

## AGREEMENT

concluded on ..... in Warsaw, between:

**Vistula University** with its **registered office in Warsaw**, Stokłosa 3, 02-787 Warsaw, NIP: 526-00-09-816, REGON: 011021150 hereinafter referred to as the **"Project Implementer"** represented by the Rector prof. Wawrzyniec Konarski,  
and

**Polish Investment and Trade Agency S.A.** with its registered office in Warsaw, Krucza 50 (postcode 00-025), NIP: 526-030-01-67, entered into the Register of Entrepreneurs of the National Court Register by the District Court for the Capital City of Warsaw, XII Commercial Department of the National Court Register under KRS number 0000109815, with share capital in the amount of 101.724.664.00 PLN fully paid up, represented by:

Ms Grażyna Ciurzyńska – acting as Chairman of the Board

Mr. Krzysztof Senger - Member of the Board

hereinafter referred to as the **"Host Organization"**,

and

**Mr / Ms** ..... residing at ....., passport /ID\* number ..... hereinafter referred to as the **"Intern"**,

reading as follows:

### § 1

#### Subject of Agreement

1. This Agreement is concluded for the purposes of and as part of the project "Integrated Vistula of the Future" **POWR.03.05.00-00-Z067/17**, under Measure 3.5. Comprehensive University Programs of the Operational Program Knowledge Education Development for the years 2014-2020, co-financed by the European Union, hereinafter referred to as the "Project".
2. The parties to this Agreement, i.e. the Host Organization, Project Implementer and Intern undertake to jointly conduct an internship (hereinafter referred to as the "Internship") on the terms set out below.
3. Serving the Internship does not create an employment relationship between the Intern and the Host Organization or the Project Implementer.

### § 2

#### Rights and obligations of the Project Implementer

1. Under this Agreement, the Project Implementer is obliged to:
  - 1) gather all information necessary to organize the Internship in cooperation with the Host Organization, according to its declared Internship program attached as Appendix No. 2 to this Agreement,
  - 2) provide support to the Intern in the scope of administrative procedures which are required to complete the Internship;
  - 3) providing a workplace meeting the OHS standards, ergonomic, of the same standard as the workplace of an employee of a given organization,
  - 4) financing the costs of accommodation, air ticket, KL and NNW insurance, medical examinations;
  - 5) paying a scholarship to the Intern;
  - 6) coordinate cooperation between the parties involved in the implementation of the Internship;
  - 7) inspection of the Internship Journal (Appendix No. 3) submitted by the Intern to the Project Implementer to the Careers Office (room 329, 329a).

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2. The Project Implementer reserves the right to:
  - 1) monitoring the course and implementation of the Internship;
  - 2) terminate of the Internship, deny payment of the scholarship and a proportional indication of the costs that the Intern is liable to incur to cover expenses related to the Intern's accommodation in case of gross violation of the Internship rules specified in the Regulations for foreign internships organization and in this Agreement, in particular when the Intern:
    - a. does not perform the duties entrusted to him/her as part of the Internship specified in the Internship Program;
    - b. failed to deliver to the e-mail address [staze@vistula.edu.pl](mailto:staze@vistula.edu.pl) within the time limit set out in § 3 section 1 point 9, 10, the Internship Journal and Attendance List;
    - c. disclosed confidential information of the Host Organization;
    - d. performs his/her obligations under this Agreement, without due care for the interest of the Host Organization, its good name, or fails to act with respect to the property of the Host Organization;
    - e. appeared at the place of Internship under the influence of alcohol or under the influence of drugs;
    - f. seeks co-financing, financing of the Internship from other sources;
    - g. fails to excuse absence at the place of the Internship for more than one day;
    - h. grossly violates other provisions of this Agreement;
    - i. violates the principles arising from the work regulations and internal regulations in force in the Host Organization;
    - j. failed to complete full-time Internship due to his/her fault.

### § 3

#### **Rights and obligations of the Intern**

1. The Intern is obliged:
  - 1) comply with the terms of this Agreement and the Regulations of the Host Organization attached as Appendix No. 1 to this Agreement;
  - 2) commence and complete the Internship in accordance with the dates and time dimension of the Internship as specified in § 5 section 1, 2 and 3 of this Agreement;
  - 3) preserve the confidentiality of information acquired from the Host Organization in connection with the execution of duties during the Internship (in particular technical, technological, commercial, organizational information), not disclosed to the general public by the Host Organization;
  - 4) comply with the order and discipline of work in force in the Host Organization;
  - 5) carry out on time and without defects the duties entrusted to the Intern by the contact person designated by the Host Organization. In the case of defective execution of work, the Intern commits to undertake its immediate correction and refrain from any future infringements, at no extra cost;
  - 6) comply with the orders of the Host Organization as well as with the Internship Program attached as Appendix No. 2 to this Agreement and forming an integral part of this Agreement;
  - 7) compensate for any damage caused through the fault of the Trainee to the Host Organization;
  - 8) inform in writing the contact person in the Host Organization and the Supervisor about any issues raising doubts with regard to the course and organization of the Intern not later than 2 working days from the date of occurrence of such a situation;
  - 9) sign the Attendance List daily (Appendix No. 4) at the place of the Internship and submit it within 2 business days from the end of each month to the Intern's Supervisor;

- 10) fill out the Internship Journal for every day of internship, attached as Appendix No. 3 to this Agreement. The Internship Journal will be signed by the Supervisor on behalf of the Host Organization will be sent electronically within 2 business days from the end of the internship to the Project Implementer at the address staze@vistula.edu.
  - 11) complete the Evaluation Questionnaire for Interns, Appendix No. 7 to this Agreement and providing a full set of appendices after the Internship to the Project Implementer, in room 329, 329a under the pain of non-payment of the scholarship for the Internship;
  - 12) inform in writing the Host Organization and the Project Implementer about each absence, indicating the reason for absence and the estimated time of absence as well as a medical certificate or other document confirming inability to perform the duties entrusted in connection with the Internship. The Intern is obliged to inform the Host Organization and the Project Implementer on the reason for his/her absence not later than on the second day of absence, on pain of terminating the Internship resulting in non-payment of the Internship scholarship;
  - 13) submit to the Project Implementer a written request for the termination of the Internship within 2 working days from the date of terminating the Internship, whereby resignation from participation in the Internship is associated with the necessity to return funds related to the organization of the Internship.
  - 14) proportional reimbursement of expenses related to his/her accommodation in the event of circumstances referred to in §2 section 2 point 2.
2. The Intern is entitled to:
- 1) receive scholarship for Internships under the terms of this Agreement;
  - 2) be provided with accommodation, an air ticket on the Warsaw - Dubai - Warsaw route, KL, NNW insurance, medical examinations as part of occupational medicine under the terms of this Agreement;
  - 3) complete the Internship in accordance with the Internship Program attached as Appendix No. 2 to this Agreement;
  - 4) support from the Supervisor throughout the entire duration of the Internship;
  - 5) terminate the Internship, however, resignation from participation in the Internship implies the necessity to refund the costs associated with the accommodation during the Internship.
3. The Intern declares that he/she consents to the processing of his/her personal data by the Project Implementer and the Host Organization to the extent necessary for the implementation of the Project, including for statistical, evaluation and promotional purposes of the Project.
4. The Intern agrees not to apply for co-funding, funding similar costs of completing the Internship from other sources, on pain of terminating this Agreement and incurring costs related to the organization of the Internship.

