



UCZELNIA 4.0 - nowoczesny program rozwoju Collegium Civitas  
Projekt współfinansowany ze środków Unii Europejskiej w ramach Europejskiego Funduszu Społecznego

**RULES AND REGULATIONS OF PARTICIPATION**  
**IN TASK 2 “Young professionals – increasing competencies of CC students”**  
**as part of the project “University 4.0 – a modern development programme for COLLEGIUM CIVITAS”**  
**co-funded by the European Union under the European Social Fund**

**§ 1**

**General Provisions**

1. These Rules and Regulations of the Project (hereinafter referred to as “the Rules and Regulations”) lay down the rules of participation in Task 2 of the Project “University 4.0 – a modern development programme for Collegium Civitas” no. POWR.03.05.00-00-Z79/17 (hereinafter “the Project”).
2. The Project is co-financed by the European Social Fund under the Operational Programme Knowledge Education Development 2014-2020 via the National Centre for Research and Development under the Project co-financing agreement signed between the University and the National Centre for Research and Development.
3. Task 2 “Young professionals – increasing competencies of CC students” carried out under the Project “University 4.0 – a modern development programme for Collegium Civitas” is aimed at increasing competencies of higher education students to respond to the needs of the economy, labour market and society by conducting trainings and workshops to prepare the students in a comprehensive manner for entering the job market.
4. The aim of Task 2 is to develop education and training in those areas which are in demand in the labour market and to improve professional skills of persons participating in higher education to respond to the needs of modern economy, labour market and society by conducting trainings and workshops to bridge the qualification gaps identified in potential participants.
5. The Project is carried out between 1 September 2018 and 15 August 2022.
6. The beneficiary and organiser of the Project is a non-state university Collegium Civitas (hereinafter referred to as the “**University**”) with its registered office in Warsaw, PKiN, Plac Defilad 1.
7. The Rules and Regulations set forth the rules of recruitment of candidates, rules of participation in the Project, scope of co-financing of the trainings, rights and responsibilities of the Participants and responsibilities of the University.

**§ 2**

**Definitions**

1. Definitions used in the Rules and Regulations shall have the following meaning:
  - 1) **Project Participant** – a person who meets the eligibility criteria, has joined the Project and receives support offered under the Project and holds Polish and/or other citizenship.
  - 2) **Foreigner (foreign national)** – any person who does not hold Polish citizenship;
  - 3) **Training** - is a form of education shorter than 32 course hours with the aim to enable the participants to acquire or supplement their knowledge on a particular subject.
  - 4) **Workshop** – is a form of education shorter than 32 course hours with the aim to enable the participants to practice and improve their skills;
  - 5) **Project Schedule** – the period provided for the recruitment of Participants and execution of the Project;
  - 6) Beginning of participation in the project - beginning participation in the project is effected by submitting the required documents and receiving the first form of support;
  - 7) End of participation in the project - ending participation in the project is effected by undergoing a Skills Audit and completing any formalities required in the project;
  - 8) **The National Centre for Research and Development** – the executive agency of the Ministry of Science and Higher Education acting as the Intermediate Body in the Programme and organiser of the competition for Priority Axis III: Higher Education for Economy and Development, Action 3.5 Comprehensive programmes of universities.



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### § 3

#### Forms of support offered in task 2

1. The projects aims to support 64 students of Collegium Civitas by conducting trainings and workshops launched as part of this project.
2. Task 2 shall include the following support measures:
  - 1) Workshops „Laboratory of personal effectiveness” – courses in communication skills which are key for professional development offered as part of Polish and English degree programmes. The Laboratory will consist of four modules (communication, team building, training of interpersonal skills, conflict solving);
  - 2) Practical course in a project-like form in entrepreneurship offered as part of Polish and English degree programmes to develop entrepreneurial skills of students;
  - 3) Additional classes with employers: Brief in practice and Big Data and data mining – courses conducted by representatives of employers during which the participants will gain basic professional and analytical skills.
3. The trainings and workshops will be offered to Participants in accordance with the following objectives of the Project:

