

Wewnętrzny System Zapewnienia Jakości Kształcenia

Procedura: Mobilność krajowa i zagraniczna

Przeprowadzanie naboru na praktyki naukowe w University of Idaho, Moscow, Idaho (USA) w ramach "The Young Visiting Scholars Internship program at UI for UMCS students"

Cel i przedmiot procedury:

Celem procedury jest przeprowadzenie naboru na praktyki naukowe w University of Idaho, Moscow, USA, w ramach specjalnego programu „The Young Visiting Scholars Internship program at UI for UMCS students”. Praktyki są realizowane na podstawie umowy podpisanej w 2004 r. pomiędzy Uniwersytetem Marii Curie-Skłodowskiej w Lublinie a University of Idaho w Moscow, dotyczącej współpracy w zakresie badań naukowych i nauczania w obszarze nauk biologicznych. Umowę podpisali Rektor UMCS prof. dr hab. Marian Harasimiuk oraz reprezentujący władze University of Idaho Michael R. Whiteman, Brian L. Pichter i Laura E. Hubbard. Koordynatorem programu w ramach tej umowy został prof. Andrzej Paszczyński ze strony University of Idaho, a prof. dr hab. Jerzy Rogalski - kierownik Katedry Biochemii i Biotechnologii (wcześniej Zakładu Biochemii) ze strony UMCS. Współkoordynatorem programu ze strony UMCS jest dr hab. Magdalena Staszczak, prof. UMCS (z Katedry Biochemii i Biotechnologii). Aneks i poszerzenie umowy dotyczącej wymiany naukowców i studentów podpisali w 2006 r. Rektor UMCS prof. dr hab. Wiesław A. Kamiński i Prorektor ds. Nauki prof. dr hab. Anna Tukiendorf oraz Michael R. Whiteman, Douglas Baker i Lloyd Mues, reprezentujący władze University of Idaho.

Odpowiedzialność:

Koordynatorzy programu ze strony UMCS
Komisja Kwalifikacyjna

Sposób postępowania:

1. Kandydatami na praktyki naukowe w University of Idaho w ramach programu „Young Visiting Scholars Internship”, Moscow, Idaho (USA) muszą być studenci Wydziału Biologii i Biotechnologii I i II roku studiów II stopnia kierunku Biologia: specjalność mikrobiologia, biochemia, bioanalitika lub kierunku Biotechnologia.

2. Kandydaci powinni mieć średnią ocen z całego okresu studiów nie niższą niż 4,0.
3. Kandydaci muszą znać język angielski, na poziomie zaawansowanym (np: TOEFL - 525 pkt. (195 pkt. komputer.), ewentualnie FCE: "B" lub zaświadczenie typu TELC z Centrum Nauczania i Certyfikacji Języków Obcych UMCS.
4. Pobyt studenta na praktyce trwa 3 miesiące, w okresie czerwiec – wrzesień.
5. Podstawą kwalifikacji na wyjazd w ramach programu „Young Visiting Scholars Internship”, Moscow, Idaho (USA) jest złożenie do Komisji Kwalifikacyjnej wymaganej dokumentacji określonej w ogłoszeniu o rekrutacji.
6. Komplet dokumentów powinien zawierać:
 - CV i podanie uzasadniające starania kandydata o odbycie praktyki na University of Idaho (wraz z adresem domowym, numerem telefonu, adresem e-mail),
 - zaświadczenie z Dziekanatu o dobrych wynikach w nauce przez cały okres studiów (średnia ocen min. 4,0),
 - zaświadczenie o znajomości j. angielskiego na poziomie zaawansowanym (np: TOEFL - 525 pkt. (195 pkt. komputer.), ewentualnie FCE: "B", lub zaświadczenie typu TELC z Centrum Nauczania i Certyfikacji Języków Obcych UMCS,
 - oświadczenie od 2 samodzielnych pracowników naukowych gotowych wystawić listy polecające dla kandydata.
7. Podania adresowane do Komisji Kwalifikacyjnej wraz z odpowiednimi dokumentami należy składać w Dziekanacie Wydziału Biologii i Biotechnologii, ul. Akademicka 19, 20-033 Lublin.
8. Informacja o rekrutacji i potencjalnej liczbie miejsc ukazuje się pod koniec grudnia lub w pierwszej połowie stycznia, na stronie internetowej Wydziału (<https://www.umcs.pl/pl/biologia-i-biotechnologia.htm> – Student/Mobilność/Praktyki naukowe w USA) oraz na tablicach ogłoszeń.
9. Rekrutacja odbywa się na podstawie oceny dokumentów złożonych przez kandydatów do Komisji Kwalifikacyjnej oraz rozmowy kwalifikacyjnej. Kwalifikacja jest dwustopniowa – pierwszy stopień na UMCS, a drugi na podstawie dokumentacji na University of Idaho.
10. W skład Komisji Kwalifikacyjnej wchodzi: Dziekan lub Prodziekan ds. studenckich, dwoje koordynatorów programu z Katedry Biochemii i Biotechnologii i osoba sprawdzająca kwalifikacje językowe. W posiedzeniu Komisji może uczestniczyć przedstawiciel Uczelnianego Samorządu Studentów.
11. W trakcie rozmowy i postępowania kwalifikacyjnego stosuje się następujące kryteria oceny: średnia ocena ze studiów, przygotowanie językowe, motywacja, aktywność naukowa.
12. Na podstawie złożonej dokumentacji i przeprowadzonej rozmowy kwalifikacyjnej, Komisja Kwalifikacyjna dokonuje wyboru studentów na praktyki naukowe w ramach programu „Young Visiting Scholars Internship”, Moscow, Idaho (USA). Protokół z kwalifikacji na WBiB, zawierający listę rankingową wybranych kandydatów jest przekazywany do Koordynatora na University of Idaho, wraz z odpowiednimi

