

REGULATIONS FOR THE AWARD OF SCHOLARSHIPS FOR CHILDREN OF MASPEX GROUP EMPLOYEES BY THE MASPEX FOUNDATION

§ 1

General provisions

1. The following regulations, hereinafter referred to as the "Regulations", together with the attachments, outline the principles of granting a scholarship by the Maspex Foundation with its seat in Wadowice /34-100/, ul. Chopina 10, NIP: [Tax ID No.] 5213429445, REGON [Business Statistical No.]: 140888824, KRS: 0000271206, hereinafter referred to as the "Foundation", the scholarship and its amount, the mode of payment and course of the scholarship, the conditions of participation, as well as the scholarship holder's duties.
2. The Foundation operates a scholarship programme under which it awards scholarships to students for their financial support, hereinafter referred to as the "Scholarship".
3. Information about the possibility of applying for the Scholarship and the rules for its award is posted on the Foundation's website.

§ 2

Eligible applicants

1. A person who is the child of an employee of a Maspex Group company (which means Grupa Maspex Sp. z o.o. with its registered office in Wadowice and its affiliates within the meaning of the Corporate Income Tax Act of 15 February 1992), hereinafter referred to as the "Candidate" and subsequently as the "Scholarship Holder", may apply for the Scholarship.
2. A scholarship may be awarded to a person referred to in paragraph 1 who:
 - a) is within the Bologna system:
 - i) holds at least a bachelor's degree, or
 - ii) has the status of a second-cycle studentand intends to undertake a foreign (i.e. study outside the candidate's country of permanent residence), full-time Master's degree programme in business or technical studies
 - b) has completed a single master's degree and intends to undertake a complementary master's degree, on a full-time basis abroad other than as a doctoral student in a business or technical field, hereinafter referred to as 'Study Abroad';
3. Study abroad may take place in business or technical subjects at academic or vocational (or equivalent higher education institutions) universities abroad (i.e. outside the Scholarship Holder's country of permanent residence), in particular in countries belonging to the European Union and in the United Kingdom.
4. The monies awarded under the Scholarship will be used to cover:
 - a) tuition fees (tuition fees);
 - b) the cost of standard market student accommodation applicable to the location;
 - c) other expenses agreed with the Foundation for undertaking Study Abroad.

§ 3

Rules for the award of the scholarship

1. The decision on the award of the Scholarship and on all other matters related to the Scholarship is made by the Foundation's Management Board.
2. The decision referred to in paragraph 1 shall be taken upon recommendation of the Scholarship Committee, which constitutes an advisory body to the Foundation's Management Board and is appointed by it.

§ 4

Value and payment principles of the Scholarship

1. The scholarship is awarded for the duration of the academic year and is paid in two equal instalments, unless otherwise agreed:
 - a) the 1st instalment payable by 30 December, and
 - b) the 2nd instalment payable by 30 June,to the bank account indicated by the Scholarship Holder in the Maspex Foundation Scholarship Application, hereinafter referred to as the "Application", a specimen of which is attached as Appendix No. 1 to these Regulations.
2. A maximum of 6 (in words: six) Scholarship recipients per year may be awarded.
3. The funds for the payment of the Scholarship come in particular from donor contributions.

§ 5

Rules of application for the Scholarship, deadline for submitting Applications, and the procedure for their consideration

1. A Candidate who intends to apply for a Scholarship is required to submit a complete Application and its attachments by 31 August preceding the academic year for which the Candidate is applying.
2. To benefit from the Foundation's scholarship programme, the Candidate is required to attach supporting documents to the Application:
 - a) completion of a minimum of a first degree;
 - b) perfect knowledge of the English language, confirmed by a certificate required by the university to which you are recruiting;
 - c) the fact that you have been accepted for study, confirmed by the foreign university, together with the cost of tuition fees;
 - d) proof of accommodation including costs.
3. The Candidate is obliged to send the application together with the attachments in a paper version to the Foundation's address: Maspex Foundation, ul. Chopina 10, Wadowice /34-100/, and in an electronic version to the following email address: kontakt@fundacjamaspex.com
4. In the case of the submission of an incomplete or erroneously completed Application and/or its attachments, the Foundation will call on the Candidate to complete the deficiencies or errors within a specified period, but no longer than 14 days. Applications not completed or corrected by the deadline will not be considered.

