



**REGULATIONS OF PARTICIPATION  
OF A STUDENT/ GRADUATE  
in the “Internationalization of Computer Studies at the Humanitas University” project  
No. FESL.10.25-IZ.01-074G/23**

implemented by the Humanitas University  
as part of the European Funds for Silesia 2021-2027 Programme  
(Just Transition Fund)

Priority: FESL.10.00-European Funds for Transition

Action: FESL.10.25 - Development of higher education in line with the needs of the green economy

**§ 1**

**General provisions**

1. The regulations for the participation of students/graduates in the project specify:
  - a) the principles of participation of students and graduates in the project no. FESL.10.25-IZ.01-074G/23 “Internationalization of Computer Studies at the Humanitas University”
  - b) the conditions of organization and forms of support provided for the participants of the Project, i.e. students and graduates,
  - c) the procedures that will be applied in the Project in relation to its participants.

**§ 2**

**Definitions**

1. The terms used in the regulations mean:
  - a) **Project** – project no. FESL.10.25-IZ.01-074G/23 “Internationalization of Computer Studies at the Humanitas University”, implemented under the co-financing agreement concluded between the Silesian Voivodeship represented by the Executive Board of the Silesian Voivodeship and the Humanitas University;
  - b) **Beneficiary/ Organizer** – the Humanitas University with its registered office in Sosnowiec (41-200), ul. Kilińskiego 43;
  - c) **Project implementation location** – the project implementation location will be the location specified for a given form of support located in the cities of Sosnowiec, Gliwice, Katowice and Tychy;
  - d) **Project implementation period** – the project will be implemented during the period indicated in the application for co-financing;
  - e) **Project Office** – an organizational unit of the Organizer established for the purpose of managing and servicing the Project and contacting and cooperating with the Project participants. The project office is located at the university headquarters in Sosnowiec, ul. Jana Kilińskiego 43, room 205, and is available to people interested in the project on working days from 8:00 a.m. to 3:00 p.m.



- f) **Project funding agreement** – an agreement concluded between the Executive Board and the Beneficiary, specifying the principles of implementation and financing of the project under the European Funds for Silesia 2021-2027 Programme;
- g) **Application for project funding** – application for project funding no. FESL.10.25-IZ.01-074G/23, in the event of changes to the application, the application for project funding shall be understood as the current version of the application with changes;
- h) **Managing Authority of the European Funds for Silesia 2021-2027 Programme** - Silesian Voivodeship represented by the Executive Board of the Silesian Voivodeship with its registered office in Katowice (40-037), ul. Dąbrowskiego 2;
- i) **Project website** –  
[https://www.humanitas.edu.pl/Umiedzynarodowienie\\_Informatyki\\_w\\_Akademii\\_Humanitas](https://www.humanitas.edu.pl/Umiedzynarodowienie_Informatyki_w_Akademii_Humanitas)
- j) **Recruitment Committee** – a team of persons appointed by the Organizer who verify recruitment documents, issue recruitment decisions, approve the lists of project Participants and the reserve lists of Candidates;
- k) **Candidate** – a person applying to participate in the project;
- l) **Project Participant** – a person qualified to participate in a given form of support implemented as part of the Project, who has been granted the status of Participant;
- m) **Student** – a person studying at first or second cycle studies or a single-cycle master's studies;
- n) **Graduate** – a person who has completed studies and received a diploma of completion of studies in a specific field and profile confirming higher education and a professional title – within 12 months of completing education;
- o) **Hour** – a teaching hour lasting 45 minutes;
- p) **Person with a disability** – a person with a disability within the meaning of the guidelines of the minister responsible for regional development regarding the implementation of equality principles within the framework of EU funds for the years 2021-2027, i.e.:
- a disabled person within the meaning of the Act of 27 August 1997 on vocational and social rehabilitation and employment of disabled persons (Journal of Laws 1997 No. 123 item 776, as amended),
  - a person with mental disorders within the meaning of the Act of 19 August 1994 on the protection of mental health (Journal of Laws 1994 No. 111 item 535, as amended)
  - a student or a preschool child with a decision on the need for special education issued due to a given type of disability or children and adolescents with decisions on the need for rehabilitation and educational activities issued due to profound intellectual disability by an adjudicating team operating in a public psychological and pedagogical counselling center, including specialist clinics;
- q) **Person of Ukrainian origin** – a person whose ancestors or one of their parents come from Ukraine or have Ukrainian roots.
- r) **Mining subregion** – regions of the Silesian Voivodeship indicated in the Territorial Plan of Just Transition of the Silesian Voivodeship, i.e. the subregions of Katowice, Bytom, Sosnowiec, Gliwice, Tychy, Rybnik, Bielsko-Biała. <https://transformacja.slaskie.pl/content/terytorialny-plan-sprawiedliwej-transformacji>



