

Regulations for the SPINAKER project – Intensive International Training Programmes

Project title:

Design thinking in the search for innovative solutions in an international environment (MP²)

Łódź, 15 November 2022

Art. 1. General Provisions

- 1.1. The project "SPINAKER – Intensive International Training Programmes" is a Project implemented by the Lodz University of Technology under the agreement with the Polish National Agency for Academic Exchange – NAWA, (agreement number BPI/SPI/2021/1/00010/U/00001), as part of the programme co-financed by the European Social Fund as part of the Operational Programme Knowledge Education Development – OP WER (a non-competitive project Supporting institutional capacity of Polish universities through the creation and implementation of international study programmes" [Measure: 3.3 "Supporting the institutional capacity of Polish universities through the creation and implementation of international study programmes"], specified in application for project funding no. POWR.03.03.00-00-PN16/18). Details on the SPINAKER project are available at <https://nawa.gov.pl/instytucje/spinaker-intensywne-miedzynarodowe-programy-ksztalcenia>
- 1.2. The title of the ongoing Project under SPINAKER is "**Design thinking in the search for innovative solutions in an international environment (MP²)**". This Project will run from 1 June 2022 to 31 August 2023.
- 1.3. The implementation of the Project is carried out by the Faculty of Organisation and Management of the Lodz University of Technology, hereinafter referred to as "WOIZ PŁ". Detailed information on the implementation of the Project are available at <https://woiz.p.lodz.pl/ksztalcenie/myslenie-projektowe-w-poszukiwaniu-innowacyjnych-rozwiazan-w-srodowisku-miedzynarodowym>
- 1.4. The Project will implement a new programme targeting students at several universities in Europe as part of the 2nd edition (see website for details of dates: <https://woiz.p.lodz.pl/ksztalcenie/myslenie-projektowe-w-poszukiwaniu-innowacyjnych-rozwiazan-w-srodowisku-miedzynarodowym>
- 1.5. This Project aims to expand WOIZ's educational offer for international students in the field of intensive international programmes (IMPK) provided in a blended learning format.
- 1.6. In 2023, this Project will implement a new programme targeting students at several universities in Europe as part of the 2nd edition (see website for details of dates: <https://woiz.p.lodz.pl/ksztalcenie/myslenie-projektowe-w-poszukiwaniu-innowacyjnych-rozwiazan-w-srodowisku-miedzynarodowym>)
- 1.7. The programme will involve finding solutions to real problems in multinational companies, with the aim of developing 21st-century competencies.

- 1.8. Modern teaching methods (including computer simulation) will be used in classes to bring existing business problems into focus. This Project also includes measures to improve the competencies of university teachers teaching classes. This Project will contribute to the achievement of the objectives included in the strategy of the University and WOIZ PŁ in terms of increasing the internationalisation of education, increasing academic exchange, and expanding the teaching offer based on modern teaching methods in cooperation with business and in an international environment. The sustainability of the Project will be ensured by integrating the IMPK into the teaching offer of the faculty, which will ensure its promotion and implementation after the end of the Project.
- 1.9. The programme will be delivered in English on two different dates (editions). The first edition will take place between 11 April 2023 and 28 April 2023 while the second one between 26 June 2023 and 11 July 2023. In accordance with the "blended learning" format, part of the classes will take the form of distance learning, while the other part will involve a stationary stay in Lodz). A detailed programme of the Project can be found on the Project website (link provided in sec. 1.3 and 1.4 of this Article).
- 1.10. As a result of their active participation in the Project (i.e. in both distance learning and face-to-face learning, which are integral parts), students receive 9 ECTS points.
- 1.11. The Promoters and Contractors of the Project of the Lodz University of Technology (in Polish: Politechnika Łódzka – PŁ) are as follows:
 - a) Robert Stanisławski (Project Manager): robert.stanislawski@p.lodz.pl
 - b) Sebastian Bakalarczyk: sebastian.bakalarczyk@p.lodz.pl
 - c) Iwona Staniec: iwona.staniec@p.lodz.pl
 - d) Agnieszka Pietras: agnieszka.petras@p.lodz.pl
- 1.12. For matters concerning the implementation of this Project, the contact email is mp2@info.p.lodz.pl.

Art. 2 Rules for Recruitment

- 2.1. A participant in the Project (hereinafter referred to as "Participant") can be a first- or second-degree business student at a European university with a minimum B1 command of English.
- 2.2. The total number of Participants is 50.
- 2.3. Participants will be accompanied by several university teachers and academic supervisors.
- 2.4. A Candidate who expresses their willingness to participate in the Project must:
 - a) enrol in the course that is conducted as part of the Project and is available on PŁ's WIKAMP PORT platform,
 - b) accept all documents and consents available on the aforementioned platform in electronic form by ticking "I agree",
 - c) complete and sign a paper version of "**Declaration of participation in the project**", take a scan of it and upload it on the WIKAMP PORT platform at the time of the recruitment process (Appendix 1).