5. The Scholarship Committee evaluates the submitted Applications on the basis of the criteria specified in § 6 of these Regulations.
6. The Scholarship Committee forwards the assessed Applications to the Foundation's Management Board with its recommendation as to whether to accept or reject the Candidate's Application.
7. The Foundation's Management Board decides whether to award the Scholarship to the Candidate.
8. The Foundation's Management Board, when taking the decision referred to in paragraph 7, shall take into account - in addition to the requirements of these Regulations - the amount of funds available at the Foundation.
9. The decision referred to in paragraph 7 of these Rules may not be appealed.
10. If the number of Applications submitted by Candidates qualified for the Scholarship by the Scholarship Committee proves to be higher than the amount of funds allocated for this purpose, the Foundation's Management Board will create a reserve list in case the Candidate fails to conclude a scholarship agreement with the Foundation or loses the right to receive the Scholarship during the academic year due to violation of the provisions of these Regulations or resigns from receiving the Scholarship. The reserve list will include the names of Candidates who were not awarded a Scholarship during the selection process. The Foundation's Management Board will adopt a resolution to this effect.
11. The Scholarship recipient will be informed of the fact that the Scholarship has been awarded by telephone and email.
12. Information on the Scholarships awarded will be published on the Foundation's website.

§ 6

Criteria for the award and payment of the Scholarship

1. The necessary formal condition for the award of the Scholarship is:
 - a) that the Candidate is, as at the date of the Application, enrolled as a student at a foreign academic or vocational university (or equivalent higher education institution);
 - b) a certificate issued by a university (or an equivalent higher education institution) attesting to the completion of a first-cycle bachelor's degree or the submission by the Candidate of a diploma from a first-cycle bachelor's degree, a second-cycle bachelor's degree, or a uniform master's degree.
2. The criteria referred to in paragraph 1 shall be presumed to be met in particular if they are documented by an appropriate certificate issued by the competent universities referred to in paragraph 1 a) and b).
3. The conditions for payment of the Scholarship are:
 - a) the Scholarship Holder's enrolment in the list of students of Study Abroad or complementary Study Abroad in a business or technical field confirmed by a certificate issued by the foreign university,
 - b) submission of a document confirming the amount of the study fee (tuition fees).
 - c) submission of proof of accommodation costs.

In order for the Scholarship to be paid, all of the above-mentioned conditions must be met.

