

Appendix No. 1 to the Order No. 7/03/2024
Rector of Powiślański University
dated March 27, 2024.
(Identical to the Polish version)

RULES AND REGULATIONS OF THE GRADUATE PROGRAMME OF POWIŚLAŃSKI UNIVERSITY



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Unless otherwise specified in the Regulations, the following terms will have the following meanings:

- **PSW Graduate Program, hereinafter referred to as the "Program"** - a form of university activity conducted by the designated organizational unit of the University,
- **Graduate of the PSW** - anyone who has received a diploma of completion of studies of the first, second, degree level or is a graduate of postgraduate studies, or has completed courses at PSW lasting at least one semester; or a student exchange program lasting at least one semester.
- **Participant in the PSW Graduate Program** - an individual who has met all the formal requirements for recognition as a participant in the PSW Graduate Program.
- **PSW Graduate Card** - a free card with an identification number assigned to the participant of the PSW Graduate Program.
- **University, PSW** - Powiślański University.

Chapter 1 Purpose of the Graduate Program

§ 1

1. The main purpose of the Powiślański University Alumni Program, hereinafter referred to as the "Program", is to maintain and develop the relationship of Powiślański University, hereinafter referred to as the "University or PSW", with its graduates.
2. One of the goals of the Program is to create a broadly defined loyalty program that, by offering graduates a variety of benefits, will allow to monitor their fate and involve them actively in the life of the university, and at the same time will activate employers to cooperate with the university.
3. In addition, the goals of the Program include facilitating the acquisition of information necessary to improve the quality of education by building alumni loyalty.
4. Building relationships with alumni is based on the assumption that those who complete studies and courses can continue to play an important role in the life of the University, contributing to its development and promotion.
5. The program includes a variety of outreach and integration activities specifically designed for PSW alumni and the academic community.

Concept of the Graduate Program

§ 2

1. The concept of the Graduate Program includes both online and offline activities, in both spaces creating conditions for communication, as well as the exchange of knowledge or experience between target groups.

2. Online activities focus on social media and website that gathers university offerings designed for graduate students. The program's online activities include access to a knowledge base, online and blended learning courses, and other educational tools.
3. The activities of the Graduate Program in the offline space are ready-made formulas for meetings and their organization through active interactions combining learning and fun, discovering the university and its offerings by both graduates themselves and their relatives and friends.
4. Through online activities, it stands out:
 - a) Social media - the Alumni Portal is a place that will allow you to renew ties with the university, find colleagues from your college days, make new friends, build a network of contacts.
 - b) Knowledge bank - As part of the Graduate Portal, we offer access to a knowledge base that includes, among other things, articles published by academics and graduate students, as well as e-learning courses.
 - c) Offer bank, resume board - Allows graduates to post their resumes in a special database, which will be accessed by employers logged into the portal. Employers, in turn, can post job advertisements in the offer bank.
 - d) Loyalty programs - The mission of the Alumni Program is to build relationships on the "university-alumni" line. To make these relationships sustainable, the entire program has been combined into a cohesive loyalty package.
 - e) E-learning - The knowledge base includes, among other things, e-learning courses. Among them will be those that will suit any group of graduates.
 - f) Idea bank - In the idea bank every concept and idea can find people interested in them. It is a place where discussion and exchange of views is possible in reference to the title "idea." This is also where academics will be able to find inspiration for the topics of their seminarians' papers.
5. Through offline activities, it stands out:
 - a) Alumni Weekend - Alumni Weekend is a time when, in addition to renewing old acquaintances, we propose to bet on personal development - participation in in various courses, trainings, open lectures and even sports competitions or medical shows, etc.
 - b) Networking meetings - We offer alumni meetings not only at the university, but also in various places of interest to them. The idea of such meetings is to discuss together, exchange contacts, sometimes also inspiration.
 - c) Alumni Room - This is a special place at the university where alumni can meet for coffee, tea or work together in a friendly and familiar environment from their college days.