#### **§ 4**

#### **Rights and obligations of the Host Organization**

1. The Host Organization is obliged to:
  - 1) carry out the Internship in accordance with the following principles: Internships should be carried out in line with the Internship Framework Paths worked out in previous projects of the Project Implementer, which means the greatest possible use of the project work and practical classes method during Internships. The Internship Program for International Relations should include, among others: improving practical skills (analytical, comparative, negotiating, independent problem solving), interpreting contemporary problems, both on a

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- local, national and global scale, team management, gaining professional experience in organizations of political and public life in handling foreign relations, both government and local government institutions as well as non-governmental organizations: foundations, media and domestic and foreign trade companies meeting the needs of the labour market by completing high-quality internships, which complement the knowledge and skills acquired in an interdisciplinary field of study and allow to verify and use them in practice.
- 2) fill out the Internship Program, attached as Appendix No. 2 to this Agreement and ensure the effective use of the Intern's knowledge and skills;
  - 3) appoint an Internship Supervisor for the Project Implementer and the Intern, ensuring proper execution of the tasks entrusted to the Intern in accordance with the Internship Program:
    - name of contact person: .....
    - e-mail: .....
    - phone: .....
  - 4) carry out Health and Safety as well as Fire protection trainings for the Intern
  - 5) acquaint the Intern with the work regulations and internal regulations in force in the Host Organization that the Intern must comply with;
  - 6) organize a workplace allowing the Intern to complete the tasks and fulfil responsibilities entrusted to him/her and equip the Intern with the tools and resources necessary to complete the Internship;
  - 7) observe the Internship working time, that is, 3-months Internship (about 62 days of Internship x 6h/day) in the minimum amount of 368 hours, i.e. on average from 30 to 36h per week for each Intern (min. 20 hours per week);
  - 8) provide confirmation to the Intern by signature and the company's stamp of the monthly Internship Journal, (Appendix No. 2) and the Attendance List (Appendix No. 3), which are the basis for the settlement of the Internship;
  - 9) complete and issue to the Intern a Report on completing the Internship and the mentor's opinion after the Internship (Appendix No. 8);
  - 10) comply with the provisions of this Agreement;
  - 11) direct duties of the Internship Supervisor include:
    - Control of the Intern's working time: Attendance List, Internship Journal;
    - allocation, monitoring, support, supervision of tasks;
    - verification of the compliance of the Internship with the program;
    - ongoing cooperation with the Project Implementer: telephone, e-mail, reports;
    - preparation of the opinion on the Internship and the final Internship Report;
    - handing over the Supervisor's plan of work with the Intern (Appendix No. 5), i.e. min. 368 hours, up to 10 Interns per Supervisor at the same time.
2. The Host Organization has the right to:
- 1) ; inform the Project Implementer on a daily basis of any doubts regarding the Intern's attitude and manner of performing the assigned tasks;
  - 2) interrupt Internship due to flagrant violation of the principles for the Internship completion by the Intern, on condition that the Host Organization immediately notifies the Project Implementer regarding the violations that occurred, at the latest within 2 working days from the occurrence of such violation.
3. In the event of a dispute or issues related with change in the organization and realization of the Internship, the Host Organization is obliged to inform the Project Implementer in writing of the situation within 2 working days.
4. The Host Organization states that it agrees to the processing of its address data, disclosure and posting of information about participation in the Project and ensures that it shall obtain the consent of the contact person for the processing of his/her personal data by the Project Implementer, to

- the extent necessary for the implementation of the Project. The template of the statement referred to in the preceding sentence is attached as Appendix No. 6 to this Agreement.
5. The Host Organization agrees not to apply for co-funding, funding the cost of carrying out the Internship from other sources.
  6. The Host Organization shall pay the Project Implementer a penalty for withdrawing from the Agreement for reasons attributable to the Host Organization in the amount of PLN 2,497.50 gross with surcharges for each Intern.
  7. The Host Organization shall pay the Project Implementer a penalty for improper performance of the Agreement, in particular for breach of the obligations set out in §4 of the Agreement in the amount of 30% of the gross remuneration specified in §6 section 1 of the Agreement for each Intern.
  8. The Project Implementer reserves the right to claim compensation based on general law exceeding the reserved stipulated penalties.

## § 5

### Rules for the Internship execution

1. The internship commences on ..... and is completed no later than on ..... year.
2. The total number of hours during the Internship is min. 368 hours.
3. The place of the Internship is: EXPO 2020 in Dubai
4. The Internship must last directly for 3 consecutive months.
5. The Internship cannot be interrupted, except in cases referred to below. The decision as to the effects of an interruption and on the possibility and will to continue the Internship is taken by Project Implementer, taking into account the standpoint of: the Intern and the Host Organization.
6. In the event that the Internship is interrupted, the Parties shall make an agreement on this issue, in which they will define the conditions and the expected period of the Internship continuation.
7. In the case where there is no possibility of continuing an interrupted Internship for reasons attributable to the Intern, the Intern must proportionally refund to the Project Implementer the costs related to the Intern's accommodation.

## § 6

### Financing

- 1) In connection with the Internship, the Project Implementer shall pay the Intern a scholarship to cover his/her own costs in the amount of PLN 1,500.00 gross (in words: one thousand five hundred zlotys 00/100) for each month of the Internship, that is for the entire Internship period in the total amount of PLN 4,500 , PLN 00 gross including the employer's costs (in words: four thousand five hundred zlotys 00/100).
- 2) In connection with the payment of the scholarship to cover the cost of maintaining the Intern during Foreign Internships, the Project Implementer will pay contributions resulting from separate, binding legal regulations.
- 3) Scholarship to cover the Intern's own costs, including food, tickets for the public transport, during Foreign Internships will be paid in arrears and settled monthly based on the Internship Journal and Attendance List.
- 4) Payment of the scholarship for the Internship referred to in section 1, shall be made by bank transfer to the following bank account: .....

