European Funds for Social Development | Republic of Poland | Co-funded by the European Union | NAWA

Regulations for recruitment and participation in the International Mentoring Program within the "Welcome to Poland" Project at AGH University of Krakow

Any reference in these regulations to:

1. **Programme** – is to be understood as the programme of the Polish National Agency for Academic Exchange titled "Welcome to Poland – 2025 edition" financed by the European Union under the European Funds for Social Development 2021–2027 (FERS) within the project "Support for higher education and research institutions in servicing foreign nationals and Poles going abroad" (project no. FERS.01.05.IP.08-0003/24).
2. **Project** – is to be understood as "Welcome to Poland – 2025 edition" project, with the reference number: BPI/WTP/2025/1/00031, implemented by AGH University of Krakow within the framework of the Programme.
3. **The University or AGH University** – is to be understood as AGH University of Krakow, which is the beneficiary of the project.
4. **Centre for International Affairs** - is to be understood as a unit of AGH University of Krakow, hereinafter referred to as CIA.
5. **Career Centre** - is to be understood as a unit of AGH University of Krakow.
6. **NAWA** – is to be understood as the Polish National Agency for Academic Exchange, operating under the Act of July 7, 2017, on the Polish National Agency for Academic Exchange (Journal of Laws, 2023, item 843, as amended).
7. **Mentor** – is to be understood as the person experienced and trusted advisor, guide and authority in a particular field. They share their knowledge and practical experience with a less experienced person (known as a mentee), supporting their personal or professional development.
8. **International alumnus** – a foreigner who has completed at least one semester of study at AGH University as part of a scholarship or academic exchange program, or has earned a first-, second-, or third-cycle degree at AGH University of Krakow, or a Polish citizen who, after completing his/her studies at AGH University, moved abroad and has been residing there for at least half a year.
9. **Student** – is to be understood as an individual pursuing first-cycle or second-cycle studies, as defined in the Act of 20 July 2018 – The Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended), who provides proof of student status at AGH University.
10. **PhD student** – is to be understood as an individual pursuing studies at a doctoral school, as defined in the Act of 20 July 2018 – The Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended), who provides proof of doctoral student status at AGH University.
11. **Mentee** – is to be understood as a student or PhD student of AGH University of Krakow with less experience who, under the guidance of a more experienced expert (mentor), develops their skills, broadens their knowledge and pursues specific professional or personal goals.
12. **Participant** – is to be understood as a natural person directly benefiting from the Project support, according to the Announcement regarding participation in the "International Mentoring Program" project implemented under the "Welcome to Poland" Programme;

13. **Project Manager** – is to be understood as the person responsible for the overall management of the project, including the implementation of the schedule, budget oversight, and reporting as well as organize the team's work, delegate tasks, monitor their execution, and is responsible for achieving results in line with the schedule and participate participating in project implementation monitoring. The Project Manager is also responsible for maintaining ongoing contact with the NAWA.
14. **Project Coordinator** – is to be understood as a person who is responsible for ongoing operational activities and team coordination and participating in project implementation monitoring within each Project edition.

§ 1.

Scope of the Regulations

1. The Regulations define the rules governing the operation of the Project, as well as the rules for recruitment and participation in the Project. The Regulations in particular specify the selection criteria, the conditions of the recruitment process, the rights and obligations of Participants, the objectives of the Project, and the principles for verifying learning outcomes.
2. The Project, implemented under the NAWA Programme, is funded by the European Union under the European Funds for Social Development 2021–2027 (FERS) within the project "Support for higher education and research institutions in servicing foreign nationals and Poles going abroad" with the reference number: FERS.01.05.IP.08-0003/24.

§ 2.

