

Regulations of the ‘Career Planning’ Workshop at the University of Warsaw 2023

I. BENEFICIARIES

§ 1

The workshop is dedicated to international students, especially:

- 2nd and 3rd year students of first cycle (Bachelor’s degree),
- 4th and 5th year students of uniform Master studies,
- students of second cycle (Master’s degree).

II. DURATION AND STRUCTURE

§ 2

The ‘Career Planning’ Workshop is a one-day long stationary event that will take place on March 22, 2023.

It includes 8 hours of workshops covering the following topics:

- familiarizing participants with the current trends on the Polish labor market, the expectations of employers and methods of effective job search,
- clarification of skills and predispositions and individual professional goals of workshop participants,
- creating a platform for exchanging experiences of workshop participants related to searching and working in Poland
- discussion of the rules for creating application documents (CV and cover letter) and their preparation,
- creating (general) vocational activation plan for each participant,
- simulation of interview with the employer regarding work – self-presentation.

ADMISSIONS

§ 3

1. Admissions will be held online through the Google Forms and will be available for each student meeting the criteria.
2. Information about the course will be published on UW websites, Facebook group “Welcome at University of Warsaw” and delivered to potential candidates via e-mail.

3. Acceptance to the course will be determined by order of applications and justification for participation.
4. Candidates who will not manage to sign up for the course on time will be put on the reserve list.

A participant who resigns from the course later than 3 days before the commencement of the course, will not be allowed to take part in any other activity organized by the Welcome Point UW during the academic year 2022/2023.

III. PAYMENT

§ 4

Participation in the ‘Career Planning’ Workshop is free of charge. The cost of the course will be covered by the University of Warsaw. The workshop is organised within the Integrated Development Programme at the University of Warsaw and funded by European Social Fund. The objective, pursuing at the University of Warsaw between 2018-2023, is to develop competence of students and employees as well as implement the instruments which upgrade the management process of the University of Warsaw.

IV. CONDITIONS OF PARTICIPATION

§ 5

Participation in the ‘Career Planning’ Workshop is possible upon registration for every student meeting the criteria listed above. As it is only one-day event there are no absences allowed.

The Participants make a commitment to sign a declaration of the Project Participant which shall be annexed to this regulation.

Evaluation of the Participants will be made on basis of the pre-test and post-test which are mandatory.

Contact details

In all matters related to the workshop WELCOME POINT UW welcome.event@uw.edu.pl. Main Campus UW, Krakowskie Przedmieście 26/28, 00-927 Warsaw, Poland, tel. (+48) 22 55 24 080, (+48) 22 55 24 119; opening hours: Monday–Friday, 9:00–16:30.

I hereby declare that I read and understood the Regulations of the ‘Career Planning’ Workshop at the University of Warsaw 2023 and I will follow it unconditionally.

Signature of the participant, date