s) **Form of Support** – a type of support provided to participants,

### § 3

#### **Costs of participating in the project**

1. The project is co-financed by the European Union from the European Funds for Silesia 2021-2027 Programme (Just Transition Fund), Priority: FESL.10.00-European Funds for Transition, Action FESL.10.25 Development of higher education in line with the needs of the green economy.
2. The participant of the project does not pay any fees for participation in the Forms of Support provided for the participants in the project, however, in the event of interruption of participation in the project due to the participant's fault, he/she is liable for any damage incurred by the Organizer in connection with his/her failure to complete participation in the Project.
3. Discontinuation of participation in the project due to the participant's fault is considered to be resignation or removal of the participant from participation in the project in violation of the provisions of § 11, as well as removal of the participant from the list of project participants for other reasons attributable to the participant and attributable to him/her.

### § 4

#### **Project objective and programmatic and organizational provisions**

1. The aim of the project is to develop education at the Humanitas University in line with the needs of the digital and green economy, by:
  - a) supporting the Career Office at the Humanitas University;
  - b) increasing the attractiveness of the Humanitas University by organizing internships for students studying Computer Studies in Ukrainian or English at the Humanitas University;
  - c) supporting secondary school students by the Humanitas University by conducting workshops in a foreign language (English or Ukrainian) to increase digital and green competences;
  - d) retrofitting the Career Office at the Humanitas University.
2. Activities supporting students of the Humanitas University will be implemented within the framework of:
  - a) supporting students/graduates of the Humanitas University by the Career Office of the Humanitas University by providing advisory support in English and Ukrainian;
  - b) increasing the attractiveness of the Humanitas University by organizing internships for students studying Computer Studies in Ukrainian or English at the Humanitas University.
3. The project provides for support for at least 80 students/graduates of the Humanitas University. The organizer allows for the possibility of increasing the number of persons covered by support depending on the logistical and financial possibilities of the Project.
4. The project is implemented with respect for the principle of equal opportunities and non-discrimination, including ensuring accessibility for people with disabilities.



The recruitment process will be conducted taking into account equal opportunities for women and men and in accordance with other EU policies and principles.

The project also aims to counteract equality barriers related to stereotypical shaping of girls to predisposed roles and professions, it will promote women's education and work in engineering fields and non-stereotypical industries.

5. The project is being implemented in the period from 01.03.2024 to 30.06.2026.

## § 5

### Forms of support for students/graduates

1. The following forms of support are planned within the Project:

- a) consultations with a career advisor in the scope of individual counseling for students/graduates of the Humanitas University,
- b) career coaching and mentoring for students of the Humanitas University,
- c) internships for students of Computer Studies taught in foreign languages (Ukrainian and English) at the Humanitas University.

2. **Consultations with a career advisor** will be organized at the main location of the Humanitas University in Sosnowiec or in its off-campus center in Gliwice, in accordance with the following objectives:

- a) The purpose of consultations with a career advisor is to offer individual career counseling, including consultations on application documents, preparation for a job interview, consultations on the choice of field and specialization based on labor market research, graduates' futures, and counseling on setting up a company;
- b) Consultations with a career advisor will be conducted continuously throughout the entire period of project implementation;
- c) Planned number of participants covered by support: minimum 80 persons.
- d) Average consultation time for 1 person:
  - 2 hours (basic variant with discussion of the test),
  - 5 hours – extended variant (according to the needs of the student, e.g. starting a company, preparing for a job interview).