§ 7

Responsibilities of Scholarship Holders

1. The Scholarship recipient undertakes to use the Scholarship in a manner consistent with the wording of these Regulations.
2. The scholarship holder is obliged to successfully complete the academic year and, during the academic year, to do his/her best to achieve the best possible results in his/her studies, in particular by attending classes in accordance with the regulations of the Study Abroad programme, taking examinations, completing work placements and fulfilling other requirements stipulated in the programme of these studies.
3. The scholarship holder must notify the Foundation of the completion of each academic year within 7 days of the fact.
4. The scholarship holder shall be obliged to notify the Foundation of the fact that he/she has been struck off the list of students of the Study Abroad programme, as well as of any disciplinary sanctions imposed on him/her, in particular suspension of certain rights or a penalty imposed on him/her by a final court judgment for a crime committed through wilful misconduct, within 7 days of the occurrence of that fact.
5. The notification referred to in sections 3 and 4 may be made in writing and electronically to the address referred to in § 5 subclause 3 of these Rules and Regulations and should include certified true copies of documents confirming the circumstances referred to in section 4 with explanations.
6. At the Foundation's request, the scholarship holder is obliged to provide, within 7 days of receiving this request, information on the progress of the Study Abroad, including academic performance.
7. The Scholarship holder undertakes to take an active part in the Foundation's activities during and for at least five years after the completion of the Scholarship, in particular by participating in events promoting the Foundation's scholarship programme, as well as in other activities conducted by the Foundation, on terms and at times agreed with the Foundation.
8. The Scholarship Holder agrees to participate in the Helpline Programme organised by the Foundation to support subsequent Candidates wishing to undertake Study Abroad and applying for the Scholarship in subsequent academic years, for at least five years after completion of the Study Abroad. Participation in the Helpline Programme by the Scholarship Holder may consist, in particular, in attending workshops or direct contact with the Candidate in order to discuss the recruitment process at the university where he/she studied abroad, the consultation of essays and a drafting of the CV, to answer the Candidates' questions on recruitment, studies and life in the country of study (accommodation, student life, conferences, etc.). The dates of all meetings, workshops and consultations should be agreed between the Grantee and the Foundation representative in advance.
9. As part of this agreement, in connection with the award of the Scholarship, the Scholarship Recipient agrees to provide the Foundation, at the Foundation's request, with at least two interviews, within a period of up to five years from the award of the Scholarship and, at the same time, agrees to use these interviews at the Foundation's discretion, including, in particular, to record them and to use other information in the Foundation's possession concerning the Scholarship awarded to him/her and his/her studies, as well as photographs depicting his/her image, for the purpose of promoting the Scholarship activities of the Foundation, in particular on the Foundation's website and in publications promoting the Scholarship activities of the Foundation, without time and territorial restrictions. The scholarship holder is obliged to attach to the scholarship agreement concluded with the Foundation a

declaration signed by him/her – consent to the use of his/her image, the specimen of which is enclosed as Appendix No. 2 to the Regulations.

§ 8

Conditions for suspension or withdrawal of the Scholarship and circumstances giving rise to an obligation to repay an unduly received Scholarship

1. The Foundation's Management Board decides to revoke the Scholarship paid to the Scholarship Holder in the event that the Scholarship Holder is removed from the list of Foreign Study students, as well as in the event that the Scholarship Holder knowingly provided false data in the Application that affected the awarding of the Scholarship.
2. The Foundation's Management Board may decide to revoke the Scholarship paid to a Scholarship Holder in the event that the Scholarship Holder takes a leave of absence from classes.
3. In the case referred to in section 1, the Foundation's Management Board shall oblige the Grantee to immediately (but no later than within 30 calendar days from the date of notifying the Grantee of such decision of the Foundation's Management Board) reimburse the unduly received Scholarship, or its relevant part, in accordance with the Management Board's decision taken in that case, and the amount of the unpaid scholarship aid shall be immediately suspended.
4. In the case referred to in paragraph 2, the Foundation's Management Board may suspend payment of the Scholarship for the duration of the leave of absence and, if paid early, oblige the Scholarship Holder to repay the relevant part of it.
5. The Foundation's Management Board may decide to withdraw the Scholarship paid to a Scholarship Holder in the event of a penalty imposed on him/her by a final court judgment for a crime committed with intentional fault, as well as in the event of any other reprehensible behaviour of the Scholarship Holder damaging the good image and name of the Foundation and/or MASPEX GROUP and its products.
6. In the case referred to in paragraph 5, the Foundation's Management Board may take a decision obliging the Scholarship Holder to return the Scholarship received or the relevant part thereof.
7. In the event of a breach of other provisions of these Regulations, the Foundation's Management Board may take a decision requiring the Scholarship Holder to return the received Scholarship or its appropriate part.
8. Decisions of the Foundation's Management Board referred to in paragraphs 1 to 7 may not be appealed against.

§ 9

Final provisions

1. The Rules of Procedure were adopted by a resolution of the Foundation's Management Board. Amendments and/or additions to the By-Laws require the adoption of a resolution by the Foundation's Management Board.
2. Information on the Foundation's processing of the Candidate/Scholarship Holder's personal data is contained in the information obligation in Appendix No. 1 to these Regulations.
3. A statement containing consent for the use of the Grantee's image is included in Appendix No. 2 to these Regulations.

