candidates for internships is based on a dedicated application form, available on the Museum's website, and the intern's CV.
3. A complete application for an internship should include:
 - a) a completed application form;
 - b) CV;
 - c) an agreement or contract for the internship between the institution referring the candidate for the internship and the Museum, as well as a referral for the internship in the case of universities issuing such referrals;
 - d) in the case of persons who have not reached the age of majority according to the law of their country of citizenship – the consent of a parent or legal guardian, whereby in the case of citizens of countries other than Poland, the law of private international law shall apply;
 - e) documents and statements resulting from the Museum's Standards for the Protection of Minors, including statements for the purpose of verifying no criminal record.
4. Candidates for internships are selected by an employee of the Programmes and Cooperation Department in consultation with the Human Resources Department and on the basis of these regulations and the recruitment procedure indicated on the Museum's website. Once a

candidate has been selected, the Human Resources Department submits the application to the Museum Director for approval.

5. Candidates selected for an internship will be informed of the start date at least 14 days before the scheduled start date. In special cases, this period may be shortened.
6. The Museum may refuse to accept a candidate for an internship without giving a reason.

§ 4

In particularly justified cases, candidates who do not meet the requirements specified in § 3 may be accepted for an internship only with the written consent of the Museum Director. In such a case, the internship shall be based on an agreement concluded between the Intern and the Museum.

§ 5

1. The Intern is obliged to familiarise themselves, to the extent necessary to ensure the safe and proper course of the internship, with the following regulations in force at the Museum:
 - a) Statutes,
 - b) Organisational regulations,
 - c) Work regulations,
 - d) Anti-bullying policy,
 - e) Internship regulations,
 - f) Standards for the Protection of Minors.
2. The organisational unit at the Museum responsible for coordinating the organisation and running of internships is the Programmes and Cooperation Department. The Human Resources Department is responsible for preparing, maintaining and supervising recruitment documentation. Direct supervision of the internships is exercised by a designated Internship Supervisor, who assigns tasks to the intern, monitors their performance and confirms the completion of the internship programme.

§ 6

1. The Museum is obliged to:
 - a) designate the place where the Intern will carry out the internship,
 - b) appoint an Internship Supervisor who is properly qualified to manage and supervise the Intern's work,
 - c) ensure safe and hygienic conditions for the internship,
 - d) provide appropriate personal protective equipment depending on the results of the occupational risk assessment,
 - e) provide general instruction to students undergoing practical vocational training and students undergoing student internships,
 - f) provide a temporary card valid for the duration of the internship.
2. In order to ensure safe and hygienic conditions for the internship, the Supervisor provides on-the-job training as part of health and safety training.

§ 7

1. A candidate qualified for the internship is required to:

- a) present the original proof of accident insurance (covering the duration of the internship) no later than on the day of its commencement. Proof of insurance is provided by an insurance company policy,
- b) complete health and safety and fire safety training,
- c) comply with applicable laws, including the Internship Regulations, the Museum's internal regulations and the rules of social coexistence, as well as refrain from behaviour that could damage the Museum's reputation,
- d) perform the tasks undertaken thoroughly, with due diligence and in cooperation with the Museum staff and under the supervision of the Internship Supervisor,
- e) show up for work experience at the designated times, and in the event of absence, immediately inform the Supervisor and provide justification for the absence,
- f) take care of the Museum's property,
- g) comply with the provisions of the Polish Act of 10 May 2018 on the protection of personal data (i.e. Journal of Laws of 2019, item 1781) and the executive acts issued on its basis, and not disclose any information or personal data obtained during the internship,
- h) keep confidential all information concerning the Museum obtained during the internship, in particular technical, technological, organisational or other information of economic or promotional value, for which the Museum has taken the necessary measures to ensure its confidentiality. The Intern also undertakes to take measures to prevent the disclosure of such information.

§ 8

1. The internship may be terminated by the Museum at any time if the Intern fails to comply with the conditions set out in these regulations. In such a case, the Museum shall immediately inform the Intern's school or university of the termination of the internship.
2. The intern shall be fully liable for any damage caused by their actions or omissions up to the full amount of the damage. This liability covers damage caused both to the Museum and to third parties.