



Appendix to  
the Ordinance of Rector No. ....  
of .....

## Rules

of Implementation at the Hugo Kołłątaj University of Agriculture in Kraków (Uniwersytet Rolniczy im. Hugona Kołłątaja w Krakowie) of the project named:

“Traineeships and Internships – Your Career Starts at the University” (Staże i praktyki – Twoja kariera zaczyna się już na Uczelni)

implemented as part of Priority 4 “Higher Education and science”

Measure 4.1 “Strengthening and development of didactic potential of universities, and increasing the number of graduates from faculties of key importance for knowledge-based economy”  
Sub-measure 4.1.1 “Strengthening and development of didactic potential of universities”

Human Capital Operational Programme

Project co-financed by the European Union  
from the European Social Fund



## CHAPTER I

### Article 1

#### General Provisions

These Rules set forth the rules of recruiting participants of the project named “*Traineeships and Internships – Your Career Starts at the University*” and the rules of providing assistance in accordance with the approved application for co-financing.

### Article 2

#### Definitions

For the purposes of these Rules, the following words and expressions shall have the following meaning:

1. **Project** – the project named “*Traineeships and Internships – Your Career Starts at the University*” implemented at the Hugo Kollataj University of Agriculture in Kraków as part of the Human Capital Operational Programme, co-financed from the European Social Fund, during the period from 1 April 2014 to 30 June 2015.
  2. **Forms of Assistance:** assistance for full-time students of the following majors: Biology, Renewable Energy Sources and Waste Management, Agricultural and Forestry Technologies, Management and Production Engineering, Water Engineering and Management, Land Surveying and Cartography, Technology and Human Nutrition, Dietetics, Commodities Science, and Biotechnology in the form of:
    - national and international traineeships,
    - student internships,
    - soft skills training.
  3. **Project Implementer** – the Hugo Kollataj University of Agriculture in Kraków (Uniwersytet Rolniczy im. Hugona Kollataja w Krakowie).
  4. **Project Participant (PP)** – student of the University of Agriculture from:
    - the Faculty of Animal Sciences, major: Biology;
    - The Faculty of Production and Power Engineering, majors: Renewable Energy Sources and Waste Management, Agricultural and Forestry Technologies, Management and Production Engineering;
    - the Faculty of Environmental Engineering and Land Surveying, majors: Water Engineering and Management, Land Surveying and Cartography;
    - the Faculty of Food Technology, majors: Technology and Human Nutrition, Dietetics, Commodities Science; and
    - the common studies, major: Biotechnology qualified for participation in the Project.
-



5. **Company** – domestic or foreign enterprise which accepts the student for Traineeship/Internship with a profile connected with the major of studies.
  6. **Internship** – unpaid acquisition by the participant of practical skills required for performance of work by way of performing tasks at the company without entering into an employment relationship for 30 days (50 hours per month).
  7. **Traineeship** – paid acquisition by the participant of practical skills required for performance of work by way of performing tasks at the company without entering into an employment relationship for a continuous period of three months (160 hours per month).
  8. **Trainee** – Project Participant qualified for the Traineeship at a domestic or foreign company.
  9. **Intern** – Project Participant qualified for the Internship at a domestic company.
  10. **Traineeship/Internship Contract** – document entered into by and among the University of Agriculture, the Trainee and the Company which sets forth the detailed terms and conditions of Traineeship/Internship, rights and obligations of the parties, place of Traineeship/Internship, the amount of Trainee Scholarship and remuneration of the Traineeship/Internship Supervisor.
  11. **Traineeship Scholarship** – scholarship paid for performance of tasks and duties at the place of Traineeship as specified in the Traineeship Contract.
  12. **Traineeship/Internship Supervisor** – person delegated by the Company to supervise the Traineeship/Internship.
  13. **Soft Skills Workshops** – acquisition of soft skills by the student by way of participating in workshops organised by the Career Office as part of the measure “Development of the University of Agriculture Career Office Activity”
  14. **Project Office** – registered office of the Project named “*Traineeships and Internships – Your Career Starts at the University*”(Stażę i praktyki – Twoja kariera zaczyna się już na Uczelni) – Hugo Kollątaj University of Agriculture in Kraków (Uniwersytet Rolniczy im. Hugona Kollątaja w Krakowie), al. Mickiewicza 21, 31–120 Kraków (room No. 5 and 6), tel. 12/662 43 25, 12/662 42 53.
  15. **Project Manager** – person coordinating the Project activities, responsible for implementation of the Project tasks.
  16. **Traineeship and Internship Coordinator** – a person responsible for national and international Traineeships and student Internships.
  17. **Finance Specialist** – person responsible for spending the funds intended for implementation of the Project and for preparation of financial documentation of the Project.
  18. **Recruitment Committee** – also called the Project management team. The Recruitment Committee is composed of: the Project Manager, the Traineeship and Internship Coordinator, the Finance Specialist and one representative from each of the following Faculties: the Faculty of Animal Sciences, the Faculty of Production and Power
-



---

Engineering, the Faculty of Environmental Engineering and Land Surveying, the Faculty of Food Technology, and the Interfaculty Unit of Biotechnology.

