

FAQ: the programme of scholarships for students in Poznan

1. What is the scholarship programme all about?

The scholarship programme is for students preparing themselves to take up a job in Poznań. The City of Poznań encourages local companies and students to use the financial support for pre-employment apprenticeships.

2. Who can benefit from the scholarship?

- Organizer of an apprenticeship programme whose company is seated (with its branch office or main office) in Poznań.
- A student of a University in Poznań who lives in Poznań and will be accepted by the organizer to complete an apprenticeship programme. The scholarship may exceptionally be granted to a person who does not live in Poznań as long as the remaining conditions have been fulfilled.

3. What level or stage of education is required to be able to apply for this scholarship?

Each first- or second-degree studies student in Poznań may apply for the scholarship.

4. Is the scholarship open to foreigners or foreign students studying and living in Poznań?

Yes - foreign students living in Poznań can apply for the scholarship.

5. How will the interested students get an apprenticeship with the organizer or a company having its branch or main office in Poznań?

Interested students have to find an employer or organizer by themselves, a company that will offer the student an internship and hire them under employment contract for minimum duration of 6 months after the apprenticeship programme.

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6. Does an applicant need to find an apprenticeship or an internship with any company before applying?

Yes, the application is to be submitted together with the internship or apprenticeship organizer. ***Either the company is looking for a student (intern/apprentice) or the student is looking for a company.***

7. Is there a list of these companies provided by the City of Poznań?

No - interested students have to find an employer or organizer by themselves.

8. What are the objectives of the scholarship programme?

- To support students living in Poznań and facilitating them to be accepted for attractive apprenticeships and to receive jobs in local companies.
- To support companies to reduce the costs of the apprenticeships.
- To create new jobs - the apprentice (or any other person) **must be employed by the organizer of the apprenticeship upon the completion of the apprenticeship and the job must be maintained for a period of 6 months.**

9. How long does the scholarship last?

The scholarship will be granted for a maximum period of 6 months.

10. What status does a student need to have to be able to apply for the scholarship?

The application must be accompanied by a certificate from the university that on the day of submitting the application you are a university student.

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11. Does this mean that the company must hire this student after the apprenticeship programme?

Yes, after the internship or apprenticeship programme - the company is **obliged to hire** the intern or apprentice under an employment contract for a **period of 6 months**.

12. What if the student is still studying?

The company in which the student had an internship must hire the intern or apprentice - **The student can adjust the working hours to the classes at the University**.

13. What if a student cannot find employment at the end of the internship with the company that offered them an internship?

If the student does not take up employment after receiving the scholarship and completing the internship or apprenticeship programme with the company or the organizer of the apprenticeship programme - **The student must return the scholarship**. In addition, if the company does not hire an intern or an apprentice upon the completion of the apprenticeship programme, **the company or the organizer has to pay back the full scholarship**. The financial security is a blank promissory note signed by the student.

N.B - This scholarship is designed to support students entering the labour market. It is not only payment for the internship or the apprenticeship - it is supposed to make it possible for the student to work in this company and use the skills acquired during the internship. Therefore, the Mayor's scholarship is awarded to unemployed candidates; you cannot be employed in another company because granting such a scholarship is unfounded.

14. What does the scholarship cover as regards to the apprenticeship programme?

The scholarship may be used for covering the total or part of the costs of the apprenticeship in Poland or abroad, including training, travel, living and accommodation costs. *For more details kindly download and check the scholarship application form (link below) for minimum and maximum amount that can be allocated in monetary value for this scholarship programme (N.B Application form is in Polish only - [Scholarship Application Form](#))*

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However, the Mayor of the City decides on the amount of the scholarship that will be allocated to each apprentice based on the apprenticeship cost estimation submitted by the organizer and taking into account the number of submitted applications and the amount of available resources.

15. How to apply?

- The application is to be submitted by the organizer of the apprenticeship and the candidate apprentice.
- Completed forms are to be submitted to the following address: Urząd Miasta Poznania, pl. Kolegiacki 17, Poznań
- Dates for applications submission are four times a year until 31 March, 30 June, 31 October or 31 December of the respective year.

For new FAQ request and more information not included in these FAQ or on the website, kindly contact: Edyta Fila, tel: 61 878 49 94, e-mail address: edyta_fila@um.poznan.pl