

ORDINANCE NO. 1/2024
Rector of the
Krzysztof Penderecki Academy of Music
in Kraków
of 31 January 2024

concerning the Rules
on artistic internships
at the Krzysztof Penderecki Academy of Music in Kraków

Acting pursuant to Article 23(1) and (2)(2) in connection with Article 11(1)(2) of the Act of 20 July 2018, Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended), I order as follows:

§ 1

The Rules and Regulations for artistic internships at the Krzysztof Penderecki Academy of Music in Kraków, which are annexed to this Ordinance, are hereby introduced.

§ 2

1. The ordinance comes into force on 1 February 2024 and applies to participants who will be accepted for an artistic internship from the academic year 2024/2025.
2. Artistic internships started in previous years in terms of plans, programmes and fees are held until they are completed according to the existing rules.
3. The text of the ordinance together with its appendix is published in the Public Information Bulletin of the Krzysztof Penderecki Academy of Music in Kraków under the tab University Law/Ordinances 2024.

R e c t o r

Prof. Wojciech Widłak, PhD

REGULATIONS FOR ARTISTIC INTERNSHIPS AT THE KRZYSZTOF PENDERECKI ACADEMY OF MUSIC IN KRAKÓW

General provisions

§ 1

1. The Rules and Regulations for Artistic Internship at the Krzysztof Penderecki Academy of Music in Kraków (hereafter referred to as the AMKP) specify:
 - 1) artistic internships methods of qualification
 - 2) rights and obligations of participants in artistic internships
 - 3) rights and responsibilities of supervisors of artistic internships
 - 4) course and duration of internship.
2. Artistic internships at AMKP are conducted in all faculties in compliance with the accepted internship programme:
 - 1) At the Faculty of Composition, Interpretation and Music Education - internships in the areas of:
 - a) composition
 - b) conducting
 - c) theory of music.
 - 2) at the Instrumental Faculty - internships in the areas of:
 - a) instrumental studies
 - b) jazz and improvised music.
 - 3) At the Faculty of Voice and Drama - internships in:
 - a) voice studies.
3. Artistic internships take place on an annual or semester basis. If the internship is carried out on a semester basis, it may not be less than 30 teaching hours.
4. Annual internships start on 1 October. Semester internships begin on 1 October or 15 February.
5. Detailed rules for organising and conducting artistic internships at the faculty are set by the Faculty Council in consultation with the Vice-Rector responsible for education, who supervises artistic internships at AMKP.
6. Artistic internships are organised by the relevant dean of the faculty, who is responsible in particular for the provision of teaching staff and teaching rooms with the equipment necessary for the proper implementation of the artistic internship programme.
7. Administrative support for participants in artistic internships is provided by the deans' offices of the faculties.

Recruitment for artistic internships

§ 2

1. A person with at least a secondary education may apply for an artistic internship.
2. Admissions to artistic internships are made within the limits of places set by the rector for the academic year.
3. Classes within the artistic internship may be conducted in a language agreed between the internship supervisor and the participant, with group classes being held in in Polish or English.
4. Recruitment to the artistic internship shall be by qualification. The detailed programme requirements for qualification are set out in Appendix 1.
5. Recruitment for artistic internships shall take place between 1 February and 30 April. The dean may set an additional recruitment date before the start of the internship period, as and when there are vacancies in the department.
6. The registration of a candidate for an artistic internship takes place in the AMKP electronic system via the Electronic Candidate Registration Module (**ECRM**).

7. In the course of electronic registration, the candidate fills in the application for artistic internship as specified in Annex 2 and the personal questionnaire according to the template as specified in Annex 3 and attaches a photograph¹.
8. The forms referred to in point 7 must be sent together with the annexes:
 - 1) a CV with a list of your artistic and scientific achievements (PDF file)
 - 2) a scan of your secondary school certificate or diploma (PDF or JPG file)
 - 3) the programme presented at the audition (PDF file) complying with the requirements set out in Annex 1
 - 4) in the case of a video-based application, a recording of the tracks specified in the programme's detailed requirements.
9. Persons who have obtained their matriculation certificate or higher education diploma abroad are required to provide a certified document with a sworn translation into Polish.
10. Audiovisual material must be supplied only in the form of MP4 files (image saved at a resolution of no more than 1280x720, video encoding H.264, MP3 or AAC stereo sound).
11. Audiovisual files must be prepared in such a way that they can be opened in the VLC application.
12. File names must include at least the candidate's surname and first name and should accurately describe the content according to the written documents submitted, e.g.: surname.firstname_instrumental.studies_brahms.mp4, surname.name_conducting_mozart.mp4, etc.
13. In an exceptional case, it is possible to send a link to a recording hosted on a streaming service. The URL must be available by the end of the qualification.
14. The maximum size of a single file may not exceed 1 GB and the total size of files submitted by one candidate may not exceed 5 GB.
15. File uploads are possible after the recruitment form has been generated. The total number of attachments must not exceed 10.