- 2.5. The following documents need to be completed, accepted and signed: Declaration of participation in the project (Appendix 1); Confirmation of knowledge and acceptance of the Regulations (Appendix 2); Project participation agreement (Appendix 3); Participant personal data form (Appendix 4); Consent to the processing of personal data – GDPR-PO-WER (Appendix 5); Consent to the processing of personal data – GDPR-NAWA (Appendix 6); Additional consent of the participant to the processing of personal data (Appendix 7).
- 2.6. When applying, the Candidate must choose one of the two editions in which they wish to participate. A Participant can only take part in one edition of the Project. If the Candidate has not qualified for the first edition, they may take part in the qualification for the second edition of the Project.
- 2.7. The registration of Candidates for Project Participants will start on 5 December 2022 and will end on 10 March 2023 (for the first edition) and on 30 May 2023 (for the second edition).
- 2.8. A necessary condition for participation in the Project is the signing of the Confirmation of Knowledge and Acceptance of the Regulations (Appendix 2) and the Project Participation Agreement (Appendix 3) on paper by the Participant during their stay in Lodz. Moreover, the Participant shall accept and sign all documents and consents on paper upon personal arrival in Lodz, both in Polish and English. Failure to meet this requirement means resignation from the Project.
- 2.9. Selected Participants will be notified of the recruitment results via email by 25 March 2023 (for the first edition) and by 5 June 2023 (for the second edition).
- 2.10. In the event of an insufficient number of Participants recruited, additional recruitment shall be provided. This recruitment can be repeated several times. Students will be informed of its results on an ongoing basis according to the established timetable for additional recruitment.
- 2.11. The recruitment process and instruments will take into account the "Guidelines on the implementation of the principle of equal opportunity and non-discrimination including accessibility for the disabled and the principle of equal opportunity for women and men under the EU Funds 2014-2020" (Appendix 2 to the Guidelines – Accessibility Standards for Cohesion Policy 2014-2020).

Art. 3. Recruitment process

- 3.1. A Recruitment Committee will be set up to evaluate the Candidates and select the Participants.
- 3.2. The Recruitment Committee will evaluate the eligibility of Candidates for Project Participants based on the submitted application forms.
- 3.3. The Recruitment Committee is made up of all the Project Promoters and Contractors listed in sec. 1.11 (Art. 1).
- 3.4. Recruitment to the Project will be conducted in accordance with the principle of impartiality, openness and transparency, with respect for equal rights and equal opportunities.

- 3.5. Each Participant's candidature will be evaluated in terms of its formality (completeness of the documents submitted and acceptance of the attached consents) and content (motivation to participate in this Project) (two stages of evaluation). A negative formal evaluation will result in the rejection of the application.
- 3.6. As part of the substantive evaluation, points will be awarded to each Candidate for preparing a description of their motivation for taking part in the Project. The substantive evaluation will be the sum of the points awarded by each member of the Recruitment Committee on a 1-5-point scale (a maximum of 20 points may be obtained). In the event that Participants obtain an equal number of points, the Recruitment Committee will decide by vote.
- 3.7. Candidates scoring the highest number of points in order will be selected for the Project until places are filled.
- 3.8. The results of the Commission's work will be presented in the form of drawn up protocol, within which the Commission will prepare a ranking list of Candidates for particular mobility categories that are offered as part of the Project, including a list of persons with positive evaluation and selected for the Project; a standby list of persons with positive evaluation and not selected for the Project; a list of persons with negative evaluation and not selected for the Project.
- 3.9. As part of the recruitment process, 50 Participants will be selected from all complete applications – the number of Participants for each of the two editions need not be equal (25 Participants each), which depends on the number of Candidates applied for each edition.
- 3.10. Candidates for Project Participants will be notified of the results of the recruitment process via email.
- 3.11. In the case of resignation from participation in the Project by one of the Candidates at the stage of recruitment, the next Candidate from the standby list will be selected for the Project.
- 3.12. Should the disabled wish to participate in the recruitment process, the PŁ's Disability Office will provide assistance. A Candidate with a disability must declare this fact at the time of registration on the WIKAMP PORT platform to receive the necessary assistance.

Art. 4. Rights and obligations of the Project Promoter

- 4.1. The Project Promoter has the right to:
 - a) process personal data in accordance with the principles of the applicable legislation,
 - b) change (daily and hourly) dates for the implementation of this Project – only in justified cases,
 - c) request additional documents and declarations related to the Participant's participation in the Project.
- 4.2. The Project Promoter provides Participants, foreign University Teachers, Academic Supervisors and Experts with:
 - a) scholarship for the Participants in the amount of PLN 4,850 to cover the costs of airfare, insurance, accommodation and meals during their week-long stay at PŁ,

- b) scholarship paid in two tranches – the first tranche on the first working day during the stationary stay in Lodz (75% of the amount due) and the second tranche (25% of the amount due) on a convenient date determined by the Project Promoter during the week-long stay in Lodz (at the Bursar's Office of the Lodz University of Technology), after the Participant has fulfilled all the obligations specified in these Regulations,
- c) remuneration for foreign university teachers for teaching classes in accordance with the Project. With these funds, the Participants shall cover the costs of airfare, insurance, accommodation and meals during their week-long stay at PŁ,
- d) remuneration for foreign academic supervisors for supervising the student groups in accordance with the Project. With these funds, the Participants shall cover the costs of airfare, insurance, accommodation and meals during their week-long stay at PŁ,
- e) remuneration for foreign experts for preparing opinions and recommendations regarding the Project and the plan for achieving various learning outcomes.
- f) the issuing to Participants both the NAWA certificate confirming their participation in this Project and the implementation of learning outcomes (award of 9 ECTS points) and the REVAS certificate confirming their participation in a computer simulation – after the Participant has fulfilled all the requirements provided for in this Project.