Measure	2018	2019	2020	2021	2022
<b>Testing the competencies of students</b>	16 persons	16 persons	16 persons	16 persons	X
<b>„Laboratory of personal effectiveness” workshops/PL</b>	---	32h x 8 persons	32h x 8 persons	---	---
<b>„Laboratory of personal effectiveness” workshops/EN</b>	---	32h x 8 persons	---	32h x 8 persons	---
<b>Practical classes/PL</b>	----	3 stages: 24h x 8 persons	3 stages: 24h x 8 persons	3 stages: 24h x 8 persons	3 stages: 24h x 8 persons
<b>Practical classes/EN</b>	3 stages: 24h x 8 persons	3 stages: 24h x 8 persons	3 stages: 24h x 8 persons	3 stages: 24h x 8 persons	---
<b>Classes with employers: „Brief in practice”/PL</b>	16h x 8 persons	---	---	---	16h x 8 persons
<b>Classes with employers: „Brief in practice”/EN</b>	---	16h x 8 persons	16h x 8 persons	---	---
<b>Big Data and data maining/PL</b>	---	16h x 8 persons	16h x 8 persons	---	---
<b>Big data and data maining/EN</b>	---	16h x 8 persons	---	---	16h x 8 persons

### § 4

#### Conditions of recruitment and participation in task 2

1. The condition for participation in the forms of education offered in task 2 is:
  - 1) holding the status of University student of any of the last 4 semesters of any study programme or specialisation (first- and second-cycle programmes) confirmed by the Dean's Office;
  - 2) filling out and signing project documents (participation form/declaration of participant/declaration of participant concerning personal data);
  - 3) confirmed qualification gap diagnosed with a skills audit before joining the project.
2. Any person who meets the University admission criteria for a first- or second-cycle, full- or part-time, Polish or English programme, regardless of their citizenship, may become a Project Participant.
3. Students participating in ERASMUS+ exchange programme may not take part in support measures offered in task 2.
4. The recruitment process for the Project is conducted by the University Career Center and is supervised by the Project Coordinator.



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5. The recruitment process shall ensure equality of opportunity, gender equality and non-discrimination.
6. Recruitment shall proceed in accordance with the Project Schedule based on predetermined criteria and limits of places available. In case of a large number of applications students shall be accepted according to their position on the ranking list.
7. Detailed information on recruitment and any updates will be available on the University website in the project tab at <https://www.civitas.edu.pl/pl/uczelnia/mlodzi-profesjonalni-podniesienie-kompetencji-studentow-cc>

## § 5

### Consent for the publication of the student's image

Persons qualified to take part in the project shall consent to have their photo taken and for their image to be published for the needs connected with implementing the project.

## § 6

### Obligations of project participants

1. A Project Participant is obliged to:
  - 1) read and sign any documents related to the participation in the Project prior to beginning the Project, including the Project Participant's statements of consent<sup>1</sup> for personal data processing under the Project;
  - 2) participate in a planned form of support in a place indicated by the University;
  - 3) confirm their attendance in classes in a manner indicated by the University, e.g. by signing an attendance list;
  - 4) deliver a good performance, actively participate in classes and be prepared for exams and other forms of grading, which includes undergoing the Skills Audit before and after the end of the project;
  - 5) notify the Project Coordinator of their absence, in particular in the case of force majeure events;
  - 6) fulfil obligations provided for in the Rules and Regulations of the Project other guidelines regarding the participation in trainings and workshops at the University.
  - 7) take part in surveys conducted during the Project and within 6 months after the end of the Project in order to verify the course of professional career of the participants of trainings and workshops.

## § 7

### Responsibilities of the Organiser

1. The University as the Organiser of trainings and workshops is not liable for any loss or bodily injury of Project Participants throughout the duration of the Project.
2. Project Participants are obliged to obtain accident insurance at their own expense and hold a valid insurance policy throughout the duration of the Project.
3. Project Participants are obliged to undergo the entire uninterrupted cycle of study (which entails receiving support at each stage of the Project).

## § 8

### Financial settlements

1. Trainings and workshops in the Project are co-financed by the European Union under the European Social Fund and as such they are free of charge for the Project Participants.
2. The Participant will be requested to submit explanations in the following cases:
  - 1) the Participant has withdrawn from the Project;
  - 2) unjustified, prolonged or frequent absence of the Participant from activities carried out under the Project;
  - 3) the Participant is eligible for expulsion under Article 190(1) or (2) of the Act of 27 July 2005 – Law on Higher Education.

## § 9

### Annexes:

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<sup>1</sup> Providing personal data and filling out project documents is a necessary condition for receiving support and the refusal excludes the possibility of being provided support under the Project.