## CHAPTER II RECRUITMENT OF PROJECT PARTICIPANTS

### Article 1 General Provisions

1. Criteria for eligibility for participation in the Project: full-time students in the academic year 2013/2014 from the following Faculties:
    - the Faculty of Production and Power Engineering: 80 PPs, majors: Renewable Energy Sources and Waste Management, Agricultural and Forestry Technologies, Management and Production Engineering;
    - the Faculty of Animal Sciences: 12 PPs, major: Biology;
    - the Interfaculty Unit of Biotechnology: 19 PPs;
    - the Faculty of Environmental Engineering and Land Surveying: 75 PPs, major: Water Engineering and Management, Land Surveying and Cartography;
    - the Faculty of Food Technology: 168 PPs, major: Technology and Human Nutrition, Dietetics, Commodities Science.
  2. At the first stage, the students shall declare their interest in participation in the Project by putting their names on a list of interested persons.
  3. The lists of interested persons shall be drawn up for each major taking part in the Project.
  4. Upon signing in the list of interested persons, the following documents shall be filed:
    - a. Project Participant's Application Form – the template is appended to these Rules as Appendix No. 1,
    - b. Declaration of Participation in the Project – the template is appended to these Rules as Appendix No. 2,
    - c. Project Participant's Declaration – the template is appended to these Rules as Appendix No. 3.
  5. The applications for participation in the Project shall be verified according to the following criteria:
    - the student shall not have any outstanding obligations towards the University of Agriculture arising out of the rules of study,
    - the student shall have received credit for the semester preceding participation in the Project within the time limit specified in the rules of study.
  6. Participants shall be qualified for the Project based on a formal and substantive assessment.
-

7. Formal assessment shall consist in assessing the correctness of completion and filing of the application form and student's declaration. Formal assessment shall be made after the documents are filed.
8. Recruitment for each Form of Assistance shall be conducted separately.
9. In the event that a particular Form of Assistance enjoys wider attention, reserve lists shall be created.
10. The following persons and bodies shall be responsible for recruitment for particular Forms of Assistance:
  - measure 1: National and international Traineeships and measure 2: Student Internships – the Traineeship and Internship Coordinator and the Recruitment Committee,
  - measure 3: Development of the Career Office – an employee of the Career Office and the Recruitment Committee.
11. The decision of the Recruitment Committee approving the list of persons qualified for a particular Form of Assistance may be appealed against to the Director of the Technology Transfer Centre within 7 business days from the date of publication on the Project website of the list of qualified persons.
12. The lists of Project Participants qualified for particular Forms of Assistance and current information shall be available at the Project website.

## **Article 2**

### **Rights and Duties of the Project Participant**

1. The Project Participant shall have the right to participate in the proposed Forms of Assistance. Each Project Participant may participate in only one type of Traineeship – national or international – or Internship.
2. The Project Participant shall:
  - a. participate in a national Traineeship, international Traineeship or Internship,
  - b. participate in 2 types of workshops,
  - c. regularly, punctually and actively participate in the proposed workshops,
  - d. each time confirm his or her attendance at the Traineeship, Internship or workshops by signing the attendance list,
  - e. make available personal data required for implementation of the Project and for preparing reports in the form appended hereto as Appendix No. 4 after completion of the Traineeship or Internship,
  - f. cooperate with the Project Manager and the Traineeship and Internship Coordinator in respect of any actions undertaken for Project monitoring and evaluation purposes,
  - g. participate in evaluation research, including surveys on the level of knowledge and skills acquired during the Traineeship or Internship and on organisational aspects of the Project, as requested by the Project Manager,



- h. notify the Traineeship and Internship Coordinator of any changes of personal data provided in recruitment documentation within 7 business days from such changes,
    - i. provide the data required for filling in the PEFS (Subsystem of ESF monitoring within the National Information System) questionnaire.
3. The Project Participant may be removed from the list of Project Participants in the following cases:
  - a. unexcused absence from the Traineeship, Internship or workshops,
  - b. presence at the Traineeship, Internship or workshops under the influence of narcotic drugs, alcohol or substances having similar effect,
  - c. resignation from the Project.
4. The decision on whether to remove the Project Participant from the list of Project Participants shall be made by the Recruitment Committee at the request of the Project Manager.
5. If the Project Participant resigns from participation in the Project, he or she shall not participate in the Project again.
6. Any student who participates in a national or international Traineeship or Internship shall not use the same Form of Assistance, including the Traineeship Scholarship, in several projects implemented as part of the Human Capital Operational Programme, Sub-measures 4.1.2, 4.1.1, on the sanction of return of funds.

