

# **Regulations of the Alumni Club of the University of Information Technology and Management in Rzeszów**

## **§ 1.**

### **General provisions**

1) The rules of the Alumni Club at the University of Information Technology and Management (UITM) in Rzeszów, hereinafter referred to as the "Regulations", specify the conditions of membership and rules of organisation of the Alumni Club at the University of Information Technology and Management (UITM) in Rzeszów, hereinafter referred to as the "Alumni Club", as well as the recruitment of members of the UITM Alumni Club Council, hereinafter referred to as the "Alumni Club Council". 2) The Alumni Club Office is located at the University of Information Technology and Management (UITM) in Rzeszów at Sucharskiego st. no. 2, 35-225 Rzeszów.

The Alumni Club office is located at the premises of the University of Information Technology and Management in Rzeszów, Sucharskiego st. no. 2, 35-225 Rzeszów. Contact: Phone: 17 86 61 318, or by e-mail: [absolwent@wsiz.edu.pl](mailto:absolwent@wsiz.edu.pl).

3) The Alumni Club's mission is to integrate the community of graduates of the University of Information Technology and Management in Rzeszów.

4) The Alumni Club pursues its mission by:

a) creating and maintaining bonds between the university and its graduates.

b) organising integration meetings.

c) providing advice on professional matters.

d) promoting opportunities for education and competence enhancement through, among others, postgraduate studies, training, language courses.

e) making a job, internship and apprenticeship database available to Alumni Club members.

f) promoting the image of Alumni Club members in the community of employers, e.g. by posting profiles of Alumni Club members on the Alumni Club website, as well as by inviting Alumni Club members to various conferences/career days, Rector's Coffee with Alumni Club events organised at the University.

g) researching the professional career of graduates.

## **§ 2.**

### **Organisation**

1. The Alumni Club operates at the Career Office of the University of Information Technology and Management in Rzeszów.

2. The activities of the Club include:

a) maintaining contact with graduates of the university,

b) providing graduates with information on the events organised for them, such as workshops, training sessions, consultations, reunions, etc,

c) promoting alumni profiles on the Alumni Club website,

d) inviting graduates to various conferences/career days organised at the university,

e) conducting cultural, educational and promotional activities.

3. The status of an Alumni Club member may be obtained by any person who completed their Bachelor's and/or Master's degree at the University of Information Technology and Management in Rzeszów.

4. the condition for acquiring membership is to complete the Alumni Club Registration Form available at [absolwent.wsiz.edu.pl](http://absolwent.wsiz.edu.pl) or to express one's consent on the circulation card.

5. Submitting the form is considered to be an equivalent of accepting these Regulations.

6. Alumni Club membership is voluntary and free of charge. A member of the Alumni Club may resign from membership by submitting a written resignation to the manager of the Career Office at the University of Information Technology and Management in Rzeszów or by deleting their account at [absolwent.wsiz.edu.pl](http://absolwent.wsiz.edu.pl).

The Alumni Club's main communication tool with its members is the website: [absolwent.wsiz.edu.pl](http://absolwent.wsiz.edu.pl) and a newsletter.

## **§ 3.**

### **Alumni Club Council**

1. The Alumni Club Council shall consist of:

a) the President of the Alumni Club,

b) two Vice Presidents of the Alumni Club.

1. The Alumni Club Council:

a) represents the Alumni Club,

- b) initiates events in accordance with the Alumni Club's statutory activities,
  - c) supports scientific, cultural, sporting, tourist, economic and other alumni initiatives,
  - d) undertakes activities promoting the Alumni Club,
  - e) expresses the opinion of the alumni community in matters related to the community or requiring its opinion.
1. The Alumni Club Council plans and implements Alumni Club activities in cooperation with the Alumni Club Coordinating Team and the University Authorities,
  2. The Alumni Club Council, in order to achieve its objectives, has the right to use:
    - a) facilities belonging to the University of Information Technology and Management, in particular such as the premises of the University, the Academic IQ Club, printing facilities, office equipment, communication equipment, in the scope and according to the rules agreed with the Rector,
    - b) technical and legal assistance of the University of Information Technology and Management.
  5. The term of office of the UITM Alumni Club Council shall be two academic years.

#### **§ 4.**

##### **Rules for the appointment and election of Alumni Club Council members**

1. A person who is a graduate of the University of Information Technology and Management in Rzeszów may become a member of the Alumni Club Council.
2. Members of the Alumni Club will be informed about the start of recruitment to the Alumni Club Council:
  - a) by e-mail;
  - b) by posting information on the Alumni Club website;
  - c) at alumni meetings organised by the University.
3. A graduate interested in applying fills in the recruitment form sent out by e-mail and available on the website [absolwent.wsiz.edu.pl](http://absolwent.wsiz.edu.pl). The completed form is sent by the candidate to the e-mail address: [absolwent@wsiz.edu.pl](mailto:absolwent@wsiz.edu.pl) or delivered by post or submitted directly to the Alumni Club office. When recruitment is launched, forms may also be distributed at meetings organised by the university.
4. The candidate is selected by the Coordinating Team on the basis of checking the formal and substantial criteria.
5. The candidate must meet the formal criterion, i.e. he/she must submit a correctly completed form and deliver it to the Alumni Club office by the appropriate deadline - according to the YES, NO rule - rejection of the application.
6. After checking the formal criterion, the Coordinating Team checks the candidate's fulfilment of the merit criteria by awarding: 10 points for each YES answer, 0 points for a NO answer. In addition, candidates may be awarded max. 20 points for suggesting initiatives/activities they would like to undertake as a member of the Alumni Club Council.
7. In the event that candidates obtain the same number of points, the average grade obtained by the graduate while studying at UITM will be decisive.
8. The candidate who obtains the highest number of points in the recruitment process becomes the President of the Alumni Club Council, and the functions of Vice-Presidents are assumed by subsequent persons according to the ranking. The remaining persons are placed on a reserve list.
9. The results of the recruitment process to the Alumni Club Council will be published on the website: [absolwent.wsiz.edu.pl](http://absolwent.wsiz.edu.pl).
10. Resignation from the Alumni Club Council requires a written notice, which will be delivered to the Head of the Career Office.
11. In the event of resignation of one of the members of the Alumni Club Council when there are less than six months left in the term, a two-member Alumni Club Council may function.
12. In the case of resignation of a member of the Alumni Club Council, a person from the reserve list according to the point ranking may be elected to the Alumni Club Council if he/she agrees.
13. If a member of the Alumni Club Council cannot be appointed from the reserve list, a new member shall be elected in a so-called supplementary recruitment.