Project objectives

The Project objective is to:

a) develop and implement a long-term model for AGH University's cooperation with international alumni, which will form the basis for systematically engaging this group in the life of the University,
b) to strengthen relations with AGH University's international alumni by fostering lasting ties and an active alumni community,
c) promote AGH University and Polish higher education abroad through communication activities and engage international alumni as ambassadors for the university's brand,
d) develop of a sustainable and scalable model of cooperation with international alumni and integrate it into the university's development strategy,
e) strengthen AGH University's global position through an international network of ambassadors who will promote the university and support its activities on the international stage,
f) increase the global recognition of AGH University and Polish higher education, which will contribute to the university's growing prestige and attractiveness,
g) incorporate the project's results into AGH University's development strategy once funding has ended by ensuring the sustainability and continuation of activities.

§ 3.

General rules for the implementation of the Project

1. The Project offers two editions of the mentoring programme for international alumni and Mentee.
2. The first edition has been taking place since 01.05.2026 to 30.05.2027, whereas the second edition has been taking place since 01.06.2027 to 30.04.2028.
3. The Project is aimed at the following target group of Participants:
   a) Mentor – international alumni,
   b) Mentees – students and PhD students of AGH University.
4. A person who has provided their personal data required for the provision of support and has demonstrated their eligibility for the target group, specified in Section 3, by submitting the relevant documents and declarations is eligible to participate in the Programme and the Project.
5. The beneficiary implements the project on the basis of agreement No. BPI/WTP/2025/1/00031.
6. The following horizontal policies will be addressed during the planning and implementation of the Project:
   a) accessibility of the Project for individuals with special needs,
   b) equal opportunities and non-discrimination,
   c) equal opportunities for women and men.

§ 4.

Non-discrimination, equal treatment and accessibility

1. The implementation of the Project, including in particular the recruitment process, shall be carried out in compliance with the principles of non-discrimination, equality — in particular equal opportunities — and accessibility, with special regard to gender equality and in accordance with Articles 20, 21, 23 and 26 of the Charter of Fundamental Rights of the European Union (2016/C 202/02).
2. In order to implement the principle of accessibility, AGH University will undertake actions aimed at enabling the participation of persons with special needs in the Project.
3. AGH University encourages persons with special needs to report to the Project Manager any concerns or problems, and to inform them of any obstacles or difficulties related to their participation in the Project, both at the recruitment stage and during the implementation of the Project.

§ 5.

Formal requirements

Project Participant shall meet the following formal requirements:

a) belonging to one of the target groups specified in § 3(3) and submitting a declaration confirming that they meet the eligibility criteria for the Programme;
b) providing their personal data and other information required by the Programme and Project guidelines and reading the information clauses related to the processing of personal data;

c) completing the electronic application form available on the CIA and Career Centre website;
d) submission of the documents required in the recruitment process.

§ 6.

Recruitment rules and procedures

1. Recruitment of participants for International Mentoring Program will be conducted in accordance with the rules set out in section 4.2.7 of the Beneficiary's Manual – 'Promoting the institution's teaching and research programmes on the international stage' and in section 2 of Appendix 1 B to the Manual: Rules for recruitment, reporting and data collection of participants in projects financed by the European Funds for Social Development.
2. Candidates for Mentor and Mentees are required to submit the electronic application form available on the CIA and Career Centre website, together with all required attachments. Incomplete applications or those submitted in a manner inconsistent with the provisions of these Regulations will not be considered. Submission of the application form is considered as acknowledgement of these Regulations.
3. Recruitment for Mentors will take place on two dates as part of two editions of the Project: from 1 June 2026 to 30 June 2026 and from 1 July 2027 to 31 July 2027.
4. The selection process for project mentors comprises two stages.
5. During the first stage, for each edition of the Project, 10 Mentors shall be selected based on an evaluation of the completed online application form. The selection process shall take into consideration, in particular, the following criteria:
   a) Degree level completed at AGH University;
   b) Faculty and field of study;
   c) Year of graduation;
   d) Number of years of professional experience;
   e) Current employment and position held;
   f) Professional experience and achievements;
   g) Experience in an international environment;
   h) Motivation to participate in the Project as a Mentor.
6. Following the preliminary qualification for the project, candidates proceed to the second stage of the selection process, during which they are required to submit the following documents:
   a) Curriculum Vitae;
   b) diploma awarded by AGH University of Krakow.
7. Once the Mentors have been selected; their profiles will be published on the CIA and Career Centre websites.
8. Recruitment for Mentees will take place on two dates as part of two editions of the Project: from 16 July 2026 to 31 July 2026 and from 16 August 2027 to 31 August 2027.
9. For each edition of the Project, 10 Mentees will be selected. Based on the completed online form, the submitted documents, and the criteria set out below, each Mentor will review the applications and select one Mentee with whom they will collaborate during the Project.