### CHAPTER III

**NATIONAL AND INTERNATIONAL TRAINEESHIPS, INTERNSHIPS AND WORKSHOPS FOR STUDENTS of the following majors:** Renewable Energy Sources and Waste Management, Agricultural and Forestry Technologies, Management and Production Engineering, Biology, Interfaculty Unit of Biotechnology, Water Engineering and Management, Land Surveying and Cartography, Technology and Human Nutrition, Dietetics, Commodities Science.

#### Article 1 General Provisions

1. The programme is addressed to Project Participants who in the academic year 2013/2014 are full-time students of majors listed in Chapter 1 Article 2(4).
  2. The programme is composed of three measures: Measure 1: National and international Traineeships, Measure 2: Student Internships, and Measure 3: Development of the University of Agriculture Career Office Activity.
  3. The Traineeship and Internship Coordinator shall be responsible for implementation of Measures 1 and 2.
  4. The University of Agriculture Career Office shall be responsible for implementation of Measure 3.
-



## Article 2 Rights and Duties of the Trainee

1. The Trainee shall:
    - a. develop, together with the Traineeship Host, an Individual Traineeship Syllabus compliant with educational effects, specifying the working hours and the scope of duties,
    - b. comply with the working time arrangements made by the Traineeship Host,
    - c. perform the tasks covered by the Traineeship Syllabus with all due care and diligence and comply with instructions given by the Traineeship Supervisor or other employees indicated by the Traineeship Supervisor, unless they are contrary to the law,
    - d. comply with any rules and provisions applicable to employees employed by the Traineeship Host, in particular the workplace rules, trade secrets, occupational health and safety and fire safety rules and provisions,
    - e. prepare a final report on the Traineeship including information about performed tasks and obtained qualifications or occupational skills, and submit it to the Traineeship and Internship Coordinator within 7 days from the date of completion of the Traineeship.
  2. After the Trainee is qualified for participation in the Traineeship but before the Traineeship commences, the Trainee shall file the following documents with the Project Office:
    - a. a counterpart of the tripartite contract signed by the Trainee and the Company,
    - b. ZUS ZUA declaration,
    - c. declaration for the purpose of determination of the social and health insurance obligation,
    - d. declaration of exemption from the health insurance obligation,
    - e. declaration of no scholarship from the European Union Funds.
  3. The Trainee shall have the right to:
    - a. cooperate with the Traineeship Supervisor,
    - b. cooperation and assistance from the Project Implementer, including the Traineeship and Internship Coordinator,
  4. The Trainee may be deprived of the opportunity to continue with the Traineeship in the case of:
    - a. unexcused absence from work for more than one working day,
    - b. coming to work under the influence of alcohol, narcotic drugs, psychotropic substances, etc.
    - c. breach of fundamental employee duties specified in the Company's workplace rules,
    - d. other circumstances specified in the Traineeship Contract.
  5. In the event that the Trainee is deprived of the opportunity to continue with the Traineeship by the fault of the Trainee, the Project Implementer shall cease to pay the Traineeship Scholarship. The Trainee shall pay the Project Implementer damages in the amount of co-financing lost by the Project Implementer.
-



### **Article 3**

#### **Rights and Duties of the Company**

1. The Company interested in participation in the Project shall file a written declaration in the form of a letter of intent.
2. The Company which participates in the Project shall ensure that the Trainees have proper conditions for Project implementation.
3. The Company shall:
  - a. appoint a Traineeship Supervisor,
  - b. develop, together with the Trainee, an Individual Traineeship Syllabus compliant with educational effects, specifying the working hours, the scope of duties, and the direct Traineeship Supervisor,
  - c. prepare a workplace and working station for the Trainee,
  - d. introduce the Trainee to any rules and provisions applicable to the Company, in particular the workplace rules, trade secrets, occupational health and safety and fire safety rules and provisions,
  - e. immediately notify the Traineeship and Internship Coordinator of any irregularities related to the Traineeship arising by the fault of the Trainee or the Traineeship Host,
  - f. make, together with the Traineeship and Internship Coordinator and the Traineeship Supervisor, the Traineeship assessment,
  - g. issue a certificate of completion of the Traineeship not later than within 7 days from the date of completion of the Traineeship,
  - h. issue a letter of reference not later than within 7 days from the date of completion of the Traineeship.

### **Article 4**

#### **Duties of Traineeship Supervisors**

The Traineeship Supervisors shall:

- a. develop and complete documents confirming proper implementation of the Traineeship Syllabus,
- b. supervise implementation of the Traineeship Syllabus and the Traineeship quality control,
- c. prepare certificates of completion of the Traineeship,
- d. prepare a letter of reference about the Traineeship.

### **Article 5**

#### **NATIONAL TRAINEESHIPS**

---





1. The Project Implementer shall create a data base of Companies interested in participation in the Programme, which shall be published at the Project website. Each Company shall provide the Project Implementer with information about the number of Trainees it may host and about the qualification required of them. A Company interested in participation in a national Traineeship shall be related to one of the following majors: Renewable Energy Sources and Waste Management, Agricultural and Forestry Technologies, Management and Production Engineering, Biology, Interfaculty Unit of Biotechnology, Water Engineering and Management, Land Surveying and Cartography, Technology and Human Nutrition, Dietetics, Commodities Science.
  2. The programme shall be implemented during the period from 2 June 2014 to 30 September 2014.
  3. Duration of the Traineeship for one Trainee shall be 3 consecutive months. The Trainee's working time shall be 160 hours / 1 month.
    - The number of students taking part in the Traineeship programme shall be as follows: Renewable Energy Sources and Waste Management – 15 PPs,
    - Agricultural and Forestry Technologies – 22 PPs,
    - Management and Production Engineering – 16 PPs,
    - Biology – 9 PPs,
    - Biotechnology – 12 PPs,
    - Water Engineering and Management – 17 PPs,
    - Land Surveying and Cartography – 49 PPs,
    - Technology and Human Nutrition – 91 PPs,
    - Dietetics – 10 PPs,
    - Commodities Science – 5 PPs.
  4. For work performed during the Traineeship, the Trainees shall receive the Traineeship Scholarship in the gross amount of PLN 13.75/h. This amount shall constitute a basis for calculation of social and health insurance contributions and other public-law charges, if the applicable provisions so require.
  5. The payment shall be made in arrears, on a one-off basis, for each month of the Traineeship by way of bank transfer to the bank account indicated by the Trainee upon submission of any and all documents required for settling the Traineeship (attendance list, final report).
  6. In the event of that the Intermediate Body for Priority 4 delays with provision of funds for implementation of the Project to the University of Agriculture, the University shall have the right to suspend payment of the Traineeship Scholarship until the next co-financing tranche is provided. Furthermore, the University shall make any outstanding payments without statutory interest for late payment.
-



---

## Article 6 INTERNATIONAL TRAINEESHIPS

1. The Project Implementer shall create a data base of foreign Companies interested in participation in the Programme.
  2. A Company interested in participation in an international Traineeship shall be related to one of the following majors: Renewable Energy Sources and Waste Management, Biotechnology, Biology, Water Engineering and Management, Land Surveying and Cartography, Technology and Human Nutrition, Dietetics, Commodities Science.
  3. International Traineeships shall be implemented during the period from 2 June 2014 to 30 September 2014.
  4. Duration of the Traineeship for one Trainee shall be 3 consecutive months. The Trainee's working time shall be 160 hours / 1 month.
  5. The number of students taking part in the international Traineeship programme shall be as follows:
    - Renewable Energy Sources and Waste Management – 10 PPs,
    - Biology – 1 PP,
    - Biotechnology – 2 PPs,
    - Water Engineering and Management – 1 PP,
    - Land Surveying and Cartography – 1 PP,
    - Technology and Human Nutrition – 3 PPs,
    - Dietetics – 1 PP,
    - Commodities Science – 1 PP.
  6. For work performed during the Traineeship, the Trainees shall receive the Traineeship Scholarship composed of:
    - a) scholarship in the gross amount of PLN 13.75/h. This amount shall constitute a basis for calculation of social and health insurance contributions and other public-law charges, if the applicable provisions so require,and
    - b) lump-sum payment in the gross amount of PLN 2,800.00 – Slovakia, Germany or PLN 4,800.00 – Norway. This amount shall constitute a basis for calculation of tax, if the applicable provisions so require.
  7. The scholarship shall be paid as follows:
    - month 1 and month 2 – payment within 7 business days from submission by e-mail of the attendance list to the Project Office;
    - month 3 – payment upon the Trainee's return and presentation of original documents for settlement of the international Traineeship within 7 business days from the date of completion of the Traineeship.
  8. The lump-sum payment shall be made each time within 7 business days from the beginning of the subsequent month of the Traineeship. In the event that the Intermediate Body for Priority 4 delays with provision of funds for implementation of the Project to
-



the University of Agriculture, the University shall have the right to suspend payment of the Traineeship Scholarship until the next co-financing tranche is provided. Furthermore, the University shall make any outstanding payments without statutory interest for late payment.

