

## **Regulations of the ‘Career Planning’ Workshop at the University of Warsaw 2024**

### **I. BENEFICIARIES**

#### **§ 1**

The workshop is dedicated to international (non-Polish) students of the University of Warsaw:

- Students of Bachelor Studies (1<sup>st</sup> cycle studies)
- Students of Master Studies (2<sup>nd</sup> cycle and uniform Master Studies),
- Doctoral Students.

### **II. DURATION AND STRUCTURE**

#### **§ 2**

- 1 The ‘Career Planning’ workshop is a single stationary event that will take place on March, 21st, 2024, 09.30 am – 4.30 pm.

It includes 8 didactic hours of workshops covering the following topics:

- familiarizing participants with the current trends in the Polish labour 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 on the rules for creating application documents (CV and cover letter) and their preparation,
- creating a (general) vocational activation plan for each participant,
- simulation of an interview with the employer regarding work – self-presentation.

### **III. 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 training will be published on UW websites and UW social media 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 2023/2024.

#### IV. 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 within the framework of “Welcome to Poland” programme, funded by NAWA – Polish National Agency for Academic Exchange.

#### V. CONDITIONS OF PARTICIPATION

##### § 5

Participation in the ‘Career Planning’ workshop is possible upon registration for every student meeting the criteria listed in § 1.

As it is only one-day event there are no absences allowed.

#### Contact details

In all matters related to the workshop contact WELCOME POINT UW [welcome.event@uw.edu.pl](mailto: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 24 103; opening hours: Monday–Friday, 9:00am–4:30pm.

*I hereby declare that I read and understood the “Career Planning” workshop at the University of Warsaw on March 21<sup>st</sup>, 2024, and I will follow it unconditionally.*

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Signature of the participant, date