Art. 5. Rights and obligations of the Participant

5.1. The Participant agrees to:

- a) read these Regulations and accept the same in writing (Appendix 1),
- b) agrees to actively participate in the classes provided by this Project in accordance with the timetable available at <https://woiz.p.lodz.pl/ksztalcenie/myslenie-projektowe-w-poszukiwaniu-innowacyjnych-rozwozian-w-srodowisku-miedzynarodowym>)
- c) agrees to arrive on time for classes during the hours specified in the timetable of this Project,
- d) confirm their attendance on each day of the Project by signing the attendance register (any absences from individual classes will be recorded by class instructors),
- e) participate in a survey concerning implementation of the Project during and/or after the Project,
- f) hold valid medical, liability and accident insurance in the territory of the Republic of Poland during the Project. The Participant shall present all insurance policies upon receipt of the decision to qualify for participation in this Project.

5.2. In the event of gross breach of the Participant's obligations specified in the provisions set out in sec. 5.1 and in the event of reprehensible behaviour making the Participant's participation in the Project impossible, the Project Promoter has the right to exclude the Participant from the Project and demand the return of the scholarship paid plus the organisational costs incurred, as estimated by the Project Promoter on the day of the Participant's exclusion from the Project. Each Participant, by accepting the provisions of these Regulations, expresses consent to this in the form of a signed "Confirmation of knowledge and acceptance of the Regulations" (Appendix 2).

Art. 6. Resignation from participation

- 6.1. The Participant may resign from the Project only for important reasons, including in particular health reasons or other reasons beyond the Participant's control (including force majeure events), provided that these were not known to the Participant at the beginning of the Project. The Participant should notify the Project Promoters as soon as possible of the resignation or the occurrence of force majeure events, making participation impossible.
- 6.2. In the event of resignation from the participation in the Project, the Participant shall submit a written statement indicating the reasons for resignation, which they shall submit immediately via email to the Project Manager.
- 6.3. In the event of a justified resignation, the Participant shall return the paid part of the scholarship (less the costs incurred) if the payment has already taken place.

Art. 7. Personal data

- 7.1. The Participant agrees that their personal data included in the application will be processed and placed in the Project Promoter's database and will be used for purposes related to the organisation and course of the Project. Pursuant to Art. 13 sec. 1 and sec. 2 of the Regulation of the European Parliament and of the Council (EU) 2016/679.
- 7.2. Therefore, the Participant agrees to accept the Declarations concerning the consent to the processing of personal data – GDPR PO-WER and GDPR NAWA – and the Additional Consent of the Participant to the Processing of Personal Data, both electronically (at the time of registration on the WIKAMP PORT platform) and in print during their stay at PŁ.
- 7.3. WOIZ PŁ hereby informs that:
 - a) the Data Collector of personal data provided via the application form is Lodz University of Technology with registered office at ul. Żeromskiego 116, 90-924 Lodz;
 - b) the Data Controller has appointed the Data Protection Officer, email contact regarding personal data: rbi@adm.p.lodz.pl, phone number regarding personal data: 48 42 631 20 39;
 - c) personal data will be stored for the period necessary to achieve the purpose of the processing, i.e. for the enrolment, organisation and implementation of the Project;
 - d) each Participant who has applied for participation in the Project has the right to request from the Data Controller access to their personal data, rectification, erasure or restriction of processing of these data and has the right to object to data processing, as well as the right to data portability;
 - e) each Participant who has applied for participation in the Project has the right to lodge a complaint to the supervisory authority, which in Poland is the President of the Office for Personal Data Protection, address of seat: ul. Stawki 2, 00-193 Warsaw, if they find that the processing of their personal data violates the provisions of the Regulation in question;
 - f) the provision of personal data is a statutory requirement;
 - g) decisions made in relation to the Participant and the personal data provided will not be taken by automated means, including profiling.
- 7.4. The Participant has the right to access, update and delete their personal data from the WOIZ PŁ database.

Art. 8 Image

8.1. Pursuant to Art. 81 sec. 1 of the Act of 4 February 1994 on copyright and related rights (consolidated text of the Dz. U./Journal of Laws/ of 2018, item 1191, as amended), each Participant shall grant the Lodz University of Technology a gratuitous, multiple and indefinite right to record and distribute their image recorded in photographs and recordings made during the Project, without the need for their approval each time. The unpaid consent for the recording and dissemination of the Participant's image also includes the use, recording, reproduction, copying, processing, preparation and duplication of the image by any technique or medium, exclusively for promotional and archival purposes.

Art. 9. Copyright

- 9.1. Each Participant shall transfer to the Project Promoters all copyrights to all works created as a result of participation in this Project.
- 9.2. The transfer of these rights will take place when the Candidate signs the Project Participation Agreement (Appendix 3).
- 9.3. Copies of all works, materials and documents prepared by the Participant and created as part of or in relation to the mobility co-financed under the Project must be submitted to the Project Promoters.

Art. 10. Final Provisions

- 10.1. The decisions of the Project Promoter in connection with the implementation of the Project and the execution of these Regulations, in particular as regards the eligibility of Participants to participate in this Project, are final and cannot be appealed.
- 10.2. The Project Promoter reserves the right to change the (daily and hourly) dates for the implementation of the measures included in this Project, but only in justified cases. Any amendments must be made in writing.
- 10.3. The Regulations enter into force on the day of their uploading on the WIKAMP PORT platform and are valid for the duration of the Project.
- 10.4. All Participants shall accept the Regulations and comply with their provisions.
- 10.5. In matters not covered by these Regulations, the provisions of the Civil Code, the Personal Data Protection Act and the Copyright and Related Rights Act shall apply. The court with exclusive jurisdiction over disputes arising from this Agreement shall be the court with jurisdiction over the registered office of the Project Promoter.
- 10.6. These Regulations have been executed in two language versions: Polish and English.