Fees

§ 3

1. AMKP charges fees for artistic internships in the amount specified in the Rector's ordinance. A participant in an internship may also pay other fees according to the rules set out in separate regulations in force at the AMKP.
2. The internship fee expressed in PLN can be paid in EURO according to the exchange rate table of the National Bank of Poland on the day of the transfer: <https://nbp.pl/statystyka-i-sprawozdawczosc/kursy/tabela-a/> The commission of the depositing bank is paid by the depositor.
3. Payments shall be made to the AMKP bank account:
 - in PLN: 41 1240 2294 1111 0000 3708 8240
 - in EURO: PL 42 1240 2294 1978 0010 2649 8028
 BIC/SWIFT: PKOPPLPW
 The name of the intern must be included in the title of the payment.
4. Revenues from artistic internships are AMKP's own revenues.
5. Fees for artistic internships are paid in advance for the entire period of the internship, i.e. the academic year or semester, by bank transfer to the designated bank account. The fee must be paid no later than seven days prior to the commencement of the internship.
6. A participant in an artistic internship is obliged to pay the internship fee before attending the first class. If this fee is not paid before the commencement of the classes, the intern is not admitted to the classes and is deleted from the list of interns in accordance with §8(2)(2) of the

¹a colour photograph imported into the recruitment system will be used for the intern card. The attached file must meet the following requirements: dimensions 35x45 mm, 300 dpi, the photo should be taken against a uniform light background, have good sharpness and reproduce the natural colour of the skin, include the image from the top of the head to the upper part of the shoulders, so that the face takes up 70-80% of the photograph, show the eyes clearly, especially the pupils and show the person in a frontal position, without headgear and without dark glasses, looking straight ahead with eyes open, hair uncombed, natural expression and closed mouth.

Regulations. In such a case, the intern may apply for a refund of the paid intern fee in the amount that was paid, less bank commissions.

7. In the case of resignation from an internship or removal from the list of interns, at the written request of the intern, the AMKP shall refund the internship fee paid in proportion to the fee for the missed classes and to the amount of the costs incurred by the AMKP for preparing the teaching process for the intern, starting from the date on which the intern resigned from the internship or was removed from the list of interns.
8. The decision on the reimbursement of the fee or part of the internship fee referred to in points 6 and 7 shall be taken by the rector in consultation with the dean of the relevant faculty and the bursar, on the basis of the application submitted in accordance with Appendix 6.

Qualification for internship

§ 4

1. Qualification for the internship is carried out by committees appointed by the dean of the faculty.
2. The qualification is competitive: it takes place in the form of:
 - 1) an audition and evaluation of a live programme or video provided by the candidate
 - 2) an interview, which takes place either in person or online.
3. The form of the audition shall be determined by the dean, who shall post information about it, together with the date of recruitment, on the AMKP website.
4. A candidate's eligibility for an artistic internship is decided by the dean, whose decisions are indisputable.
5. The candidate will be informed of the outcome of the qualification at the e-mail address he/she has provided.
6. Persons qualified for an artistic internship at the AMKP are required to confirm the internship by the indicated deadline. Failure to confirm is tantamount to resignation from the internship. The vacant place is taken by the next person on the qualification list as qualified for the internship.
7. The original documents referred to in § 2(7)(2) shall be submitted for inspection to the dean's office before the commencement of the internship in order to authenticate the copies submitted.
8. A participant in an artistic internship who is not a Polish citizen, in addition to the documents listed in point 8, must also submit:
 - 1) a certified copy of a visa, residence card or other document entitling to reside in the territory of the Republic of Poland
 - 2) a certified copy of the sickness or accident insurance policy for the period of the course in Poland, or a copy of the European Health Insurance Card, or a signed declaration of affiliation with the National Health Fund immediately upon commencement of the course.

