



AKADEMIA
LEONA KOŹMIŃSKIEGO

RULES OF CAREER DEVELOPMENT AND ALUMNI RELATIONS OFFICE

Section I

GENERAL PROVISIONS

§1

1. The **Rules** specify terms and conditions of participation in activities supplied by the Kozminski University Career Development and Alumni Relations Office (referred to as: the Office), particularly in professional advisory, trainings and psychometric tests.
2. The **Participant** is a person who has been subscribed for particular activity through special form or in any other way provided for the activity.
3. **Activities** of the Office cover the scope specified on the website www.kariera.kozminski.edu.pl.

Section II

PARTICIPATION IN PROFESSIONAL ADVISORY

§2

Charges for professional advisory

Participation in the professional advisory is **free of charge** for students and graduates of the Kozminski University.

§3

Filing of applications for professional advisory

1. Applications for professional advisory may be filed via a dedicated individual application form available on the website www.kariera.kozminski.edu.pl.





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2. Upon completion of application form, the advisor contacts the Participant by sending an e-mail to an e-mail address given by the Participant in the application form, to schedule a meeting.

§4

Rights and duties of the Participant of professional advisory

1. In case the Participant is more than 20 minutes late for the consultation, the advisor is entitled to decide that the consultation will not be held at a scheduled date. The Participant is entitled to reschedule the meeting taking into consideration other students' and graduates' awaiting for their consultations..
2. In case of failing to appear at a meeting without prior information, the Participant is entitled to re-schedule the meeting but is automatically entered in the list of students and graduates as the last one.

§5

Professional Advisory Participants personal data

1. According to the act of 29 August 1997 on the protection of personal data (consolidated text in the Journal of Laws of the Republic of Poland of 2016, item 922 as amended) and the act of 18 July 2002 on the electronic services (consolidated text in the Journal of Laws of the Republic of Poland of 2013, item 1422 as amended) the Participant gives the consent for processing of their personal data by the Office for the purpose of organizing and providing professional advisory.
2. According to the act of 29 August 1997 on the protection of personal data (consolidated text in the Journal of Laws of the Republic of Poland of 2016, item 922 as amended) and the act of 18 July 2002 on the electronic services (consolidated text in the Journal of Laws of the Republic of Poland of 2013, item 1422 as amended) the Participant gives the consent for processing of their personal data by the Office for the purpose of delivery of the marketing information by electronic means.
3. Personal data provided by the Participant are processed by the Career Development and Alumni Relation Office, for the purpose of performing tasks related to professional advisory, as well as for providing information as to the offers.
4. The Participant has the right to access the content of their personal data and to correct or update them.



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5. The Participant gives the consent for distributing among entities cooperating with the Office participant's CV delivered to the Office. The CV shall be sent upon the company's request in connection with a recruitment process conducted by the companies cooperating with the University or as part of the recommendation system consisting in the provision of outstanding students' and graduates' CVs to companies which correspond to their profiles (not necessarily in currently conducted recruitment processes). The company will be notified to advise each time it contacts the Participant of the source from which it has the CV.

Section III PARTICIPATION IN TRAININGS

§6

Rules on participation in training

1. **The Training** shall mean workshop, lecture, coaching, meeting with an employer or other event aimed to promote professional development organized by the Office.
2. The information on trainings and their descriptions are published in the Calendar of Meetings at the website www.kariera.kozminski.edu.pl.
3. The Office reserves the right to cancel a scheduled training for reasons beyond his control, such as an event bearing features of force majeure, an absence of the speaker, and in case the number of declared participants is lower than the minimum agreed with the speaker.

§7

Charges for participation in training

Participation in trainings is free for students and graduates of the Kozminski University, unless the description of the training on the website www.kariera.kozminski.edu.pl provides otherwise.

§8

Filing of application to closed trainings

1. Applications for participation to a closed training (where the number of participants is limited) shall be submitted by dedicated individual registration form, available each time with information on the training on the website www.kariera.kozminski.edu.pl.





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2. In case of trainings where the number of participants is limited, inclusion in the list is ruled by first-come-first-served basis.
3. The application by the registration form is not required in case of open trainings or events, e.g. Job and Internship Fairs at the Kozminski University.

