

**RULES of the  
“inKRRK! Keep on developing” Initiative**



Inicjatywa inKRK!  
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## **RULES of the “inKRK! Keep on developing” Initiative**

### **§ 1. GENERAL PROVISIONS**

#### **1. Organiser**

**The Organiser** of the “inKRK! Keep on developing” initiative (hereinafter called the Initiative) is:

the Kraków City Commune (hereinafter called the Organiser),

Address: Pl. Wszystkich Świętych 3-4, 31-004 Kraków

phone numbers: 012 616 1548, 012 616 6002, 012 616 1597

fax number: 012 616 1717,

e-mail addresses: [inKRK@um.krakow.pl](mailto:inKRK@um.krakow.pl)

website: [www.inkrk.krakow.pl](http://www.inkrk.krakow.pl)

#### **2. Aim of the Initiative:**

To encourage young people to choose Kraków as the place of their future residence and career and to shape the image of the City as friendly to the development of a career by:

- ➔ Enabling students and graduates of Kraków schools of higher education to gain professional experience to facilitate finding an attractive job in the future.
- ➔ Supporting entities running business activity (hereinafter called Companies) in their search for trainees for the summer holiday period.

#### **3. Details of the Initiative**

The following projects (hereinafter called **Projects**) are organised as part of the Initiative:

- ➔ **Business4You inKRK!** (hereinafter called Business4You)
- ➔ **inKRK!doc** (hereinafter called Doc)
- ➔ **StartUp inKRK!** (hereinafter called StartUp!)
- ➔ **Tra-inKRK!** (hereinafter called Train)

#### **4. Entities invited to the Initiative**

**Entities invited to the Initiative** are **Companies** from Kraków and the Małopolska region that assume an obligation to establish in:

- ➔ **Business4You** – at least 1 internship lasting a minimum of 1 month;
- ➔ **Doc** – at least 1 grant for research;
- ➔ **StartUp** – an award for the best business plan;
- ➔ **Train** – a training course or workshop.



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## 5. Participants in the Project:

- ➔ **Business4You** – available to persons who are students or graduates (the period from their graduation must not exceed 12 months at the time of commencement of the Project) of undergraduate (bachelor's degree or engineer's degree) studies, master's studies, master's of science studies, full-time, extramural or evening studies at public or non-public Kraków schools of higher education.
- ➔ **Doc** – available to persons having the status of a doctoral student at public or non-public schools of higher education.
- ➔ **StartUp** – available to persons who are undergraduate (bachelor's degree or engineer's degree) studies, master's studies, master's of science studies, full-time, extramural or evening studies at public or non-public Kraków schools of higher education and are less than 35 years of age at the time of commencement of the Project.
- ➔ **Train** – available to persons who are students or graduates of undergraduate (bachelor's degree or engineer's degree) studies, master's studies, master's of science studies, full-time, extramural or evening studies at public or non-public Kraków schools of higher education and are less than 35 years of age at the time of commencement of the Project.

## 6. Requirements and works

1) Requirements prepared by **Companies**, encompassing in particular: the subject-matter or aim of the work, the form, volume and format of the work, shall be made available pursuant to §2 section 1 item 5).

### 2) In the **Project**:

- ➔ **Business4You** – the preparation of a paper on the assigned topic, the writing of an essay or the solving of a task by the Participant shall be regarded in particular as a work.
- ➔ **Doc** – the development of the assigned topic, the carrying-out and description of research, the writing of an essay or the presentation of a paper on an independently chosen topic by the Participant shall be regarded in particular as a work.
- ➔ **StartUp** – the development of the assigned topic, the preparation of a business plan or the solving of a task by the Participant shall be regarded in particular as a work.

## 7. Promotion

The promotion of the **Initiative** by the **Organiser** shall encompass, among others:

- ➔ distribution of information (banners, advertisements) connected with the implementation of particular **Projects** at: [www.inKRK.krakow.pl](http://www.inKRK.krakow.pl);
- ➔ distribution of posters and leaflets in Kraków, in particular: in Kraków schools of higher education, in the Municipality of Kraków, in dormitories, in career service offices;
- ➔ organisation of press conferences (commencing and summarising the **Initiative**).

