**Regulations of the Summer School "TUL Study Camp"**

**Łódź, 8-21 July 2019**

**§1. General provisions**

1.1. The Summer School "TUL Study Camp", hereinafter referred to as: the "Summer School" is a project implemented by Lodz University of Technology under the agreement with the National Academic Exchange Agency - NAWA (Agreement No. NPPI/NPZ/2018/1/00034/U/001), under the "Modern foreign promotion" programme. The project "Promotion of the educational offer of Lodz University of Technology among the Polish community in Argentina and Brazil" will be implemented between 01 October 2018 and 30 September 2019. Detailed information on the programme is available at <https://nawa.gov.pl/instytucje/nowoczesna-promocja-zagraniczna>.

1.2. The Summer School is organised by the International Cooperation Centre, hereinafter referred to as the "CWM" of Lodz University of Technology, hereinafter referred to as "TUL" - <https://p.lodz.pl>

1.3. The aim of the project is to promote the offer of studies in foreign languages in Lodz University of Technology among potential candidates coming from Polish families in Argentina and Brazil. The project includes organizing a Summer School for a group of 10 participants aged 16-22 (5 from Brazil and 5 from Argentina) together with 2 Counsellors - selected from among the representatives of Polish community organizations, in the form of workshops on effective tools for promoting Lodz University of Technology in the countries of the Participants and lectures on the history and culture of Poland.

1.4. Participants together with the Counsellors receive the title of "Ambassadors of Lodz University of Technology" and may act as "liaison officers" between Lodz University of Technology and those interested in studying at TUL.

1.5. The Summer School is run in English, during a 14-day visit of the Participants together with their Counsellors at Lodz University of Technology on: 8-21 July 2019 in the building of the International Cooperation Centre of Lodz University of Technology, at ul. Żwirki 36, 90-539 Łódź, Poland.

1.6. Contact persons for the "Summer School” are:

1. Joanna Włodarczyk – Student Mobility Division of the International Cooperation Centre TUL – e-mail: joanna.wlodarczyk@p.lodz.pl; studycamp@info.p.lodz.pl; tel: +48 42 638 38 43
2. Ewa Jarzębowska – Student Mobility Division of the International Cooperation Centre TUL – e-mail: ewa.jarzebowska@p.lodz.pl; tel: +48 42 638 38 68

**§2. Recruitment Rules**

2.1. The Participant of the Summer School, hereinafter referred to as: the "Participant" can be only a student of secondary school or the first years of higher education (i.e. aged 16 - 22), coming from a Polish family in Brazil or Argentina and speaking English at a minimum B1 level.

2.2. A person declares willingness to participate in the Summer School by submitting:

1. a completed application form attached as Appendix 1 to these Regulations,
2. a declaration on the acceptance of these Regulations constituting Appendix 2 of these Regulations,
3. a short (max. up to 3 minutes) film in English, in which the person will describe his/her motivation to participate in the Summer School, his/her interests and achievements, as well as his/her interest in studying at Lodz University of Technology.

2.3. Complete application documentation, i.e. documents referred to in point 2.2, should be sent by e-mail to the address – studycamp@info.p.lodz.pl

2.4. Registration to the Summer School will start on 1 March 2019 and will end on 14 April 2019.

2.5. Each Candidate may send only one application.

2.6. The admission to the Summer School shall be decided by the Competition Committee.

2.7. The maximum number of Participants of the Summer School is 10 (5 from Brazil and 5 from Argentina) and 2 Counsellors (1 from Argentina and 1 from Brazil).

2.8. The qualified Participants will be notified of the recruitment results electronically by 30 April 2019

2.9. The qualified Participants will be informed electronically about the place, the starting time and the detailed schedule of the Summer School

**§3. Recruitment process**

3.1. The Competition Committee will assess the qualifications of candidates for Project Participants on the basis of the submitted application forms. The Project Coordinator will assess the completeness of the submitted application documents, while the Competition Committee will assess the substantive assessment of the film (i.e. the motivation to participate in the Summer School, achievements and interest in studies at Lodz University of Technology).

3.2. The Competition Committee shall be composed of the following members: Director of the International Cooperation Centre, Head of the Promotion and International Information Division of the International Cooperation Centre, the Project Coordinator.

3.3. As part of the recruitment process, 10 Project Participants will be selected out of all complete applications (5 from Brazil and 5 from Argentina), who will receive the highest number of points for the submitted film.

3.4. The recruitment process shall consist of two stages:

1. Stage I – verification of the submitted application documents in formal terms, i.e. with regard to the examination of meeting the deadline and completeness of applications. Negative formal assessment results in rejection of the application and failure to qualify it to Stage II,
2. Stage II - content-related assessment of the film.

3.5. The decision to qualify a candidate for participation in the Project shall be made by the Competition Committee. In the second stage each candidate will be awarded points for the prepared film. The content-related evaluation of the film will be the sum of points awarded by each member of the Competition Committee on the scale of 1-5 points. (total - maximum 15 points). If the Participants receive the same number of points, the date of receipt of the application will be decisive.

 3.6. A report will be drawn up from the activities referred to in point 3.5.

3.7. After the second stage of recruitment, all candidates will be informed about the results of recruitment electronically by 30 April 2019.

**§4. Rights and obligations of the Organiser**

4.1. The Organizer shall have the right to:

1. the processing of personal data in accordance with the rules resulting from the applicable provisions of law,
2. change the dates (daily and hourly) related to the Summer School in justified cases,
3. request additional documents and statements related to the Participant's participation in the Project.