4. Appendix nos. 1, 2 referred to in the body of these Regulations.

Appendix No. 1
to the regulations for the awarding of scholarships for learning achievements by the Maspex Foundation
for children of MASPEX GROUP employees
as established by the resolution of the Maspex Foundation's Management Board
of

Maspex Foundation scholarship application

Details of the applicant	
First name	
Last name	
Date of birth	
PESEL [Personal Identification Number] No.	
Telephone no.	
Email address	
Name of parent(s) working at a Maspex Group company	
Parent company(-ies) of the Maspex Group	

Statements:

(Applicant completes either Statement I or Statement II)

Statement I:

I declare that **I am a student:**

- a) *of a first degree programme,*
- b) *of a second degree programme,*
- c) *of single master studies**

Name of university	
Field of study	
Planned date of completion of studies	

and I intend to continue my studies as a foreign student at:

Name of university	
Country	
Name of course(<i>in the official language of the university</i>)	
Expected date of graduation	

Statement II:

I declare that **I have completed my studies:**

- a) *of a first degree programme,*
- b) *of a second degree programme,*
- c) *of single masters studies**

Name of university	
Field	
Year of graduation	
Title: <i>Master's/Bachelor's degree</i>	

and I have undertaken a complementary study abroad other than a doctoral programme in business or technical subjects, gaining enrolment at:

Name of university	
Country	
Name of course(<i>in the official language of the university</i>)	
Expected date of graduation	

**delete as appropriate*

By submitting this application for a scholarship, I declare that I have read the Regulations of the Scholarship Programme of the Maspex Foundation and the information obligations regarding the processing of my personal data contained therein, published at <https://fundacjamaspex.com>, and I accept their contents.

I undertake to pass on this information obligation to my parents indicated in the application in connection with the processing of their personal data.

Date and signature of the Applicant

Appendices (in addition to those listed below):

1. Bachelor's or Master's degree/certificate of studies
2. Certificate issued by universities confirming admission to study abroad

Appendix No. 1 to the Application

INFORMATION OBLIGATION – PARENT(S) OF THE APPLICANT

On the basis 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 the repeal of Directive 95/46/EC ("General Data Protection Regulation", Journal of Laws UE L 119 of 04.05.2016 or "GDPR"), we would like to inform you that:

I. Personal Data Administrator

The Administrator of your personal data is **Fundacja Maspex** with its registered office in Wadowice, ul. Chopina 10, 34-100 Wadowice, registered in the Register of Associations, other social and professional organisations, foundations and in the Register of Entrepreneurs kept by the District Court for Kraków-Śródmieście in Kraków, 12th Commercial Division of the National Court Register under KRS number 0000271206, NIP [Tax Identification Number] 5213429445, REGON [Business Statistical Number] 140888824; hereinafter referred to as the "Administrator", contact details of the Administrator: mailing address: Maspex Foundation, ul. Chopina 10, 34-100 Wadowice, tel.: 33 870 84 64, email: kontakt@fundacjamaspex.com.

II. Principles of personal data processing

The Administrator received your personal data from your child in connection with your child's submission of the "Maspex Foundation Scholarship Application".

The Administrator processes your following personal data: name, name of employer.

Your personal data is not subject to automated decision-making, including profiling. Your personal data will not be transferred to a third country, i.e. outside the European Economic Area (EEA) or to international organisations.

III. Legal basis for processing personal data

Your personal data will be processed for the legitimate interest of the Administrator – which is the verification of whether the applicant of the "Maspex Foundation Scholarship Application" is the child of an employee of a Maspex Group company – i.e. on the basis of Article 6(1)(f) GDPR .

IV. Recipients of personal data

The following recipients of personal data may have access to the data:

- a) entities cooperating with the Administrator in order to achieve its statutory objectives;
- b) funders and sponsors of the Administrator;
- c) entities that provide services to the Administrator, including entities that the Administrator uses in the performance of a contract, in particular entities that provide IT services, entities that provide transport, carriage, postal and courier services, advisory services and support to the Administrator in the enforcement of claims, in particular: law firms, tax offices, debt collection companies, auditors, insurers, insurance brokers and authorised employees of the above-mentioned entities;
- d) entities authorised to receive personal data on the basis of generally applicable legislation.