## **Article 7**

### **STUDENT INTERNSHIP**

1. The Internship programme shall be implemented during the period from 1 January 2015 to 30 June 2015.
2. Duration of the Internship for one Intern shall be 4 weeks.
3. The Internships are addressed to students from:
  - the Faculty of Production and Power Engineering: 17 PPs, majors: Renewable Energy Sources and Waste Management, Agricultural and Forestry Technologies, Management and Production Engineering;
  - the Faculty of Animal Sciences: 2 PPs, major: Biology;
  - the Faculty of Environmental Engineering and Land Surveying: 7 PPs, major: Water Engineering and Management, Land Surveying and Cartography;
  - the Faculty of Food Technology: 55 PPs, major: Technology and Human Nutrition, Dietetics, Commodities Science;
  - and 5 PPs, major: Biotechnology.
4. The Internship Syllabus: the subject matter shall be related to educational effects of a particular major.
5. The Traineeship and Internship Coordinator shall be responsible for implementation of the Internships.

## **Article 8**

### **Applications for participation in national and international Traineeships and student Internships**

1. The criteria for qualifying students for a national or international Traineeship or for a Internship shall be as follows:
    - the student shall not have any outstanding obligations towards the University of Agriculture arising out of the rules of study (current list of students of a particular major),
    - the student shall have received credit for the semester preceding participation in the Project within the time limit specified in the rules of study,
    - average grade for the semester preceding the application,
    - involvement in scientific and organisational activity (certificate),
-

- 
- women shall be given preference due to the problem of discrimination on the labour market,
  - the first come first served rule shall apply,
  - interview (at the Company's request).
2. Points shall be awarded for the average grade for the semester preceding the current semester as follows:
    - average grade: 5.0 – 4.75 – 10 points,
    - average grade: 4.74 – 4.50 – 9 points,
    - average grade: 4.49 – 4.25 – 8 points,
    - average grade: 4.24 – 4.00 – 7 points,
    - average grade: 3.99 – 3.75 – 6 points,
    - average grade: 3.74 – 3.50 – 5 points,
    - average grade: 3.49 – 3.25 – 4 points,
    - average grade: 3.24 – 3.00 – 3 points,
    - average grade: 2.99 – 2.75 – 2 points,
    - average grade below 2.75 – 1 point.
  3. Involvement in scientific and organisational activity – 1 point.
  4. If more than 1 student score the same number of points, the first come first served rule shall apply.
  5. In the case of international Traineeship, command of foreign languages, English or German, at B2 level shall be required - 2 points.
  6. In the case of international Traineeship, the Trainee shall be provided with insurance.

## **CHAPTER IV**

### **Workshops**

#### **Article 1**

#### **General Provisions**

1. As part of workshops the following soft skills training has been planned:
    - Effective communication at work – 10 training groups, 8 hours each,
    - Self-presentation – 10 training groups, 8 hours each,
    - Professional CV and cover letter – 10 training groups, 8 hours each,
    - Time management – 10 training groups, 8 hours each.
  2. The training shall be provided by Career Office employees and external practitioners.
  3. The training shall take place during the period from September 2014 to June 2015.
  4. Career Office employees shall be responsible for organisation of the training.
-



---

## Article 2

### Recruitment Criteria

1. Out of four types of training, students provided with assistance as part of the Project shall be obliged to choose 2 types of training.
2. Recruitment shall be conducted prior to commencement of activities based on a declaration concerning the selection of 2 types of training. Lists of persons qualified for particular types of training shall be created.
3. Declarations shall be filed with the Project Office.

## Article 3

1. These Rules may be amended from time to time.
  2. If any amendments are made to the recruitment rules, the parties concerned shall be notified of this fact.
-



---

## Appendices:

- Appendix No. 1 – Candidate’s Application Form
  - Appendix No. 2 – Declaration of Participation in the Project
  - Appendix No. 3 – Declaration
  - Appendix No. 4 – Letter of Intent
  - Appendix No. 5 – Application for Participation in Traineeship/Internship
  - Appendix No. 6 – Traineeship Syllabus
  - Appendix No. 7 – Traineeship/Internship Report
  - Appendix No. 8 – Attendance List
-