

ADMISSION RULES
TO THE BUSINESS ACCELERATOR PROGRAMME
„ACT IN POLAND 2023”
(1st edition)

1. SCOPE OF THE 6-MONTH ACCELERATION PROGRAMME

1. The Business Accelerator „Act in Poland 2023” is a 1st edition of the vocational programme, dedicated to the following groups of participants:

1/ foreigners residing in Poland interested in development of business activity, looking for practical knowledge and skills to establish and develop the startup or to prepare a new business model for current activity.

2/ foreigners intending to visit Poland, representing indicated by the Warsaw Economic Institute priority countries, planning to start the business activity in Poland and to develop cooperation with Polish enterprises. The priority countries are published before start of the programme at the website of the Institute.

2. The aim of the programme is:

- 1/ to support the foreigners residing or coming to Poland and their business projects
- 2/ to research a business potential and prepare market strategy for the perspective projects
- 3/ to support development of economic activity conducting by foreigners
- 4/ to support cooperation between foreign and Polish enterprises

3. The support in the business accelerator includes:

- 1/trainings and workshops
- 2/ professional consulting conducted by industry specialists
- 3/ legal and administrative support
- 4/ financial support for the best startups established or developed during the programme

4. The acceleration programme is prepared by the Warsaw Economic Institute and is conducted under the patronage of the Polish Economic Society (PTE) and other invited to the initiative institutions.

2. CONTENT OF THE 6-MONTH PROGRAMME

1. Acceleration programme sequence:
 - 1/ trainings, workshops and Polish language course (basic level)
 - 2/ formulation of an individual acceleration plan
 - 3/ preparation a business project
 - 4/ verification of the market potential and implementation

2. The acceleration programme includes the following issues:
 - 1/ Establishing a business in Poland
 - 2/ Rules of conducting economic activity
 - 3/ Institutions, systems, business environment
 - 4/ Accounting and reporting
 - 5/ Taxes and charges
 - 6/ Business models/business plan
 - 7/ Market analysis
 - 8/ Market strategies
 - 9/ Marketing tools
 - 10/ Selling techniques
 - 11/ E-commerce
 - 12/ Foreign trade – selected issues
 - 13/ International business – selected issues
 - 14/ Professional consulting for business development
 - 15/ Meetings, events, networking
 - 16/ Polish language for the foreigners (basic level)
 - 17/ Customs and culture of Poland

3. During application process the candidates can make a programme personalization and propose the needs of knowledge and skills.

3. TIMETABLE AND ORGANIZATION

1. The programme duration (1st edition) is: from 10th October 2022 to 30th September 2023. The recruitment will be conducted continuously to the end of April 2023.
2. Duration of the course as the acceleration process for each Participant: 6 months
3. Place of the programme: Warsaw Economic Institute, Nowy Świat Street 49, 00-042 Warsaw
4. The number of the course hours: 200 (1 hour = 45 minutes)
5. Group size: up to 15 participants
6. Learning system: 3 x a week

4. ADMISSION REQUIREMENTS

1. The acceleration programme is dedicated to the candidates with business experience (managing own business, having professional experience) interested in starting or developing business activity in Poland and cooperation with Polish enterprises.
2. The Applicant should prepare a general concept of the planned startup or business to be developed in Poland. The concept cannot contain a production or distribution of alcohol, cigarettes, drugs and other inhumane articles or services.

5. ADMISSION PROCEDURE - FOR VISA CASE

1. Sending signed Application form with scan of the first page of passport directly to the Warsaw Economic Institute, email: office@wmsb.edu.pl or to country programme coordinator if indicated at the website. The Institute will not accept the applications received from agents and other intermediaries.
2. The Application (to download from the website) should include all required elements :
 - 1/ personal details
 - 2/ education
 - 3/ professional experience
 - 4/ general concept of business project to develop in Poland
 - 5/ programme personalization (learning and consulting needs)
3. Assessment of application. In the case of positive decision, an issue of the offer letter sent to candidate by email. The offer letter is free of charge, is only informative for Applicant and is not a document in any procedure.
4. Booking the visit in embassy if the candidate needs a visa to come to Poland. The Applicants are obligated to prepare all required individual documents as presented at the website of the Polish embassy.
5. Payment of the acceleration fee in the amount of EUR 2000. The fee is refundable in the case of visa refusal with a 10% deduction. After visa receiving the fee is not refundable.
6. The fee includes cost of trainings and workshops, learning materials for the participants, industry consulting, meetings, networking, participation in the events, evaluation of the prepared business project, preparation of the certificate after completion of the programme.
7. Issue of the final documents confirming admission to the acceleration programme such as acceptance letter and proof of payment. The acceleration programme is confirmed for visa purpose according to Article 60.1, item 10 of the Act on Foreigners, as the vocational course.

8. Getting the visa for the 6-month acceleration programme.
9. Signing the acceleration contract and starting the programme.

6. ADMISSION PROCEDURE - FOR FOREIGNERS RESIDING IN POLAND

1. Sending signed Application form with scan of the first page of passport directly to the Warsaw Economic Institute, email: office@wmsb.edu.pl or to country programme coordinator if indicated at the website. The Institute will not accept the applications received from agents and other intermediaries.
2. The Application should include all required elements:
 - 1/ personal details
 - 2/ education
 - 3/ professional experience
 - 4/ general concept of business project to develop in Poland
 - 5/ programme personalization (learning and consulting needs)
3. Assessment of application. In the case of positive decision, an issue of the offer letter sent to candidate by email. The offer letter is free of charge, is only informative for Applicant and is not a document in any procedure.
4. Payment of the acceleration fee in the amount of EUR 1750 no later than 14 days before start of the programme. The fee is refundable in the case of resignation before start of the programme with a 10% deduction. After start of the programme the fee is not refundable.
5. For the interested residents the course can be used to get the TRC (*Temporary Residence Card*). In such case the candidate should apply for extension of the programme from 6 to 12 months. The programme is confirmed for TRC purpose as the Vocational Course.
6. Signing the acceleration contract and starting the course.

Warsaw Economic Institute
Nowy Świat Street 49/306
00-042 Warsaw

e-mail: office@wmsb.edu.pl
tel. (+48) 512 645 536
www.wmsb.edu.pl