- d) Blended learning - This is an interesting training technique that combines online learning with standard exercises and lectures - some of the material is delivered via e-learning, while the rest is delivered in traditional classes.
 - e) Use of the University's infrastructure - As part of the program, we want graduates to be able to continue using the University's infrastructure under special conditions after they leave the walls of the University.
 - f) Alumni card - This is a named card that identifies a graduate of a particular university, in the future also allowing the use of various attractions and discounts.
6. The result of the implementation of the Graduate Program is to increase the quality of education at the university and improve the offer of the Powiślański University in the context of the expectations of the labor market through:
- a) Improving curricula and teaching methods in the educational process due to the outflow of continuous knowledge of educational outcomes from the labor market and the expectations of employers and graduates,
 - b) greater motivation of research and teaching staff to update their knowledge and teaching offerings to meet the needs of their audiences through constant feedback on the results of their work and contacts with alumni and employers,
 - c) Better preparation of research and teaching staff to teach open courses and take into account the expectations of students of different ages, including those with more professional experience,
 - d) Input from alumni with extensive professional experience in the form of lectures by practitioners, mentoring, internships and placements for students or other forms of inclusion in the educational process,
 - e) an opportunity to better adapt continuing education offerings to the needs of graduates in different age groups.

Chapter 2

Graduates of the University

§ 3

1. The status of a graduate of the University is given to those who have obtained a professional degree at the Powiślański University:
 - 1) Bachelor's degree or,
 - 2) MA;
 As well as those who graduated in PSW:
 - 1) postgraduate studies;
 - 2) Courses lasting at least one semester;
 - 3) Student exchange program, lasting at least one semester.

2. The status of a graduate of the University is granted to those who have completed studies conducted in Polish, as well as those conducted in English, at the Powiślański University.

Chapter 3

Conditions for joining the program

§ 4

1. The person joining the Program is obliged to:
 - 1) filling out the online application available at: <https://forms.office.com/e/WTyBnK1Jk1>
 - 2) certify to the employee by showing the appropriate document stating the completion of studies at PSW:
 - a) bachelor's degree, master's degree;
 - b) certificate of completion of postgraduate studies, a course or a student exchange program referred to in § 3, or copies of the aforementioned documents.
2. The signed application and a copy or scan of the document confirming the PSW graduate status can be sent to absolwent@powislanska.edu.pl.
3. Joining the Program is tantamount to acceptance of the Regulations.

§ 5

Cancellation of participation in the Program is tantamount to the obligation to return the PSW Graduate Card and submit a written resignation from participation.

§ 6

Participation in the program is free of charge.

Chapter 4

Graduate Program Packages

§ 7

1. The implementation of the Graduate Program creates excellent conditions for strengthening the university's image as an innovative, friendly institution that cares about the development and attractiveness of its own educational offer.
2. The program also builds the university's competitive advantage, as it is a positive response to the stated desire of many graduates to continue participating in the in the life of the university after receiving their diploma.
3. In addition, the Alumni Program, builds relationships with the community, which also pays off with material benefits, both in the form of funds donated by alumni and partners to the alma mater, as well as their involvement at the level of volunteering or co-creating an attractive offer of the university.
4. The graduate program furthermore benefits for the university:
 - The opportunity to organize and integrate relationships with university alumni,

- Building an up-to-date convenient database of graduates,
 - The ability to obtain information on the professional fate of graduates and the quality of education,
 - Evaluation of the university's current offerings and their alignment with market expectations,
 - inspiration for the creation and updating of continuing education offerings, including open courses or postgraduate studies,
 - University promotion,
 - Involvement of didacticians and confrontation of their activities with the actual expectations of the market,
 - Establish or strengthen relationships with employers and involve them in the university's activities, including the creation and evaluation of study programs,
 - Strengthening the university's image as innovative, friendly and modern,
 - Increasing the competitiveness and attractiveness of the university for future students,
 - Material benefits - alumni volunteering, participation fees, sponsorships.
5. The graduate program furthermore provides benefits For graduates:
- Providing up-to-date information about the university,
 - Strengthening relations with the university's environment (business, government) to facilitate the implementation of its activities,
 - Assistance with job search and finding employees,
 - Promotion of your own business and yourself (mentoring, internships, bios, awards),
 - Access to knowledge bases (library, industry information),
 - Access to the infrastructure of the university (use, meeting place),
 - Contacts with other graduates (social, exchange, development),
 - Dedicated educational offerings - studies/training/courses,
 - Rewards, promotions and discounts for loyalty program participants,
 - Strengthening the image of the graduate in the resume (university brand).