Artistic internship timetable

§ 5

The detailed timetable for the artistic internships is determined by the dean in consultation with the intern's artistic supervisor before the start of the semester, within the timetable for the academic year, in accordance with the following internship framework programme:

Subject	Number of hours	Type of activity	Form of assessment
Main subject	60 per year or 30 per semester	mandatory	credit
European music classes	30 per year or 15 per semester	optional	credit
Polish language course	30 per year or 15 per semester	optional	credit

Rights and obligations of the artistic intern

§ 6

1. A participant of an artistic internship shall receive an intern card which entitles them to use practice rooms equipped with instruments and the AMKP Library and Record Library in compliance with the Rules and Regulations of the AMKP Library.
2. The intern receives a certificate:
 - 1) confirming participation in artistic internship - at the participant's request, which is issued by the faculty dean's office in compliance with the template established in Appendix no. 4,
 - 2) confirming the completion of the artistic internship, which shall be ascertained by the dean at the request of the artistic supervisor, in compliance with the template established in Appendix 5.
3. The participant of the artistic internship is obliged to participate in the teaching activities provided for in the detailed timetable.
4. The participant in an artistic internship shall be informed by the instructors of the of the conditions for completing the internship.
5. A participant of an artistic internship while staying on the premises of the AMKP is obliged to observe the rules of order and organisation and the rules in force at the AMKP.

Rights and responsibilities of the artistic intern's supervisor

§ 7

1. Only an academic teacher employed by the AMKP can be an artistic supervisor.
2. The powers and duties of the artistic supervisor include:
 - 1) defining and presenting the internship programme to the intern
 - 2) implementation of the main subject
 - 3) informing the dean of the progress and completion of the internship and of any breaches of the rules by the internship participant
 - 4) requesting the deletion of an intern from the intern's list if there are grounds for doing so.

Removal from the list of participants in an artistic internship

§ 8

1. A participant in an artistic internship may be removed from the internship list in the event of:
 - 1) written resignation from the internship
 - 2) failure to pay the internship fee by the agreed deadline
 - 3) failing to undertake an internship or discontinuation of the internship for a period longer than 30 days
 - 4) failure to comply with the order and organisational regulations and rules of the AMKP
 - 5) violation of these regulations or the good name of AMKP
 - 6) unethical behaviour or acts unworthy of an intern and a member of the AMKP Community.
2. Deletion shall be effected by the dean of the faculty conducting the artistic internship who shall also notify the internship supervisor and the bursar.
3. A struck-off intern shall be entitled to submit a request to the dean for reconsideration within 14 days from the date of notification of the striking-off. The dean's decision following consideration of the application is final.

Data protection

§ 9

1. AMKP processes personal data obtained in connection with the organisation and implementation of artistic internship in accordance with data protection legislation.
2. AMKP obtains and processes only those sets of personal data that are necessary for the organisation and implementation of artistic internships, and this in accordance with the principles of minimisation, purpose and accountability referred to in Article 5 of the GDPR.
3. AMKP shall remain the controller of the personal data processed in relation to the organisation and implementation of artistic internships.

4. Detailed information on the processing of personal data is provided in the data protection information clause in Annex 2 to the regulations.

Appendices:

Annex 1 - Detailed programme requirements for qualifying auditions

Annex 2 - Application for admission as an artistic internship

Annex 3 - Personal questionnaire

Annex 4 - Certificate of internship

Annex 5 - Certificate of completion of artistic internship

Annex 6 - Application for a refund of a fee or part of a fee

R e c t o r

Prof. Wojciech Widłak, PhD

Detailed programme requirements for qualifying auditions for artistic internships at the AMKP

Faculty of Composition, Interpretation and Music Education. Internship in the areas of:

- composition

Scores or sketches of three works for various compositions (excluding works of popular music).
A description of the candidate's previous composing experience.

- conducting

A recording including a presentation of the candidate conducting classical orchestral repertoire (performed by orchestra or on piano).

- music theory

Presentation of an author's paper (with multimedia presentation) on music theory in Polish.