## § 2. COURSE OF THE INITIATIVE

### 1. First stage – registration of Companies

- 1) **Companies** send the **Organiser** a **declaration of participation in the Initiative, prepared according to the template constituting an attachment to the Rules, and a logo of the Company in electronic version** (in a vector file or with a resolution of minimum 300 dpi), **not later than within 7 days from the date of publication of the Rules at: [www.inkrk.krakow.pl](http://www.inkrk.krakow.pl) by e-mail to: [inKRK@um.krakow.pl](mailto:inKRK@um.krakow.pl)**, with the annotation: “inKRK!-deklaracja uczestnictwa” [‘inKRK!-declaration of participation’]. The submitted logo shall be placed on information materials connected with the chosen **Project, so its submission is necessary. Companies** shall specify a co-ordinator for the selected **Project** in the declaration.
- 2) The **Organiser** shall select **Companies** to be invited to the Initiative from among **Companies** that have submitted their declarations.
- 3) **Companies** invited to:
  - ➔ **Business4You** – shall submit their **proposal of a holiday internship offer not later than 7 days from the day of submission of the declaration of participation by e-mail to: [inKRK@um.krakow.pl](mailto:inKRK@um.krakow.pl)**, with the annotation: “Business4You – formularz zgłoszeniowy” [‘Business4You – application form’]. The proposal must indicate the number of places and the trainee’s profile – qualification requirements.
  - ➔ **Doc** – shall submit their **proposal of a grant offer not later than 7 days from the day of submission of the declaration of participation by e-mail to: [inKRK@um.krakow.pl](mailto:inKRK@um.krakow.pl)**, with the annotation: “inKRK!doc – formularz zgłoszeniowy” [‘inKRK!doc – application form’]. The proposal must indicate the number of grants, their amount and requirements as to the scope and form of research.
  - ➔ **StartUp** – shall submit their **proposal of an award offer not later than 7 days from the day of submission of the declaration of participation by e-mail to: [inKRK@um.krakow.pl](mailto:inKRK@um.krakow.pl)**, with the annotation: “StartUp – formularz zgłoszeniowy” [‘StartUp – application form’]. The proposal shall indicate the number of awards, their amount and requirements as to the scope and form of the business plan.
  - ➔ **Train** – shall submit their **proposal of a training course or workshop offer not later than 7 days from the day of submission of the declaration of participation by e-mail to: [inKRK@um.krakow.pl](mailto:inKRK@um.krakow.pl)**, with the annotation: “Tra-inKRK! – formularz zgłoszeniowy” [‘Tra-inKRK! – application form’]. The proposal must indicate the maximum number of participants and the scope and form of the training course or workshop.
- 4) **Companies** that express their will to promote Kraków actively in connection with the **Initiative** are obliged to make separate arrangements with the **Organiser**.

- 5) The list of **Companies**, along with specification of the form of their participation in the **Initiative**, as well as the requirements stated for **Participants**, shall be published at: [www.inKRK.krakow.pl](http://www.inKRK.krakow.pl), as specified in the proposal referred to in item 3). The **Requirements** set for **Participants** shall be specified jointly by **Companies** and the **Organiser**.

## 2. 2<sup>nd</sup> stage – recruitment and selection of participants

1) Within 7 days from the day of publication of the **Requirements of the Company** at [www.inKRK.krakow.pl](http://www.inKRK.krakow.pl), participants in the Initiative will have an opportunity to report their will to participate in particular **Projects**. For this purpose, **Participants** are obliged to download the application form available at [www.inKRK.krakow.pl](http://www.inKRK.krakow.pl) (hereinafter called the **Application**). The completed **Application** must be submitted by clicking on the “Aplikuj” (Apply) button under the selected **Project**. Each **Participant** may submit a **maximum of 1 Application** under any of the **Projects**. The registration of the completed **Application** shall be confirmed by an e-mail message.

