

**Regulations for recruitment, organization, and participation in the POLCA Summer
School in the first (2022) and second (2023) editions
under the Project**

International Summer School - POLLution in Coastal Areas

Chapter I. General information

§ 1

1. The Regulations define the conditions of participation, recruitment, and organisation, as well as the rights and obligations of participants in the Summer School conducted within the project "**International Summer School - Pollution in Coastal Areas**".
2. The project is implemented within the SPINAKEK Programme - International Intensive Programmes run by the Polish National Agency for Academic Exchange (NAWA).
3. 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". According to the agreement on co-financing of the aforementioned project signed between the Polish National Agency for Academic Exchange (NAWA) and the Intermediate Body for the aforementioned measure (National Centre for Research and Development), NAWA is a beneficiary in the aforementioned out-of-competition project, while University of Gdańsk is the final recipient and participant of the project.
4. „International Summer School - Pollution in Coastal Areas" project is implemented from 1 May 2021 to 31 August 2023.
5. The main objective of the project is to increase the internationalization of the University of Gdańsk (UG) through the creation of an additional Intensive International Programme of Study (IIPS) carried out in a blended-learning form during the Summer School, which includes on-site classes and online module or carried out entirely remotely due to circumstances e.g. pandemic, lockdown, regional instability related to international security. The Project Manager may at any time decide to change the form of the Summer School.
6. The project assumes the participation of 60 participants from foreign universities during the two editions of the Summer School (30 in each edition).
7. A specially appointed Recruitment Committee (RC) will be responsible for the recruitment process. The RC will consist of 3 people (UG teachers and the Administrative Coordinators of the project).
8. The Project Manager and the Administrative Coordinator will be responsible for the organisation and implementation of the Summer School (the Organiser).
9. Participation in the project is free of charge.

Chapter II. Recruitment of participants to the Summer School

§ 2

1. Recruitment of candidates to participate in the Summer School will commence on the 14 February 2023. The recruitment process will last until the 14 April 2023, but in the case of vacancies, it will be extended until all places have been filled.
2. Information about the Summer School and detailed information about the ongoing recruitment will be posted on the Summer School website www.polca.ug.edu.pl and will be sent to the foreign partners of UG.

§ 3

1. International students of the last 3 semesters of Bachelor's and Master's degree in Earth and Environmental Sciences or related are eligible to participate in the Summer School¹. Candidates must have a communicative knowledge of English in order to be able to actively participate in the Summer School which will be conducted in English. Required level of English - minimum B1 – Intermediate.
2. Persons specified in subsection 1 may participate in the activities of the Summer School provided:
 - a) they have applied by submitting the electronic form available on the website www.polca.ug.edu.pl;
 - b) they have delivered to the Organiser:
 - a letter of recommendation from a researcher at the participant's home university (scan),
 - certificate or any document confirming the level of English language proficiency (scan),
 - a list of grades for the 2022/2023 winter semester in any grading system (scan);
 - a CERTIFICATE confirming the Student Status. The certificate should contain the following information: minimum personal data of student, planned/anticipated/assumed date of graduation, semester, field of study (scan).
 - c) they have delivered to the Organiser filled in and signed the following forms:
 - Declaration of participation in the project (Annex no. 2 to the Regulations),
 - Participant personal data form (Annex no. 3 to the Regulations),
 - Declaration of the project participant concerning personal data GDPR NAWA/PO WER (annexes no. 4 and 5 to the Regulations),
 - Additional consent of the project participant to personal data processing (Annex no. 6 to the Regulations),
 - Summer School Participation Agreement (Annex no. 8 to the Regulations),
 - Participant in another form of education registration form (Annex no. 9 to the Regulations).