Payment of the scholarship to cover the Intern's own costs during Foreign Internships and contributions resulting from separate applicable legal provisions paid by the Project Implementer will be covered by the Project Implementer from the funds obtained for the implementation of the project: „**Integrated Vistula of the Future**” based on the agreement **POWR.03.05.00-00-Z067/17**.

### § 7

#### Termination of the Agreement

1. Duration of the Internship, as defined in § 5 section 1, is the duration of this Agreement.
2. The Project Implementer terminates this Agreement with immediate effect in case of a serious violation of obligations resulting from this Agreement by the Intern or by the Host Organization, and in particular:
  - 1) in result of the fault on the part of the Host Organization, if the Host Organization:
    - a) does not allow the Intern to carry out the Internship;
    - b) does not realize the Internship according to the Internship Program;
    - c) applies for funding, financing, etc. from other sources to cover the cost of carrying out the Internship,
    - d) does not provide safe and healthy conditions at the Internship location, in line with the labour law,
  - 2) in result of the fault on the part of the Intern, in case when the Intern:
    - a) fails to perform the duties assigned to him/her under the Internship, within the Internship Program;
    - b) failed to deliver to the e-mail address [staze@vistula.edu.pl](mailto:staze@vistula.edu.pl) within the time limit specified in § 3 section 1 point 9 and 10, Internship Journal and Attendance List
    - c) discloses a trade secret of the Host Organization;
    - d) performs his/her obligations under this Agreement, without regard for the interests of the Host Organization, its good name, and acts with lack of respect for the property owned by the Host Organization;
    - e) comes to the place of Internship intoxicated or under the influence of drugs;
    - f) applies for funding, financing, etc. from other sources to cover the cost of the Internship;
    - g) does not justify the absence at the location of the Internship for more than one day;
    - h) flagrantly violates other provisions of this Agreement.
    - i) violates the principles arising from the work regulations and internal regulations in force in the Host Organization.
3. In cases of the Intern's behavior referred to in § 7 section 2 point 2, and in particular letter “c”, “d”, “e”, “f”, “g”, the Project Implementer is obliged to terminate the Agreement immediately upon the receipt of a notice informing on one of the above violations from the Host Organization and after checking the validity of allegations contained therein.
4. Termination of the Agreement must be made in writing to be valid and takes effect immediately.

### § 8

1. The Project Implementer reserves the right to withdraw from the Agreement if the project co-financing agreement referred to in § 1 section 1 will be terminated within 30 days from the date of termination of the Project co-financing agreement.
2. In the event of failure on the part of the Intern or the Host Organization to meet the rules arising from the Regulations of the project “**Integrated Vistula of the Future**” or this Agreement, the Project Implementer has the right to unilaterally terminate the Agreement with immediate effect.

### § 9

### Reporting and control

1. The Host Organization and the Intern are obliged to prepare, fill out and submit to the Project Implementer all the required documents that evidence the implementation and completion of the Internship Program.
2. The Host Organization and the Intern are required to submit to the supervision of the Project Implementer as well as of the controlling body for the implementation of the Project or for the expenditure of EU funds.
- 3.

### § 10 Final Provisions

1. Any changes and additions to this Agreement, to be valid, must be made exclusively in the form of an annex signed on behalf of each Party by persons authorized to represent them.
2. All matters not covered by this Agreement, shall be subject to the provisions of the Civil Code, as well as the Regulations of the Host Organization, constituting Appendix No. 1 to this Agreement as well as the agreement for co-financing of the Project under the Operational Program Knowledge, Education and Development for 2014-2020 **POWR.03.05.00-00-Z076/17**.
3. Any disputes arising from this agreement shall be settled by courts having jurisdiction over the Project Implementer's registered office.
4. This Agreement has been drawn up in three identical copies, one for each Party.

\_\_\_\_\_  
Project Implementer

\_\_\_\_\_  
Host Organization

\_\_\_\_\_  
Intern

#### List of Appendices:

- Appendix No. 1: Project and Description and Project Regulations
- Appendix No. 1a: list of eligibility and bonus criteria
- Appendix No. 2: Internship Program
- Appendix No. 3: Internship Journal
- Appendix No. 4: Attendance List
- Appendix No. 5: Supervisor's Plan of Work with the Intern
- Appendix No. 6: Statement of the Host Organization
- Appendix No. 7: Evaluation Questionnaire for Interns
- Appendix No. 8: Report on Completion of the Internship and Supervisor's opinion
- Appendix No. 9: Declaration of the Project Participant
- Appendix No. 10: Personal Questionnaire for the ProjectProject

#### Appendix No. 1: **Project Description and Project Regulations**

### **REGULATIONS FOR THE ORGANIZATION OF FOREIGN INTERNSHIPS under the project**

#### **"Integrated Vistula of the Future"**

### § 1

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The Regulations set out the rules for organizing international Internships under the “**Integrated Vistula of the Future**” project, implemented under Priority Axis III. Higher education for the economy and development - Measures 3.5 - Comprehensive university programs. Operational Program KNOWLEDGE EDUCATION DEVELOPMENT.

1. The Project is implemented by Vistula University (VU) - hereinafter referred to as the “Project Implementer”.
2. The project is co-financed by the European Union (EU) under the European Social Fund (ESF).
3. Project implementation period: 01/04/2018 - 31/03/2022.
4. Organizer - Project Office located at the site of the Project Implementer, 02-787 Warsaw, Stokłosy 3 (room 329, 329a).
5. The main objective of the Project is to increase the key competences of students in accordance with the demands of the economy and the labour market by students’ participation in Foreign Internships.
6. The Project activities include min. 24 students of the last two semesters of full-time 1st degree studies in the academic year 2010/2021 of the practical profile: International Relations [IR], hereinafter referred to as the “Project Participants”.
7. The following tasks are carried out as part of the Project:
  - a. **Task No. 1 – Foreign Internships:**
    - **Organization and coordination of Internships for min. 24 Project Participants**
    - **The internship lasts 3 months (a minimum of 368 hours), i.e. not less than 120 h per month**
    - **Internships monitoring**

## § 2

### RULES FOR PARTICIPATION IN FOREIGN INTERNSHIPS

Potential Interns (Project Participants) are students of the last two semesters of full-time, 1st degree studies in the academic year 2020/2021 of the practical profile: International Relations [IR].