§9

Resignation from participation in closed training

1. The Participant may resign from the closed training. The resignation must be submitted in the electronic form to the Office's e-mail address, available on the website www.kariera.kozminski.edu.pl.
2. The resignation shall be made at the latest 2 working days before the training date.
3. In case of the Participant absence on the training without prior resignation made in due time, a subsequent participation request from that Participant may be rejected.

§10

Certificates of participation in trainings

The Participant is entitled to receive a certificate attesting their participation in the training only in case the training requires individual registration and includes the delivery of substantive content. The Office and delivered it to the Participant e-mail address given in the individual registration form.

§11

Trainings Participants personal data

1. According to the act of 29 August 1997 on the protection of personal data (consolidated text in the Journal of Laws of the Republic of Poland of 2016, item 922 as amended) and the act of 18 July 2002 on the electronic services (consolidated text in the Journal of Laws of the Republic of Poland of 2013, item 1422 as amended) the Participant gives the consent for processing of their personal data by the Office's for the purpose of organizing and conducting trainings.
2. According to the act of 29 August 1997 on the protection of personal data (consolidated text in the Journal of Laws of the Republic of Poland of 2016, item 922 as amended) and the act of 18 July 2002 on the electronic services (consolidated text in the Journal of Laws of the Republic of Poland of 2013, item 1422 as amended) the Participant gives the consent for processing of their personal data by the Office for the purpose of delivery of the marketing information by electronic means.



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3. The personal data provided by the Participant will be processed for the purpose of performing tasks related to conducting trainings and of delivery of the marketing information by the Office.
4. The Participant has the right to access the content of their personal data and to correct or update them.
5. The Participant gives the consent for the free use of their image by the Kozminski University, seated in Warsaw 03-301, Jagiellonska Str. 59 , as well as by the entity cooperating by organization of training, for marketing purposes, by dissemination of photographs and video materials taken during the training (within the meaning of the act of 17 May 2006 on copyright and related rights, consolidated text in the Journal of Laws of the Republic of Poland of 2016, item 666, as amended).

Dection IV

PSYCHOMETRIC TESTS

§12

Conditions of test use and charger

Conditions of test use and rules of potential payment for the tests are described in the offer published on the website www.kariera.kozminski.edu.pl.

§13

Filing of application for the psychometric tests

1. Psychometric tests may be conducted as part of the professional advisory provided by the Office or as a separate service pursuant to information provided on the website www.kariera.kozminski.edu.pl.
2. A technical instruction of test use is available on the website www.kariera.kozminski.edu.pl or is provided by the professional advisor.

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www.kozminski.edu.pl



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Participant rights and obligation regarding the use of test

1. The psychometric test is conducted for the Participant's developmental/educational purposes.
2. The Participant is entitled to receive their test results and feedback (in oral or written form).
3. Test results of the test are confidential, only the Participant and test-specific certified advisor of the Office may access it. Information on certified advisors is available on the website www.kariera.kozminski.edu.pl.
4. Upon the Participant's request, their test results may be deleted from the database.
5. Anonymised test results may be provided to entities cooperating with the Office for recruitment purposes. In case the entity is interested in cooperation with a candidate the Office each time requests the Participant's consent for providing the Participant's personal data to the interested entity.
6. Test results with personal data for identification purposes are kept for two years. After that time they are kept in an anonymised form.

§15

Test Participants personal data

1. According to the act of 29 August 1997 on the protection of personal data (consolidated text in the Journal of Laws of the Republic of Poland of 2016, item 922 as amended) and the act of 18 July 2002 on the electronic services (consolidated text in the Journal of Laws of the Republic of Poland of 2013, item 1422 as amended) the Participant gives the consent for processing of their personal data by the Office for the purpose of preparing and conducting psychometric tests.
2. According to the act of 29 August 1997 on the protection of personal data (consolidated text in the Journal of Laws of the Republic of Poland of 2016, item 922 as amended) and the act of 18 July 2002 on the electronic services (consolidated text in the Journal of Laws of the Republic of Poland of 2013, item 1422 as amended) the Participant gives the consent for processing of their personal data by the Office for the purpose of delivery of the marketing information by electronic means.
3. Personal data provided by the Participant will be processed in order to perform tasks related to the psychometric test application and use, and to inform about offers by the Office.



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4. The Participant has the right to access the content of their personal data and to correct or update them.

Section V

FINAL PROVISIONS

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1. The Rules are available on the website www.kariera.kozminski.edu.pl.
2. The Organiser reserves the right to amend these Rules. The amendments will be regularly published on the website referred to above.