

Regulations for recruitment and participation within the project
"Preparation and conduction of an intensive international educational programme:
Workshops on laboratory techniques used in biomedicine and natural resources
monitoring"

§ 1

General information

1. The project „Preparation and conduction of an intensive international educational programme: Workshops on laboratory techniques used in biomedicine and natural resources monitoring” is implemented by the John Paul II Catholic University of Lublin.
2. The project is implemented within the SPINAKER Programme - International Intensive Programmes run by the Polish National Agency for Academic Exchange (hereinafter referred to as NAWA). The programme is financed from the out-of-competition project no. POWR.03.03.00-00-PN16/18 “Supporting the institutional capacity of Polish HEIs through the creation and implementation of international study programmes” under the Operational Programme Knowledge Education Development (hereinafter referred to as PO WER), Priority Axis 3 “Higher education for the economy and development”, Measure 3.3 “Internationalisation of Polish higher education”.
3. The main objective of the project is to increase students' competencies in skills desired on the Labour market from job candidates, especially analytical, through creation and implementation, by August 31, 2023, of an intensive international educational programme: Workshops on laboratory techniques used in biomedicine and natural resources monitoring.
4. The project is implemented in the period from September 1, 2021 to August 31, 2023.

§ 2

Basic terms and abbreviations

Whenever the Regulations refer to:

1. **„Regulations”** - it shall be understood as the Regulations for recruitment and participation within the project "Preparation and conduction of an intensive international educational programme: Workshops on laboratory techniques used in biomedicine and natural resources monitoring";
2. **„Project”** - it shall be understood as the Project entitled "Preparation and conduction of an intensive international educational programme: Workshops on laboratory techniques used in biomedicine and natural resources monitoring";
3. **„Candidate”** – it shall be understood as a person applying for participation in the Project under provisions of § 5 of these Regulations;
4. **„Participant”** - it shall be understood as a person meeting the criteria described in § 4, qualified to participate in the Project based on the recruitment procedure described in § 5;
5. **„Agreement”** - it shall be understood as a agreement between Organiser and Participant;
6. **„Website”** - it shall be understood as the Project website at <https://www.kul.pl/spinaker-preparation-and-conduct-of-workshops-in-laboratory-techniques,210769.html>;
7. **„Project Office”** – it shall be understood as the Registrar’s Office, Al. Raławickie 14, 20-950 Lublin, rooms: CTW-10, CTW-19, e-mail: spinaker@kul.pl;
8. **„Organiser”** - it shall be understood as the John Paul II Catholic University of Lublin (hereinafter referred to as KUL);

9. „**Selection Committee**” – it shall be understood as a Project management team;
10. „**IIEP**” - it shall be understood as an Intensive International Educational Programme: Workshops on laboratory techniques used in biomedicine and natural resources monitoring”, implemented by KUL, covering 81 hours of classes for one Participant in each edition (including 21 hours on-line), 4 hours of classes with representatives of employers, 7 hours of Participant’s individual work, 12 hours of classes popularising Polish culture and promoting Poland as a country of attractive learning opportunities, and 3 trips popularising Polish nature and culture. The Project assumes two editions of IIEP: the first one in 2022 and the second in 2023. The Participant may take part in only one edition of IIEP.