Appendices:

1. Declaration of participation in the project (Template).
2. Confirmation of knowledge and acceptance of the Regulations (TEMPLATE)
3. Project participation agreement (Template)
4. Participant Personal Data Form (Template).
5. Declaration of the project participant concerning personal data GDPR PO WER (Template).
6. Declaration of the project participant concerning personal data GDPR NAWA (Template).
7. Additional consent of the project participant to personal data processing (Template).
8. Model of the certificate (Template).

Appendix 1 – **DECLARATION OF PARTICIPATION IN THE PROJECT (TEMPLATE).**

*Annex 1 to the Guidelines –
Declaration of participation in the Project*

DECLARATION OF PARTICIPATION IN THE PROJECT

DATA REGARDING THE PROJECT	
Data of the non-competition project	NAWA Project entitled "Supporting the institutional capacity of Polish universities through creation and implementation of international study programs" (no. POWR.03.03.00-00-PN16/18), implemented under Measure: 3.3 Internationalization of Polish higher education, Operational Program Knowledge Education Development
Name of the NAWA programme	SPINAKER - International Intensive Programmes
Agreement or Project number	BPI/SPI/2021/1/00010/U/00001
Name of the Beneficiary	Lodz University of Technology
Project Title	Design thinking in searching for innovative solutions in an international environment

INFORMATION:

The Polish National Agency for Academic Exchange collects personal data of the Project participant in order to:

- 1) implement statutory tasks of NAWA - data of participants are entered into the Agency's ICT system used to monitor the effects/results of NAWA projects/programmes (the data is entered by the Program Beneficiary);
- 2) implement, monitor and control project financed by POWER - data of participants are exported to the central ICT system SL2014, used to monitor the effects/results of projects/programs implemented under the European Social Fund (reported to the Intermediate Body by NAWA).

I, the undersigned:

I declare that I voluntarily join the Project on the terms set out in the Regulations of the Call for Proposals.

Moreover, I declare that:

- 1) I have read the rules of the call for proposals and participation in the project **Lodz University of Technology** entitled "**Design thinking in searching for innovative solutions in an international environment**", contained in the Regulations of the Call for Proposals, I accept all provisions of the above-mentioned Regulations and I declare that I meet the criteria for participation in the Project set out in the above-mentioned Regulations.
- 2) I have been informed that the Project is implemented as part of the non-competition project of the Polish National Agency for Academic Exchange entitled "Supporting the institutional capacity

of Polish universities through creation and implementation of international study programs" (no. POWR.03.03.00-00-PN16/18), implemented under Measure: 3.3 Internationalization of Polish higher education, Operational Program Knowledge Education Development, in which I have become a participant through participation in the Project.

- 3) I have been informed about the obligation to participate in surveys and evaluation studies for the purposes of the project referred to in point 2 above.
- 4) I belong to the following category within the target group covered by the Project :¹
 - a. foreign student,
 - b. foreign doctoral student,
 - c. domestic student,
 - d. domestic doctoral student,
 - e. teaching / academic staff,
 - f. administrative staff.

Having been warned about criminal liability under Art. 233 of the Criminal Code for making a false statement or concealing the truth, which provides for a penalty of imprisonment for up to 3 years, I declare that the data contained in this Declaration is complete and true.

I acknowledge that this information may be subject to verification in terms of its truthfulness.

I undertake to immediately inform the institution implementing the Project about any change of personal and contact details provided in the Declaration and other application documents.

.....
Place and date

.....
legible signature of the project participant

¹ One appropriate answer should be ticked.



Appendix 2 – CONFIRMATION OF KNOWLEDGE AND ACCEPTANCE OF THE REGULATIONS (TEMPLATE)

Lodz, (date)

Personal data:

.....
(first and last name)

.....
.....
(address of residence)

.....
.....
(name and address of the University)

Declaration

I, the undersigned, declare that I have read the **Regulations of the SPINAKER project – Intensive International Training Programmes** (project title "Design thinking in the search for innovative solutions in an international environment (MP²)") and I **accept its terms and conditions, which means that I undertake to comply with all of its provisions.**

In the event of non-compliance with the obligations resulting from the Regulations of the SPINAKER project – Intensive International Training Programmes (project title "Design Thinking in the search for innovative solutions in an international environment (MP²)"), the Project Promoter has the right to exclude a given Participant from the Project and demand the return of the grant paid to this Participant plus organisational costs incurred, as estimated by the Project Promoter on the day of the Participant's exclusion from the Project.

.....
(Legible signature of the Participant)

Appendix 3 – PROJECT PARTICIPATION AGREEMENT (TEMPLATE)

AGREEMENT

by and between:

Name and address of the university: **Lodz University of Technology, Faculty of Organisation and Management, 93-005 ul. Wólczańska 221** hereinafter referred to as the "University", represented by **Robert Stanislawski**, who is a contractor and manager of the project "Design thinking in the search for innovative solutions in an international environment" funded under the *SPINAKER Programme – Intensive International Training Programmes* (Project) implemented by the Polish National Agency for Academic Exchange and

[First and last name, passport no., and address]:

.....
.....
.....

hereinafter referred to as "Project Participant".