## § 3

### RECRUITMENT

1. Recruitment is conducted from December 3, 2019 until May 15, 2020 at the University’s site - Project Office.
2. Recruitment is conducted in accordance with the equal opportunity policy based on the numerical assumptions that have been specified in the application for co-financing.
3. The recruitment procedure consists of the following stages:

**Initial preselection (from December 3, 2019 to January 17, 2020):**

- a. **Collection of recruitment documents**
- b. **Verification whether the candidate meets the formal criteria**
- c. **Interview**

**Recruitment process (from December 3, 2019 to May 15, 2019)**

- a. **Verification of candidate’s compliance with the bonus criteria** - based on documents submitted to the Project Office on an ongoing basis confirming their fulfillment (i.e. gaining points in accordance with the bonus criteria set out in the Regulations)
- b. **Qualifying presentation** (points awarded in accordance with the Regulations); an essential element will be candidate’s presentation of his/her vision of work during EXPO 2020 Dubai,
- c. **Decision on qualifying candidate for the Internship.**

4. Recruitment for the Internship is carried out in accordance with the following recruitment criteria:

**Formal criteria:**



- a. **status of a student** of Vistula University, of the last two semesters of full-time 1st degree studies in the academic year 2020/2021 of the practical profile: International Relations (YES / NO),
- b. knowledge of English at the minimum of B2 level (YES / NO),
- c. positive assessment of the interview (YES / NO)

**Bonus criteria:**

- a. knowledge of English at C1 level - 10 points
- b. knowledge of English at C2 level - 20 points
- c. knowledge of a language other than the mother tongue or English at the B2 level minimum - 5 points
- d. knowledge of Polish at the B2 level minimum - 10 points
- e. knowledge of Arabic at the B2 level minimum - 10 points
- f. completion of the competence test in cooperation with the Careers Office - 10 points
- g. any documented social activity (activities in the student government, a scientific club, taking part in a social initiative - 3 points for each activity, no more than 15 points
- h. average of grades for credits and exams at the last completed semester - from 2 to 5 points
- i. the level of matching the potential of the Internship candidate to the employer's needs (verified during the qualification presentation, assessment of the presentation created and delivered by the candidate) from 0 to 20 points (excellent - 20 points, very good - 16 points, good - 12 points, satisfactory - 8 points, mediocre - 4 points, insufficient - 0 points)
- j. difficult financial situation of the candidate according to the formula based on income per 1 person in a family (statement) as of the date of submitting the recruitment documentation - from 0 to 5 points
- k. developmental activities in the last calendar year (trainings, courses, conferences, scientific competitions, interest circles, etc.) - 0.5 points each, max. 5 points
- l. participation in training as part of the training offered under the "Integrated Vistula of the Future" project - 5 points for each training, max. 10 points
- m. status of a person with disabilities - yes 2 points, no 0 points

If the candidate does not meet the formal criteria, the bonus criteria will not be evaluated and the application will be rejected.

In the case of achieving the same number of points by students, a higher grade achieved for criterion h is decisive, and if it does not decide, then, the higher grade achieved for criterion i (decisive criteria).

5. Regulations for participation in the Project and recruitment documents are available at the Project Office - during the working hours of the Project Office and in an electronic version on the Project Implementer's website - the tab <https://www.vistula.edu.pl/student/expo-2020-staz-w-dubaju>.

6. The recruitment documents should be submitted in paper to the Project Office in accordance with the list attached as Appendix No. 1a to these Regulations.

7. Submission of recruitment documents is not tantamount to qualification for participation in the Project or the Internship.

8. The recruitment documents submitted by the candidates will not be returned.

**§ 4**

**QUALIFICATION PROCEDURE**

1. The qualification procedure is obligatory for all candidates willing to participate in the Foreign Internship.

2. The Recruitment Committee composed of: Project Coordinator, employees of the Project Office, representatives of Polish Investment and Trade Agency make a decision about the qualification or non-qualification of a candidate on the basis of:
  - a. Completeness as well as formal and substantive correctness of documents
  - b. Meeting the formal criteria and adding up the number of points obtained within the bonus criteria regarding participation in the Project
  - c. Additional information about the candidate obtained during interviews, in particular as regards:
    - candidate's motivation to develop competences during Foreign Internships
    - academic results and achievements in other development activities in which the candidate participates (e.g. meetings with employers, JobSpot Job Fair, workshops, volunteering, etc.)
    - declaration of readiness to undertake the Internship at the place, time and under the conditions indicated by the Project Organizer.
3. All persons who qualify to participate in the Foreign Internship will be informed of the fact and asked to sign other relevant agreements and / or accompanying documents.
4. Persons not qualified for the Foreign Internship will also be informed.

## **§ 5**

### **ORGANIZATION OF FOREIGN INTERNSHIPS**

1. The Intern (Project Participant) does not incur any costs for participation in the Project.
2. The Intern receives a scholarship for the time effectively worked as part of the Internship, payable by the Project Implementer, is provided with accommodation and air ticket on the Warsaw-Dubai-Warsaw route.
3. Internships will take place in Dubai, United Arab Emirates.
4. By participating in the Project, candidates undertake to actively participate in the activities carried out under the Project: recruitment interviews, interviews, and the qualified Interns to keep records related to the implementation of Internships.
5. Information on the place, dates of commencement of Internships and other activities for individual groups will be provided by e-mail, newsletter and posters hung at the site of the Project Implementer.
6. The Project Implementer reserves the right to change the Internship dates.
7. The Host Organization makes the final decision on the selection of candidates for a specific Internship.
8. After completing recruitment for the Internship, a tripartite agreement is signed between the Project Implementer, Project Participant and the Host Organization.
9. Each Intern has a Supervisor on the part of the Host Organization.
10. The Internship is carried out in accordance with the program prepared by the intern's Supervisor on the part of the Host Organization.
11. The Project Participant is removed from the list of interns in the case of:
  - a. Situations specified in § 2 section 2 point 2 of the tripartite agreement.
  - b. Submitting a written resignation from participation in the Project

## **§ 6**

### **RULES FOR RESIGNATION FROM PARTICIPATION IN THE PROJECT**

1. In the event of resignation from participation in the Project prior to commencement of the Internship, the Project Participant undertakes to provide information in person or by e-mail to the Project Office at the earliest possible date.
2. In the event of resignation from participation in the Project during the Project (resignation during the Internship), the Participant is obliged to submit a written statement explaining the reason for the resignation from participation in the Project (in accordance with the guidelines set out in the tripartite agreement). In the event of interruption and failure to complete the Internship due to the Intern's fault, the Intern must refund in proportion his/her accommodation costs.