Instrumental Faculty. Internship in:

- instrumental studies

Programme covering repertoire in classical music - 15 min.

- jazz and improvised music

Programme including repertoire in jazz style - 15 min.

Faculty of Voice and Drama. Internship in:

- voice studies

two pieces from classical literature - aria, song from European literature, from the field of classical music, from the field of opera, operetta.

General principles:

1. If the repertoire is presented in the form of an audiovisual recording, it must not be edited. The programme must be recorded in its entirety (no cuts between tracks). Recordings containing individual songs, containing technical errors that make it impossible to identify the person playing/singing/conducting (from a distance, from behind, etc.) will not be considered.
2. All candidates are required to attend an interview. In the case of foreign candidates, the interview is conducted in English (minimum A2 level of English required). During the interview, the candidate answers questions asked by members of the committee, in particular verifying the candidates general musical knowledge and concerning his/her presentation (repertoire, contexts). The duration of the interview is approximately 5-10 minutes. The dean may admit a candidate declaring a foreign language other than English to the interview.
3. It is the responsibility of the candidate taking the online qualification to ensure proper communication. In the event of technical faults preventing the online interview from taking place on the scheduled date, a further final date may be set.
4. Failure of the candidate to attend the interview or the occurrence of technical problems preventing the interview from taking place on the second date will result in the rejection of the recruitment application.

.....
(name and surname)

.....
(location)

.....
(address of permanent residence)

**Dean of the Faculty of Composition, Interpretation and Music Education*/Instrumental*/Vocal and Drama*
of the Krzysztof Penderecki Academy of Music in Kraków**

APPLICATION FOR ARTISTIC INTERNSHIP AT THE AMKP

Please consider my application for an artistic internship in [drop-down menu]

.....
(scope of artistic internship)

conducted at the Faculty:

in the academic year.....

I declare the completion of the internship:

- from the beginning of the academic year throughout the academic year*
- in the first semester of the academic year*
- in the second semester of the academic year.*

I undertake to bear the costs of payment for the artistic internship according to the rules set out in the Rules and Regulations for Artistic Internships at the AMKP, the contents of which I have familiarised myself with. I consent to the processing of my personal data by the AMKP for the purposes related to the artistic internship.

.....
date and signature of applicant

* delete as appropriate

Data protection notice - artistic internships PERSONAL DATA CONTROLLER

The controller of your personal data is the Krzysztof Penderecki Academy of Music in Kraków. Controller contact details: telephone: + 48 12 422 04 55. Contact to the Data Protection Officer: iodo@amuz.krakow.pl
Your data has been obtained in connection with your application for an artistic internship. The controller will process it to the extent as indicated in the AMKP Artistic Internship Regulations.

PURPOSE AND LEGAL BASIS

The controller uses personal data for the following purposes:

- the realisation of rights and obligations under the AMKP Artistic Internship Regulations, hereinafter: "Regulations", including, in particular, the examination of applications submitted for artistic internships and the decision on how they will be processed (legal basis - Article 6(1)(b) of the GDPR) - "execution and application of the Regulations"
- fulfilling legal obligations, e.g. keeping accounting and tax records, performing the duties prescribed by the provisions of the Law on Higher Education and acts related to them or issued on their basis - if applicable, archiving documentation, performing duties, rights and entitlements arising from Regulations (legal basis - Article 6(1)(c) GDPR) - "legal obligation"
- enforcement of the Terms and Conditions, investigation or defence against possible claims (legal basis - Article 6(1)(f) GDPR) - "legitimate interest"
- the performance of tasks carried out in the public interest, which is scientific and teaching activities as well as the dissemination of knowledge (legal basis Article 6(1)(e) GDPR) - "public interest"
- fulfilment of the purpose of the consents given, if given (legal basis Article 6(1)(a) GDPR) - "consent given".

The provision of data in the case of legal regulations is required. In other cases, the provision of data is voluntary. Failure to provide data may make it impossible to fulfil the aforementioned purposes. Data shall not be processed for the purpose of automated decision-making or profiling.