kompletami dokumentów w języku angielskim (do 28 lutego). Ostateczna decyzja, obejmująca przydział kandydatów do określonych opiekunów naukowych na University of Idaho jest przekazywana przez stronę amerykańską w możliwie najkrótszym czasie.

13. Studenci, którzy zostali ostatecznie zakwalifikowani kontaktują się bezpośrednio z odpowiednimi opiekunami naukowymi na University of Idaho i Koordynatorem programu na UI, który jest odpowiedzialny za przeprowadzenie z nimi dodatkowej rozmowy (np. via Skype) potwierdzającej znajomość języka angielskiego.
14. Po zakwalifikowaniu, osoby skierowane przez Komisję Kwalifikacyjną na studia w USA będą musiały opłacić z własnych środków: tłumaczenia przysięgłe dokumentów dla uczelni amerykańskiej (przebieg studiów, dyplom, świadectwo zdrowia), a po zaakceptowaniu kandydata przez władze uczelni amerykańskiej: wizę amerykańską (J-1), bilet lotniczy (+ bilety lokalne) do i z uczelni amerykańskiej, ubezpieczenie medyczne na czas pobytu w USA.
15. Praktykanci otrzymają wynagrodzenie za pracę w czasie praktyk w wys. \$ 12 / godz. brutto. Praktykanci pokrywają koszty: zakwaterowania (ok. \$ 520/mies.), ubezpieczenia kosztów leczenia oraz wyżywienia.

Podstawa prawna:

Umowa 2004 (*Załącznik 1*)

Aneks do Umowy 2006 (*Załącznik 2*)

**AGREEMENT
BETWEEN
MARIA CURIE-SKŁODOWSKA UNIVERSITY
AND
THE UNIVERSITY OF IDAHO**

This Agreement is entered into by and between the Regents of the University of Idaho, a public corporation, state educational institution, and body politic and corporate organized and existing under the Constitution and laws of the state of Idaho (UI), and Maria Curie-Skłodowska University (UMCS), a university located in Lublin, Poland.

The purpose of this Agreement is to promote mutual academic exchange, and enhance scholarly cultural and educational cooperation.

In consideration of the mutual agreements herein, the parties agree to the following:

I. CONDITIONS OF AGREEMENT

UI and UMCS agree to establish the Young Visiting Scholars Internship program at UI for UMCS students. It is anticipated that two to four internships will be available each year within UI's College of Agriculture and Life Sciences; however, the exact number of internships available will be determined on an annual basis. The internships will typically be three to four months in length, and take place during the summer.