3. In case of resignation or deletion of the Project Participant from the list of persons qualified for the Project, his / her place will be given to the first person on the stand-by list.

### § 7 FINAL PROVISIONS

1. General supervision over the implementation of the Project and the settlement of matters not covered in these Regulations is the responsibility of the Project Coordinator.
2. The Regulations shall enter into force on December 3, 2019.
3. The Project Implementer reserves the right to amend the Regulations at any time. Project Participants will be immediately informed about any such changes.
4. The Regulations are valid for the entire duration of the Project.
5. The Regulations are available on the Project Implementer's website and at the site of the Project Office.

Appendix No. 1a

#### Formal criteria:

a) being a student of Vistula University of the second to last or the last semester of full-time first degree studies in the academic year 2020/2021, of a practical profile: International Relations,

YES  NO

b) knowledge of English language at least at B2 level,

YES  NO

d) positive assessment of the interview

YES  NO

#### Bonus criteria:

a) knowledge of English language at C1 level - 10 points

YES - please provide a copy of the certificate

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- NO
- b) knowledge of English language at C2 level - 20 points
  - YES - please provide a copy of the certificate
  - NO
- c) knowledge of a language other than the mother's tongue or English minimum at B2 level – 5 points
  - YES
  - NO
- d) knowledge of Polish language at least at B2 level – 10 points
  - YES - please provide a copy of the certificate (applies to foreign students)
  - NO
- e) knowledge of Arabic language at least at B2 level – 10 points
  - YES - please provide a copy of the certificate
  - NO
- f) completion of the competence test in cooperation with the Careers Office – 10 points
  - YES- please provide a confirmation from the Careers Office
  - NO
- g) any documented social activity (activity in the student government, scientific club, social action) - 3 points for each activity, no more than 15 points
  - YES - Please attach documents confirming each activity
  - NO
- h) average of grades from credits and examinations at the last completed semester - from 2 to 5 points  
..... - please confirm the data in the Dean's Office
- i) the level of matching the potential of the internship candidate to the employer's needs (verified during the qualification presentation, evaluation of the presentation created and delivered by the candidate) from 0 to 20 points (excellent - 20 points, very good - 16 points, good - 12 points, satisfactory - 8 points, mediocre - 4 points, insufficient - 0 points)  
number of points awarded by a representative of PAIH - .....
- j) difficult financial situation of the candidate according to the formula based on income per 1 person in a family (statement) as of the date of submission of the recruitment documentation - from 0 to 5 points
- k) developmental activities in the last calendar year (trainings, courses, conferences, scientific competitions, interest circles, etc.) - 0.5 points each, max. 5 points
- l) participation in training as part of the training offered under the "Integrated Vistula of the Future" project - 5 points for each training, max. 10 points
- m) status of a person with disabilities - yes 2 points, no 0 points

.....PLN (in words:..... PLN)

.....  
Candidate's signature

Appendix No. 2: Internship Program

**MODEL INTERNSHIP PROGRAM FOR THE PROJECT "Integrated Vistula of the Future"**  
**FOR THE FIELD OF INTERNATIONAL RELATIONS**

University	<b>Vistula University</b>
Faculty	<b>Faculty of Business and International Relations</b>
Field of study	<b>International Relations</b>
Mode of study	<b>Full-time</b>

<b>Areas of Knowledge / Competences / Skills realised during the Internship</b>		<b>Mark X</b>
<b>Legal regulations and business environment</b>	- The student will understand the area of the company's operations, its goals and their translation into a strategy of operation	
	- The student will undergo a standard process of introduction to work	

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		- The student will learn the major basis of the law regulating the activities of entities in the industry (UOK, KH, Regulations)	
		- The student will learn the basis of legal regulations regarding work in the position and applicable internal regulations (corporate governance)	
		- The student will learn the scope and purpose of the company's existing system of rules, procedures, standards	
		- The student will get acquainted with the scope of responsibility, role, tasks, place in structure and processes (minimum: supervisor, internal customers, suppliers)	
	<b>Strategy and business awareness - decision making</b>	- The student will become familiar with the organizational system of the entity and with the decision-making process, especially in the context of ongoing or potential cooperation with foreign countries, including standardization with the European Union standards	
		- The student will have the possibility to stay in properly selected time proportions in all (or almost all) cells, in particular those involved in international trade	
		- The student will get acquainted with the real principles and problems of the enterprise's functioning	
	<b>Professional communication in business</b>	- The student will get acquainted with and develop the skill of applying the principles of written and oral business communication	
		- The student will acquire the ability to respond professionally in difficult interpersonal situations	
		- The student will get familiar with the devices and systems used in modern companies	
		- Self-presentation	
	<b>Planning and organization as well as goal orientation</b>	- The student will learn in practice the principles of teamwork (team member)	
		- The student will learn in practice the principles of teamwork (team leader)	
		- The student will plan his/her own work based on the priorities and deadlines defined by the supervisor and superior	
		- The student will acquire the ability to verify tasks in the following categories: importance, urgency and addressing to the appropriate organizational unit / process owner.	
		- The student will take responsibility for entrusted tasks and their effects, he/she will develop mechanisms for monitoring of their own work	
	<b>Personal development</b>	- The student will receive feedback summing up the Internship (strengths and areas for development)	

		- The student will sum up the time of the Internship, indicate the elements of the Internship with the highest value from the point of view of individual learning goals	
		- The student will make recommendations for changes in elements of internship from the point of view of learning objectives	
	<b>IT competences</b>	- Gathering information	
		- Efficiency in operating major computer applications	
	<b>Analytical competences</b>	- Data analysis	
		- Problem solving	
	<b>Professional competence</b>	- Analyzing global, international and intercultural problems	
		- Gaining knowledge about the policy pursued by international organizations, global companies and non-governmental organizations	
		- Gaining knowledge about foreign investment	
		- International marketing	
		- Assessment of political risk in business relations	
		- Using modern technologies in enterprises, including tourism ones	

.....  
Supervisor's signature

.....  
Project Coordinator's signature

Appendix No. 3: Internship Journal

**Internship journal**

**Intern's name and surname:**

<b>Date</b>	<b>Number of hours worked</b>	<b>Tasks</b>






**Akademia Finansów i Biznesu Vistula**

Grupa Uczelni Vistula

<b>TOTAL</b>		

.....

.....

Supervisor's signature

Student's signature

**Number of hours approved for settlement** .....

.....