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The following annexes shall form an integral part of these Rules and Regulations:

- 1) application form;
- 2) declaration of participation in the “University 4.0 – a modern development programme for Collegium Civitas” project;
- 2) declaration of project participant on the processing of their personal data;
- 3) the scope of personal data entrusted for processing.

#### **§ 10**

##### **Final provisions**

1. These Rules and Regulations enter into force on the day they are signed and are binding for the entire duration of the Project.
2. These Rules and Regulations are available at the University registered office and on the University website.
3. Matters not regulated in the Rules and Regulations are resolved by the Project Manager or competent authorities of the University.
4. Apart from these Rules and Regulations and documents indicated herein, Project Participants are bound by other University regulations applicable to students.
5. The University reserves the right to modify the Rules and Regulations and solely interpret its provisions.
6. These Rules and Regulations may be modified in the following cases:
  - 1) changes in applicable laws;
  - 2) changes in the terms and conditions of the Project co-financing agreement;
  - 3) a written request to introduce specific changes from bodies or institutions entitled to review and supervise the Project.
7. Modifications to the Rules and Regulations are effective as of the day of their announcement by the University.

**I HEREBY APPROVE**



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**PARTICIPATION FORM**  
**in task 2 “Young professionals – increasing competencies of CC students”**  
**as part of the project**  
**“University 4.0 – a modern development programme for Collegium Civitas in Warsaw”:**  
**Agreement no. POWR.03.05.00-00-Z079/17**

The participation form concerning participation in a selected support measure should be sent to the following address:

anna.olszewska@civitas.edu.pl

or delivered to the Project Coordination Department of CC, PKiN, floor X, room 1024.

<b>Last name:</b>	
<b>First name:</b>	
<b>Degree programme:</b>	
<b>Semester:</b>	
<b>Phone no.:</b>	
<b>E-mail:</b>	

The name of the form of support	Yes/No	Language of instruction	Date of training
1. Workshop „Laboratory of personal effectiveness”		PL	
		EN	
2. Practical class in a project-like form in Entrepreneurship		PL	
		EN	
3. Additional class with employers: „Brief in practice”		PL	
		EN	
4. Additional class with employers: „Big Data and data mining”		PL	
		EN	

Warsaw, on .....

.....

Legible signature



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**STATEMENT ON ENROLMENT IN THE PROJECT  
UNIVERSITY 4.0 – A MODERN DEVELOPMENT PROGRAMME FOR COLLEGIUM CIVITAS IN  
WARSAW**

I, the undersigned: .....

residing in .....

..... PESEL Personal ID No. ....

declare my participation in the project entitled UNIVERSITY 4.0 – A MODERN DEVELOPMENT PROGRAMME FOR COLLEGIUM CIVITAS IN WARSAW, financed by the European Union under the European Social Fund Operational Programme Knowledge Education Development 2014-2020; Priority Axis III: Higher Education for Economy and Development; Action 3.5: Comprehensive programmes of universities.

I also represent that:

(1) I meet the eligibility criteria for participation in the Project UNIVERSITY 4.0 – A MODERN DEVELOPMENT PROGRAMME FOR COLLEGIUM CIVITAS IN WARSAW

I have a school-leaving certificate (for first-cycle programme candidates)

I have completed first-cycle studies (for second-cycle programme candidates)

I use English at level B2 or higher (for programme in English candidates)

(2) I am aware of the criminal liability for making false statements.

(3) if I am admitted to studies under the Project, I undertake to systematically and actively participate in Project activities.

(4) I agree to participate in surveys conducted throughout the duration of the Project and within 6 months after completing education.

(5) I was advised of and undertake to comply with the Rules and Regulations of Participation in the Project.

(6) I was advised that the project "UNIVERSITY 4.0 – A MODERN DEVELOPMENT PROGRAMME FOR COLLEGIUM CIVITAS IN WARSAW"

is co-financed by the European Union under the European Social Fund,

.....  
Place and date

.....  
Legible signature of the Student



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### STATEMENT BY THE PROJECT PARTICIPANT

(obligation to provide information that is implemented in connection with art. 13 and art. 14 of Regulation (EU) No 1303/2013 of the European Parliament and of the Council)

In view of my enrolment in the project entitled "**UNIVERSITY 4.0 – a modern development programme for Collegium Civitas**",

I hereby acknowledge that:

1. The administrator of my personal data is the minister responsible for regional development acting as the Managing Authority for the 2014-2020 Operational Programme "Knowledge Education Development", with its registered office at ul. Wspólna 2/4, 00-926 Warsaw.

