

REGULATIONS OF THE AMBASSADOR PROGRAMME OF THE ACADEMIC CAREER OFFICE OF THE UNIVERSITY OF WROCLAW

I. Organiser

The organiser of the Ambassador Program, hereinafter referred to as the Program, is the Academic Career Office, an organisational unit of the University of Wrocław, hereinafter referred to as ACO.

II. Purpose of the Program

The purpose of the Program is to promote the Academic Career Office (ACO) of the University of Wrocław and its activities among the University's students and graduates.

III. Participants of the Program

1. Any student of the University of Wrocław — enrolled in first-cycle, second-cycle, long-cycle Master's degree programmes (in any mode of study), or in doctoral studies/the Doctoral School — who has completed at least the first year of studies, may become an Ambassador of the Academic Career Office (ACO).
2. Ambassadors are selected through a recruitment process.
3. Participation in the Program is unpaid, and Ambassadors of ACO do not receive any remuneration or other benefits of an equivalent nature.

IV. Duration of the Program

The 2025/2026 edition of the Ambassador Program will be implemented from 08 October 2025 to 30 June 2026.

V. Activities of Ambassadors

As part of the Program, Ambassadors may in particular undertake the following activities:

- supporting the Academic Career Office (ACO) in organising initiatives such as the Mentoring Programme, the Job and Internship Fair Career Campus, and meetings and events with employers,
- promoting ACO initiatives within their respective Faculties,
- participating in evaluation meetings summarising the activities of Program participants,
- reporting on Program-related activities via ACO's social media channels,
- monitoring student and doctoral events at the University to support their promotion,
- initiating events related to personal or professional development.

These activities are voluntary and have an educational and developmental character.

VI. Benefits for Ambassadors

Ambassadors may receive, among others:

- a certificate confirming participation in the Program – issued upon its completion,
- the opportunity to participate in dedicated training sessions,
- experience in promotion and event organisation,
- the opportunity to implement their own initiatives with the support of ACO staff,
- a welcome pack containing University of Wrocław merchandise,
- the opportunity to take part in a photo session (subject to separate consent for the use of image),
- the opportunity to build a professional network within the academic community.

VII. Recruitment and Selection of Ambassadors

The recruitment process for the Program consists of three stages:

- Stage I – completing and submitting the online application form. Submission of the form constitutes confirmation that the applicant has read the information clause on the processing of personal data.
- Stage II – an interview with candidates conducted by the program coordinator.
- Stage III – selection of the team of Ambassadors and sending an e-mail confirmation of participation.

Submission of an application and participation in the recruitment process does not create any obligations on the part of the Organiser towards the candidate.

VIII. Final Provisions

1. Participation in the Program is entirely voluntary and does not constitute the basis for the establishment of an employment relationship, a civil-law relationship, or any other contractual obligation between the Ambassador and the University of Wrocław or the Academic Career Office.
2. The University of Wrocław and the Academic Career Office shall not be liable for any damage, loss, or claims arising from participation in the Program, including actions undertaken by Ambassadors in their own name.
3. All materials and benefits provided to Ambassadors are free of charge, optional, and have an educational and developmental character.
4. Ambassadors are responsible for their actions undertaken within the Program, which must comply with the applicable laws and the rules and regulations in force at the University of Wrocław.
5. The Organiser reserves the right to terminate an Ambassador's participation in the Program at any time in the event of a breach of these Regulations or the rules applicable at the University of Wrocław.