Project Coordinator

Appendix No. 4: Attendance List

Date	Student's signature



Rzeczpospolita  
Polska

Unia Europejska  
Europejski Fundusz Społeczny






.....

Signature of Student's Supervisor

Appendix No. 5: Supervisor's Plan of Work with the Intern

The Supervisor will provide comprehensive care for the Intern:

- preparing a workplace for the intern;
- observance and control of the Intern's working time;
- supervising the completion of the attendance list and the Internship Journal;
- familiarizing the trainee with the duties and working conditions, including the work regulations;
- conducting necessary trainings related to the position occupied by the Intern;
- ongoing assignment of tasks to be performed;
- supervision over the performance of tasks;
- receipt of completed works;
- verification of compliance of the Internship with the Internship Program;
- keeping the applicant informed about the Internship, in particular about any difficulties and irregularities;
- providing help and tips;
- preparation of the report on the Completion of the Internship (Appendix No. 8);
- other activities aimed at to providing care.

Intern's name and surname

.....

Supervisor's name and surname

.....

Month (from –to)	Number of hours
	h
	h
	h
Comments:	
TOTAL	= h per 1 Intern

.....

Signature of Intern's Supervisor

No. 6: Statement of the Host Organization

**Statement of the Host Organization**

Acting on behalf of .....

*(name, legal form)*

A Host Organization under the project "Integrated Vistula of the Future", as part of Measure 3.5. Comprehensive university programs of the Operational Program Knowledge Education Development for 2014-2020, I hereby declare that I consent to the processing by **Vistula University**, Stokłosa 3, 02-787 Warsaw, address data as well as to the disclosure and dissemination of information about the participation of the Host Organization in the abovementioned Project and I assure that the Host Organization has obtained the consent of the person assigned for contact with the Intern and with **Vistula University** for the processing of his/her personal data by **Vistula University** in the scope necessary for the implementation of the abovementioned Project.

The Host Organization undertakes to inform its employees/associates responsible for the implementation of the agreement that:

- 1) The Controller of their personal data is **Vistula University** with its registered office in Warsaw, Stokłosa 3, 02-787 Warsaw, called the "Project Implementer".
- 2) The Project Implementer has appointed a Data Protection Officer who can be contacted in matters regarding personal data protection at the following e-mail address: [iod@vistula.edu.pl](mailto:iod@vistula.edu.pl) or by correspondence, Vistula University, Stokłosa 3, 02-787 Warsaw.
- 3) The Project Implementer will process the following personal data: name, surname, telephone number and e-mail address
- 4) The Project Implementer will process personal data for the purpose of:
  - concluding, implementation and monitoring of this agreement implementation, in particular for such purposes as communication, performance of information obligations, cooperation and other obligations arising from the agreement - during the period preceding the conclusion of the agreement and during the implementation of the agreement [legal basis: Article 6 section 1 letter f) of the GDPR];
  - archiving to the extent necessary to perform legal obligations, for a period resulting from legal provisions [legal basis: Article 6 section 1 letter c) of the GDPR];
  - possible determination and pursuit of claims or defense against claims - for the duration of the proceedings and the limitation period for potential claims [legal basis: Article 6 section 1 letter f) of the GDPR].

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- 5) Personal data has been made available by the Host Organization in connection with the conclusion and implementation of this agreement.
- 6) Providing personal data is a prerequisite for the implementation of the agreement or taking action before the conclusion of the agreement. Failure to provide personal data, will exclude the possibility of concluding and performing the agreement or taking action before the conclusion of the agreement, including those aimed at its conclusion.
- 7) Recipients of personal data obtained in connection with the implementation of the agreement include:
  - entities authorized to receive personal data on the basis of relevant legal provisions;
  - entities providing postal or courier services;
  - entities operating ICT systems and providing IT services to the Project Implementer;
  - entities providing legal, tax and accounting assistance to the Project Implementer;
  - entities providing archiving services to the Project Implementer;In the scope necessary to achieve the purposes of personal data processing.
- 8) Personal data obtained in connection with the implementation of the agreement will not be transferred to a third country or international organization.
- 9) Personal data obtained in connection with the performance of the agreement are not subject to automated decision making, including profiling.
- 10) Data subjects have the right to request access to their personal data, the right to rectify, delete, limit processing, transfer and to object.
- 11) Data subjects have the right to lodge a complaint to the supervisory body if it is considered that the processing of their personal data violates the provisions on the protection of personal data.

.....  
date

.....  
signature of the authorised representative  
of the Host Organization



Appendix No. 7: Evaluation Questionnaire for Interns

**EVALUATION QUESTIONNAIRE FOR INTERNS**

1. Name and address of the Host Organization, as well as the name and surname of the Internship supervisor.

.....  
.....

2. Internship date and the total number of hours worked under the Internship

.....

3. Responsibilities during the Internship:

.....  
.....  
.....

4. How do you assess the knowledge and experience gained during the Internship? Will they be useful for you when looking for a job?

.....  
.....

5. Do you plan to cooperate with the company where you completed the Internship? If so, what form will this cooperation have?

.....  
.....

6. What problems/difficulties did you encounter during the Internship?

.....  
.....

7. What are your comments and expectations regarding the education program when confronting knowledge acquired during studies with practice during the Internship?

.....  
.....

.....

Signature of the Intern

Appendix No. 8: Report on Completion of the Internship and Supervisor's opinion

This is to certify that Mr/Ms .....  
Student in the field of ..... at the ..... degree, full-  
time studies at the Faculty of Vistula University its registered office in Warsaw, in the period  
from ..... to .....  
in the Host Organization:.....  
completed ..... hours of the Internship.

**The scope of duties and tasks carried out by the Intern in the Host Organization:**

.....  
.....  
.....  
.....  
.....

**Skills, competences and knowledge gained during the Internship:**

.....  
.....  
.....  
.....  
.....

**Opinion of the Intern's Supervisor:**

.....  
.....  
.....  
.....  
.....  
.....