10. Following the initial qualification process, mentees will be required to provide additional documentation, such as:
    a) CV,
    b) English language proficiency at the B2 level.
11. Both editions of the project will conclude with an event "International Alumni Day at AGH", to which Mentors and Mentees will be invited.
12. As part of the "Welcome to Poland" project, travel expenses for Mentors will be covered, and they will receive a daily allowance calculated in accordance with AGH Rector's Ordinance No. 3/2018 dated on 30 January 2018.

§ 7.

Documents confirming competencies

Standards, assessment criteria, and methods of verification shall be set forth in an Appendix No. 1 to these Regulations.

§ 8.

Rights and obligations of Participants

1. The Participant is obliged to:
    a) comply with the provisions of these Regulations,
    b) submit, within the prescribed deadlines, all documents specified herein, as well as any additional documents required by AGH University during the implementation of the Project, in particular those referred to in § 6,
    c) complete and submit questionnaires, including in particular:
        - surveys assessing the satisfaction of the Project's stakeholders,
        - pre-evaluation questionnaires for Project Participants,
        - post-evaluation questionnaires for Project Participants,
        - NAWA form dedicated to Participants.
    d) comply with the internal regulations of AGH University,
    e) participation in trainings address to Mentors provided within Programs.
2. The Participant shall have the right to:
    a) the protection of personal data,
    b) free participation in the Project,
    c) receive a certificate after completing the Program,
    d) receive support from the Project Coordinator.

§ 9.

Project outcomes

1. The verification of learning outcomes achieved by the Participants pursuing short-term exchanges will be conducted in accordance with the rules set out in section 4.2.7 of the Beneficiary's Manual – 'Implementation of short-term academic exchanges' and in section 2 of Appendix 1 B to the Manual: Rules for recruitment, reporting and data collection of participants in projects financed by the European Funds for Social Development.
2. The implementation of the Project is intended to contribute to:

1.) build relationships between students and international alumni of the University in similar scopes of professional interest,

2.) provide an opportunity for AGH International Alumni (acting as Mentors), who wish to share their knowledge and experience gained in the labour market, to make a contact with students (Mentees) seeking to define their career path.

3. The standard of requirements outlining the competences to be acquired as a result of the support shall be determined no later than before the Participant begins the respective form of support.

§ 10.

Consent to the use, recording, dissemination and publication of the Participant's image

Each Participant shall grant AGH University a right to unpaid, repeated and unlimited use, recording, dissemination and publication of their image captured in photographs and recordings taken during sessions and activities related to participation in the Project, including its processing, copying, reproduction and duplication by means of any technique and through any means for AGH University's promotional purposes.

§11.
Validation of learning outcomes

The Project Manager shall verify the learning outcomes achieved by students participating in the course by developing the validation principles, defining their verification methods, preparing a template certificate confirming their attainment, and conducting pre-tests and post-tests.

§ 12.

Final Provisions

1. The Project Manager shall make the final decision in matters not covered by these Regulations.
2. AGH University reserves the right to amend these Regulations in the event of changes to the Programme or Project guidelines.