In justified cases, this time can be extended to 7 teaching hours.

e) Support will be provided in the form of several face-to-face meetings and/or online consultations.

f) Support from a career advisor is planned for foreign students studying at the Humanitas University in Ukrainian or English, as well as for Polish students who want to participate in counseling in a foreign language (e.g. a job interview simulation in English). Graduates of the Humanitas University can also benefit from the advisor's support.

g) Consultations with an advisor will be offered, depending on the needs of the participant, in Ukrainian, English or Polish.

3. **Career coaching and mentoring** will be organized at the Humanitas University in Sosnowiec or in the off-campus center in Gliwice, in accordance with the following objectives:



- a) The purpose of coaching and mentoring is to support students in career planning based on examining predispositions and strengths (using tests) and areas for development, as well as monitoring progress in improving competences. Coaching and mentoring are also intended to support women in the area of managerial and leadership competences, especially if the diagnosis shows such potential in the student.
- b) Coaching and mentoring will be conducted continuously throughout the entire period of project implementation;
- c) Planned number of participants covered by support: minimum 80 persons.
- d) Average consultation time for 1 person: 5 hours.
- e) Support will be provided in the form of several face-to-face meetings and/or online consultations.
- f) Support is planned for foreign students studying at the Humanitas University in Ukrainian or English, as well as for Polish students who would like to participate in support in a foreign language.
- g) Consultations will be offered in Ukrainian, English or Polish depending on the needs of the participant

**4. Internships** will be organized in Sosnowiec, Gliwice, Katowice and Tychy, in a place indicated by the Organizer, in accordance with the following objectives:

- a) The aim of the internship is to gain professional experience on the Polish labor market in the study area. Internships are aimed at increasing the professional competences of students and making it easier to find their way on the Silesian labor market (enrichment of the Silesian labor market). In addition, the added value of the internships will be the learning of technical Polish in the field of ICT.
- b) The internships will be offered on an ongoing basis until September 30, 2025;
- c) Planned number of participants covered by support: minimum 20 persons.
- d) The internships are intended for students of Computer Studies at the Humanitas University taught in foreign languages (Ukrainian and English). A participant can take part in the internship only once.
- e) Internship duration: minimum 5 months, maximum 9 months (according to the needs of individual students), average 7 months.
- f) Internship duration each month: 2/3 of full-time employment.
- g) Internships will be carried out in IT companies, in companies from various industries with IT departments or in companies cooperating with the Eastern market with IT departments, where knowledge of foreign languages is preferred.
- h) Internships will be carried out in accordance with the Recommendation of the Council of the European Union of 10 March 2014 on the quality framework for internships and will meet the standards indicated in the Polish Quality Framework for Internships and Apprenticeships.
- i) Before starting the internship, the project participant is obliged to undergo occupational medicine tests, to which he/she is referred by the Project Organizer.
- j) The internship program will be developed individually for each project participant, taking into account their needs and potential and will include, among others, the content, objectives and scope of responsibilities.





- k) The person doing the internship is paid an internship stipend for the period of the internship in accordance with the minimum wage, i.e. **PLN 2,866.67** net for each full month of the internship.
- l) After the internship, each trainee is issued an opinion from the employer (with whom the person did the internship) and a certificate of completion of the internship is issued.
- m) Detailed regulations for the implementation of the internship, including the rights and obligations of the trainee, will be specified in a tripartite agreement concluded between the beneficiary, the intern/student and the employer accepting the internship.