The Parties agree on the following terms and conditions of the Agreement:

PROVISIONS OF THE AGREEMENT:

ART. 1 – SUBJECT MATTER OF THE AGREEMENT

1. The parties agree that the Project Participant will take part in the educational Project "Design thinking in the search for innovative solutions in an international environment" carried out as "blended learning" – a combination of distance learning and face-to-face learning involving physical presence at the University. The Project is co-financed by the European Social Fund as part of the Operational Programme Knowledge Education Development.
2. The Project Participant hereby declares and confirms that they have read and accept the Project documentation, including the Regulations, and the obligations imposed on them by the Agreement with the University, and the documents mentioned therein.
3. The University will provide the Project Participant with a grant for participation in the Project referred to in sec. 1.
4. The Project Participant accepts the grant and undertakes to participate in the Project referred to in sec. 1. 1.
5. The Project Participant declares that they have read and accept the terms and conditions hereof. Any modification of this Agreement shall be made in writing or otherwise be null and void.

ART. 2 – TERM OF THE AGREEMENT

1. The Agreement shall enter into force on the date of its signature.
2. The Project will start on (for the first edition) 11 April – 28 April 2023 and (for the second edition) 26 June 2023 – 14 July 2023².

² delete as appropriate

ART. 3 – CO-FINANCING OF MEASURES

1. Coverage of the costs related to participation in the Project amounts to PLN **4,850**, in words **four thousand eight hundred and fifty zlotys**. The above amount consists of an amount to cover the costs of airfare, insurance, accommodation and meals during the week-long stay at the Lodz University of Technology.
2. The Project Participant undertakes to complete an evaluation questionnaire within the timeframe and according to the procedures stipulated by this Project.

ART. 4 – PAYMENTS TO THE PROJECT PARTICIPANT

1. Payment of the grant shall be in two tranches – the first tranche on the first working day during the stationary stay in Lodz (75% of the amount due) and the second tranche (25% of the amount due) on a convenient date determined by the Project Promoter during the week-long stay in Lodz (at the Bursar's Office of the Lodz University of Technology), after the Participant has fulfilled all the obligations specified in these Regulations,
2. The payment will be made in cash (PLN).
- 3.

ART. 5 – APPLICABLE LAW AND JUDICIAL JURISDICTION

1. The award and disbursement of the grant under the Programme shall be made under the provisions hereof, in accordance with the Project Implementation Regulations. Any disputes relating to this Agreement shall be resolved in accordance with Polish legislation.

ART. 6 – FINAL PROVISIONS

1. Any disputes arising from this Agreement shall be resolved by a competent court having jurisdiction over the University.
2. This Agreement has been drawn up in two identical copies, one for each Party.

Project Participant

For and on behalf of the University

First and last name

Prof. Robert Stanisławski
First name, last name and position

Signature

Signature

Place and date

Place and date

Stamp of the University

Appendix 4 – PARTICIPANT PERSONAL DATA FORM (TEMPLATE).

Annex 2 to the Manual -

*Participant personal data form
to be entered into the Agency's ICT system
for the purpose of monitoring project participants*

PARTICIPANT PERSONAL DATA FORM

to be entered into the Agency's ICT system for the purpose of monitoring project participants

Data of the non-competition project	NAWA Project entitled "Supporting the institutional capacity of Polish universities through creation and implementation of international study programs" (no. POWR.03.03.00-00-PN16/18), implemented under Measure: 3.3 Internationalization of Polish higher education, Operational Program Knowledge Education Development
Name of the NAWA programme	SPINAKER – International Intensive Programmes
Agreement or Project number	BPI/SPI/2021/1/00010/U/00001
Name of the Beneficiary	Lodz University of Technology
Project Title	Design thinking in searching for innovative solutions in an international environment

Beneficiary data *(to be filled in by the Beneficiary)*

Country	Name of the institution	Tax id. no. (NIP)	Type of the institution
		<i>Please select the appropriate answer:</i> <input type="checkbox"/> Lack of tax id. no. (NIP) <input type="checkbox"/> tax id. no. (NIP)-please enter the number below:	<i>Please select the appropriate answer:</i> <input type="checkbox"/> university <input type="checkbox"/> Polish Academy of Sciences <input type="checkbox"/> Scientific Institute of the Polish Academy of Sciences <input type="checkbox"/> research institute <input type="checkbox"/> international research institute <input type="checkbox"/> institutes operating within the Łukasiewicz Research Network <input type="checkbox"/> federation of entities of the higher education and science system <input type="checkbox"/> other
Voivodeship	Powiat	Commune	Town/City
Street	Building no.	Apartment no.	Postal code
Area by degree of urbanization (DEGURBA)	Contact telephone number	E-mail	
<i>The field should be left blank. These data will be completed automatically at the further stage of processing the data of project participants in the SL2014 system</i>			

Data of the Project Participant (to be filled in by the Participant)