Responsibilities of UMCS:

1. UMCS will select students with excellent academic and professional qualifications for the internship. All candidates for the internship should already have a B.S. or M.S., or have completed the third year of their studies in a life sciences discipline (biology, bacteriology, microbiology, etc.), and they should have achieved at least the intermediate level in English proficiency certified by a recognized European or American testing organization.
2. Those UMCS students who will be accepted by the UI for Ph.D. studies will comply with the UI standard application procedures, including submitting a TOEFL score that satisfies the relevant academic department's minimum requirement for admission.
3. UMCS will submit all their candidates' internship application materials by February 28th of each year. The following documents should be included for each candidate:
 - a. A completed application form providing basic biographic information, emergency contact information, previous educational and work experience, and a statement of purpose outlining the applicant's accomplishments, academic and professional strengths, interests, and reason for wanting to do an internship at UI.
 - b. An official copy of his/her TOEFL score or other international certificate
 - c. Official transcripts from all previous universities and colleges he/she has attended
 - d. Two letters of reference. These letters should be from individuals in an academic or professional work environment related to the applicant's field of study.

Responsibilities of UI:

1. UI will notify UMCS by October 15 indicating the number of internships available for the following year.
2. UI will make the final selection of interns, in accordance with UI policies and procedures, from the candidate pool provided by UMCS. Participating interns will be subject to, and must abide by, the laws and regulations of the State of Idaho and the United States, and all the rules and regulations of the University of Idaho, including the same institutional regulations regarding employment, hiring, performance, and termination. Violation of university policies and/or local and Federal laws committed in the United States subject the student to immediate and withdrawal of his/her immigration sponsorship. All related expenses are to be borne by the student. Individual interns will complete all required individual employment documents.
3. Work assignments will be determined by the UI and will be consistent with the intern's educational background and appropriate for the duration of the internship. Interns shall not replace regular UI staff.
4. UI will pay the interns \$15.00/hour. Internships will typically require 20 hours of work per week. Payment will be made in accordance with normal University procedures and timeframe.
5. UI will provide an on-site orientation for the interns. UI will advise each intern of all site rules, regulations and safety procedures that are required to be followed by the intern. The UI will provide appropriate training with respect to these rules, regulations, and procedures.
6. While it is the intern's responsibility to obtain his/her own visa, UI will provide the necessary immigration documents to obtain a visa.
7. UI will assist in securing appropriate housing for the interns. Room, board, and roundtrip airfare expenses are the responsibility of the interns.
8. UI will provide information on UI's mandatory health/accident insurance requirement. All interns must prove they have health/accident insurance that meets the University's minimum requirements. Interns who do not have health/accident insurance that meets the University's minimum requirements will need to purchase health/accident insurance upon their arrival at UI.

II. COORDINATION

The general coordination of the Agreement will be the responsibility of the International Programs Office at UI, and the Office of Foreign Relations and International Programmes at UMCS. Additionally, to facilitate good management, both UI and UMCS shall nominate a person within their institutions to be in charge of the individual projects of academic collaboration or exchange developed under this Agreement.

The Young Visiting Scholars Internship program will be managed by the following individuals:

<u>For UMCS</u> Jerzy Rogalski, D.Sc. Professor of Biochemistry Head, Department of Biochemistry Maria Curie Sklodowska University pl.M.C.-Sklodowskiej 3 20-031 Lublin POLAND Telephone.: +48-81-5375668 +48-81-5375665 Fax: +48-81-5375761 E-mail: rogal@hermes.umcs.lublin.pl	<u>For UI:</u> Andrzej Joseph Paszczynski Associate Professor Environmental Biotechnology Institute Food Research Center University of Idaho Moscow, Idaho 83844-1052 USA Telephone: 208-885-6318 Fax: 208-885-5741 E-mail: andrzej@uidaho.edu
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III. OTHER AREAS OF FUTURE COOPERATION

This friendship and cooperative agreement will be expanded by periodic work plans that are prepared jointly either during site visits or through correspondence. The work plans will specify proposed activities that are likely to take place. Before being implemented, both parties will agree, in writing, on the details of each activity.

Implementation will be specified in individual documents (known as “task orders” at UI) to include names of faculty and staff members, schedules, a budget, and other data necessary for efficient implementation. The budget for the task order must be approved prior to any program activity by all parties. It will delineate the financial requirements and cost sharing between institutions.

Future potential areas of collaboration identified by UMCS and UI include, but are not limited to, the following:

- a. joint and collaborative research and/or educational work
- b. joint and collaborative cultural activities
- c. exchange of scholars, researchers, teaching staff, and key administration officers to further the development of mutual collaboration
- d. exchange of information, materials and scholarly publications in those fields which are of interest to both universities
- e. exchange of students.