PROREKTOR DS. WSPÓŁPRACY
prof. dr hab. inż. Rafał Wiśniowski
17-06-2026

Director of Centre
for International Affairs
MA Paweł Swierk
AGH University of Krakow

ANNEX 1 TO THE RECRUITMENT REGULATIONS

Principles and techniques for verifying learning/competences to be acquired

Verification of learning outcomes achieved by individuals participating in short-term exchanges will be conducted in accordance with the rules set out in section 4.2.7 of the Beneficiary's Manual – 'Implementation of short-term academic exchanges' and in section 2 of Appendix 1 B to the Manual: Rules for recruitment, reporting and data collection of participants in projects financed by the European Funds for Social Development.

Any reference in these regulations to:

1. **Competences** – is to be understood as the confirmed ability to use knowledge and personal, social, and methodological skills in the context of professional or educational tasks, as well as in the course of professional and personal development;
2. **Qualifications** – is to be understood as full and partial qualifications listed in the Integrated Qualifications Register (ZRK), as well as qualifications not included in the Integrated Qualifications System, which are relevant within specific social or professional environments and have their own validation and certification systems;
3. **Learning Outcomes** – is to be understood as the description of what the learner knows, understands and is able to do after completing the learning (support) process, divided into the categories of knowledge, skills and social competences;
4. **Knowledge** – is to be understood as the result of accepted information gained in the learning process. Knowledge consists of facts, principles, theories and practices related to a professional field or learning activity;
5. **Skills** – is to be understood as the ability to use knowledge and procedures necessary to perform a task and solve a problem;
6. **Social Competences** – is to be understood as attitudes demonstrating the learner's ability to use knowledge and skills in an autonomous and responsible manner.

§1.

Scope of the Annex

This Annex sets out:

a) the standard of requirements describing the competences acquired as a result of the support, divided into the categories of knowledge, skills and social competences/attitudes,

b) the criteria for assessing learning outcomes after completion of the support,

c) the methods for verifying learning outcomes on the basis of the adopted criteria.

§2.

Standard of requirements concerning competences acquired by Project Participants during the support

1. The following standard of requirements concerning the competences acquired by Project Participants during the support is expected:

Systemic Competences

Knowledge:
a.) Mentee - familiarity with: labour market practices and principles; opportunities and risks imping from choosing particular career path; basic knowledge about principles of practicing particular professions; opportunities for continuing education and developing competencies after graduation;
b.) Mentor – familiarity with: the current education process and the competence gaps of graduates resulting from their education, which can be completed through activities undertaken during their studies and immediately after graduation which will facilitate communication between employers and higher education institutions in identifying competence gaps and preparing appropriate activities, so that graduates could be better prepared for entering the labour market.

Skills: ability of understanding the expectations, standards, and dynamics of particular professional environments, labour market and academic environment (Mentors) as well as easier adaptation to labour market at the begging of career path and the conscious selection of a career path (Mentee) and support in this process (Mentors).

Social Competences: Learning about and understanding the principles and practices of the labour market, with consideration of current labour market demands and contemporary social, political, and economic conditions as well as more effective communication with labour market stakeholders and adaptation to the evolving labour market.

Language Competences

Knowledge: improvement of foreign language proficiency, including specialised language related to the relevant scientific (professional) discipline as well as business language related to functioning on the labour market.

Skills: the ability to communicate in a foreign language, to hold conversations, to produce written texts, and to listen and understand, particularly in a specialised foreign language including language related to the relevant scientific (professional) discipline as well as business language related to functioning on the labour market.
a.) Mentee: acquiring of language skills to be better prepared for recruitment processes conducted in a foreign language (for instance skills necessary to professionally prepare application documents, as well as to effectively participate in

Social Competences: strengthening an open attitude towards other cultures.

Leadership competences (Mentors)

Knowledge: development of knowledge in scope of: leadership, change management, employee motivation, labour market, team management.

Skills: ability to: coordinate team work effectively; communicate clearly and professionally within a team; effective onboard of new employees; motivate and support new employees; organize and support the path of career of new employees; provide feedback; support the professional development of employees, especially new team members; support decision-making processes; modelling professional attitudes and behaviors; foster responsibility in team members.