Country		Type of participant		Name of the institution represented by the Participant				
		Please select one of the following answers: <input type="checkbox"/> foreign student <input type="checkbox"/> foreign doctoral student <input type="checkbox"/> domestic student <input type="checkbox"/> domestic doctoral student <input type="checkbox"/> teaching / academic staff <input type="checkbox"/> administrative staff						
Name		Surname		Personal id. no. (PESEL)				
				Please select one of the following answers: <input type="checkbox"/> I don't have personal id. no. (PESEL) <input type="checkbox"/> I have personal id. no. (PESEL) - please enter the number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
Sex		Age		Education				
Please select one of the answers below: <input type="checkbox"/> female <input type="checkbox"/> male		Please enter your age at the time of joining the Project:		Please select the appropriate answer: <input type="checkbox"/> lower than primary (ISCED 0) <input type="checkbox"/> primary (ISCED 1) <input type="checkbox"/> lower secondary (ISCED 2) <input type="checkbox"/> upper secondary (ISCED 3) <input type="checkbox"/> post-secondary (ISCED 4) <input type="checkbox"/> higher (ISCED 5-8)				
Voivodeship		Poviat		Commune		Town/City		
<i>In the case of foreign participants, the field may remain blank</i>		<i>In the case of foreign participants, the field may remain blank</i>		<i>In the case of foreign participants, the field may remain blank</i>				
Street		Building no.		Apartment no.		Postal code		
Area by degree of urbanization (DEGURBA)			Contact telephone number			E-mail		
<i>The field should be left blank. These data will be completed automatically at the further stage of processing the data of project participants in the SL2014 system.</i>								

Participant status at the time of joining the Project (to be completed by the Beneficiary in agreement with the Project Participant)

A person belonging to a national or ethnic minority, migrant, person of foreign origin	<p>Please select the appropriate answer:</p> <input type="checkbox"/> No - I do not belong to this group <input type="checkbox"/> I refuse to provide the information <input type="checkbox"/> Yes - I belong to this group
Homeless person or a person deprived of access to housing	<p>Please select the appropriate answer:</p> <input type="checkbox"/> No - I do not belong to this group <input type="checkbox"/> I refuse to provide the information <input type="checkbox"/> Yes - I belong to this group
A person with disabilities	<p>Please select the appropriate answer:</p> <input type="checkbox"/> No - I do not belong to this group <input type="checkbox"/> I refuse to provide the information <input type="checkbox"/> Yes - I belong to this group
A person experiencing a different social disadvantage	<p>Please select the appropriate answer:</p> <input type="checkbox"/> No - I do not belong to this group <input type="checkbox"/> I refuse to provide the information <input type="checkbox"/> Yes - I belong to this group

The status of the participant on the labour market at the time of joining the Project (to be completed by the Beneficiary in agreement with the Project Participant)

Professionally inactive person, including:	<input type="checkbox"/> other
Working person, including:	<p>Please select the appropriate answer:</p> <input type="checkbox"/> in government administration <input type="checkbox"/> in local government administration <input type="checkbox"/> in MSME <input type="checkbox"/> in a large enterprise <input type="checkbox"/> in a non-governmental organization <input type="checkbox"/> self-employed <input type="checkbox"/> other
Profession performed:	<p>Please select the appropriate answer:</p> <input type="checkbox"/> practical vocational training instructor <input type="checkbox"/> general education teacher <input type="checkbox"/> pre-school education teacher <input type="checkbox"/> vocational education teacher <input type="checkbox"/> employee of a healthcare system institution <input type="checkbox"/> key employee of a welfare and social integration institution <input type="checkbox"/> employee of a labour market institution <input type="checkbox"/> employee of a higher education institution <input type="checkbox"/> employee of an institution of family support system and foster care <input type="checkbox"/> employee of a social economy support centre <input type="checkbox"/> employee of a psychological and pedagogical counselling centre <input type="checkbox"/> farmer <input type="checkbox"/> other
Place of employment:	

.....
Place and date

.....
Legible signature of the project participant

.....
Place and date

.....
*Legible signature of the receiving person
beneficiary form*

Appendix 5 – DECLARATION OF THE PROJECT PARTICIPANT CONCERNING PERSONAL DATA GDPR POWER (TEMPLATE).

*Appendix 3 to the Manual –
Declaration of the project participant
concerning personal data GDPR POWER*

DECLARATION OF THE PROJECT PARTICIPANT

(information obligation fulfilled under Article 13 and Article 14 of the Regulation (EU) 2016/679 of the European Parliament and of the Council)

In connection with my participation in the project titled **“Design thinking in searching for innovative solutions in an international environment”**, no **BPI/SPI/2021/1/00010/U/00001**, I hereby acknowledge that:

1. The controller of my personal data is the minister competent for regional development acting as the Managing Authority for the Operational Programme Knowledge Education Development 2014–2020, with their registered office at ul. Wspólna 2/4, 00–926 Warszawa.
2. The processing of my personal data is lawful and meets the requirements listed in Article 6(1)(c) and Article 9(2)(g) of the Regulation (EU) 2016/679 of the European Parliament and of the Council – the personal data are necessary for the implementation of the Operational Programme Knowledge Education Development 2014–2020 (PO WER) on the basis of:
 - 1) with regard to the filing system ‘Operational Programme Knowledge Education Development’:
 - a) Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006 (OJ L 347, 20.12.2013, p. 320, as amended),
 - b) Regulation (EU) No 1304/2013 of the European Parliament and of the Council of 17 December 2013 on the European Social Fund and repealing Council Regulation (EC) No 1081/2006 (OJ L 347, 20.12.2013, p. 470, as amended),
 - c) Act of 11 July 2014 on the principles of implementing cohesion policy programmes financed under the Financial Perspective 2014–2020 (Journal of Laws of 2017, item 1460, as amended);
 - 2) with regard to the filing system ‘Central Communication and Information System Supporting the Implementation of Operational Programmes’:
 - a) Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006,
 - b) Regulation (EU) No 1304/2013 of the European Parliament and of the Council of 17 December 2013 on the European Social Fund and repealing Council Regulation (EC) No 1081/2006,