4.2. The Organiser shall provide Participants and Counsellors with the following:

1. flight, accommodation and meals during a 14-day stay in TUL,
2. realization of classes, didactic materials, in accordance with the program and schedule of the Summer School,
3. teaching staff having substantive competences to conduct classes provided for in the Summer School programme,
4. issuance of a certificate to the Participants at the end of the Summer School, after the Participant has met all the requirements of the Summer School programme.

**§5. Rights and obligations of the Participant**

5.1. The Participant has the right to participate in the Summer School free of charge.

5.2. The Participant undertakes to:

1. read these Regulations and accept them in a written form (Appendix No. 2 to these Regulations),
2. actively participate in the Summer School's activities in accordance with the Summer School's programme and schedule available on the website [www.studycamp.p.lodz.pl](http://www.studycamp.p.lodz.pl),
3. arrive punctually at classes at the times set out in the Summer School schedule,
4. confirm his/her presence on each day of the Summer School by signing the attendance list (possible absences on particular blocks of classes will be recorded by the teachers),
5. participate in the questionnaire survey on the implementation of the Project,
6. as an "Ambassador of Lodz University of Technology", implement at least two activities promoting Lodz University of Technology in the home country (e.g. presentation/photo-report at school or university, in social media, post links to the Project websites and other activities developed by the Participants during the Summer School) and document these activities electronically to the Organiser upon the return from the Summer School,
7. have medical, civil liability and accidents insurance on the territory of the Republic of Poland, valid for the duration of the Summer School. The Participant is obliged to present all insurance policies after receiving the decision on qualifying for participation in the Summer School.

5.3 In the event of a gross failure to comply with the obligations set out in point 5.2 and in the event of reprehensible behaviour preventing participation in the Summer School by the Participant– the Organiser shall have the right to exclude a Participant from the Project and charge the Participant with a contractual penalty of PLN 6000, to which each Participant, accepting the provisions of these Regulations, consents.

**§6. Resignation from participation**

6.1. A Participant may resign from participation in the Summer School only for important reasons, including, in particular, health reasons or other reasons beyond his control (including force majeure events), provided that they were not known to the Participant at the time of starting participation in the Project.

6.2. In the case of resignation from participation in the Summer School, the Participant is obliged to submit a written statement including the reasons for resignation, which he/she is obliged to submit immediately - by registered mail - to the Project Coordinator.

**§7. Personal data**

7.1. The Participant agrees to the processing and inclusion in the Organiser's database of his/her personal data contained in the application form, which will be used for purposes related to the organisation and duration of the Summer School. In accordance with Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council.

7.2. The International Cooperation Centre of Lodz University of Technology informs that:

1. the administrator of the personal data provided through the application form is Lodz University of Łódź, the registered office address: ul. Żeromskiego 116, 90-924 Łódź;
2. the administrator has appointed a data protection officer: rbi@adm.p.lodz.pl, tel. +48 42 631 20 39, with regard to personal data;
3. personal data will be stored for the period necessary for the purpose of processing, i.e. for the purpose of enrolment, organisation and implementation of the Summer School carried out under the agreement with the National Academic Exchange Agency organised at Lodz University of Technology, including archiving;
4. each Participant who has applied for participation in the Summer School shall have the right to demand from the administrator access to their personal data, to correct, delete or limit the processing and the right to object to the processing, the right to transfer the data;
5. each Participant who has applied for participation in the Summer School has the right to lodge a complaint to the supervisory body, which in Poland is the President of the Office for the Protection of Personal Data, the address: ul. Stawki 2, 00-193 Warsaw, when he/she considers that the processing of personal data violates the provisions of the regulation indicated at the beginning;
6. providing personal data is a statutory requirement;
7. decisions made with regard to a Participant of the Summer School and the personal data provided will not be taken automatically, including profiling.

7.3. The Participant has the right to access, update and delete his/her personal data from the CWM TUL database.

**§8. Image**

8.1. Pursuant to Article 81, section 1 of the Act of 4 February 1994 on Copyrights and Related Rights (Journal of Laws of 2018, item 1191, as amended), each Participant of the Summer School grants Lodz University of Technology free of charge the consent to multiple and indefinite recording and distribution of his/her image recorded on photographs and recordings made as part of the event referred to in §1, without the need to approve them each time. Free consent to the recording and dissemination of the Participant's image also includes the use, recording, multiplication, copying, processing, development and reproduction of the image by any technique or through any medium exclusively for promotional and archiving purposes.

**§9. Licence**

9.1. Each Participant shall grant the Organiser a license for all works that are created as a result of participation in the Summer School at the moment of their creation.

9.2. The Organiser shall submit to the Participants for signing the Licence Agreement, constituting Appendix No. 3 to this Agreement.

**§10. Final Provisions**

10.1. The Organizer's decisions in connection with the Summer School and the implementation of these Regulations, in particular as regards the qualification of the Participants to take part in the Summer School, are final and there is no right of appeal against them.

10.2. The Organizer reserves the right to make changes to the dates in justified cases (daily and hourly) concerning the Summer School. Such changes must be made in writing.

10.3. The Regulations shall enter into force on the day of signing and shall be in force for the duration of the Project.

10.4. All Summer School Participants are obliged to accept the Regulations and observe their provisions.

10.5. In matters not regulated by these Regulations, the provisions of the Polish Civil Code, the Act on Personal Data Protection and the Act on Copyrights and Related Rights shall apply. The court exclusively competent to settle any disputes arising from this Agreement shall be the court competent for the Organiser's registered office.

10.6. These Regulations have been drawn up in four language versions: Polish, English, Spanish and Portuguese.

Appendix No. 1 – Application Form (English version only))

Appendix No. 2 – Declaration of Acceptance of the Regulations (Polish and English version))

Appendix No. 3 – License Agreement (Polish and English version)