## § 6

### Formal (qualification) criteria for joining the project

1. A participant in the Project may be a person who, by the recruitment deadline indicated on the project website, submits the Recruitment Form and meets the formal (qualification) criteria indicated in point 2.
2. A participant in the Project may be only a person who has:
  - a) in the case of career counseling - the status of a student of the Humanitas University or the status of a graduate of the Humanitas University (within 12 months of completing education);
  - b) in the case of career coaching and mentoring - the status of a student of the Humanitas University;
  - c) in the case of internships - the status of a student of the Humanitas University in the field of Computer Studies taught in a foreign language (Ukrainian or English).
3. The assessment of the qualification criteria will be carried out in accordance with the principle of meets/does not meet based on the declarations regarding the place of study submitted by the candidates in the Recruitment Form.

## § 7

### Scoring criteria – additional points

1. As part of the recruitment process, **scoring criteria (additional points)** have been defined. Additional points will be awarded to people who confirm that they meet the following criteria:

CRITERION	POINTS
A person with a disability	2
A person of Ukrainian origin	1
Sex - woman	1
A person who has not previously used career counseling or did internships	1

2. The evaluation of scoring criteria (additional points) will be made at the recruitment process stage based on the following documents:

- a) A person with a disability – submitting a copy of a document confirming the status of a disabled person indicated in art. 1 of the Act of 27 August 1997 on vocational and social



rehabilitation and employment of disabled persons (Journal of Laws 1997 No. 123 item 776 with subsequent amendments) or another equivalent document confirming disability in accordance with the definition specified in §2 item 1p);

b) A person of Ukrainian origin – a declaration of the candidate by indicating the appropriate field in the Recruitment Form;

c) Sex – female – a declaration of the candidate by indicating the appropriate field in the Recruitment Form;

d) A person who has not previously used career counselling or did internships – a declaration of the candidate by indicating the appropriate field in the Recruitment Form;

3. In order to obtain additional points for the scoring criteria, the Candidate is required to submit the documents listed in point 2 confirming fulfillment of the criteria.

4. Failure to submit documents confirming fulfillment of the additional points by the recruitment deadline will result in no additional points being awarded.

## **§8**

### **The recruitment process**

1. The recruitment of project participants is conducted by the Humanitas University in Sosnowiec.

2. Information on recruitment dates for individual forms of support, together with the limits of the number of persons who may be qualified to participate, will be posted on the project website.

3. Recruitment for each form of support will be conducted separately and will last at least 14 days.

4. Recruitment for participation in the forms of support will be conducted for all interested students/graduates who meet the formal criteria, subject to the provisions of § 5 points 2c; 3c; 4c.

5. Each person interested in participating in a given form of support is obliged to submit the documents indicated in §6 and §7, in particular the Recruitment Form, in accordance with the template constituting Annex No. 1 to these Regulations, within the deadline indicated on the project website.

6. Candidates are obliged to read these Regulations and accept their content by submitting a declaration in the Recruitment Form.

7. Recruitment documents must be submitted before the recruitment deadline for a given form of support, in one of the following ways:

a) in person at the Project Office at the Humanitas University in Sosnowiec, ul. Kilińskiego 43, room 205, between 8:00 a.m. and 3:00 p.m.,

b) by e-mail to the address: [projekt\\_uiah@humanitas.edu.pl](mailto:projekt_uiah@humanitas.edu.pl)



In the case of sending documents electronically, in order to secure the data, we recommend sending them together with any attachments in a zipped file protected with a password. The password to the file should be sent, for example, in a separate message.

8. The date of receipt of the application at the Humanitas University in Sosnowiec is decisive for its acceptance.
9. Documents submitted after the specified deadline will not be subject to verification.
10. Before the recruitment deadline, the Candidate has the right to withdraw/ correct/ supplement the recruitment documents. In such a situation, the date of receipt of the recruitment documents is considered to be the date of receipt of the corrected/ supplemented documents.
11. Candidates who have met the formal criteria will be placed on a ranking list in the order of the received score including additional points.
12. If several candidates receive the same score, priority will be given to: people with disabilities, people who have not previously used career counselling or did internships.
13. If the number of candidates exceeds the limit of places indicated for a given form of support, a reserve list will be created. Candidates from the reserve lists will be qualified for the project provided that there are vacancies for the selected form of support.
14. Persons taking part in the recruitment process will be informed individually about the recruitment result (qualification or inclusion on the reserve list).

