**EMPLOYER REGISTRATION FORM**

**FOR THE UNIVERSITY OF LOWER SILESIA DSW INTERNSHIP PROVIDERS REGISTRY**

**PART A** *(FILLED UP BY THE EMPLOYER)*

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| Employer’s name |  | |
| Employer’s address |  | |
| TIN |  | |
| REGON (National Business Registry Number): |  | |
| KRS (National Court Register) (if applicable) |  | |
| Website address |  | |
| Person representing the Employer  (person authorized to sign the agreement): |  | |
| Name and position of the contact person: |  | |
| Contact person’s email address |  | |
| Contact person's phone number: |  | |
| Name and surname of the Internship Supervisor at the Host Institution: |  | |
| Email address of the Internship Supervisor at the Host Institution: |  | |
| Phone number of the Internship Supervisor at the Host Institution: |  | |
| Is the Employer interested in receiving information about projects and events aimed at Employers, organized by the University of Lower Silesia DSW in Wrocław (e.g., internship projects, job fairs, etc.)? | yes  no | |
| Internship location, if different from the address provided (e.g., branch, division, etc.): |  | |
| The language in which the internship can be conducted: | ☐ Polish only ☐ English only ☐ Polish and English ☐ Other languages, please specify: …………………………. | |
| Internship duration/period: | ☐ In the winter semester ☐ In the summer semester ☐ The internship can be conducted at another time, subject to individual approval by the University and the Host Institution | |
| The internship offer is particularly aimed at students of the following program(s): | Administration ☐ Internal Security ☐ National Security ☐ Journalism and Social Communication ☐ Dietetics and Health Promotion ☐ Finance and Accounting ☐ Geodesy and Cartography ☐ Human Resources and Coaching ☐ Computer Science ☐ Cosmetology ☐ Logistics ☐ Marketing and Sales ☐ Media Design and Image Marketing ☐ Creative Media: Game Design, Animation, Effects ☐ Creative Media: Game and Animation Design ☐ Pedagogy ☐ Preschool and Early School Pedagogy ☐ Special Education ☐ Social Work ☐ Psychology ☐ Business Psychology ☐ Resocialization ☐ Management ☐ Other, please specify: ……………………………………………………… ……………………………………………………………………………………… | |
| Declared annual number of internship positions | Administration  Internal Security  National Security  Journalism and Social Communication  Dietetics and Health Promotion  Finance and Accounting  Geodesy and Cartography  Human Resources and Coaching  Computer Science  Cosmetology  Logistics  Marketing and Sales  Media Design and Image Marketing  Creative Media: Game Design, Animation, Effects  Creative Media: Game and Animation Design  Pedagogy  Preschool and Early School Pedagogy  Special Education  Social Work  Psychology  Business Psychology  Resocialization  Management  Other, please specify: ……………………  ………………………………………………………  ………………………………………………………………………………… | |  | | --- | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| Method of applying for the internship | ☐ Submission of the internship referral  ☐ Submission of the internship referral and completion of a competency assessment test  ☐ Submission of the internship referral and CV  ☐ Submission of the internship referral and an interview  ☐ Other, please specify: …………………… | |
| Method of communication for students submitting internship applications | ☐ Email …………………………………………….………………  ☐ Application available at …………………………  ☐ Profile on the DSW job, internship, and traineeship portal  ☐ Other, please specify ………………………………………….…… | |
| Is the offer accessible to people with disabilities? | yes  no | |
| Does the Employer identify any infrastructural barriers in accessing the proposed internship locations? | yes  no | |
| Does the Employer provide accommodations for people with disabilities (technical, IT, etc.)? | yes, for people ………………………………………………………………….…….  (which type of disability)  no | |
| The Employer declares that:  ☐ Has read and commits to complying with the "Internship Program and Regulations."  ☐ Is an entity/employer offering the intern an opportunity to develop skills in line with the learning outcomes of the specified fields of study.  ☐ The profile of its activity is consistent with the indicated fields of study.  ☐ Possesses the infrastructure and will provide the necessary equipment at the internship site to ensure proper execution.  ☐ Has an adequate number of internship supervisors relative to the number of students accepted.  ☐ Will ensure that the internship supervisors have the appropriate competencies to fulfill this role.  ☐ Is not in the process of liquidation or bankruptcy. | | |
| ………………………………………………………………………………….  (Date and legible signature of the Employer  or person authorized to represent the Employer) | | |