Templates of documents can be downloaded from the website of the Summer School. The completed and signed documents should be sent to the following address: POLCA Summer School, al. Marszałka Piłsudskiego 46, 81-378 Gdynia, Poland

§ 4

1. Recruitment procedure will be conducted in the following order:
 - a) candidates wishing to take part in the recruitment complete the electronic form available on the website www.polca.ug.edu.pl (Annex no. 1 to the Regulations - This is a model of the electronic form available on the website - is for information purposes.) and send scans of all documents listed in **§3 (2) (b)** to the Organiser by e-mail to the address polca@ug.edu.pl.
 - b) on the basis of the documents submitted, the Organiser verify whether the candidates meet the eligibility criteria and qualify them for participation in the Summer School.
 - c) participants qualified for participation in the Summer School will be notified of the results of the verification process by e-mail no later than 30 days from the date of sending all required documents.
 - d) candidates will have the right to appeal the decision of the committee to the Project Manager (within 3 days).
 - f) participants qualified for the Summer School shall be obliged to complete and send all documents (hard copies) listed in **§3 (2) (c)** to the Organiser by post as soon as possible, no later than within 2 weeks.

§ 5

1. The following admissions criteria shall be adopted:
 - a) points for the level of English language proficiency confirmed by any document or certificate:
 - i. B1 Intermediate – 0 points
 - ii. B2 Upper- Intermediate – 1 point

¹ Due to Russia's military aggression against Ukraine, NAWA decided to discontinue financing cooperation with institutions, scientists and students from the Russian Federation. As part of NAWA projects, financing of all participants, institutions from Russia and all activities with a partner institution from Russia was suspended.

- iii. C1 Advanced and higher – 2 points
- b) points for the grade point average from the completed 2022/2023 winter semester. The candidate is obliged to present a list of grades for the 2022/2023 winter semester in any grading system. The grade point average will be converted by a specialist from Dean's Office from UG and presented as a percentage):
 - i. 60% -70% - 1 point
 - ii. 71% - 80% - 2 points
 - iii. 81% - 90% - 3 points
 - iv. 91% - 100% - 4 points
- c) if two participants will have the same number of points, the order of applications will be decisive.
- d) the admissions criteria relate to the candidate's credibility and ability to fully participate in the summer school.

§ 6

1. Recruitment process will be carried out taking into account equal opportunities, including the principle of gender equality, age.
2. Recruitment will be carried out on the basis of the principle of non-discrimination, in an impartial manner, according to open and equal conditions for all candidates, taking into account the criteria of the project, based on the application documents, in accordance with the content of the application and the principle of equal opportunities, equal access to support regardless of gender, disability, etc. pursuant to:
 - i. "Guidelines on the implementation of the principle of equal opportunities and non-discrimination, including accessibility for people with disabilities and the principle of equal opportunities for women and men as part of EU funds for 2014-2020"
 - ii. "Accessibility Standards for Cohesion Policy 2014-2020"
 - iii. "Guidance on the principles of equal opportunities for women and men in EU funds for 2014-2020"
3. Throughout the period of recruitment, the Project Manager will monitor the recruitment process in order to maintain the principle of equal access and equal treatment of all those interested in the project.

Chapter III. Rules of organisation of Summer School activities

§ 7

1. The following activities are to be organised within the Summer School:
 - a) MODULE I – „Introduction, theory, and integration” - two days (15 h) of intensive learning, integration, and preparation for practical classes, including 4 Lectures, Integration Workshops, and two Virtual Preparatory Training: 1 - Virtual tour of the research vessel Oceanograf; 2 - Health and safety onboard an Oceanograf research vessel (The virtual training 1 and 2 have been prepared using the innovative technology - Virtual Reality 360°)
 - b) MODULE II – „Practical classes” - three days (24 h) of intensive practical tasks on the Oceanograf research vessel, in the field (shoreline and coastal rivers), and in the laboratory (Marine Station in Hel).
 - c) MODULE III - The culture and heritage of the region - a one-day (8 h) field trip to the Słowiński National Park with workshops in the field and a guided tour of the Park.
 - d) MODULE IV – „Problem-based learning” - two days (13 h) of group work, developing results and conclusions, preparing presentations for the mini-conference.
2. During the Summer School each participant will receive support in the amount of 60 h (56 hours of classes will be organized with the participation of academic teachers from UG, trainers, and 4 hours of online virtual preparatory training. The activities will be organized in various forms - lectures, workshops, practical classes, group work, panel discussions, educational trips.
3. The Summer School will take place in the period: 14.06.2023 - 21.06.2023.
4. The Organiser reserves the right to organise the entire Summer School online.

Chapter IV. Rights and obligations of participants of the Summer School

§ 8

1. Before the commencement of the Summer School, each participant shall receive the necessary information related to the organisation and course of events of the Summer School.
2. The Organiser of the Summer School will provide the participants with accommodation in the Marine Station in Hel (accommodation base: 1 room for 10 people - with no bathroom, 1 room for 8 people - with no bathroom, 1 room for 7 people - with no bathroom, 1 room for 4 people - with a bathroom, 1 double room - with a bathroom).
3. Participation in the classes is compulsory.
4. Participants are obliged to immediately inform the Organiser of any changes to personal data entered in the documents of participation in the Summer School.
5. Upon completion of the Summer School an evaluation will be conducted.
6. Upon completion of the Summer School the participant will receive a certificate of attendance (Annex no. 7 to the Regulations) with 4 ECTS points.
7. Participants of the POLCA Summer School do not bear the cost of participation in the School. The project provides participants with funding for their travel, accommodation expenses within the limits specified in the project budget:
 - i. Two-way flight ticket purchase – up to PLN 1,500.00
 - ii. Summer School accident insurance policy - up to PLN 180.00
 - iii. Accommodation for the period of stay in the Summer School - up to PLN 270.00
 - iv. Meals - up to PLN 1,405.00
 - v. Transport from and to the airport - up to PLN 110.00

The organisers will book and purchase airline tickets along with travel insurance. Transfer of participants from and to the airport in Gdańsk will be organized and paid for. Participants will receive an accident insurance policy. It will be booked and paid for accommodation facilities in the Marine Station in Hel, where the participants will live during the Summer School. The organisers will also cover the costs of full board for the participants (breakfast, lunch, and dinner) and coffee breaks. During field days (Module II and III), food will be delivered in lunch boxes.

8. If any expenses exceed the limits in the budget, e.g. flight tickets, the participant is required to cover the excess costs. The participant will be informed in advance about the necessity to pay the additional costs.

Chapter V. Withdrawal from the Project

§ 9

1. Withdrawal from the project is allowed only in justified cases.
2. Withdrawal from the project may result from health reasons or force majeure. These reasons cannot be known at the time of starting the participation in the project.
3. In case of withdrawal from the project, participants are obliged to submit a written statement with reasons for withdrawal.
4. 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.



Chapter VI. Final provisions

§ 10

1. Should the number of applications exceed the number of planned places in the Summer School, a reserve list will be created.
2. In the case of less applications than assumed, the Organiser will conduct additional recruitment immediately after the first recruitment until places are available.
3. Information on the additional recruitment will be posted on the Summer School website www.polca.ug.edu.pl and sent by e-mail to universities abroad.
4. In organizational matters requiring individual contact with candidates or project participants, the Summer School Organiser will contact them mainly via e-mail at addresses provided by candidates in the application form.
5. The Regulations for recruitment, organization, participation in the Summer School in force are available at the Summer School website www.polca.ug.edu.pl.
6. Any doubts arising from the application of these Regulations and issues not regulated herein will be resolved individually by the Project Manager.
7. The Organiser reserves the right to introduce changes to these Regulations for important reasons resulting e.g. from changes in generally applicable law, and information about these changes is published by the Organiser at the Summer School website www.polca.ug.edu.pl.
8. The Summer School may be canceled without giving any reason and information about this cancellation will be published by the Organiser at the Summer School website www.polca.ug.edu.pl.
9. The Regulations become effective upon signature.

Appendices:

1. Candidate form
2. Declaration of participation in the project
3. Participant personal data form
4. Declaration of the project participant concerning personal data GDPR NAWA
5. Declaration of the project participant concerning personal data GDPR PO WER
6. Additional consent of the project participant to personal data processing
7. Certificate of attendance
8. Summer School Participation Agreement
9. Participant in another form of education registration form