

**Rules of Recruitment and Participation**

**LOSt in Gdansk: Local, open, social – narratives of multicultural Gdansk**

 **Intensive international education programmes**

**General provisions and definitions**

This document sets out the framework and conditions and criteria for the recruitment of participants to the project "LOSt in Gdansk: Local, open, social – narratives of multicultural Gdansk. Intensive international education programmes”.

1. The project entitled "LOSt in Gdansk: Local, open, social – narratives of multicultural Gdansk. Intensive international education programmes" is implemented by the University of Gdansk (hereinafter referred to as the University of Gdansk, UG or Project Executor) under the NAWA SPINAKER - Intensive international education programmes programme, grant agreement number BPI/SPI/2021/1/00021 dated 11.07.2022.
2. The project runs from 01.09.2022 to 31.08.2023.
3. The aim of the project is to increase the internationalisation of the educational offer of the University of Gdańsk by:
* increase interest in the educational offer at UG of foreign students and doctoral students and in the cultural offer of Gdansk and Pomerania;
* to create an educational offer in English introducing Polish culture from a local (Gdansk) perspective using online and blended learning tools;
* conducting an online course and a classroom course focusing on literature and art, film, Kashubian culture and regional cuisine.
1. As part of the project, an online course and summer school will be created and implemented. Course dates:

MOOC - 06-17.02.2023

* Online course – 08.05–26.05.2023
* Summer school – 28.07–11.08.2023 (online and classroom course)

Support will be provided to a total of 50 foreign students and/or doctoral students newly recruited (not yet studying at UG) in an equal opportunity recruitment process, including 20 persons each for summer school and 30 persons for the on-line course.

Polish students/doctoral students will also be able to participate in the on line classes offered by the project. The project does not provide funding for the participation of the above-mentioned persons.

**Conditions of participation**

1. The project is open to those who declare their willingness to participate and meet the following criteria:

foreign nationals, who are first or second degree students at a foreign university,

or

foreign nationals, who are doctoral students at a foreign university within the meaning of the Law on Higher Education and Science;

have never studied before at the University of Gdansk;

speaks English at a minimum B1 level according to the Common European Framework for Reference.

1. An obligatory condition for admission to the project will be the delivery of the complete required application documentation (described in section 6 of these Terms and Conditions), by:

Online course – 17.04.2023

Summer School – 21.04.2023

1. In case of a larger number of applicants, additional preference will be given to first degree (BA) students. An interview will also be conducted.
2. Minutes of the Recruitment Committee meeting will be drawn up.
3. Recruitment will last from 10.03.2023 to 07.05.2023.
4. Recruitment stages:
* filing by candidates to the project on line application questionnaire containing consent for data processing;

passing to the Project Office the originals of signed application documents i.e. Declaration of participation in the project, Participant's personal data form, GDPR PO WER statement, GDPR NAWA statement, Additional consent of the participant for personal data processing. The aforementioned documents will be made available in Polish and English;

* qualification of participant to participate in the project on the basis of the submitted documents, taking into account the conditions described in these Regulations;
* an interview (in case of a larger number of applications);
* signing the scholarship agreement (applies only to summer school participants, scholarship related to participation in the full-time part of the classes).
1. All necessary information and forms can be found at: <https://polski.ug.edu.pl/projekty/spinaker/>
2. Submitted documents are not returnable.

**Conditions for resignation from the project**

1. In case of resignation from the participation in the project by a participant who is simultaneously receiving a scholarship, scholarship is repayable under the terms of the agreement.

2. In case of resignation from the participation in the project, the Participant is obliged to submit a written resignation to the Project Office, stating reasons for his/her resignation and documenting them.

3. In case of resignation of a Participant, the Candidate from the reserve list may be qualified for the project or additional recruitment will be carried out.

**Organisation**

1. The online course will be conducted entirely online, and the summer school is planned in a hybrid format:
* two hours online via ZOOM;
* two weeks (5 days x 6 hours, Monday to Friday) – stationary classes at the University of Gdansk, Facultu od Languages, 55 Wita Stwosza Street, 80-309 Gdansk;

2. The online course will be implemented using ZOOM communicator and miro.com platform. The course will consist of materials provided through e-learning and meetings through the ZOOM communicator.

3. Participation in the project's Summer School and On-line Course is free of charge.

4. A given participant can only take part in one of the schools - summer school or the online course.

5. The participants of the residential courses will be guaranteed financial support for their stay in the form of a scholarship in the amount of 5000,00 PLN. The scholarship will be paid under the condition and on the basis of a scholarship agreement, concluded according to the model agreement constituting Appendix no. 1 to these Rules, upon arrival in Gdańsk at the cash desk of the University of Gdańsk.

6. All information concerning the organisation and implementation of the project will be announced by the Organiser on the website at: <https://polski.ug.edu.pl/projekty/spinaker/>.The participants will also be informed about any changes by e-mail or telephone.

7. Upon completion of the classes, participants will receive certificates.

**The obligation of the project participant is:**

* Fulfilling the requirements and accepting all provisions of the Rules of Recruitment and Participation in the Project.
* Participating in the tasks conducted as part of the Project in the agreed time and forms.
* Fulfilling all documentation related to the realization of the Project, in particular: signing attendance lists, confirmations of receipt of services provided and other documents indicated by the Organizer and related to the realization of the Project.

**Final provisions**

1. In matters not covered by these Regulations the provisions of the Civil Code, the Law on Higher Education and Science, and executive acts to this law, including the Rules of Studies of the University of Gdańsk, the Order of the Rector of the University of Gdańsk No. 139/R/22 of 02.11.2022 on the Rules of other forms of education conducted at the University of Gdańsk, as well as other relevant acts issued by the University of Gdańsk shall apply.
2. The Rules of Recruitment and Participation shall enter into force on 01.02.2023.

3. Rules will be available for review in the Project Office and on the website of the Project Promoter at: <https://polski.ug.edu.pl/projekty/spinaker/>.

4. The rules and regulations are valid throughout the project implementation period.

5. The Project Promoter reserves the right to make changes in these regulations. All changes shall be binding from the date of their introduction and announcement of the unified text of this Rules. The Rules are subject to publication on the website at: <https://polski.ug.edu.pl/projekty/spinaker/>.