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| CONSENT FOR THE PROCESSING OF PERSONAL DATA  **EMPLOYER/EMPLOYER'S AUTHORIZED REPRESENTATIVE**  I agree / I do not agree\* to the processing of my personal data by the Career and Internship Office for the purpose of providing the services, activities, and projects I have selected.  I declare that I have read the above information clause.  ………………………………………………………………………………….  (Date and legible signature of the Employer  or person authorized to represent the Employer) |

**Information Clause**

1. The University of Lower Silesia DSW in Wrocław declares that it is the data controller in the sense of GDPR in relation to the personal data of individuals representing the Employer and its employees involved in the execution of the contract, as well as individuals indicated by the Employer as contact persons. Consequently, the University of Lower Silesia DSW assigns the Employer the responsibility of informing the aforementioned individuals.
2. The data controller is the University of Lower Silesia DSW in Wrocław, Strzegomska Street 55, 53-611 Wrocław, Tax ID (NIP): 894-230-62-69, Tel.: +48 71 356 15 09, e-mail: rektorat@dsw.edu.pl.
3. The Administrator has appointed a Data Protection Officer, who can be contacted at: iod@dsw.edu.pl.
4. The provided personal data will be processed for the purposes of services and activities of the Career and Internship Office, operating under the tasks outlined in the Organizational Regulations of the University of Lower Silesia DSW.
5. The categories of personal data include: name and surname, position/function, phone number, email address, name of entity/workplace, address, data dedicated to the process/service.
6. Personal data will be stored until the termination of cooperation under this agreement and for the period specified by law.
7. Personal data may be transferred to other companies on our behalf. This typically occurs in the case of cooperation with a specific service provider (e.g., data storage service provider, postal, courier, payment, legal, insurance, IT, and audit services).
8. The Administrator's service providers are mainly located in Poland and other countries within the European Economic Area (EEA). Some of the service providers are located outside the EEA. In the case of transferring User data outside the EEA, including to the USA, the Administrator has ensured that the service providers guarantee a high level of personal data protection.
9. You have the right to access your data, the right to rectify, delete, restrict processing, the right to data portability, the right to object, and the right to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.
10. You have the right to lodge a complaint with the supervisory authority – PUODO, if you believe that the processing of your personal data violates the provisions of the Act of May 10, 2018, on the protection of personal data (consolidated text, Journal of Laws of 2019, item 1781) or the provisions of the Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016, on the protection of natural persons regarding the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) of April 27, 2016 (Official Journal of the EU, L No. 119, p. 1).
11. No decisions based solely on automated processing, including profiling, will be applied to the processed data.
12. Failure to consent to the processing of personal data will prevent the use of the services and activities of the Career and Internship Office of the University of Lower Silesia DSW in Wrocław.
13. Providing your personal data is voluntary.

**PART B** *(TO BE COMPLETED BY THE UNIVERSITY INTERNSHIP SUPERVISOR ON BEHALF OF THE UNIVERSITY OF LOWER SILESIA DSW)*

**Assessment by the University Internship Supervisor regarding the new employer declaring readiness to accept UDDSW students for internships:**

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| **Criteria for evaluating a new internship provider, in terms of suitability for the professional internships specified by the study program**  **On the field** ……………………………………………………...  **specialization**………………………….…………………………...  **year of study** ……………….. **semestrer**……..…………… | ***Criterion met*** | ***Criterion partially met*** | ***Criterion not met*** | **Remarks** |
| The Employer is an entity that enables the acquisition of learning outcomes assigned to internships in the field of …………………………….…………  ……………………………………………………………………………. |  |  |  |  |
| The Employer's business profile is consistent with the field of …………………………………………………………..  …………………………………………………………………………… |  |  |  |  |
| The Employer has the appropriate infrastructure for the specified professional internship and will provide the necessary equipment at the internship site to ensure its proper execution. |  |  |  |  |
| The Employer has an adequate number of internship supervisors relative to the number of students accepted. |  |  |  |  |
| The Employer will ensure that the designated supervisors for professional internships in the field of ……………………………………………………………………………………………………  have the appropriate competencies to undertake this role. |  |  |  |  |
| Decision and justification of the University Internship Supervisor: | | | | |

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| Official stamp | *Date, signature, and stamp of the University Internship Supervisor* |