

# **RULES AND REGULATIONS FOR PARTICIPATION IN THE SCHOLARSHIP PROGRAMME**

## ***“POLAND. BUSINESS ADVENTURE”***

### **DEFINITIONS**

For the purposes of these **Rules and Regulations**, the following terms shall have the meanings assigned thereto hereunder:

1. **Organizer** – Polish Investment and Trade Agency S.A.;
2. **Ministry** – Ministry of Foreign Affairs of the Republic of Poland;
3. **Scholarship Programme** – a programme addressed to Polish expatriates and persons of Polish origin aged 18–35 from the member states of the European Union, the EEA, the United Kingdom of Great Britain and Northern Ireland, the United States of America and Canada; the programme has been initiated by the Ministry and is implemented as part of the Polish Expatriates Policy Strategy;
4. **Commission** – a team appointed to recruit candidates for the Scholarship Programme, consisting of representatives of the Ministry and the Organizer;
5. **Scholarship Holder** – a person qualified by the Committee for the Scholarship Programme;
6. **Agreement** – an agreement specifying the terms and conditions of the Scholarship Programme, concluded between the Organizer and the Scholarship Holder;
7. **Scholarship** – financial support provided by the Organizer to the Scholarship Holder pursuant to the Agreement, aimed at covering the costs of living in Poland;
8. **Scholarship Holder’s Sponsor** – representative of the Organizer and/or the Ministry, supervising the Scholarship Holder’s stay in Poland and the implementation of the Programme;
9. **Internship** – a part of the Scholarship Programme; a period of up to 3 full calendar months, during which the Scholarship Holder performs tasks in the form and location indicated by the Programme Partner within the territory of Poland. The Scholarship Holder performs the Internship under the supervision of the Scholarship Holder’s Sponsor;
10. **Programme Partner** – a company selected by the Organizer in the recruitment process, offering an internship to the Scholarship Holder;
11. **Internship Coordinator** – a person appointed by the Programme Partner responsible for the organization and supervision of the Internship;
12. **Individual Internship Schedule** – a description of and deadline for the performance of tasks during the Internship by the Scholarship Holder for the benefit of the Programme Partner; established by the Internship Coordinator in consultation with the Scholarship Holder and communicated to the Scholarship Holder’s Sponsor.

### **COURSE OF THE PROGRAMME**

#### **§ 1**

1. The Scholarship Programme consists of four main components:
  - a. an internship with a Programme Partner of up to 40 hours per week;
  - b. a Gala/ceremonial meeting of Scholarship Holders with representatives of the Organizer and the Ministry;
  - c. cultural and educational programme, including Polish language improvement workshops with elements of Polish culture and history, as well as educational, tourist or integration trips;

- d. an introductory meeting and an evaluation meeting with the Scholarship Holder's Sponsor at a frequency suggested by the Organizer.
2. The deadlines for implementing individual components of the Programme shall be communicated to the Scholarship Holder by the Scholarship Holder's Sponsor.
3. The Internship venue shall be assigned to the Scholarship Holder based on CV, preferences indicated in the recruitment process and on the basis of the needs communicated by the Programme Partners.
4. In justified cases, in particular those related to force majeure, the Organizer reserves the right to change the formula, place and date of implementation of individual components of the Programme.
5. After completing the Internship and participation in the Scholarship Programme, the Organizer shall issue the Scholarship Holder a certificate of participation in the Programme.