.....  
Signature of the Intern's Supervisor

Appendix No.9 **DECLARATION OF THE PROJECT PARTICIPANT**

(information obligation implemented in connection with Article 13 and Article 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council)

In connection with joining the project entitled "Integrated Vistula of the Future", I hereby acknowledge that:

1. The Controller of my personal data is the minister competent for regional development acting as the Managing Authority for the Operational Program Knowledge Education Development 2014-2020, with registered office at Wspólna 2/4, 00-926 Warsaw.
2. The processing of my personal data is conducted in compliance with the law and it meets the conditions referred to in Article 6 section 1 letter c and Article 9 section 2 letter g of the Regulation (EU) 2016/679 of the European Parliament and of the Council - personal data is necessary for the implementation of the Operational Program Knowledge Education Development 2014-2020 (PO WER) based on:
  - 1) with reference to the collection "Operational Program Knowledge Education Development":
    - a) Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 establishing common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and establishing general provisions on the European Regional Development Fund, the European Social Fund, the Fund Cohesion and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No. 1083/2006 (Official Journal of the EU L 347 of 20.12.2013, p. 320, as amended),
    - b) Regulation (EU) No 1304/2013 of the European Parliament and of the Council of 17 December 2013 on the European Social Fund and repealing Council Regulation (EC) No 1081/2006 (Official Journal of the EU L 347 of 20.12.2013, p. 470, as amended),
    - c) The Act of 11 July 2014 on the principles of implementing programs in the field of cohesion policy financed in the 2014-2020 financial perspective (Journal of Laws of 2017, item 1460, as amended);
  - 2) with reference to the "Central IT system supporting the implementation of operational programs":
    - a) Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 establishing common provisions on the European Regional Development Fund, European Social Fund, Cohesion Fund, European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund, and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Fund Cohesion and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006,
    - b) Regulation (EU) No 1304/2013 of the European Parliament and of the Council of 17 December 2013 on the European Social Fund and repealing Council Regulation (EC) No 1081/2006,
    - c) the Act of 11 July 2014 on the principles of implementing programs in the field of cohesion policy financed in the financial perspective 2014-2020 (Journal of Laws of 2017, item 1460, as amended),
    - d) Commission Implementing Regulation (EU) No 1011/2014 of 22 September 2014 laying down detailed implementing rules for Regulation (EU) No 1303/2013 of the European Parliament and of the Council with regard to templates for providing specific information to the Commission and detailed provisions regarding exchange of information between

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beneficiaries and managing, certifying, auditing and intermediate bodies (Official Journal of the EU L 286 from 30.09.2014, p. 1).

3. My personal data will be processed solely for the purpose of implementing the project "Integrated Vistula of the Future", in particular for confirming the eligibility of expenditure, providing support, monitoring, evaluation, control, audit and reporting as well as information and promotion activities under the Operational Program Knowledge Education Development.
4. My personal data has been entrusted for processing to the Intermediate Body - National Center for Research and Development, Nowogrodzka 47a, 00-695 Warsaw (name and address of the relevant Intermediate Body), to the beneficiary implementing the project - Vistula University, Stokłosa 3, 02-787 Warsaw (name and address of the beneficiary) and to the Polish Investment and Trade Agency S.A., Krucza 50, 00-025 Warsaw. My personal data may be transferred to entities conducting evaluation studies at the request of the Managing Authority, Intermediate Body or beneficiary. My personal data may also be entrusted to specialist companies carrying out, at the request of the Managing Authority, the Intermediate Body and the beneficiary, controls and audits under OP KED.
5. Providing data is a necessary condition for receiving support, and refusal to provide it is tantamount to being unable to provide support under the project.
6. Within 4 weeks after the end of participation in the project, I will provide the beneficiary with data regarding my status in the labour market and information on participation in education or training and obtaining qualifications or acquisition of competences.
7. Within three months after completing my participation in the project, I will provide data on my status on the labour market.
8. In order to confirm the eligibility of expenditure on the project, my personal data such as first name (names), surname, PESEL, project number, date of starting participation in the project, date of ending participation in the project, insurance title code, amount of health insurance premium, amount of premium accident insurance may be processed in the set "Personal data set from the Social Insurance Institution (ZUS)" whose controller is the minister competent for regional development. The processing of my personal data is lawful and meets the conditions referred to in Article 6 section 1 letter c and Article 9 section 2 letter g of the Regulation (EU) 2016/679 of the European Parliament and of the Council - personal data are necessary for the implementation of the Operational Program Knowledge Education Development 2014-2020 (PO WER) based on<sup>1</sup>:
  - a) Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 establishing common provisions on the European Regional Development Fund, European Social Fund, Cohesion Fund, European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund, and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Fund Cohesion and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006,
  - b) Regulation (EU) No 1304/2013 of the European Parliament and of the Council of 17 December 2013 on the European Social Fund and repealing Council Regulation (EC) No 1081/2006,
  - c) The Act of 11 July 2014 on the principles of implementing programs in the field of cohesion policy financed in the 2014-2020 financial perspective (Journal of Laws of 2017, item 1460, as amended),

<sup>1</sup> Processing of personal data in the data set: The set of personal data from the Social Insurance Institution relates to a situation in which a project co-financing agreement was concluded with the Beneficiary by the Ministry of Family, Labor and Social Policy or the Provincial Labour Office.

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d) The Act of 13 October 1998 on the social security system (Journal of Laws of 2017, item 1778, as amended.).

My personal data has been entrusted for processing to the Intermediate Body - National Center for Research and Development, Nowogrodzka 47a, 00-695 Warsaw (name and address of the relevant Intermediate Body), to the beneficiary implementing the project - Vistula University, Stokłosa 3, 02-787 Warsaw (name and address of the beneficiary) and to the Polish Investment and Trade Agency S.A., Krucza 50, 00-025 Warsaw. My personal data may be transferred to entities conducting evaluation studies at the request of the Managing Authority, Intermediate Body or beneficiary. My personal data may also be entrusted to specialist companies carrying out, at the request of the Managing Authority, the Intermediate Body and the beneficiary, controls and audits under OP KED.

9. My personal data will not be transferred to a third country or an international organization.
10. My personal data will not be subject to automated decision making.
11. My personal data will be stored until the Operational Program Knowledge Education Development 2014 -2020 is settled and the archiving of documentation completed.
12. I can contact the Data Protection Officer by sending a message to the e-mail address: iod@miir.gov.pl.
13. I have the right to lodge a complaint with the supervisory body, which is the President of the Office for Personal Data Protection.
14. I have the right to access my data and rectify, delete or limit its processing.

.....  
*LOCATION AND DATE*

.....  
*LEGIBLE SIGNATURE OF THE PROJECT PARTICIPANT\**

Appendix No. 10

*KWESTIONARIUSZ OSOBOWY do projektu / PERSONAL QUESTIONNAIRE for the Project*

***"Integrated Vistula of the Future"***

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\* In the case of a minor, the declaration of participation should be signed by the person's legal guardian.