2) Registered **Participants** are obliged to submit their works by e-mail to: [inKRK!@umk.krakow.pl](mailto:inKRK!@umk.krakow.pl) in the case of:

- ➔ **Business4You;**
- ➔ **Doc;**
- ➔ **StartUp,**

in accordance with the Requirements stated at [www.inKRK.krakow.pl](http://www.inKRK.krakow.pl)

3) From among the **Participants** who submit the **Applications** and documents referred to in item 2), commissions consisting of representatives of **Companies** shall select the best candidates, who shall proceed to the next qualification stage. The decisions of the commission are final and may not be appealed against.

4) In the case of **Train**, the selection of participants for the training course or workshop shall be determined on the basis of who submits their **Application** earlier.

5) The **Organiser** may ask **Participants** to provide documentation confirming the authenticity of information contained in the **Application**.

6) The list of best candidates and selected **Participants** in **Train** shall be published at: [www.inKRK.krakow.pl](http://www.inKRK.krakow.pl).

7) **Applications** of best candidates and selected participants in **Train** shall be submitted to **Companies**. From that time onward, **Companies** shall directly contact the selected candidates and participants in **Train**.

## 3. 3<sup>rd</sup> stage – verification and selection of participants in Projects

1) **Companies** shall conduct interviews with the best candidates selected by commissions or use any other forms of the recruitment process. This shall happen at a place and time specified by **Companies** in consultation with candidates.



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2) Within the time specified in the **Requirements**, winners (hereinafter called **Winners**) shall be selected from among persons participating in the third stage. **Winners** shall be notified about their selection directly by **Companies**.

3) Times and conditions of serving the internship (in the case of Business4You) and payment of the grant (in the case of Doc) shall be agreed upon individually between **Companies** and **Winners**, in consideration of the provisions of these **Rules**.

4) Awards in StartUp shall be paid by **Companies** not later than within 14 days from the date of announcement of **Winners** at: [www.inKRRK.krakow.pl](http://www.inKRRK.krakow.pl).

5) **Companies** are obliged to submit the names of **Winners** to the **Organiser** within 3 days from the date of their selection. Names of **Winners** shall be published at the website of [www.inKRRK.krakow.pl](http://www.inKRRK.krakow.pl) **within 3 working days from the date of their submission by Companies**.

#### 4. Performance of the Initiative

1) **Companies** are obliged to enter into a separate agreement.

2) **Companies** are obliged to pay awards in StartUp.

3) As a part of Train, **Companies** are obliged to:

- ➔ Agree upon the time and place of the training course or workshop with the **Organiser**;
- ➔ Prepare and submit training materials in an electronic version (in pdf/doc format), by e-mail to: [inKRRK@um.krakow.pl](mailto:inKRRK@um.krakow.pl), with the training code entered in the subject-line of the e-mail message, which shall be assigned by the **Organiser** not later than 7 days before the agreed upon date of the training course or workshop;
- ➔ Distribute and collect questionnaires among participants in the training course or workshop and to submit them to the **Organiser**.

4) **Companies** and **Winners** are obliged to submit by e-mail to [inKRRK@um.krakow.pl](mailto:inKRRK@um.krakow.pl) reports (around 1,000 characters with spaces +/- 10%) on the progress of:

- ➔ internships – in the case of Business4You: once a week during an internship;
- ➔ research – in the case of Doc: once a month during research.

5) Upon completion of internships and research, **Companies** and **Winners** are obliged to prepare and submit to [inKRRK@um.krakow.pl](mailto:inKRRK@um.krakow.pl) a short summary (up to 5,000 characters with spaces) specifying the course of internships or research, with particular regard to the acquired skills and knowledge and outcomes of internships or research.