2. The processing of my personal data conforms to law and fulfils the conditions referred to in art. 6(1), point (c) and art. 9(2), point (g) of Regulation (EU) 2016/679 of the European Parliament and of the Council. Personal data is necessary for the implementation of the 2014-2020 Operational Programme "Knowledge Education Development" (PO WER) under:

- 1) With regard to the set Operational Programme "Knowledge Education Development":
  - a) Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down 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 laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006 (OJ L 347, 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 (OJ L 347, 20.12.2013, p. 470, as amended)
  - c) Act of 11 July 2014 on the principles of implementation of the cohesion policy programmes, financed under the 2014-2020 financial perspective (Journal of Laws of 2017, item 1460, as amended)
- 2) with regard to the set "Central IT system supporting the implementation of operational programmes":
  - a) Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down 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 laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund 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) Act of 11 July 2014 on the principles of implementation of the cohesion policy programmes, financed under the 2014-2020 financial perspective (Journal of Laws of 2017, item 1460, as amended)
  - d) Commission Implementing Regulation (EU) No 1011/2014 of 22 September 2014 laying down detailed rules for implementing Regulation (EU) No 1303/2013 of the European Parliament and of the Council as regards the models for submission of certain information to the Commission and the detailed rules concerning the exchanges of information between beneficiaries and managing authorities, certifying authorities, audit authorities and intermediate bodies (OJ L 286, 30.09.2014, p. 1)

3. My personal data will only be processed in order to implement the project "UNIVERSITY 4.0 – a modern development programme for Collegium Civitas", in particular in order to confirm the eligibility of costs, granting support, monitoring, evaluation, control, audit and reporting as well as informational and promotional activities under PO WER.

4. The Intermediate Body (National Centre for Research and Development), the beneficiary implementing the project (Collegium Civitas, plac Defilad 1, 00-901 Warsaw) and stakeholders participating in the project on behalf of the beneficiary have been authorised to process my personal data – xxxxx. My personal data may be transferred to entities that conduct evaluation research on behalf of the Entrusting Party, Intermediate Body or beneficiary. My personal data may also be transferred to specialised companies that carry out control and audit under PO WER on behalf of the Entrusting Party, Intermediate Body or beneficiary.

5. Providing data is a prerequisite for receiving support, and refusal to provide it is tantamount to the inability to provide support within the framework of the project.

6. Within 4 weeks after ending participation in the project, I will transfer to the beneficiary data pertaining to my status in the labour market and information on participation in education or training as well as the acquisition of qualifications or competences .





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7. Within three months after ending participation in the project, I will grant access to data pertaining to my status in the labour market.

8. In order to confirm the eligibility of expenditure in the project, my personal data—such as first name(s), surname, PESEL (personal identification number), project number, start date, project end date, insurance title code, health insurance premium, accident insurance premium—may be processed in the database “ZUS Personal Data”, which is administered by the minister responsible for regional development. The processing of my personal data conforms to law and fulfils the conditions referred to in art. 6(1), point (c) and art. 9(2), point (g) of Regulation (EU) 2016/679 of the European Parliament and of the Council. Personal data is necessary for the implementation of the 2014-2020 Operational Programme “Knowledge Education Development” (PO WER) under<sup>2</sup>:

- 1) Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down 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 laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006
- 2) 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
- 3) Act of 11 July 2014 on the principles of implementation of the cohesion policy programmes, financed under the 2014-2020 financial perspective (Journal of Laws of 2017, item 1460, as amended)
- 4) Act of 13 October 1998 on the social insurance system (Journal of Laws of 2017, item 1778, as amended).

The Intermediate Body (National Centre for Research and Development), the beneficiary implementing the project (Collegium Civitas, plac Defilad 1, 00-901 Warsaw) and stakeholders participating in the project on behalf of the beneficiary have been authorised to process my personal data – xxxxx. My personal data may be transferred to entities that conduct evaluation research on behalf of the Entrusting Party, Intermediate Body or beneficiary. My personal data may also be transferred to specialised companies that carry out control and audit under PO WER on behalf of the Entrusting Party, Intermediate Body or beneficiary.

9. My personal data will not be transferred to a third country or an international organization.

10. My personal data will not be subjected to automated decision making.

11. My personal data will be stored until both the settlement of the 2014-2020 Operational Programme “Knowledge Education Development” and the completion of document archiving.

