

RULES OF THE INTERNSHIP COMPETITION **„Polish Space Fellowship Program”**

Space technologies are increasingly influencing the development of the global economy. Space-related entrepreneurship covers a broad spectrum of activities: from designing and building parts for satellites, through ground station software, to creating applications enabling Earth observation or satellite navigation.

Since Poland joined the European Space Agency (ESA) in 2012, the Polish space sector has been one of the most dynamic sectors of Polish industry. It is a source of technological innovation, from which other sectors of the Polish economy also draw. The high competence and quality requirements of space technologies make the Polish space sector a distributor of state-of-the-art organisational solutions. Space sector companies build their competitive advantage on unique know-how. As every segment of the "high tech" economy, the space sector needs highly qualified personnel. Industrial Development Agency JSC fulfilling its mission of supporting innovation and meeting this need, has initiated a internship programme, the rules of which for the seventh edition have been regulated in this document. In principle, internships organized by Industrial Development Agency JSC will be of a strictly professional character and will serve primarily to gain experience and to use the knowledge and skills of the winners of the Competition in practice.

I. GENERAL PROVISIONS

§ 1

The Rules define the principles of conducting the competition entitled "Polish Space Fellowship Program" earlier called "Development of human resources for the space sector", hereinafter referred to as the "Competition", selection of entities accepting traineeships, selection of internship participants, rights and obligations of organizers and entities accepting traineeships, and the principles of personal data processing.

§ 2

SUBJECT MATTER AND PURPOSE OF THE COMPETITION

1. The purpose of the Competition is to select students, graduates and young scientists to take part in paid internships in scientific institutes, research units and enterprises conducting business activity in the space sector, which are members of the Space Sector Employers' Union.
2. By "Internship" is understood a 5-month paid form of practical knowledge acquisition by the winners of the Competition, carried out on the basis of a civil law contract.
3. "Internship Host" - is an entity associated in the ZPSK, included in the List of Internship Hosts, where the winner of the Competition has an Internship.

§ 3
ORGANISERS

The organisers of the Competition are:

- 1) industrial Development Agency JSC with registered office in Warsaw at: ul. Nowy Świat 6/12, 00-400 Warsaw, entered in the Register of Entrepreneurs kept by the District Court for the Capital City of Warsaw in Warsaw, XII Economic Division of the National Court Register under the number KRS 0000037957, NIP 5260300204, REGON 006746410, with fully paid-up share capital amounting to PLN 6,216,520,000.00, hereinafter referred to as "IDA JSC";
 - 2) Space Sector Employers' Union with its registered office in Warsaw at: al. Jerozolimskie 202, 02-486 Warszawa, entered in the register of associations, other social and professional organisations, foundations and independent public health care centres kept by the District Court for the Capital City of Warsaw in Warsaw, XIII Economic Division of the National Court Register, XIII Commercial Division of the National Court Register under the number KRS 0000447107, NIP 5223003682, REGON 146533743, hereinafter referred to as "ZPSK".
- hereinafter referred to collectively as "Organisers of the Competition".

§ 4
PARTICIPANTS OF THE COMPETITION

1. The Competition is open to
 - 1) students in their final year of engineering studies or master's studies, in particular in the following fields of study: automation and robotics, electronics and telecommunications, electrical engineering, technical physics, computer science, materials engineering, aviation and aerospace, mechatronics, mechanics and machine construction, astronomy, social sciences, economics, management;
 - 2) graduates with a master's, engineer's, bachelor's or master's degree, in particular in the following fields of study: automation and robotics, electronics and telecommunication, electrical engineering, technical physics, information technology, materials engineering, aviation mechanics and machine construction, astronomy, social sciences, economics, management, who graduated max. 24 months before the date of announcement of the Competition;
 - 3) individuals with an open doctoral programme and scientists with a doctoral degree in technical, social or economic sciences who obtained the degree within 24 months before the date of announcement of the Competition,
- hereinafter referred to as "Participants".
2. The Competition is not open to the members of authorities, management members, employees of the Competition organizers, entities accepting the internship and their closest persons. By "persons closest to them" is meant persons indicated in art. 115 § 11 of the Penal Code of June 6, 1997 (i.e. Journal of Laws 2021, item 2345 with later amendments).

§ 5
DURATION OF THE COMPETITION

1. The Competition runs from 7 March 2022 to 24 June 2022. Applications of Competition Participants ants will be accepted from 21 March 2022 to 30 April 2022.
2. The Competition Organisers will publish accounts of the Competition and the results of the Competition on their websites by 24 June 2022.

II. GENERAL RULES OF THE COMPETITION

§ 6

NUMBER OF INTERNSHIP VACANCIES

1. The Competition Organisers provide up to 19 (nineteen) internship vacancies.
2. At least 10 (ten) internships will take place with Internship Hosts who are micro, small or medium entrepreneurs in accordance with Article 2 of Annex I to Commission Regulation (EU) No 651/2014 of 17 June 2014.

§ 7

APPLICATIONS OF INTERNSHIP HOSTS

1. Entities associated in the ZPSK, interested in accepting the Competition Winner (intern) for an Internship, send by mail or electronically to the e-mail address: staze@space.biz.pl, an application form for the Competition (containing the qualification requirements for the intern, apart from those listed in § 4.1, and the scope of his/her duties), the template of which is attached as Appendix 1 to the Regulations by 11 March 2022.
2. ZPSK, immediately after receiving the first 19 applications from entities interested in accepting the Laureate of the Competition for the Internship, vacancies them on a list, hereinafter referred to as the "List of Internship Hosts", and announces it on the website www.space.biz.pl.
3. Entities which were not placed on the Internship Hosts List are placed on the reserve list.
4. A place on the Internship Host List becomes vacant in the event of:
 - a) resignation of the Internship Host from the realization of the internship;
 - b) failure to complete the internship recruitment process.
5. The announcement of the Competition, the List of Applicants for the Internship, together with the requirements referred to in item 1 and the information which of the Hosts for the internship is a micro, small or medium entrepreneur, will be made available by the Competition Organizers on the website www.space.biz.pl by 14 March 2022.
6. The Internship Host, is obliged to:
 - a) carry out the recruitment process for the internship;
 - b) resign from the realization of the internship in a situation when the Internship Host is not able to carry out the recruitment process within the indicated deadlines;
 - c) promote the Competition by placing information about the recruitment of the Participants on the website and through its own social media channels.

§ 8

THE COURSE OF THE COMPETITION AND THE RECRUITMENT PROCESS

1. A person interested in participating in the Competition is obliged to send a personal questionnaire (CV) via the website www.space.biz.pl by 30 April 2022, 23:59.
2. The Participant shall indicate the Internship Host constituting the first preferred place of internship and the Internship Host constituting the second place of internship from among the entities included in the List of Internship Hosts.
3. In case the Hosting for the internship rejects the candidature of the Participant who indicated it as the first preferred place of the internship, the personal questionnaire of this Participant will be directed to the Internship Hosts indicated by this person as the second place of the internship.
4. The Internship Host selected as the first or second preferred place for the internship, who after the recruitment process did not select a suitable candidate for the internship, may select another person from the pool of Participants who were not selected by other Internship Hosts, provided that the consent of those Participants is obtained.
5. The Internship Host referred to in paragraph 4 informs the Competition Organisers of the failure to select a suitable candidate and notifies them of the wish to use the pool of candidates who were not selected by other Internship Hosts.
6. The interview shall take place at the premises of the Internship Host or by videoconference.

7. The Internship Host shall contact by phone or e-mail the selected Participants who have applied within the deadline provided by the Competition Organisers. In case of lack of telephone contact with the Participant or lack of response to received e-mail, the Participant is deleted from the list of Participants within three calendar days from the date of sending the e-mail.
8. The Receiving Party shall inform the members of the Selection Committee about the place and date of the interview by phone or e-mail at least 3 calendar days before the date of the interview.
9. During the interview, the following factors are taken into account: compliance of the Competition Participant's qualifications with the requirements of the Host of the internship, information on his/her diploma/doctoral thesis, achievements in scientific work, scientific activity (e.g. scientific articles, publications, etc.), university activity (e.g. membership in the self-government, scientific circles, sections, etc.), as well as non-university activity (e.g. external internships, traineeships, etc.) and professional experience to date.
10. The winners, hereinafter referred to as "Winners", are selected from among the Participants and offered paid internships with the Hosts.
11. Information about the results of the Competition is made available after all interviews have been conducted. The list of Winners will be posted on the website www.space.biz.pl by 24 June 2022.
12. The official announcement of the Competition results takes place during the Final Gala of the Competition. The exact date and place of the Gala will be communicated to the Winners and the Internship Host in advance.

§ 9

COMPETITION COMMITTEE

1. The Competition Committee is responsible for the correctness of the Competition recruitment process and for selecting the Winners.
2. The Competition Committee consists of at least one representative of: IDA JSC and/or ZPSK and the Internship Host.
3. Works of the Committee can also take place in the form of teleconference and are minuted.
4. Administrative service of the Competition Committee is provided by ZPSK.

III. RIGHTS AND OBLIGATIONS OF THE ORGANIZERS OF THE COMPETITION AND THE INTERNSHIP HOSTS

§ 10

PERFORMANCE OF THE INTERNSHIP

1. The Organisers of the Competition are not responsible for the change of data (including telephone number) of the Participant which makes it impossible to notify the winner and for the provision of incorrect or false data by the Participant.
2. The entity accepting the internship will determine individually for each Intern the scope of his/her duties.
3. Winners who have joined the internship, hereinafter referred to as "Interns", are entitled to remuneration for the internship in the maximum amount of:
 - a) PLN 4,000 gross for persons referred to in § 4.1.1 and 4.2.1 of the Regulations, for each month of the internship;
 - b) PLN 5,000 gross for persons referred to in § 4.1.3 of the Regulations, for each month of the internship.
4. The remuneration of the Trainee referred to in paragraph 3 is financed
 - a) by IDA JSC up to the amount of 50% of the remuneration, and by the Host for the Internship, in the amount of at least 50% of the amount of the remuneration, in case the Internship Host is a micro, small or medium entrepreneur in accordance with Article 2 of Appendix I to the Commission Regulation (EU) No 651/2014 of 17 June 2014 ;
 - b) by IDA JSC up to 20% of the amount of remuneration and by the Host of the internship, in the amount of at least 80% of the amount of remuneration, in case the Internship Host is not a micro, small or medium entrepreneur in accordance with Article 2 of Annex I to the Commission Regulation (EU) No 651/2014 of 17 June 2014.

5. Other conditions of the internship are determined in the agreement between IDA JSC, the Internship Host and the Intern, the template of which constitutes Appendix No. 2 to the Competition Regulations.
6. In the event that the Internship Host decides to prolong the internship or sign a new agreement with the Intern for a period exceeding the period envisaged in the Competition , the amount of remuneration and other conditions of cooperation will be the subject of individual arrangements between the Internship Host and the Intern, in accordance with applicable law.
7. The Competition Organizers do not bear responsibility in case of the Winner's resignation from the internship or interruption of the already started internship.
8. Neither the Competition Organisers nor the Internship Host are obliged to cover the Intern's accommodation costs for the duration of the Internship or travel costs to the place of the Internship.

§ 11

FEES AND TAXES

The Competition Organizers shall not be liable for the failure to pay any possible fees, taxes, insurance premiums or other public or civil law benefits which the Winners /Interns or the Internship Host may be obliged to pay.

§ 12

RESULTS

1. The decisions of the Competition Organizers and the Internship Hosts are final and cannot be appealed.
2. Winners are not entitled to claim changes to the awarded prize.
3. The right to the award cannot be transferred to third parties.

IV. FINAL PROVISIONS

§ 13

All materials related to the Competition , provided to the Competition Organizers by Participants, are non-returnable.

§ 14

1. Competition Organizers reserve the right to publish the names, surnames, photos and other information about the winners of the Competition, as well as interviews with them on their websites, in the press, on the radio, on the Internet and on television.
2. Organizers of the Competition reserve, within the compensation mentioned in § 10.3, the Organisers of the Competition reserve the right to use the image of the Winners/Students on the Internet, in the press or on television by publishing photos and film footage collected during the Final Gala for purposes related to the promotion of the Competition .

§ 15

1. By applying for participation in the Competition (sending the personal questionnaire and CV), Participants and Internship Hosts agree to the publication and dissemination of their image, as specified in § 14, and also to the processing of their personal data contained in sent CV and personal questionnaire by Industrial Development Agency JSC.with its seat in Warsaw (address: ul. Nowy Świat 6/12, 00-400 Warszawa) and the Union of Space Sector Employers in Warsaw (address: al. Jerozolimskie 202, 02-486 Warszawa) for purposes related to the organization and execution of the Competition and conducting the Internships.
2. Participants agree to make their personal data available to the Employers of the Space Sector in Warsaw referred to in § 8 for the purposes related to organizing and carrying out the Competition

and conducting the Internships. Each person has the right to access and rectify his/her data, to remove or limit its processing or to object to its processing, as well as the right to transfer the data processed for the purposes of the Competition. Consent to the processing of data for the purposes described above is voluntary, but is a condition of participation in the Competition.

3. The administrator of the Participants' personal data will be IDA JSC in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons in relation to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation - hereinafter: "GDPR"). The administrator can be contacted by phone at (+48) 22 695 36 00, by e-mail at poczta@arp.pl and by post by sending information to the address: Industrial Development Agency ul. Nowy Świat 6/12, 00-400 Warszawa, Centrum Bankowo Finansowe - entrance "C".
4. IDA JSC declares that it has appointed a Data Protection Officer as referred to in Articles 37-39 of the GDPR. Contact details of the Data Protection Officer in IDA S.A: iod@arp.pl, Agencja Rozwoju Przemysłu S.A., 00-400 Warszawa, ul. Nowy Świat 6/12.
5. Personal data sent in the personal questionnaire and CV will be processed by IDA JSC on the basis of:
 - a) Article 6(1)(a) of GDPR - consent, i.e. consent voluntarily given by the Competition Participant for data processing;
 - b) art. 6(1)(b) of GDPR - in order to fulfil the contractual requirements (necessity to dispose of the data for the purposes of the Internship Competition);
 - c) Article 6(1)(c) of GDPR - in order to comply with statutory requirements (the need for IDA JSC to fulfil its legal obligations under the law);

 - d) Article 6(1)(f) of GDPR - in order to fulfil legitimate interests of IDA JSC
6. The scope of personal data processed in the CV and personal questionnaire includes, in particular: name and surname, e-mail address, telephone, education, professional career to date, address of residence and other data provided in the CV and personal questionnaire.
7. The personal data of the Participants will be transferred to ZPSK and the Internship Host for the purposes resulting from these Regulations. IDA JSC may also transfer Participants' personal data in accordance with the applicable law. IDA JSC may transfer data to entities processing them on behalf of IDA JSC on the basis of agreements on entrusting the processing of personal data (e.g. consultants, auditors, IT service providers) and other entities authorized on the basis of applicable regulations (e.g. courts, law enforcement agencies) - on the basis of a request having legal basis.
8. Participants' personal data will not be transferred to a third country (understood as a country outside the European Economic Area, EEA) or to an international organisation within the meaning of GDPR.
9. Personal data will be processed for a period of five years from the date of completion of the recruitment process, referred to in § 8.11, unless a longer period of processing is necessary, e.g. due to archiving obligations, pursuit of claims or other generally applicable legal requirements.
10. The participants have the right to demand from the data controller access to their personal data, their rectification, erasure or restriction of processing, or to object to their processing.
11. In relation to the processing of personal data, the participant has the right to lodge a complaint to the President of the Office for Personal Data Protection.
12. Providing personal data referred to in point 6 is required in order to be able to participate in the Competition. Failure to provide the data will result in the inability to participate in the Competition.
13. On the basis of the Competition Participant's personal data the Internship Organiser will not make any automated decisions, including decisions resulting from profiling in the meaning of RODO.

§ 16

In all matters not covered by the Regulations, the provisions of the Civil Code, the Act on Personal Data Protection, the Act on Copyright and Related Rights and other generally applicable provisions of law shall apply.

§ 17

The Rules of the Competition are available for inspection in the Organizers' offices as well as on the website www.space.biz.pl.

§ 18

By entering the Competition, the Participants and the Hosts accept these Rules.