

“WELCOME TO POLAND”

REGULATIONS ON THE RECRUITMENT OF THE PARTICIPANTS TO THE PROJECT

“**The power of relations – działania na rzecz wzmocnienia potencjału UMCS w zakresie obsługi studentów z zagranicy**”

within the programme NAWA WELCOME TO POLAND

**§1 General information**

1. Project *The power of relations - działania na rzecz wzmocnienia potencjału UMCS w zakresie obsługi studentów z zagranicy* (hereinafter “Project”) is carried out by Maria Curie-Skłodowska University in Lublin (hereinafter “UMCS”) within the programme NAWA Welcome to Poland (hereinafter “Programme”) based on the agreement no. BNP/WTP/2023/1/00023/U/00001. The Project shall be carried out from 1 September 2024 to 31 August 2026.
2. The main objective of the Project is to enhance the potential of UMCS in the international student service at every stage of their connection with the university, i.e. arriving at UMCS, during their studies and after completing their studies.
3. The target group of the Project are, among others, international students of the first-cycle, second-cycle, and full-cycle study programmes, including the students pursuing their studies within the Erasmus+ international mobility programme.
4. The present Regulations define the rules of recruitment and participation of Project Participants referred to in §3 in the tasks no. 1: Integration meetings and workshops for international students, no. 2: A series of educational and mentoring sessions and individual mentoring sessions “Your Individual Roadmap” for international students, and no. 3: Integration and mentoring field trips for international students.

**§2 Definitions**

The terms used in the Regulations mean:

1. **Project** – Project *The power of relations - działania na rzecz wzmocnienia potencjału UMCS w zakresie obsługi studentów z zagranicy*, based on the agreement no. BNP/WTP/2023/1/00023/U/00001 between Maria Curie-Skłodowska University in Lublin and Polish National Agency for Academic Exchange.
2. **Programme** – the Welcome to Poland Programme of Polish National Agency for Academic Exchange.

3. **NAWA** – Polish National Agency for Academic Exchange, headquartered at Polna 40 Street, 00-635 Warsaw.
4. **UMCS** – Maria Curie-Skłodowska University in Lublin, headquartered at Marii Curie-Skłodowskiej 5 Square, 20-031 Lublin.
5. **Project implementation period** – from 1 September 2024 to 31 August 2026.
6. **Task** – action planned within the Project addressed to the Project Participants referred to in §3 of the Regulations.
7. **Event** – a single form of support organized as part of the Task within the time specified by the Organizer.
8. **Candidate** – a person who has expressed a desire to participate in the Project and, in response to the announced recruitment, has submitted the required documents, and has an active UMCS student status.
9. **Participant** – a Candidate who was qualified to participate in the Project, and who meets the conditions specified in §4 of the Regulations.
10. **Organizer** – UMCS unit responsible for the implementation of individual Tasks planned in the Project.
11. **Regulations** – regulations on the participation in the *The power of relations - działania na rzecz wzmocnienia potencjału UMCS w zakresie obsługi studentów z zagranicy* Project, within the NAWA Welcome to Poland Programme.
12. **Personal data** – personal data referred to in art. 4 point 1 Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, hereinafter GDPR).
13. **Project Coordinator** – employee of Maria Curie-Skłodowska University in Lublin responsible for the correct implementation and settlement of the project.
14. **Project Office** – the workplace of the team of employees carrying out a given task within the Project.
15. **Website** – the main website of Maria Curie-Skłodowska University in Lublin at [umcs.pl](http://umcs.pl)
16. **FB page** – the page of International Student Office Centre for Education and Study Services at [facebook.com/umcsinternational](https://facebook.com/umcsinternational)

### §3 Project Tasks

1. Task no. 1: Integration meetings and workshops for international students. Each kind of event shall take place recurrently in the 2024/2025 and 2025/2026 academic year.

The Events within the Task are planned as following:

- a) Orientation Days – reoccurring, one-day Event that shall take place in October 2024 and 2025. Each Event shall host 50 Participants and last about 3 hours. The Event is dedicated to the students of the first year of the first-cycle, second-cycle, and full-cycle degree studies. The main objective of the Event is to inform students about the UMCS, available resources and support. During the Event, students shall meet the UMCS authorities, as well as the representatives of the offices responsible for the international student services;
  - b) Holiday Event – reoccurring, one-day Event that shall take place in December 2024 and 2025. Each Event shall host 50 Participants and last about 4 hours. The Event shall take the form of workshops on, among others, making cards and Christmas decorations together with singing carols, presenting Christmas customs from different countries, as well as intercultural integration. The aim of the workshops is to promote intercultural diversity and tolerance;
  - c) Workshops on multiculturalism and diversity – reoccurring, one-day Event that shall take place in March 2025 and 2026. The Event, lasting 4 hours, shall host 40 Participants each time. The aim of the Event is to support the integration of international students and promote intercultural diversity at UMCS. Active participation in the workshops is also an opportunity for personal development, acquiring unique skills and building lasting, intercultural friendships.
2. Task no. 2: A cycle of Events entitled “Your Individual RoadMap” i.e. a series of educational and mentoring sessions and individual mentoring sessions for international students.

The Events within the Task are planned as following:

- a) A series of 10 meetings with representatives of international companies operating in Poland and psychosocial competence coaches. It is planned to organize 5 Events per year in the 2024/2025 academic year and 5 in the 2025/2026 academic year. Each meeting, lasting a maximum of 2 hours, will aim to present job prospects in various companies, career development opportunities and recruitment requirements. It will include a presentation of the company, as well as discussion on different career paths and required competences.
  - b) Individual mentoring sessions with a coach/advisor for 15 international students. Their aim is to discuss and plan the Participant's individual development path and document it in the form of an individual development map. Depending on the needs, each Participant will take part in two or three individual sessions, lasting about an hour, taking place every three months. The planned date for starting individual sessions with students is January 2025.
3. Task No. 3: Integration and mentoring trips, i.e. organization of two two-day domestic trips for foreign students to participate in events related to the presentation of professional development opportunities and the realities of the contemporary labour

market. Additionally, during the trips, activities such as sightseeing of cities, including visiting museums and other cultural institutions, are planned, which will allow Participants to better understand the culture and history of Poland, among others, for the purpose of intercultural education, promoting mutual understanding and respect, as well as social integration. Each trip will be attended by 30 foreign students and two substantive supervisors from the Organizer's representative.

As part of the task, trips to two events were planned, for example:

- a) WOMEN IN TECH in Warsaw, taking place in June 2025.
  - b) CAREER DAYS in Kraków, taking place in November 2025.
4. The Organizer of the Events referred to in sec. 1, carried out as part of the Project, is the International Student Office Centre for Education and Study Services.
  5. The Organizer of the Events referred to in sec. 2, carried out as part of the Project, are:
    - a. in the case of a series of meetings referred to in sec. 2 letter a – the Competence Development Office of the Promotion Centre and the Faculty of Economics of UMCS;
    - b. in the case of individual mentoring sessions referred to in sec. 2 letter b – Competence Development Office of the Promotion Centre.
  6. The Organizer of the Events referred to in sec. 3, carried out as part of the Project, is Competence Development Office of the Promotion Centre.
  7. The Organizer reserves the right, in particular, to change the dates of the Events referred to in sec. 1, 2 and 3.

#### **§4 Conditions of participation in the Project**

1. The Project Participants within Tasks No. 1, No. 2 and No. 3 may be international students of first-cycle, second-cycle and long-cycle studies, including students studying at UMCS as part of the international mobility of the Erasmus+ Programme, who have expressed their willingness to participate in the project and are part of the project's target group, in accordance with the Regulations, subject to sec. 2.
2. In Task no. 1, in the part concerning the organisation of orientation and information days (§3 sec. 1 letter a), only persons who are foreign students in the first year of full-time first-cycle, second-cycle or long-cycle studies at full-time studies may be Participants of the Project.
3. Participation in the Events is free of charge.
4. Each Project Participant may take part in more than one event planned in the Project, subject to sec. 2, 5 and 6.

5. Candidates who apply to participate in the Project for the first time will be given priority in participating in subsequent Events.
6. Priority in participating in the Events will be given to Candidates who are students of full first-cycle, second-cycle and long-cycle programmes.
7. The Candidate becomes a Project Participant after submitting the required documents referred to in §5 section 8 to the Project Office and after being qualified by the Recruitment Committee.

### **§5 Recruitment rules**

1. Recruitment for the Project is open, public and transparent.
2. Recruitment is conducted in accordance with the principles of gender equality and equal opportunities.
3. Recruitment for Events planned as part of tasks no. 1, no. 2, no. 3 is announced by the Project Office. The exact date of the event will be provided by the Project Office in each case in the recruitment announcement placed on the Website and FB Page.
4. Recruitment for each event lasts a minimum of 14 calendar days.
5. The acceptance of a Candidate to the Project is decided by:
  - a. The order of applications, subject to §4 sec. 2, 5 and 6,
  - b. Fulfillment by the Candidate of the formal conditions specified in §4 sec. 1.
6. The decision to qualify a Candidate to participate in the Project is made by a Recruitment Committee consisting of the Project Coordinator and two representatives of the Organizer, appointed by the Vice-Rector responsible for student affairs.
7. Information about the commencement of recruitment will be posted on the Website, FB Page and sent by e-mail to students who are the target group of the Project.
8. Candidates interested in participating in the Project should submit the following documents to the Project Office within the deadlines specified in the recruitment announcement:
  - a) Completed application form (Appendix No. 1 to the Regulations),
  - b) Signed Declaration of the Project Participant regarding personal data GDPR NAWA (Appendix No. 2 to the Regulations),
  - c) Signed Additional Consent of the Project Participant to the processing of personal data (Appendix no. 3 to the Regulations).
9. The Organizer may decide to collect the documents referred to in sec. 8 by e-mail, about which he will inform via the Project's Website and FB Page.