RETENTION PERIOD

The controller handles the data for the period of time necessary to fulfil the purposes described above. Depending on the legal basis, this will be respectively:

- the period for which the Regulations are binding or until an objection is lodged
- the period specified by law, e.g. the provisions of the Law on Higher Education and Science, tax law, including those specifying an archiving period
- the period of limitation of claims resulting from special provisions, e.g. the Civil Code
- period until the consent given is withdrawn.

RIGHTS IN RELATION TO DATA PROCESSING

The intern has the right to: access personal data (information about the processed personal data and a copy of it), rectification of data (if incorrect), transfer of data (in cases specified in the GDPR), deletion or limitation of the processing of personal data - according to the principles set out in the GDPR, to lodge an objection or to withdraw the consent given (when given), which, however, does not affect the period before its withdrawal. In order to exercise these rights, please contact the controller. In addition, you may also lodge a complaint with the President of the Office for Personal Data Protection, based in Warsaw.

RECIPIENTS OF THE DATA

The controller may transfer personal data to entities cooperating with it in the pursuit of the above-mentioned purposes, including in particular technical and IT service providers, entities providing legal and tax advisory services. In other cases, personal data may be made available to authorised state authorities.

PERSONAL QUESTIONNAIRE

1. Name(s): Surname(s):

2. Date and place of birth:-.....-.....

3. Nationality:

4. PESEL (Personal Identity Number):

6. Address for correspondence and contact with the AMKP:

.....

.....

(street) (house, flat number)

.....

(postal code) (location) (telephone, e-mail)

7. Education:

.....

.....

(name of school/university)

.....

(faculty) (major) (speciality) (other relevant information)

Professional title (if applicable):

(bachelor's, master's degree) (year of graduation)

.....

(place and date) (signature of the applicant)

I hereby consent to the processing of my personal data by the AMKP for purposes related to my artistic internship.

.....

date and signature of applicant

CERTIFICATE
**on the admission of a foreigner as an artistic intern/
on the continuation of an artistic internship by a foreigner***
at the Krzysztof Penderecki Academy of Music in Kraków

We certify that Ms/Mr*

.....

born on:

citizen:

ID card

No.:

issued in

has been accepted for the period from: to

(expected duration of the artistic internship)

for an artistic internship

in terms of:

on a fee-paying basis and continues this artistic internship in the semester year

Artistic internship training begins/started*

on

The artistic internship is conducted in **Polish/English***.

Information on the completion of the artistic internship programme to date and the completion of the subjects required by the training programme:

.....

.....

.....

The artistic internship is conducted on the basis of Article 11(1)(2) of the Law on Higher Education and Science of 20 July 2018 (Journal of Laws of 2023, item 742, as amended).

.....
signature of the head of the internship unit

*delete as appropriate

CERTIFICATE
on the completion of an artistic internship
at the Krzysztof Penderecki Academy of Music in Kraków

We certify that Ms/Mr*

born on:

nationality(-ies):

ID card

series/number:

issued in by

completed an artistic internship at the Faculty of

in the field

during the period, for a total of hours pursuing the following subjects:

1.

2.

3.

The artistic internship was conducted on the basis of Article 11(1)(2) of the Law on Higher Education and Science of 20 July 2018 (Journal of Laws of 2023, item 742, as amended) and the Rules and Regulations for Artistic Internship at the AMKP introduced by the Rector's Ordinance No. 1/2024 of 24 January 2024. The certificate was issued pursuant to Article 162 of the Law on Higher Education and Science of 20 July 2018 (Journal of Laws 2023, item 742, as amended).

Krakow,

.....
(signature of head of internship unit)

.....
(signature of the internship supervisor)

*delete as appropriate

.....
(place and date)

.....
(name and surname)

.....
(internship in)

.....
(mailing address)

.....
(e-mail address)

.....
(contact phone)

Rector of the Krzysztof Penderecki Academy of Music in Kraków

Request for reimbursement of artist intern fee due to resignation*/deletion*

I hereby declare that as of I resign from the internship conducted at the Krzysztof Penderecki Academy of Music in Kraków.

In connection with the removal from the list of interns of the Krzysztof Penderecki Academy of Music in Kraków as of

please refund the fee for classes I will no longer be attending to bank account no.:

..... SWIFT:

.....
(date and signature of intern)

Rector's decision:

Number of classes carried out:

Number of classes not carried out:

.....
(date, stamp and signature)

* delete as appropriate