STOPIEN I RODZAJ STUDIÓW (LEVEL AND TYPE OF STUDIES)	
KIERUNEK (FIELD OF STUDY)	
<b>DANE UCZESTNIKA / DATA OF THE PARTICIPANT</b>	
Kraj (Country)	
Rodzaj uczestnika (type of participant)	<input type="checkbox"/> indywidualny (individual)
Nazwa instytucji (Institution name)	Akademia Finansów i Biznesu Vistula (Vistula University)
Imię (Imiona)(Given name)	
Nazwisko (Last name)	
Płeć (sex: female/male)	<input type="checkbox"/> Kobieta (Female) <input type="checkbox"/> Mężczyzna (Male)
Wiek w chwili przystąpienia do projektu (lata ukończone) (Age at the date of joining the project; full years)	
PESEL / Numer paszportu (PESEL/passport number)	
Wykształcenie (education)	<input type="checkbox"/> ponadgimnazjalne (upper secondary) <input type="checkbox"/> pomaturalne (post-secondary) <input type="checkbox"/> wyższe (university education)
Ulica (street)	
Nr domu (building number)	
Nr lokalu (apartment number)	
Miejscowość (city)	
Kod pocztowy (postal code)	
Województwo (voivodeship)	
Powiat (district)	
Gmina (community)	
Tel. kontaktowy (phone number)	
Adres e-mail (email address)	
<b>Status osoby na rynku pracy w chwili przystąpienia do projektu (Status of the person on the labour market at the date of joining the project)</b>	
osoba bierna zawodowo (professionally inactive person)	<input type="checkbox"/> TAK (Yes) <input type="checkbox"/> NIE (No)
	W tym (including):
	<input type="checkbox"/> osoba nieuczestnicząca w kształceniu lub szkoleniu ( a person not participating in education or training) <input type="checkbox"/> osoba ucząca się (students) <input type="checkbox"/> inne (other)
osoba pracująca (employed)	<input type="checkbox"/> TAK (Yes) <input type="checkbox"/> NIE (No)

**W tym (including)**

<input type="checkbox"/> osoba pracująca w administracji rządowej (Employed in public administration)	<input type="checkbox"/> TAK (Yes)	<input type="checkbox"/> NIE (No)
<input type="checkbox"/> osoba pracująca w administracji samorządowej (Employed in local government administration)	<input type="checkbox"/> TAK (Yes)	<input type="checkbox"/> NIE (No)
<input type="checkbox"/> osoba prowadząca działalność na własny rachunek (Self-employed)	<input type="checkbox"/> TAK (Yes)	<input type="checkbox"/> NIE (No)
<input type="checkbox"/> osoba pracująca w organizacji pozarządowej (Employed in a non-governmental organization)	<input type="checkbox"/> TAK (Yes)	<input type="checkbox"/> NIE (No)
<input type="checkbox"/> osoba pracująca w dużym przedsiębiorstwie (Employed in large company)	<input type="checkbox"/> TAK (Yes)	<input type="checkbox"/> NIE (No)
<input type="checkbox"/> osoba pracująca w MMŚP (Employed in small business or medium-sized enterprise)	<input type="checkbox"/> TAK (Yes)	<input type="checkbox"/> NIE (No)
<input type="checkbox"/> inne (other)	<input type="checkbox"/> TAK (Yes)	<input type="checkbox"/> NIE (No)

**Wykonywany zawód (Profession performed)**

<input type="checkbox"/> pracownik instytucji szkolnictwa wyższego (employee of higher education institutions)	<input type="checkbox"/> TAK (Yes)	<input type="checkbox"/> NIE (No)
<input type="checkbox"/> nauczyciel kształcenia ogólnego (general education teacher)	<input type="checkbox"/> TAK (Yes)	<input type="checkbox"/> NIE (No)
<input type="checkbox"/> nauczyciel kształcenia zawodowego (vocational education teacher)	<input type="checkbox"/> TAK (Yes)	<input type="checkbox"/> NIE (No)
<input type="checkbox"/> inne (other)	<input type="checkbox"/> TAK (Yes)	<input type="checkbox"/> NIE (No)

Miejsce zatrudnienia (Employed at:):

**Status uczestnika projektu w momencie przystąpienia do projektu (status of the project participant at the time of joining the project)**

Osoba należąca do mniejszości narodowej lub etnicznej, migrant, osoba obcego pochodzenia (person belonging to a national or ethnic minority, a migrant, a person of foreign origin)	<input type="checkbox"/> TAK (Yes)	<input type="checkbox"/> NIE (No)
	<input type="checkbox"/> odmowa podania informacji (I am using the right to refuse to answer)	
Osoba bezdomna lub dotknięta wykluczeniem z dostępu do mieszkania (homeless or affected by exclusion from access to housing)	<input type="checkbox"/> TAK (Yes)	<input type="checkbox"/> NIE (No)
	<input type="checkbox"/> odmowa podania informacji (I am using the right to refuse to answer)	

Osoba z niepełnosprawnościami (person with disabilities)	<input type="checkbox"/> TAK (Yes) <input type="checkbox"/> NIE (No) <input type="checkbox"/> odmowa podania informacji (I am using the right to refuse to answer)
Osoba w innej niekorzystnej sytuacji społecznej (person in another disadvantageous social situation- other than the above-mentioned)	<input type="checkbox"/> TAK (Yes) <input type="checkbox"/> NIE (No) <input type="checkbox"/> odmowa podania informacji (I am using the right to refuse to answer)

**Niniejszym wyrażam chęć udziału w Projekcie ( I hereby express my will to participate in the Project) “Integrated Vistula of the Future”**

- Oświadczam, że zapoznałem(łam) się z Regulaminem w ramach projektu i akceptuję jego postanowienia  
( I declare that I have read the Regulations for participation in the project and accept its provisions)
- Oświadczam, że zostałem(łam) poinformowany(na), iż Projekt jest współfinansowany przez Unię Europejską w ramach Programu Operacyjnego Wiedza Edukacja Rozwój  
( I declare that I have been informed that the Project is co-financed by the European Union under the Operational Program Knowledge Development Education)
- Uprzedzony/-a o odpowiedzialności za złożenie nieprawdziwego oświadczenia lub zatajenie prawdy, niniejszym oświadczam, że dane zawarte w niniejszym Kwestionariuszu Osobowym oraz wszystkich przedstawionych załącznikach są zgodne z prawdą  
(Having been made aware of liability I incur in case of making false declarations or for concealing the true, I hereby declare that the data contained in this Personal Questionnaire and all the enclosed appendices is true and accurate).

.....  
MIEJSCOWOŚĆ (LOCATION), DATA

.....  
CZYTELNY PODPIS UCZESTNIKA  
(LEGIBLE SIGNATURE OF THE PROJECT PARTICIPANT)