

Buddy Program Recruitment Regulations
implemented under the project “Enhancing Student and Education Internationalization”

Rules for recruitment to the Buddy Program in the academic year 2023/2024, hereinafter referred to as the "Program."

1. Recruitment is aimed at selecting students who will act as Mentor - Buddy, over international students staying at the DSW University of Lower Silesia in Wrocław in the period from the moment of selection until 31.05.2024.
 - 1.1. The main task of the Mentor-Buddy is to help the international student to adapt to the new city upon his arrival in our country, and among other things:
 - assistance with formalities at the home faculty (e.g., contacting the dean's office),
 - familiarization with the university (e.g., library),
 - help in getting acquainted with the city, showing interesting places,
 - introduction to student life, using your own experience of being a student,
 - assistance in solving everyday problems (what to see, public transportation, etc.).
 - 1.2. In performing his/her tasks, the Mentor-Buddy shall be guided by the principles of respect (partnership) and confidentiality. The Mentor - Buddy does not receive remuneration for the performance of his tasks.
2. Mentors - Buddies participate in the Program voluntarily.
 - 2.1. Students of the DSW University of Lower Silesia in Wrocław are eligible to participate in the Program as Mentors - Buddies.
3. Recruitment is based on the answers provided in the Application Form for Participation in the Buddy Program.
4. One Mentor - Buddy may volunteer to care for more than one person, but not more than three people.
5. The criterion for selecting the Mentor - Buddy will be the communicative knowledge of a foreign language (of choice) in which he/she will communicate with the international student.
6. Applications shall be evaluated by an employee of the Project Office authorized to implement the Program.

- 6.1.** The Project Office employee may call on the candidate to complete the missing information in the Application within three days.
7. A reserve list is planned to ensure that in the event of the resignation of a Mentor – Buddy, all positions are filled.
 8. The organizers are not responsible for Applications that are not delivered due to technical reasons.
 9. Individuals who are qualified and those who are not qualified to participate in the Program will be notified of the recruitment results electronically to the email address provided in the Application.
 10. Before submitting the application documents, candidates must familiarize themselves with these rules. Sending the Application form to the Program is synonymous with accepting these regulations.
 11. After qualifying for the Program, the Mentor - Buddy and the mentee will receive, by email, a proposal for spending leisure time exploring Wrocław's cultural offerings and discovering places of particular significance to the history and culture of Lower Silesia. The package of vouchers for one person is valued at 300 PLN.
 12. In the event of resigning from the Program, the Mentor - Buddy must promptly inform the Project Office in writing about their decision. In case of not using the vouchers, the Mentor - Buddy is required to return them.
 13. After the Program is completed, the Mentor - Buddy and the mentee shall submit a brief survey assessing their participation in the Program.
 14. The administrator of your personal data is the DSW University of Lower Silesia in Wrocław at 55 Strzegomska Street, 53-611 in Wrocław. If you have questions about processing your personal data and rights, please get in touch with our Data Protection Officer: iod@dsw.edu.pl.
 15. Data will be processed based on accepted regulations and enrollment in the Buddy Program. In the case of marketing data, it will be processed based on voluntarily given consent. The data will be stored for the duration of the Program and after its termination for five years. Marketing data will be processed for a period of five years, calculated from the first of January of the year following the date of consent.
 16. The data you provide in terms of name, surname, and contact details will be transferred to the international students of whom you will be the Mentor-Buddy. The data may also be transferred to bodies authorized to do so by law and to units implementing the Program.
 17. You have the right:
 - ✓ access to the content of your data,

- ✓ to rectify your data,
- ✓ to delete your data if you withdraw your consent to the processing of your personal data, your personal data is no longer necessary for the purposes for which it was collected or for which it was processed, you object to the use of your data to customize our services to your preferences when your personal data is processed unlawfully,
- ✓ to restrict the processing of your data,
- ✓ to object to data processing,
- ✓ to transfer your data,
- ✓ to withdraw consent at any time. Withdrawal of consent does not affect the processing performed prior to its withdrawal,
- ✓ to submit a complaint to a supervisory authority if you consider that processing your personal data violates the provisions of applicable law.

18. The provision of data is voluntary; however, failure to do so will result in the inability to join the Buddy Program.

Link to Application Form for Participation in the Buddy Program:

<https://www.dsw.edu.pl/formularz/2023-formularz-zgloszeniowy-do-u>