IV. ENACTMENT, TERM AND TERMINATION

1. Each individual executing this Agreement on behalf of an entity represents and warrants that he or she is duly authorized to execute and deliver this Agreement on behalf of said entity in accordance with duly adopted organizational documents or agreements and if appropriate a resolution of the entity, and that this Agreement is binding upon said entity in accordance with its terms.
2. This Agreement does not supersede any other agreement that either institution may have with other universities or academic organizations.
3. This document constitutes the sole agreement of the parties on the subject matter hereof, and any prior understandings or agreements, written or oral, are of no effect.
4. This Agreement shall come into effect upon signature of both parties and shall remain in effect for a period of five (5) years. It shall be automatically extended for a subsequent five years unless either of the parties places a due notice of termination. The parties may amend this Agreement in writing only, signed by their respective authorized representatives. The parties may terminate this Agreement by giving ninety (90) days written notice.
5. Termination of any individual's internship will not serve to terminate this Agreement.

V. INSURANCE AND INDEMNITY

1. Each party shall provide, at its own expense, adequate liability insurance coverage for its officers, employees, agents, volunteers and representatives as related to this Agreement.
2. UMCS shall defend, indemnify and hold the state of Idaho, UI and its governing board, employees, agents, and assigns harmless from and against any and all claims, losses, damages, injuries, liabilities and all costs, including attorneys fees, court costs and expenses and liabilities incurred in or from any such claim, arising from any breach or default in the performance of any obligation on UMCS's part to be performed under the terms of this Agreement and which are caused by the negligence of UMCS.

3. UI shall, subject to the limitations of the Idaho Tort Claims Act (I.C. 6-901 et seq.), indemnify and hold UMCS, its agents and assigns, harmless from and against any and all claims, losses, damages, injuries, liabilities and all costs, including reasonable attorneys fees, court costs and expenses and liabilities incurred in or from any such claim, arising from any breach or default in the performance of any obligation on UI's part to be performed under the terms of this Agreement and which are caused by the negligence of UI. UMCS shall promptly notify the University of Idaho, Office of Administrative Affairs, ADO 201, Moscow, Idaho 83844-3168, of any such claim of which it has knowledge and shall cooperate fully with the UI or its representatives in the defense of the same.
4. Under no circumstances will the University be liable to UMCS for any loss or damage arising out of or resulting from the activities of an intern, including but not limited to loss or damage to the property or personnel of UMCS.
5. Nothing contained in this Agreement shall be construed as creating a joint venture, partnership, or agency relationship between the parties.

VI. NON-DISCRIMINATION

The parties agree not to discriminate against any individual in the performance of this Agreement on the basis of race, sex, color, ethnicity, religion, national origin, disability, ancestry or status as a veteran. Breach of this covenant may be regarded as a material breach of this Agreement.

VII. APPLICABLE LAW

This Agreement shall be governed by the laws of the state of Idaho.

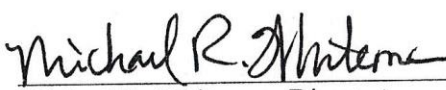
VIII. ASSIGNMENT

This Agreement may not be assigned, in whole or in part, by either party without the express written consent of the other party.

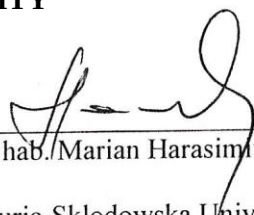
The Agreement is executed by the authorized representatives of UMCS and UI in duplicate copies, each of which shall be deemed an original.

FOR THE UNIVERSITY OF IDAHO

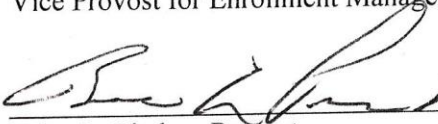
**FOR MARIA CURIE-SKLODOWSKA
UNIVERSITY**


Michael R. Whiteman, Director
International Programs Office
Vice Provost for Enrollment Management

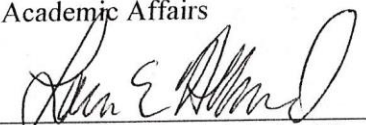
1/28/04
Date


Prof. Dr hab. Marian Harasimuk
Rector
Maria Curie-Sklodowska University

9. Jan. 2004
Date


Brian L. Pitcher, Provost
Academic Affairs

2/3/04
Date


Laura E. Hubbard, Interim Vice President
Finance and Administration

2/5/04
Date

ADDENDUM

To the January 2004 Agreement between the University of Idaho (UI) and Maria Curie-Skłodowska University (UMCS)

This document adds research and teaching collaboration subjects to the existing agreement between UI and UMCS. This mutual exchange of researchers and students will benefit and widen the existing collaboration between UI and UMCS.

