

Regulations for the recruitment of Participants in 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 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>
- 1.3. 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>)
- 1.4. The programme will involve finding solutions to real problems in multinational companies, with the aim of developing 21st-century competencies.
- 1.5. Modern teaching methods (including computer simulation) will be used in classes to bring existing business problems into focus.
- 1.6. The programme will be delivered in English. 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 (both in Polish and English).
- 1.7. 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.
- 1.8. 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. 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).
- 2.4. 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.
- 2.5. 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).
- 2.6. 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.
- 2.7. 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).
- 2.8. 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.
- 2.9. 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. 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.
- 3.4. 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.
- 3.5. Candidates scoring the highest number of points in order will be selected for the Project until places are filled.
- 3.6. 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, reserve list, 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.
- 3.7. 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.
- 3.8. Candidates for Project Participants will be notified of the results of the recruitment process via email.
- 3.9. 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.
- 3.10. 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) 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 2),
- 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-rozwiazan-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. 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)

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