## **§ 5.**

### **Alumni Club Coordinating Team**

1. the Coordinating Team consists of the employees of the Career Office of the University of Information Technology and Management in Rzeszów, who are in charge of the Alumni Club.
2. The competences of the Coordinating Team include:
  - a) planning and implementing Alumni Club activities in cooperation with the Alumni Club Council and the University Authorities,
  - b) supervising the work of the Alumni Club Council,
  - c) supporting the activities of the Alumni Club Council through substantive and technical support,
  - d) monitoring the implementation of the Alumni Club Council's ideas and initiatives,
  - e) providing information and advice necessary for the Alumni Club Council to perform its tasks.

## **§ 6.**

### **Privileges**

Alumni Club members are entitled to:

1. receive an Alumni Card, entitling them to use the Discount Programme.
2. receive an e-mail newsletter with information about the Alumni Club.
3. participate in workshops, training courses and conferences organised by the University of Information Technology and Management in Rzeszów.
4. use the resources of the Library in the Reading Room of the University of Information Technology and Management in Rzeszów.
5. have access to the database of job, internship and apprenticeship offers.
6. use other products presented on the website: [absolwent.wsiz.edu.pl](http://absolwent.wsiz.edu.pl) for graduates.

## **§ 7.**

### **Alumni Card**

1. The Alumni Card is available to all members of the Alumni Club.
2. A person who comes into possession of the Card and does not complete the Alumni Club Registration Form does not acquire the rights associated with it.
3. The Alumni Card entitles the holder to use the Discount Programme created for the Alumni Club.
4. The Alumni Card can be:
  - collected in person at the Alumni Club office,
  - sent by regular mail,
  - received during the Graduation ceremony.
5. The Alumni Card becomes a document that entitles you to use the Discount Programme if:
  - the Alumni Card number is registered on the website: [absolwent.wsiz.edu.pl](http://absolwent.wsiz.edu.pl),
  - there is a legible, handwritten signature of the holder on the reverse side.
6. In the event that a Club member loses his/her Alumni Card, a duplicate will be sent upon payment of a fee of PLN 20.
7. The full offer of the Discount Programme is available at [absolwent.wsiz.edu.pl](http://absolwent.wsiz.edu.pl).

## **§ 8.**

### **Personal data**

Pursuant to Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 EC hereinafter "GDPR", I hereby inform you that:

1. the controller of the personal data is the University of Information Technology and Management based in Rzeszów address: Sucharskiego st. no. 2, 35 - 225 Rzeszów hereinafter referred to as "UITM".
2. The UITM has appointed a Data Protection Officer at the University of Information Technology and Management (IOD) email: [iod@wsiz.edu.pl](mailto:iod@wsiz.edu.pl).
3. Personal data will be processed for the purpose and to the extent necessary to carry out the activities carried out by the Alumni Club of the UITM:
  - a) creating and nurturing bonds between the university and its graduates.
  - b) organising integration meetings.
  - c) counselling on professional matters.
  - d) forecasting opportunities for education and improving competences, e.g. through postgraduate studies, training, language courses.

- e) making a database of job offers, internships, apprenticeships, newsletters available to Alumni Club members.
  - f) promoting the image of Alumni Club members in the community of employers, e.g. by posting profiles of Alumni Club members on the Alumni Club website, and by inviting Alumni Club members to various conferences/career days organised at the university.
  - g) researching the professional carrier path of graduates.
4. Personal data shall be processed for the period necessary to maintain membership in the Alumni Club of the UITM and to fulfil the purposes indicated in point 3.
  5. Personal data will not be shared with anyone, unless this is necessary for the performance of a contract to which UITM is a party (e.g. operation of IT systems) or if this is required by law.
  6. Personal data will not be transferred to a third country/international organisation.
  7. The data provided will not be subject to profiling.
  - 8 You have the right to access your personal data, as well as to make changes, request deletion under the terms of the GDPR.
  9. The Administrator can be contacted via e - mail address: [rodo@wsiz.edu.pl](mailto:rodo@wsiz.edu.pl) or in writing to the Administrator's registered office address.

## **§ 9.**

### **Final resolutions**

1. The University of Information Technology and Management in Rzeszów reserves the right to change the content of the Regulations. In the event of a change to the Regulations, an Alumni Club Member may resign from membership within 14 days of the change to the Regulations. The provisions of § 2.6 shall apply accordingly.
2. Any amendments to the Rules and Regulations will be available on the [alumni.wsiz.pl](http://alumni.wsiz.pl) website.
3. These Regulations shall enter into force on 08.09.2024.