Social Competences: more effective communication with team members, including team leadership, understanding onboarding processes for new employees, and providing effective support to new employees in managing their professional careers; developing empathy towards individuals at the beginning of their professional careers.

Organizational competences

Knowledge:

a.) Mentor: learning about relation of the educational offer of higher education institution offer and learning outcomes of graduates with regard to current needs and trends in labour market, which is essential for the effective support of planning and organization of professional career development; support in the formulation of career development goals.

b.) Mentee: learning about the techniques and methods of planning professional career.

Skills:

a.) Mentor: ability to: plan and supervise of mentees progress, create the potential ways of professional development of individuals at the beginning of their professional careers;

b.) Mentee: ability to select the career path the most accurate to own vocational aptitudes; plan and organize the carrier path, including competences development in the short-term and long-term perspective; the formulation of career development goals.

Social Competences: development of competences in organizing own activities as well as those of others.

2. The Participant may acquire additional competences depending on the type of activities carried out within the Project.

recruitment procedures, including the presentation of their skills and knowledge during job interviews)
b.) Mentors: acquiring of language skills to better communicate in business language related to functioning on the labour market; ability to communicate; enhance their skills in the areas of team management, including recruitment of new employees, and supporting them the early stages of their professional careers.

Social Competences: development of an open attitude towards communication in a foreign language, especially in the area of specialised language related to the relevant scientific (professional) discipline as well as business language related to functioning on the labour market; strengthening of self-confidence, ease and precision in foreign language communication.

Communication Competences

Knowledge:

a.) Mentor: acquiring knowledge of effective and precise communication techniques, as well as the knowledge of effective presentation of processes and options related to choosing a career path, and clearly and transparently share own experiences,
b.) Mentee: acquiring knowledge related to the clear and precise identification of one's own needs and concerns regarding further career development, as well as the formulation of questions aimed at obtaining specific, complete, and accurate information.

Skills:
a.) Mentor: ability to: express thoughts and opinions precisely; formulate arguments accurately; adapt communication style to the interlocutor; share own experiences and explaining both formal and informal rules and phenomena relating to the labour market; explain complex issues in a clear and accessible way;
b.) Mentee: ability to: express own needs and concerns related to planning a career path; formulation of questions aimed at obtaining specific, complete, and accurate information.

Social Competences: the ability to present one's potential more effectively and to establish professional contacts and cooperation within a sector of shared professional interest.

Intercultural Competences

Knowledge: learning about the customs and culture of different countries, especially in the context of the operation rules of higher education institutions as well as labour market;

Skills: acquiring the ability to adapt to culturally diverse environments; the ability to overcome barriers arising from cultural differences.

in the short-term and long-term perspective; the formulation of career development goals.

Social Competences: development of competences in organizing own activities as well as those of others.

2. The Participant may acquire additional competences depending on the type of activities carried out within the Project.

§3.

Criteria for assessing learning outcomes after completion of the support and methods for verifying learning outcomes based on the adopted criteria.

1. The competences acquired by the Participants shall be confirmed by submition of document stipulated in the Regulations.
2. The works which constitute the outcomes of the project (for instance presentations) must be marked with the Attribution licence CC BY 4.0 and with the logos of the European Funds, the Republic of Poland, the European Union, and NAWA, which are available for download on the Project website. The works created by the Project Participant will be provided to NAWA and made publicly available on the NAWA website.
3. When assessing the documents, the Project Manager verifies the fact of acquiring competences. The validation of learning outcomes has been carried out in a manner appropriate to the competencies acquired and in accordance with the principles ensuring the separation of the learning process from the validation process.
4. The Project Manager shall not be directly involved in the learning process related to the implementation of the activity undertaken by a given Project Participant.

PROREKTOR DS. WSPÓŁPRACY

prof. dr hab. inż. Rafał Wiśniowski

Director of Centre for International Affairs

MA Paweł Świerk

AGH University of Krakow