## **SCHOLARSHIP AND COSTS OF PARTICIPATION IN THE PROGRAMME**

### **§ 2**

1. Each Scholarship Holder qualified to participate in the Scholarship Programme shall be awarded a Scholarship in the amount of PLN 7,000 (seven thousand zlotys) per month, paid in accordance with the terms of an agreement concluded individually.
2. The Scholarship Holder shall be required to have a PLN bank account. The organizer shall provide recommendations regarding banking institutions.
3. Should it transpire that the Scholarship Holder has discontinued the Scholarship Programme for any reason, the Organizer shall be entitled to suspend the payment of the Scholarship until the Scholarship Holder explains the reason for not implementing the Scholarship Programme.
4. In the event of the Scholarship Holder's culpable failure to implement the Scholarship Programme, the Organizer shall be entitled to seek repayment of the entire Scholarship from the Scholarship Holder by claiming a contractual penalty. The contractual penalty cannot exceed the amount of the Scholarship already paid.
5. PAIH undertakes to refund the Scholarship Holder's travel costs to and from Poland in accordance with the thresholds indicated below:
  - Europe: refund of up to PLN 2,000 for a return trip in economy class;
  - USA and Canada: refund up to PLN 6,000 for a return trip in economy class.
6. The Scholarship Holder shall provide the Organizer with a proof of travel costs to and from Poland, based on which the costs shall be reimbursed. Should the Scholarship Holder's travel costs to and from Poland exceed the travel cost threshold, the Scholarship Holder shall cover the remaining travel costs exceeding the threshold set by the Organizer with own funds. Should the Scholarship Holder not spend the whole amount up to the travel cost threshold specified by the Organizer, the unused amount shall be forfeited and shall not be added to the pool of funds awarded to the Scholarship Holder under the Scholarship.
7. The costs of accommodation and living in Poland for the duration of the Programme as well as the costs of logistic related to the participation in the cultural and educational programme (travel to the event venue, accommodation, entry tickets, etc.) and the Gala shall be covered by the Scholarship Holder with the funds of the Scholarship received.
8. For the duration of the stay in Poland under the Scholarship Programme, the Scholarship Holder undertakes to take out and maintain individual insurance, including i.a. basic health insurance and accident insurance.

## **REQUIREMENTS FOR COMPLETING THE PROGRAMME**

### **§ 3**

1. The Scholarship Holder shall be obliged to participate in all components of the Programme specified in § 1.
2. The Scholarship Holder shall be obliged to post information about his/her participation in the Scholarship Programme on social media as well as publish posts or reports from events organized as part of the Scholarship Programme.
3. A failure to participate in individual components of the Programme and abide by the provisions of these Rules and Regulations may result in the necessity to return all or part of the Scholarship.

## **PROGRAMME EVALUATION**

### **§ 4**

1. The Scholarship Holder shall be obliged to provide feedback after the completion of the Programme by completing an evaluation survey and holding a debriefing interview with a representative of the Organizer.
2. The Organizer reserves the right to contact the Scholarship Holder again within 3 years as of the end of the Scholarship Programme in order to learn about their further career path and thus verify the long-term results of the Scholarship Programme.

## **USE OF IMAGE**

### **§ 5**

1. Participation in the Programme shall be tantamount to granting consent:
  - a. for the participant's image to be used on websites and in electronic media, in all kinds of publications (including publications of the Organizer and Partners) and all other media and information distribution channels;
  - b. for photographic documentation to be prepared using any technique, including audiovisual recording (analogue and digital) on video media, computer disks and other digital media, on the network, including the Internet, and its digitisation for archival purposes.
2. The consents referred to in sec. 1 shall not give rise to any substantive consequences, either in terms of copyright and related rights or claims concerning personal rights towards the Programme Organizer.

## **FINAL PROVISIONS**

### **§ 6**

1. The Scholarship Holder declares that he/she has read the Rules and Regulations, accepts the provisions hereof in their entirety and undertakes to comply herewith. Submitting an application to participate in the Scholarship Programme shall be understood as acknowledging and accepting these Rules and Regulations.
2. The Organizer reserves the right to amend the Rules and Regulations. In such a case, the Scholarship Holder shall be informed about the amendments hereto.
3. The Scholarship Holder shall be entitled to resign from the participation in the Scholarship Programme (also during the Scholarship Programme) in the event of:

- a. occurrence of an illness or disease that prevents in the Scholarship Holder from continuing the Scholarship Programme; occurrence of an illness or disease should be confirmed with an appropriate medical certificate;
  - b. occurrence of unforeseen circumstances, such as a sudden serious injury or illness of a person closest to the Scholarship Holder or the death of such a person;
  - c. occurrence of sudden, unpredictable events that significantly hinder the implementation of the Scholarship Programme, in particular events such as war, martial law, epidemic, flood, fire, or earthquake.
4. Any and all disputable matters not regulated herein shall be resolved amicably, and in the event of a failure to reach an agreement, by a common court with jurisdiction over the Organizer's registered seat.
5. The Rules and Regulations are published on the official website of the Organizer and the Ministry.
6. In particularly justified cases, the Organizer reserves the right to change the assignment of the Scholarship Holder to the Programme Partner and the duration of the Programme. The Organizer undertakes to keep the Scholarship Holder informed of the abovementioned changes.