V. The period of personal data processing

Your personal data will be processed for the period necessary to take action to conclude the applicant's scholarship agreement and/or for the duration of the scholarship agreement between the Maspex Foundation and the applicant who is your child.

VI. Rights of the data subject

You have the right of access to the content of your personal data, the right to rectification, erasure and restriction of processing. You have the right to object to the processing of your personal data.

In cases where the processing of personal data by the Administrator is carried out for the legitimate interest of the Administrator or a third party, you have the right to object at any time – on grounds relating to your particular situation – to the processing of personal data concerning you.

You may make a request for the exercise of the above-mentioned rights to the email address or to the Administrator's correspondence address indicated in point I.

You have the right to lodge a complaint regarding the processing of your personal data to the supervisory authority, which in Poland is the President of the Office for Personal Data Protection.

Appendix No. 2 to the Application

INFORMATION OBLIGATION – APPLICANTS

Pursuant to 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 ("General Data Protection Regulation" or "GDPR"), we would like to inform you that:

I. Personal Data Administrator

The Administrator of your personal data is the **Maspex Foundation** with its registered office in Wadowice, at ul. Chopina 10, 34-100 Wadowice, entered into the Register of Associations, other social and professional organisations, foundations and healthcare centres and into the Register of Entrepreneurs maintained by the District Court for Kraków - Śródmieście in Kraków, 12th Commercial Division of the National Court Register under the KRS number 0000271206, NIP [Tax Identification Number] 5213429445, REGON [Business Statistical Number] 140888824; hereinafter referred to as the "Administrator"; contact details of the Administrator: correspondence address: Maspex Foundation, ul. Chopina 10, 34-100 Wadowice, tel.: 33 870 8464, email: info@fundacjamaspex.com.

II. Principles of personal data processing

Where you have not provided personal data directly to the Administrator, the Administrator has received your personal data from entities with which the Administrator cooperates in the implementation of the recruitment procedure for the award of the scholarship.

The Administrator may process your following personal data:

name and surname, date of birth, PESEL [Personal Identification Number] number, series and number of identity card, address of residence, other address indicated, email address, telephone no., educational background.

The personal data indicated above will only be processed to the extent necessary for the conclusion and performance of the contract and in accordance with the principle of adequacy.

The provision of your personal data is a condition for the conclusion of the contract and failure to provide such data will prevent the conclusion of the contract. With regard to the image, the provision of personal data is voluntary.

Your personal data will not be transferred to a third country, i.e. outside the European Economic Area. In the event that your personal data were to be transferred outside the European Economic Area, the transfer will take place based on the legal grounds indicated in Articles 44-49 GDPR, with prior notification to you.

However, the data Administrator informs you that in the event that you consent to the use of your image and that your personal data may be published on social networks, there is the possibility that your personal data may be transferred by the providers of the aforementioned portals to third countries under the terms of their regulations and privacy policies.

Your personal data is not subject to automated decision-making, including profiling.

III. Legal basis for processing personal data

Your personal data will be processed for the following purposes:

- a) to take action, at the request of the data subject, prior to the conclusion of a contract and also in the case of the award of a scholarship, for the purpose of concluding and performing a contract to which you will be a party – Article 6(1)(b) GDPR;
- b) to carry out activities necessary for the proper functioning of the Administrator and the fulfilment of the obligations incumbent upon it, inter alia, for the purposes of reporting the Administrator's activities, i.e. for the legitimate interest pursued by the Administrator – Article 6(1)(f) GDPR;
- c) in order for the Administrator to pursue possible claims related to the non-performance or improper performance of a contract and/or tort, as well as to defend against such claims, i.e. in the legitimate interest pursued by the Administrator – Article 6(1)(f) GDPR;
- d) in order to promote the Administrator's activities, i.e. in the legitimate interest pursued by the Administrator – Article 6(1)(f) GDPR;
- e) in the case of consent for the use of your image – in order to use your image and/or voice to the extent specified in the declaration "Declaration – consent for the use of image" for marketing/promotional purposes of the Administrator's activity, as well as to ensure the correctness of the consent given, i.e. for the legitimate interest pursued by the Administrator – Article 6(1)(f) GDPR.