§ 3

Workshops programme

1. The following activities are foreseen within each IIEP:
 - 1) 6 workshops on-line (3 hrs per workshop) and 8 hrs of independent work under supervision in laboratory:
Module 1:
 - **In vitro cultures of animal cells**
 - **Release of bioactive substances from solid carriers**
 - **Methods to obtain therapeutic proteins**
Module 2:
 - **Micro and macroflora of protected areas of the Lublin region**
 - **Water monitoring methods according to the Water Framework Directive (WFD) on chemical elements**
 - **Analysis of soil samples**
 - 2) 1 workshop on-line (3 hrs) and 12 hrs of field trip:
 - **Natural and cultural heritage of Eastern Poland**
 - 3) 2 workshops with the representatives of employers from two disciplines: natural science and health science: 2 hrs per workshop
 - 4) Polish evening – workshop on „Poland and Lublin of many cultures”
 - 5) Guided tour of Lublin and the Lublin Castle
 - 6) Sightseeing of Kazimierz Dolny
 - 7) Workshop on „Multicultural dialogue”
 - 8) Visiting of the Lublin Open Air Village Museum
 - 9) Multicultural evening
2. The realisation of IIEP is scheduled as follows:
 - 1st edition: July 2022,
 - 2nd edition: July 2023.
3. The abovementioned activities will be held in accordance with the detailed schedule, which will be available on the Website.
4. The abovementioned activities will be conducted by academics from KUL and specialists.
5. The abovementioned activities, except of field trip listed in point 2), guided tour listed in point 5), sightseeing of Kazimierz Dolny listed in point 6), visiting of the Lublin Open Air Village Museum listed in point 8) will be conducted at the premises of the Organiser.
6. Upon completion of IIEP Participant will receive a certificate of attendance with 4 ECTS points.

7. Participants will be granted disposable scholarship in the amount of PLN 5000. The scholarship may be used for: travel costs in the amount of approx. PLN 1500, accommodation costs in the amount of approx. PLN 2100 (approx. PLN 150 per day, 14 days) food costs during the implementation of IIEP in the amount of approx. PLN 1400 (approx. PLN 100 per day, 14 days).
8. Payments shall be made by cash in the form of an automatic payment at the branch of the bank maintaining the beneficiary's bank account after signing the Agreement.
9. During the IIEP, each Participant will receive necessary materials and tools.

§ 4

Participants

1. The target group will be: 40 foreign students of 1st-cycle studies (at least 21 women). Each of two editions of IIEP will be attended by a group of 20 foreign students studying outside of the territory of the Republic of Poland (e.g. from Western Balkans), mainly from the following disciplines: natural science or health science (i.g. biomedicine, environmental protection and aligned).
2. Students from other faculties and fields of study may also participate in IIEP.

§ 5

Recruitment

1. IIEP is free of charge and respects the principles of equal opportunities for women and men, while taking into account the needs of people with disabilities. Discrimination - any differentiation, exclusion or limitation related to IIEP participation on any grounds (including gender, race, worldview, religion, disability) is unacceptable. Participation of disabled persons in IIEP is possible on the basis of equal participation with other people/persons.
2. There shall be two rounds of recruitment conducted within the Project. The first one will be held from the date of the recruitment announcement on the Website until June 30, 2022, and the second edition will be between April 1, 2023 to June 30, 2023. The recruitment deadline may change, in particular it may be shortened if the number of applicants exceeds the limit laid down in the Regulations. The information about changes in the recruitment deadline shall be published on the Website.
3. The information about IIEP and detailed information about the ongoing recruitment will be posted on the Website, the free-of-charge information services (e.g. www.summerschoolsineurope.eu) and will be sent to the foreign partners of KUL.
4. The condition of participation in the IIEP is to submit to the Project Office a complete set of recruitment documentation consisting of the following documents:
 - a) Declaration of participation in the project (Annex 1), printed from the Website and confirmed by the Candidate's signature;
 - b) Participant personal data form (Annex 2), printed from the Website and confirmed by the Candidate's signature;
 - c) Declaration of the project participant GDPR NAWA (Annex 3), printed from the Website and confirmed by the Candidate's signature;
 - d) Declaration of the project participant GDPR PO WER (Annex 4), printed from the Website and confirmed by the Candidate's signature;