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- 6) Along with the reports and summaries referred to in items 4 and 5, their authors are obliged to send a statement of possession of copyright and related rights to them and consent to their use by the **Organiser** in the following fields of use:
- a) recording and reproduction of the report, production of copies of the report by means of a specific technique, including printing, reprographic, magnetic recording and digital technique, entry into computer memory, use in multimedia presentations;
  - b) trading of the original or copies on which the report was recorded – placement on the market, lending or lease of the original or copies;
  - c) dissemination of the report – right of public performance, exhibition, display or reproduction, and making the work publicly available in such a way that everyone has access to it at any time and place selected by them;
  - d) use of the report or its fragments for advertising or promotional purposes.
- 7) Along with works referred to in section 2 item 2, their authors are obliged to send a statement of possession of copyright and related rights to them and consent to their use by the **Organiser** in the following fields of use:
- a) recording and reproduction of the work, production of copies of the report by means of a specific technique, including printing, reprographic, magnetic recording and digital technique, entry into computer memory, use in multimedia presentations;
  - b) trading of the original or copies on which the work was recorded – placement on the market, lending or lease of the original or copies;
  - c) dissemination of the report – right of public performance, exhibition, display or reproduction, and making the work publicly available in such a way that everyone has access to it at any time and place selected by them;
  - d) use of the work or its fragments for advertising or promotional purposes.

### § 3. RESPONSIBILITY OF THE ORGANISER

1. The **Organiser** is responsible for conducting a promotional campaign of the Initiative in accordance with §1 section 6.
2. The **Organiser** is not responsible for the conditions according to which agreements between **Companies** and **Winners** shall be concluded.
3. In the case of resignation of the **Company** or the **Winner** from participation in the **Project** or discontinuation of such participation, the **Organiser** shall not bear responsibility. If such a situation occurs, the **Organiser** shall make every effort to provide the **Company** with new candidates for the completion of an internship, performance of research or participation in the training course, depending on the **Project**.



#### § 4. PACKAGE OF BENEFITS FOR COMPANIES

1. The **Organiser** shall place the logotypes of **Companies** on information materials concerning the **Initiative**, such as: leaflets, posters, advertising rollup, advertising banners.
2. Printed information materials shall be distributed and presented mainly at schools of higher education, in dormitories and during events addressed to students (such as: job fairs, training courses, information stands at schools of higher education).
3. The **Organiser** shall invite representatives of **Companies** that shall establish the largest number of internships, grants, awards, training courses and workshops to participate in the press conference in the Municipality of Kraków commencing the Initiative (within 1 month from the date of publication of the Rules at [www.inKRK.krakow.pl](http://www.inKRK.krakow.pl)) and shall invite all **Companies** taking part in the Initiative to participate in the press conference summarising the Initiative.
4. The **Organiser** shall post a description of requirements, internships, grants, awards or training courses and workshops offered by Companies as a part of the Initiative on the website of the Initiative at: [www.inKRK.krakow.pl](http://www.inKRK.krakow.pl).
5. In connection with the Train project, the **Organiser** also undertakes to:
  - ➔ place information about a training course or workshop at [www.krakow.pl](http://www.krakow.pl);
  - ➔ make available, free of charge, on a individually agreed upon date, a room along with a projector and a microphone from the resources of the **Organiser**;
  - ➔ prepare, free of charge, copies of black & white training materials for participants (however, not more than 30 sets of materials with a volume of max. 20 pages, two-sided printing or 2 pages on one sheet for 1 training course).

#### § 5. FINAL PROVISIONS

1. When completing an **Application**, participants shall express their consent to the processing of personal data in the manner specified in these **Rules**.
2. The **Organiser** has the right to publish the names and photographs of **Winners** and other information about them, as well as brief information about the results of their activity under the Initiative and interviews with **Winners** in the press, on the radio, on the Internet and on television.
3. Information obtained from participants via the **Application** completed by them shall be used for the preparation of statistical summaries by the **Organiser**. The data contained in these summaries, such as: name, address, e-mail address, date of birth, name of the school of higher education, year of graduation and field of studies, may be made available to **Companies** for purposes connected with the Initiative.





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4. Any matters not settled under these **Rules** shall be handled in accordance with the provisions of the Civil Code and the Personal Data Protection Act.
5. The **Rules** of the **Initiative** are available for viewing in the Organiser's office and on the Internet at: [www.inKRK.krakow.pl](http://www.inKRK.krakow.pl).
6. By submitting their declarations of participation in the Initiative and sending in the Application, **Companies** and participants in **Projects** accept the conditions of these **Rules**.