12. I can contact the Data Protection Inspector by sending a message to the e-mail address: [iod@miir.gov.pl](mailto:iod@miir.gov.pl) or [iod@civitas.edu.pl](mailto:iod@civitas.edu.pl) (where applicable, contact details should be provided of the data protection inspector to the Beneficiary).

13. I have the right to lodge a complaint to the supervisory body, which is the President of the Office for Personal Data Protection.

14. I have the right to access my data and correct, delete or limit processing.

.....  
SIGNATURE OF PROGRAMME PARTICIPANT\*

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<sup>2</sup> Processing of personal data in the ZUS (Social Insurance Institution) Personal Data Database concerns the situation in which the contract for co-financing the project has been concluded with the Beneficiary by the Ministry of Family, Labour and Social Policy or the Voivodeship Labour Office.





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**The scope of personal data entrusted for processing / Zakres danych osobowych powierzonych do przetwarzania**

PARTICIPANT DETAILS/ DANE UCZESTNIKA	
COUNTRY OF ORIGIN /KRAJ POCHODZENIA	
TYPE OF PARTICIPANT/ RODZAJ UCZESTNIKA	individual/ indywidualny
FIRST NAME/ IMIĘ	
LAST NAME/ NAZWISKO	
PERSONAL ID NUMBER/ PESEL	
Mark 'NO' if you do not have the PESEL personal ID number /W przypadku braku numeru Pesel zaznacz NIE	Yes/No /Tak/Nie
GENDER /PŁEĆ	Female/Male /Kobieta/Mężczyzna
AGE AT THE TIME OF JOINING THE PROJECT/ WIEK W CHWILI PRZYSTĄPIENIA DO PROJEKTU	
EDUCATION /WYKSZTAŁCENIE	
CONTACT INFORMATION /DANE KONTAKTOWE	
Province /Województwo	
District /Powiat	
Commune /Gmina	
City /Miejscowość	
Street /Ulica	
Building No. / Nr budynku	
Flat no. /Nr lokalu	
Postal Code / Kod pocztowy	
Phone No. /Telefon kontaktowy	
Email/ Adres e-mail	
SUPPORT DETAILS/ SZCZEGÓŁY WSPARCIA	
Date of joining the project: (dd/mm/yyyy) ...../ Data rozpoczęcia udziału w projekcie: (dd/mm/yyyy) ..... /	
Date of ending participation in the project: (dd/mm/yyyy) ...../ Data zakończenia udziału w projekcie: (dd/mm/yyyy) ..... /	
Status on the labour market at the time of joining the project /Status osoby na rynku pracy w chwili przystąpienia do projektu	<ol style="list-style-type: none"> <li>Unemployed registered with the Employment Service /Osoba bezrobotna zarejestrowana w ewidencji UP</li> <li>Unemployed not registered with the Employment Service /Osoba bezrobotna niezarejestrowana w ewidencji UP</li> <li>Employee (please provide your place of employment: /Osoba pracująca (należy podać miejsce pracy): .....)</li> <li>Economically inactive /Osoba bierna zawodowo including: student /w tym: student</li> </ol>
Member of a national or ethnic minority, migrant, non-native national /Osoba należąca do mniejszości narodowej lub etnicznej, migrant, osoba obcego pochodzenia	<input checked="" type="checkbox"/> Yes /Tak <input checked="" type="checkbox"/> No /Nie <input checked="" type="checkbox"/> I refuse to provide this information/ Odmowa podania informacji
Homeless person or person affected by housing exclusion/ Osoba bezdomna lub dotknięta wykluczeniem z dostępu do mieszkań	<input checked="" type="checkbox"/> Yes /Tak <input checked="" type="checkbox"/> No /Nie



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Person with disabilities /Osoba z niepełnosprawnościami	<input checked="" type="checkbox"/> Yes /Tak <input checked="" type="checkbox"/> No /Nie <input checked="" type="checkbox"/> I refuse to provide this information/ Odmowa podania informacji
Another socially disadvantaged person; other than listed above /Osoba żyjąca w innej niekorzystnej sytuacji społecznej; inne niż wymienione powyżej	<input checked="" type="checkbox"/> Yes /Tak <input checked="" type="checkbox"/> No /Nie <input checked="" type="checkbox"/> I refuse to provide this information/ Odmowa podania informacji

.....

Date and place /Data i miejsce

.....

Legible signature of the Student /Czytelny podpis studenta