- e) Additional consent to process data of the candidate (Annex 5), printed from the Website and confirmed by the Candidate's signature;
 - f) Certificate from the Candidate's home university confirming the Candidate's status as a student of 1st-cycle studies, from the following disciplines: natural science or health science;
 - g) Certificate of the language skills necessary to complete the IIEP, e.g. an international certificate; a certificate from the unit where the Candidate completed a course at a given level of proficiency.
5. The recruitment documentation will be available on the Website.
 6. The Candidates send filled out and signed recruitment documents by traditional mail or tentatively scanned documents by e-mail at: spinaker@kul.pl.
 7. Once accepted for participation in IIEP based on scans of documents, the Participant must provide original recruitment documentation in person or by post to the address of the Project Office no later than within 14 days upon receipt of the information on qualification.
 8. Decision about accepting the Candidates is made by the Selection Commission.
 9. The recruitment process conducted by the Selection Committee consists of two stages:
 - a) formal assessment – the evaluation of recruitment documentation in terms of completeness and correctness with formal requirements;
 - b) substantive assessment – the evaluation of the Candidate's competences with the use of the self-assessment questionnaire (the balance of competencies). The Candidates with the highest number of points will qualify for the IIEP (maximum 10 pts to achieve).
 10. The formal assessment of the recruitment documentation by the Selection Committee includes:
 - a) verification of the eligibility of the Candidate for participation in the IIEP,
 - b) assessment of the completeness of the recruitment documents submitted by the Candidate,
 - c) assessment of the recruitment documents submitted by the Candidate in relation to the requirements of the Project and the Regulations.
 11. The points awarded shall be added up, and then a list of qualified persons, prepared separately for male and female Candidates, including the target group mentioned in Article 4(1). In the case of an equal number of points, the applications will be processed in the order they were received.
 12. Within 3 working days from the date of closing the proceedings, the Selection Committee draws a recruitment report with the lists referred to in Article 5(11).
 13. The information on the results of recruitment will be sent to the Candidates via e-mail within 3 working days from the date of the report.
 14. Decision made by the Selection Committee is final.
 15. In the situation when the number of taken places will not be reached, the Selection Committee will announce an additional recruitment.
 16. Organiser and Participant shall sign the Agreement. A model of the agreement constituting Annex 6 to these Regulations.

§ 6

Obligations of participants

1. The Participant is particularly obliged to:

- a) submitting in a timely manner to the Organiser all the documents necessary to fulfill the Organiser's obligations under the contract with NAWA, among others to confirm the status of the Participant;
 - b) signing and complying with the terms of the Agreement;
 - c) confirming attendance in the activities foreseen within the IIEP;
 - d) disclosing personal data necessary for the implementation of the Project;
 - e) filling online the evaluation questionnaire regarding the activities foreseen within the IIEP;
 - f) participating in separate evaluation studies commissioned by NAWA, in accordance with the adopted research methodology.
2. The Participant is obliged to have an insurance policy covering the costs of medical treatment, medical interventions, transport to hospital, costs of repatriation and accident insurance during travel and stay in Poland.
 3. Unauthorized withdrawal from participation in the Project before the end is connected with financial consequences in the form of reimbursement of costs borne in connection with his/her participation in the Project so far. An exception to the above rule is a situation in which a Participant selected in the recruitment process withdraws from participation in the Project before commencing his/her participation in the first form of support.

§ 7

Personal data processing

1. The administrator of the personal data for the Participant, processed exclusively for recruitment in the Project, shall be KUL.
2. The information clause for the Candidates concerning the processing of personal data is outlined in the document constituting Annex 2 to these Regulations.

§ 8

Final provisions

1. The Organiser reserves the right to make amendments to the Regulations.
2. The amendment of the Organiser does not result in any change to the Agreement.
3. The Regulations are available in the Project Office and on the Website.
4. The annexes mentioned in the Regulations are an integral part of the Regulations.

Annexes:

- a) Annex no. 1 to the Regulations of participation in the project: Declaration of participation in the project;
- b) Annex no. 2 to the Regulations of participation in the project: Participant personal data form;
- c) Annex no. 3 to the Regulations of participation in the project GDPR NAWA: Declaration of the project participant;
- d) Annex no. 4 to the Regulations of participation in the project GDPR PO WER: Declaration of the project participant;
- e) Annex no. 5 to the Regulations of participation in the project: Additional consent to process data of the candidate;



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- f) Annex no. 6 to the Regulations of participation in the project: Model of the agreement between the Organiser and the Project Participant.