Package I - activities in the area of diagnosing the needs of university graduates

§ 8

1. Package I of the Graduate Program, indicates the solutions the University uses in the area of diagnosing the needs and expectations of graduates.
2. Implementation of analysis, research and reports in the field of qualifications and key competencies to increase the employability of graduates.

3. Participation in the work of the Internal Education Quality Assurance System committees at the Powiślański University in accordance with the adopted educational quality policy.

Package II - activities in the area of tools for monitoring the fate of university graduates

§ 9

Package II of the Graduate Program, through the implementation of research in the field of monitoring the professional fate of graduates, allows for the effective acquisition of data on graduates complementary to central monitoring.

Package III - loyalty package for university graduates

§ 10

1. The implementation of the activities in the third package responds to the demands of the new times by going beyond formal monitoring and combining it with a broader view of the essence of the relationship between graduates and the university.
2. The activities of Package III, by offering a variety of benefits to graduates, will allow monitoring of their fate and actively involve them in the life of the university.

System of discounts and promotions

§ 11

1. The program participant has the right to take advantage of discounts and promotions that the University offers.
2. The University offers a system of promotional enrollment fee for university applicants who are participants in the Graduate Program. The amount of the promotional enrollment fee depends on the date of submission of complete enrollment documents for studies and is indicated in the Table of Fees.
3. The University honors the Large Family Card (LFC), which entitles you to submit enrollment documents without paying a recruitment (enrollment) fee during the recruitment period for studies. In addition, the holder of the Large Family Card is exempt from the fee for the issuance of an index and ID card.
4. The University provides a student studying two fields of study simultaneously with a payment for the first field of study in the amount of 100% of tuition, and for the second field of study in the amount of 80% of the value of tuition. The tuition discount applies to the field of study with lower tuition fees

5. The University provides students with tuition for studies in a second field of study in the same faculty after completing the first course, tuition for studies in the next course in the amount of 80% of the tuition applicable to that course.
6. It is not possible to combine discounts and promotions, except for LFC.
7. If the requirements for granting a discount or taking advantage of a promotion are not met, the student will forfeit the above indicated.
8. The system of discounts indicated in paragraph 3 and paragraph 4 does not apply to fees other than tuition.

PSW Graduate Card

§ 12

1. The PSW Graduate Card, hereinafter referred to as the "Card", is a form of identification for Program participants, issued at the time of application acceptance.
2. The unit authorized to issue Cards is the Information and Marketing Department.
3. The card has a unique number.
4. The card is issued free of charge.
5. The image of the front of all issues of the Card is specified in Appendix 1 to the Regulations.
6. The card entitles the holder to take advantage of the Program's offer and to receive discounts on the purchase of goods and services of institutions cooperating with the Program, hereinafter referred to as "Program Partners".
7. The current list of Program Partners is published on the University's website: powislanska.edu.pl.
8. Paid issuance of a duplicate Card - with a number identical to the lost Card - takes place at the request of the program participant, based on the submitted application:
 - a) loss or theft of the Card;
 - b) change of name of the Card holder (in this case it is necessary to return the Card with the old name);
 - c) destruction of the Card (in this case, the destroyed Card should be returned to the PSW Information and Marketing Department).
9. Information about changes made to the Regulations is posted on the website: powislanska.edu.pl and is distributed in a newsletter to Program participants.

Gift center

§ 13

The Alumni Program assumes the operation of a "gift center" where points earned for activity in the program can be exchanged for prizes (or wording: in which prizes will be earned for activity in the program).