I. Both parties agree to introduce the following changes to the January 2004 Agreement:

In Part I. CONDITIONS OF AGREEMENT the following text is added:

1. Periodically faculty from the UI Department of Microbiology, Molecular Biology & Biochemistry and the UMCS Faculty of Biological and Earth Sciences will inform each other about projects that are available for collaborative research. UMCS or UI students interested in performing collaborative research on these projects will be chosen by a selection committee comprised of faculty from both institutions. Candidates will not be admitted as graduate students at the host institution but be considered visiting scholars.
2. The students selected will be officially nominated for the project by the committee. The students will have to receive an official acceptance of the host University authority in which detailed working and financial conditions of their participation in the project will be determined.
3. The graduate students from UMCS will perform research at UI for up to 11 months per year and for up to two years. Similarly, graduate students from UI will perform research and teaching duties at UMCS. These students will receive a research assistant stipend equal to that normally provided to graduate students in the academic department at the host institution. All visiting scholars performing research at UI must sign the UI's standard agreement concerning copyright and patents. All visiting scholars performing research at UMCS must sign standard agreements concerning copyright and patents based on laws valid in Poland.
4. Students from either institution working on collaborative projects will have joint supervisory committees that will include members from their home and host institution departments. Research results will be published jointly by collaborating departments. The students' supervisory committee members will typically coauthor any publications or presentations of the research.
5. Students graduating from this collaborative program will receive a diploma or certificates from the respective home institution and a supplement to the diploma from the host institution confirming participation and completion.
6. Collaborating research groups or departments may exchange sabbatical faculty. These researchers may spend up to one year at the respective host institution where they will perform research and teaching duties. Both parties must agree to the conditions of the faculty exchange, including any associated costs, in writing before the exchange occurs.

7. Established collaborating research groups are expected to apply for external funding from both US and EU granting agencies to make this collaboration sustainable in the long-term.
8. Any payment or financial obligation under this Agreement is subject to the sufficiency of legislative appropriations; the receipt of sufficient funds in the account from which such payment is paid; and the Board of Regents rules regarding program discontinuance and financial exigency.

- II. In Part VII. APPLICABLE LAW the following text is added:
Nothing in the terms of this contract is intended to change, supersede, or waive any of the requirements of applicable state or Federal laws, Executive orders, and regulations, including but not limited to-
 - a. The Export Administration Act of 1979 (50 U.S.C. App. 2401 as extended by Executive Order 13222);
 - b. The Arms Export Control Act of 1976 (22 U.S.C. 2751);
 - c. The Export Administration Regulations (15 CFR parts 730-774);
 - d. The International Traffic in Arms Regulations (22 CFR parts 120-130);
 - e. DoD Directive 2040.2, International Transfers of Technology, Goods, Services, and Munitions; and
 - f. DoD Industrial Security Regulation (DoD 5220.22-R).
- III. The other provisions of the January 2004 Agreement remain unchanged.
- IV. The present Addendum to the January 2004 Agreement is binding to both parties beginning from 18 December 2006.

The Agreement is executed by the authorized representatives UMCS and UI in duplicate copies in English and Polish languages, each of which shall be deemed an original.

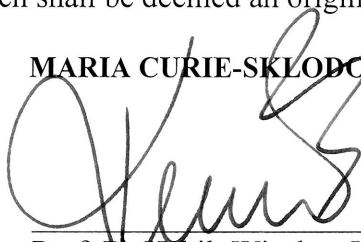
UNIVERSITY OF IDAHO:



Michael R. Whiteman, Director
International Programs Office

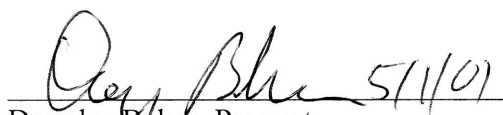
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MARIA CURIE-SKŁODOWSKA UNIVERSITY:



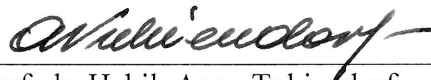
Prof. Dr. Habil. Wiesław Kamiński,
Rector

Maria Curie-Skłodowska University
Date



Douglas Baker, Provost
Academic Affairs

Date



Prof. dr. Habil. Anna Tukiendorf,
ViceRector for Research
Maria Curie-Skłodowska University
Date



Lloyd Mues, Vice President
Finance and Administration

Date