- c) Act of 11 July 2014 on the principles of implementing cohesion policy programmes financed under the Financial Perspective 2014–2020 (Journal of Laws of 2017, item 1460, as amended),
 - d) Commission Implementing Regulation (EU) No 1011/2014 of 22 September 2014 laying down detailed rules for implementing Regulation (EU) No 1303/2013 of the European Parliament and of the Council as regards the models for submission of certain information to the Commission and the detailed rules concerning the exchanges of information between beneficiaries and managing authorities, certifying authorities, audit authorities and intermediate bodies (OJ L 286, 30.9.2014, p. 1).
3. My personal data will be processed exclusively for the purpose of implementation of the project titled **“Design thinking in searching for innovative solutions in an international environment”**, in particular in order to confirm the eligibility of expenses, provide support and carry out monitoring, evaluation, checks, audit, reporting as well as information and promotional activities under PO WER.
4. My personal data have been entrusted for processing to Intermediary Body – **National Centre for Research and Development, ul. Nowogrodzka 47a, 00-695 Warszawa**, to the beneficiary that carries out the project – **Polish National Agency for Academic Exchange, ul. Polna 40, 00-635 Warszawa**, and to entities commissioned by the beneficiary to participate in the implementation of the project – (name and address of the university) and (name and address of the above mentioned entities). My personal data may be provided to entities commissioned by the Managing Authority, the Intermediary Body or the beneficiary to carry out evaluation studies. My personal data may also be entrusted to specialised businesses commissioned by the Managing Authority, the Intermediary Body or the beneficiary to carry out checks and audits under PO WER.
5. The provision of personal data is a prerequisite of receiving support, and refusal to provide personal data results in lack of possibility to receive support under the project.
6. Within four weeks of the end of participation in the project, I will provide the beneficiary with data concerning my status on the labour market and information about my participation in education or training and gained qualifications or competences.
7. Within three months of the end of participation in the project, I will provide the beneficiary with data concerning my status on the labour market.
8. For the purpose of confirming the eligibility of expenses under the project, my personal data such as given name(s), family name, Civil Registration Number (PESEL), project number, project participation start date, project participation end date, insurance title code, amount of health insurance premium, and amount of accident insurance premium may be processed in the filing system ‘Personal Data from the Social Insurance Institution (ZUS),’ whose controller is the minister competent for regional development. The processing of my personal data is lawful and meets the requirements listed in Article 6(1)(c) and Article 9(2)(g) of the Regulation (EU) 2016/679 of the European Parliament and of the Council – the personal data are necessary for the implementation of the Operational Programme Knowledge Education Development 2014–2020 (PO WER) on the basis of:³
 - 1) Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the

³ Personal data are processed in the filing system ‘Personal Data from the Social Insurance Institution (ZUS)’ when the project funding agreement with the Beneficiary is concluded by the Ministry of Family, Labour and Social Policy or by the Province Labour Office.

Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006,

- 2) Regulation (EU) No 1304/2013 of the European Parliament and of the Council of 17 December 2013 on the European Social Fund and repealing Council Regulation (EC) No 1081/2006,
- 3) Act of 11 July 2014 on the principles of implementing cohesion policy programmes financed under the Financial Perspective 2014–2020 (Journal of Laws of 2017, item 1460, as amended),
- 4) Act of 13 October 1998 on the social insurance system (Journal of Laws of 2017, item 1778, as amended).

My personal data have been entrusted for processing to the Intermediary Body – **not applicable** (name and address of the relevant Intermediary Body), the beneficiary that implements the project – **not applicable** (name and address of the beneficiary) and entities commissioned by the beneficiary to participate in the implementation of the project – **not applicable** (name and address of the above mentioned entities). My personal data may be provided to entities commissioned by the Managing Authority, the Intermediary Body or the beneficiary to carry out evaluation studies. My personal data may also be entrusted to specialised businesses commissioned by the Managing Authority, the Intermediary Body or the beneficiary to carry out checks and audits under PO WER.

9. My personal data will not be transferred to a third country or to an international organisation.
10. My personal data will not be used for decisions based on automated processing.
11. My personal data will be stored until the Operational Programme Knowledge Education Development 2014–2020 is settled and the document archiving is complete.
12. I can contact the data protection officer by sending a message to the e-mail address: iod@miir.gov.pl or: odo@nawa.gov.pl
13. I have the right to lodge a complaint with the supervisory authority, that is the President of the Personal Data Protection Office.
14. I have the right of access to the content of my data and the right to their rectification, erasure or restriction of their use.