IV. Recipients of personal data

The following data recipients may have access to your personal data:

- a) entities cooperating with the Administrator in order to achieve its statutory goals;
- b) founders and sponsors of the Administrator;
- c) entities that provide services to the Administrator, including entities that the Administrator uses in the performance of the contract, in particular entities providing IT services, entities providing transport, carriage, postal, courier, marketing, advisory services and supporting the Administrator in pursuing claims, in particular: law firms, tax offices, debt collection companies, auditors, insurers, insurance brokers and authorized employees of the above entities;
- d) entities authorised to receive personal data under generally applicable law.

V. The period of personal data processing

Your personal data will be processed for a period of time:

- a) in the case of processing of personal data on the basis referred to in point III a) and c) above – for the period necessary for the conclusion and performance of the contract and the period equal to the period of limitation of possible claims for non-performance or undue performance of the cooperation/contract and/or tort;
- b) in the case of processing of personal data on the basis referred to in point III b) above – for the period necessary for the Administrator to carry out the activities or until such time as an objection is lodged against the processing of personal data for that purpose;
- c) in the case of processing personal data on the basis referred to in point III d) and e) above – for the period necessary for the Administrator to achieve these purposes or until an objection is raised to the processing of personal data for these purposes.

VI. Rights of the data subject

You have the right to access your personal data, the right to rectify it, delete it, limit its processing and the right to request the transfer of personal data.

If the purpose of the processing of your personal data is the marketing of the Administrator's activities, you may, at any time, object to the processing of your personal data for such marketing. In cases where the processing of personal data by the Administrator takes place for the purpose of pursuing a legitimate interest of the Administrator or a third party, you may at any time object – for reasons related to your particular situation – to the processing of your personal data.

You may submit a request to exercise the above-mentioned rights to the email address or correspondence address of the Administrator indicated in point I.

You have the right to lodge a complaint regarding the processing of your personal data with the supervisory authority, which in Poland is the President of the Office for Personal Data Protection.

Appendix No. 2
to the regulations for the awarding of scholarships for learning achievements by the Maspex Foundation
for children of the Employees of the MASPEX GROUP Wadowice
as established by the resolution of the Maspex Foundation's Management Board
dated

DECLARATION – CONSENT TO USE OF IMAGE

I, the undersigned _____ residing at: _____, telephone number/email address: _____, I hereby grant the Maspex Foundation with its registered office in Wadowice, address: ul. Chopina 10, 34-100 Wadowice, entered in the register of associations, other social and professional organisations, foundations and independent public health care institutions of the National Court Register under the number 0000271206, whose registration files are kept by the District Court for Kraków-Śródmieście in Kraków, 12th Commercial Division of the National Court Register, NIP [Tax Identification Number]: 5213429445, REGON [Business Statistical Number]: 140888824, permission to use and disseminate my image recorded in photographs and films for promotional and marketing purposes, i.e. in particular for:

- posting on the Maspex Foundation website(www.fundacjamaspex.com/);
- use in the Maspex Newsletter;
- use on the Maspex Group website(www.maspex.com);
- use in printed promotional material (Maspex Courier);
- use of social media (i.a. LinkedIn).

I authorise the Maspex Foundation to make changes and modifications to the photographs and films in which my image has been captured for the purpose of using and distributing them for the above-mentioned purposes without having to approve the final result, but not in forms that are offensive or generally considered unethical. At the same time, I waive the right to control and approve the use of my image each time.

This consent is given free of charge and is not limited in quantity, time or territory. The Maspex Foundation may transfer the rights deriving from this declaration to other entities (in particular those forming part of the Maspex Group).

Information on the processing of personal data in connection with consent to the use of image is contained in Appendix No. 2 to the Regulations of awarding scholarships for academic performance to the children of employees of the MASPEX Wadowice Group by the Maspex Foundation (Information obligation – applicants).

Date: _____

Signature: _____