Chapter 5

Base of program participants

§ 14

1. Data of Program participants are collected in the electronic database of Program participants, hereinafter referred to as the "Database".
2. The right to use and process personal data collected in the Database has exclusively the University through the Center for Student and Alumni Support.

Chapter 6

Conditions for cooperation with external institutions

§ 15

1. The University chooses a trustworthy institution as a Program Partner, thus distinguishing it from other entities operating in the market.
2. Partner selection is carried out by employees of the PSW Information and Marketing Department after studying the activities of the institution and its offerings.
3. The Program Partner distinguishes Program participants from among its customers by providing a special discount in the fees for the goods or services offered.
4. Information about the Partner (the institution's address, logo and website address) and the offer offered to Program participants is included in information materials and on the Program website.
5. Detailed terms and conditions of cooperation between the Partner and the Program are defined in the agreement.
6. It is possible to undertake other forms of cooperation with the Program (e.g., prize funding, special promotional offers) by Program Partners and by entities that are not Partners.

Chapter 7

Protection of personal data of participants in the Graduate Program

§ 16

1. By joining the Program, the Participant is asked to agree to the following for the processing of personal data included in the Application Form by the Powiślański University for purposes related to the implementation of the Graduate Program, including keeping records of Participants, as well as for informational and promotional purposes related to the implementation of the Program. Giving consent

to the processing of data for the purposes indicated in the Application Form is voluntary, although in the case of some consents it is necessary to join the Program.

2. The Program Participant is also asked to agree to receive information about PSW promotions and offers directed to Program Participants, to the e-mail address or telephone number indicated in the Enrollment Form. Granting consent for the use of the indicated telecommunication devices is voluntary, although it is necessary to receive information about offers related to the Program by e-mail or, for example, by text message.
3. The administrator of your personal data is Powiślański University, ul. 11 Listopada 29, 82 - 500 Kwidzyn. The Administrator has appointed a Data Protection Supervisor overseeing the correctness of personal data processing, who can be contacted via e-mail address: iod@psw.kwidzyn.edu.pl.
4. Personal data of Program Participants will be processed based on their consent, within the limits to which Participants have given such consent.
5. PSW will use the personal data collected in the Database until any objection to their processing or request for their deletion or withdrawal of consent to their processing is made, after which time PSW may use Participants' data only to secure claims related to participation in the Program, until they expire, or for other purposes and for the time provided by law.
6. The right to process and publish the personal data of the Participants collected in the database is vested exclusively in the Powiślański University, which undertakes to secure the data in question in accordance with the requirements of common law, in particular, the regulations contained in the Regulation of the European Parliament and Council (EU) 2016/679 of April 27, 2016 on the protection of natural persons in connection with the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC. The University undertakes not to share this data with other entities and declares that it will not be transferred to third countries or international organizations.
7. The contact details of Alumni, located in the database, may be shared with other Program Participants only with the consent of the persons concerned.
8. Each Program Participant has the right to access the content of his/her data and to correct it, as well as to request its removal from the Base, which is equivalent to resignation from the from participation in the Program.
9. Each Participant also has the right to request the cessation or restriction of processing, the right to data portability, and the right to file a complaint with the supervisory authority that monitors compliance with data protection laws.
10. In addition, each Participant has the right to withdraw the consent on the basis of which his or her personal data is used by the PSW at any time, whereby the withdrawal of consent shall not affect the processing of data performed prior to the withdrawal of such consent.

Chapter 8

Visual Identity of the PSW Graduate Program

§ 17

1. The logo of the PSW Graduate Program is its official identifying mark and promotional mark granted and approved by the University, which has the rights to it.
2. The logotype referred to in paragraph 1 § 17 may be used only for activities related to the implementation of the PSW Graduate Program.

Chapter 9

Final regulations

§ 18

These Regulations shall enter into force on the date of their approval.

Katarzyna Strzała-Osuch, PhD, Professor of PSW

Rector