.....
Place and date

.....
Legible signature of the project participant

Appendix 6 – **DECLARATION OF THE PROJECT PARTICIPANT CONCERNING PERSONAL DATA GDPR NAWA (TEMPLATE).**

*Appendix 4 to the Guidelines –
Declaration of the project participant
concerning personal data GDPR NAWA*

DECLARATION OF THE PROJECT PARTICIPANT

In connection with my participation in the Polish National Agency for Academic Exchange's Programme titled **Design thinking in searching for innovative solutions in an international environment**, carried out under the out-of-competition project of the Polish National Agency for Academic Exchange '**Support for institutional capacity of Polish HEIs through establishment and implementation of international study programmes**' (no POWR.03.03.00-00-PN16/18), implemented under Measure 3.3 Internationalisation of Polish higher education, Operational Programme Knowledge Education Development, I hereby acknowledge that:

1. The controller of personal data provided by me is the Polish National Agency for Academic Exchange (ul. Polna 40, 00-635 Warszawa), hereinafter referred to as the Agency.
2. The data will be used for the following purposes:
 - 1) performing its tasks specified in the Act of 7 July 2017 on the Polish National Agency for Academic Exchange (Journal of Laws 2017, item 1530, as amended) by the Agency (Article 6(1)(c) of the General Data Protection Regulation – GDPR),
 - 2) carrying out inspections and evaluations and compiling statistical reports by the Agency (Article 6(1)(e) of the GDPR)
3. Personal data may be shared with the Agency's staff members, entities that cooperate with the Agency in the performance of its tasks (including the National Information Processing Institute – National Research Institute, al. Niepodległości 188B, 00-608 Warszawa), entities that cooperate with the Agency in carrying out inspections and evaluations and compiling statistical reports, and public authorities authorised by the law – in compliance with the provisions of the GDPR.
4. The provision of data is voluntary, but necessary for participation in the implementation of the Programme. Refusal to provide data means that the application will not be considered or that the particular individual cannot participate in the implementation of the Programme.
5. Personal data will be used for a period provided for by the law or necessary for the purpose of carrying out inspections and evaluations or compiling statistical reports.
6. Data subject has the right to:
 - 1) request from the Agency access to their personal data,
 - 2) request rectification, erasure or restriction of the use of their personal data,
 - 3) object to the use of their personal data,
 - 4) data portability,
 - 5) lodge a complaint with the supervisory authority (President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warszawa).

- on the terms and conditions stipulated in the GDPR.

7. Contact information of the data protection inspector: odo@nawa.gov.pl

.....
Place and date

.....
Legible signature of the project participant

Appendix 7 – **ADDITIONAL CONSENT OF THE PROJECT PARTICIPANT TO PERSONAL DATA PROCESSING (TEMPLATE).**

*Appendix 5 to the Manual –
Additional consent of the project participant
to personal data processing*

ADDITIONAL CONSENT OF THE PROJECT PARTICIPANT TO DATA PROCESSING

In addition, I hereby consent to the use of my personal data (given name, last name, institution, email, phone number, image) provided under the Programme of the Polish National Agency for Academic Exchange titled **Design thinking in searching for innovative solutions in an international environment**, carried out under the out-of-competition project of the Polish National Agency for Academic Exchange ‘**Support for institutional capacity of Polish HEIs through establishment and implementation of international study programmes**’ (no POWR.03.03.00-00-PN16/18), implemented under Measure 3.3 Internationalisation of Polish higher education, Operational Programme Knowledge Education Development, in which I participate, for the purpose of communicating information about the Agency’s programmes and activities in the form of:

- 1) a newsletter to project participants,
- 2) invitations to meetings/webinars,
- 3) invitations to respond to calls for applications,
- 4) information about achievements/results.

The basis for the use of the data is my consent (Article 6(1)(a) of the GDPR), which I can withdraw at any time (withdrawing consent does not affect the lawfulness of the use of data in the period when the consent was effective). The provision of data for the above purposes is voluntary.

The data may be shared with entities that cooperate with the Agency in the performance of the above tasks – in compliance with the provisions on personal data protection.

Personal data will be used for a period of up to 5 years from the moment when the data subject ends their participation in a programme or an action carried out by the Agency or up to the moment when they withdraw their consent.

I hereby acknowledge that I have the right to:

- 1) request from the Agency access to my personal data,
- 2) request rectification, erasure or restriction of the use of my personal data,
- 3) object to the use of my personal data,
- 4) lodge a complaint with the supervisory authority (President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warszawa),

- on the terms and conditions stipulated in the GDPR.

Contact information of the data protection inspector: odo@nawa.gov.pl

.....
Place and date

.....
Legible signature of the project participant

Appendix 8 – Model of the certificate (Template).

CERTIFICATE

Mrs/Mr

First name and surname

participated in

title of the event

during (*from to*) in (*venue of the event*)

.....
date and signature of the organiser

Description of the learning outcomes⁴:

Please describe the learning outcomes as a result of participating in the event using the following formula and catalogue of concepts. The defined learning outcomes should be easy to verify. It is therefore necessary to avoid too general and too complex expressions, the language of the description should be simple and precise.

Knowledge (*knows and understands...*)⁵

e.g.

The scholarship holder knows / searches for / formulates / explains / recognises / distinguishes / names / selects / translates / indicates.....

Skills (*can...*)⁶

The scholarship holder analyses/selects/uses/links/operates/develops/organises/undertakes/calculates/carries out/prepares/solves/implements/verifies/searches for/designs.....

Social competence (*is ready to...*)⁷

The scholarship holder is eager to... /aware of... /able to... / oriented towards... /open to... /responsible for... /cares about... /proceeds according to... /strives for...

⁴ The learning outcome is what the learner knows, understands and can do as a result of learning, expressed in terms of knowledge, skills and social competence.

⁵ **Knowledge** – a collection of descriptions of objects and facts, principles, theories and practices acquired in the learning process and relating to the field of learning or professional activity.

⁶ **Skills** – the ability, assimilated in the learning process, to perform tasks and solve problems specific to the field of learning or professional activity.

⁷ **Social competence** – the ability to participate autonomously and responsibly in the professional and social life and to shape own development, taking into account the ethical context of own behaviour.