10. The Candidates' recruitment documents will be subject to formal evaluation, in particular by verifying the Candidate's affiliation to the target group in accordance with the rules of participation in the Project and individual tasks.
11. If the number of applications exceeds the participant limits for individual Events, a reserve list will be created.
12. Each Candidate qualified to participate in the Project will be informed of this fact by e-mail.
13. In the event of withdrawal from participation in the Event, the Participant is obliged to immediately inform the Organizer by e-mail to the address provided in the recruitment announcement, no later than two days before the planned date of the Event.
14. In the event of a Participant's withdrawal from participation in the Project, a Candidate from the reserve list will be invited to the project.

### **§6 Rights and obligations of the Project Participant**

1. The project participant has the right to:
  - a. Free participation in the Event of your choice;
  - b. Taking part in more than one Event organised as part of the Project;
  - c. Receiving project materials assigned to the Event in which you are participating;
  - d. Receiving a certificate of participation in the Event;
  - e. Access to and change of personal data provided to the Organizer.
2. The project participant is obliged to:
  - a. Familiarize yourself with and comply with the Regulations;
  - b. Punctuality and active participation in planned Events;
  - c. Each time, confirmation of participation in individual Events and collection of project materials (if applicable) with a handwritten signature on the attendance list;
  - d. Confirmation of receipt of the certificate of participation in the Event by handwritten signature on the list;
  - e. Completing the Project Participant Evaluation Survey;
  - f. Providing all necessary documents in accordance with §5 section 8 of these Regulations;
  - g. Taking part in the Event for which he/she has been qualified;
  - h. Cooperation with all entities participating in the implementation of the Project, including UMCS units;

- i. Informing the Organizer on an ongoing basis about all events that may disrupt the Participant's participation in the Events he/she declared;
- j. Reporting all changes to data contained in recruitment documents, including address data.

### **§7 Sharing Participant's appearance**

During the Event, photographic documentation will be made with the participation of the people taking part in it. By registering to take part in the Project, the Participant agrees to the free dissemination of their image by UMCS for promotional purposes in connection with the organization and conduct of the Project Task, its future editions and other activities conducted by UMCS in the fields of exploitation including: publication of photos on the website and in UMCS social media, use of photos in multimedia presentations and other materials prepared by UMCS as part of the implementation of the Project.

### **§8 Personal data protection**

1. The personal data of the Project Participant are processed in the data collections of the UMCS and NAWA data administrators.
2. The Participant's personal data are processed for the purpose of:
  - a. Conducting recruitment for Events;
  - b. Implementation of project Tasks;
  - c. Reporting on the implementation of project Tasks;
  - d. Conducting control, evaluation and statistical studies by UMCS and NAWA.
3. Providing data is voluntary, but necessary to participate in the implementation of the Program. Refusal to provide data means that the application will not be considered or that a specific person will not be able to participate in the implementation of the Program.
4. Personal data will be used for the period required by law or necessary for conducting controls, evaluations or statistical analyses.
5. By signing the documents referred to in §5 section 8 letters b and c, i.e. the Declaration of the Project Participant regarding personal data GDPR NAWA and the Additional

Consent of the Project Participant to the processing of personal data, the Participant consents to the processing of his/her personal data by UMCS and NAWA for the purposes necessary to implement the Project – in accordance with the provisions of the Personal Data Protection Act of 10 May 2018 (Journal of Laws 2019, item 1781, as amended.).

6. The data subject has the right:
    - a. requests from UMCS and NAWA to access personal data through it,
    - b. rectification, deletion or restriction of the use of their personal data,
    - c. object to the use of their personal data,
    - d. transfer of their personal data,
    - e. lodge a complaint with the supervisory authority (Head of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warszawa).
- on the principles set out in the GDPR.

### **§9 Final provisions**

1. The Regulations come into force on 27 September 2024 and are valid until the end of the project, subject to paragraph 2.
2. UMCS reserves the right to change the Regulations.
3. The Project Participant confirms that he/she has read the Regulations and undertakes to respect their principles by completing and submitting the application form to the Project Office.
4. In matters not regulated by the Regulations, the Vice-Rector responsible for student affairs shall decide.
5. The Regulations are available on the Project Website and at the Project Office.