## **§9**

### **Declaration of participation in the project**

1. A person qualified to participate in a specific form of support is required to provide the Organizer with the following before starting to participate in the first form of support:
  - a) Declaration of participation in the project prepared in accordance with the template constituting Annex No. 2 to these regulations.
  - b) Certificate from the university confirming the status of a student of the Humanitas University (in the case of referral to an internship it should include the field of study) or a diploma/certificate confirming completion of studies at the Humanitas University (applies to graduates).
2. In the event of qualifying to participate in subsequent forms of support as part of the project, there is no need to complete and submit the documents indicated in point 1 again, provided that the information contained therein has not changed.
3. Failure to submit the documents referred to in point 1 before starting to participate in the first form of support will result in the loss of the right to participate in the project and the status of a Project Participant.





## **§10**

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

1. The Project Participant is entitled to free use of the support offered within the Project on the terms specified in these Regulations.
2. The Project Participant is obliged to actively participate in the forms of support for which he/she has been qualified.
3. The Project Participant is obliged to confirm attendance in each form of support by signing the attendance list/service card.
4. The Project Participant is obliged to provide advisors, supervisors and employees of the Project Office with information on all events that may disrupt his/her further participation in the project on an ongoing basis.
5. The Project Participant is obliged to undergo monitoring and evaluation in the project, in particular to reliably complete all monitoring and evaluation documents provided by the Project Organizer (e.g. monitoring surveys) during participation in the Project and after its completion. This information is necessary for the Project Organizer to fulfill its reporting obligations on the implementation of the Project.
6. The Project Participant is also obliged to participate in evaluation studies conducted by external entities at the request of the Managing Authority of the European Funds for Silesia 2021-2027 Programme (i.e. the Silesian Voivodeship represented by the Executive Board of the Silesian Voivodeship).

## **§11**

### **Conditions of withdrawal and exclusion from participation in the project**

1. A person qualified to participate in the project has the right to withdraw from participation in it. Withdrawal from participation must be submitted in writing to the Project Office.
2. If a person qualified to participate in the project fails to fulfill the obligations specified in §10, it will result in his/her removal from the list of Project Participants.
3. The Project Participant does not bear the costs of participation in the project for which he/she has been qualified, provided that:
  - he/she is not removed/excluded from the list of Project Participants,
  - he/she withdraws from participation in a given form of support by providing a written statement and a justification, no later than 3 days before receiving support.
4. In the event of withdrawal from participation in the project (while receiving support) for unjustified reasons or removal from the list of persons participating in the Project caused by



failure to fulfill the provisions contained in these Regulations, the person taking part in the project may be charged with the costs incurred by the Beneficiary, related to his/her participation. The final decision regarding the reimbursement of incurred costs will be made individually by the person managing the project, based on the existing circumstances.

## **§12**

### **Final Provisions**

1. The Regulations enter into force on the date of their approval by the Organizer.
2. Any changes to these Regulations shall be made in writing.
3. The Organizer reserves the right to change these Regulations if it is necessary due to changes in applicable legal regulations, changes in the project funding agreement or in the project funding application, in the event of a written recommendation to introduce specific changes from the Managing Authority or other bodies or institutions authorized to control and evaluate the implementation of the project and if the changes prove necessary to achieve the objectives of the Project.
4. The final interpretation of the Regulations belongs to the Organizer based on the relevant documents contained on the website of the Ministry of Development and on the websites of the Managing Authority.
5. In matters not regulated in the regulations, the provisions of the Civil Code, provisions of the European Communities' law regarding structural funds and provisions of national law and principles relating to the European Funds for Silesia 2021-2027 Programme shall apply.

Sosnowiec, 18/07/2024.

Approved by: