

Regulations for the Recruitment of Participants in the National Agency of Academic Exchange (NAWA) –

Strategic Partnerships Programme

Project title:

Project Concern for Tomorrow: Integrating the 17 Sustainable Development Goals in Higher Education

§1. General Provisions

- 1.1. The project titled „Concern for Tomorrow: Integrating the 17 Sustainable Development Goals in Higher Education” contract number BNI/PST/2023/1/00093 is funded by public funds from the National Agency for Academic Exchange (NAWA) as part of the "Strategic Partnerships" programme, announced by the Director of NAWA on October 24, 2023. Detailed information about the Strategic Partnerships Program is available on the [NAWA website](#).
- 1.2. The project is implemented by the Structural Projects Department in cooperation with the International Programs Section and the Faculty of Economics and Management together with the Center for Circular Economics and Applied Ethics (substantive supervision) of Lazarski University. The project partners are two universities: Georgian National University SEU and Reykjavik University. Detailed information on project implementation is available on the project website.
- 1.3. The aim of the project is to prepare high-quality teaching materials for independent study and teaching about the 17 Sustainable Development Goals. As part of the project, a course will be created that will be used to independently acquire knowledge and will be available free of charge to all interested parties. Moreover, as part of the project, partner universities will prepare a task on sustainable development for education using the problem-based teaching method. This task will be tested by students at Lazarski University and at Georgian National University SEU.
- 1.4. The program involves students testing PBL tasks developed within the project to prepare them for solving complex issues related to sustainable development.
- 1.5. The program will be conducted in English and will be delivered on-site at Lazarski University (Poland) and Georgian National University SEU (Georgia). A detailed implementation plan is available on the project website in both Polish and English.
- 1.6. For inquiries related to this project, please contact: international@lazarski.edu.pl

§2. Recruitment Rules

- 2.1. Participation in the project (hereinafter "participant") is open to students of Lazarski University, Reykjavik University, or Georgian National University SEU who have a minimum B1 level of English proficiency.
- 2.2. The total number of participants in this project is 35, including::
 - a) 10 students from Lazarski University, 5 students from Georgian National University SEU, and 5 students from Reykjavik University will be selected for testing a task related to sustainable development for education using problem-based learning at Lazarski University in Warsaw,
 - b) 5 students from Lazarski University and 10 students from Georgian National University SEU will be selected for testing a task related to sustainable development for education using problem-based learning at Georgian National University SEU in Tbilisi, Georgia..
- 2.3. To apply for the project, candidates must:
 - a) Register for the PBL testing through [the application form](#),
 - b) Accept all required documents and consents available on the application platform by selecting "I agree.",
 - c) Complete the "Declaration of Participation in the Project" form in paper format, sign it, scan it, and send it via email to international@lazarski.edu.pl or submit it to the Erasmus+ Office (Room 307, Sector D, 3rd floor) during the recruitment process (Annex 1).
- 2.4. Applicants must indicate the edition they wish to participate in. Each participant may only take part in one edition. If a candidate is not selected for the first edition, they may apply for the second edition.
- 2.5. Recruitment for the first edition ends on 20.03.2025, while recruitment for the second edition ends on 20.06.2025
- 2.6. A necessary condition for participation in the project is signing the Statement of Acknowledgment of the Regulations (Annex 2) and the Agreement (Annex 3) in paper format. Participants must also sign all required documents in person upon arrival in Lazarski University or Georgian National University SEU in English. Failure to meet this requirement will result in withdrawal from the project..
- 2.7. Successful candidates will be notified via email by 31.03.2025 (first edition) and 30.06.2025 (second edition).
- 2.8. If an insufficient number of participants is recruited, supplementary recruitment may be conducted multiple times. Students will be informed accordingly.
- 2.9. The recruitment process will comply with the "Guidelines for Equal Opportunities and Non-Discrimination, Including Accessibility for People with Disabilities, and the Principles of Equal Opportunities for Women and Men in EU Funds 2021-2027" (Annex 2 to the Guidelines – Accessibility Standards for Cohesion Policy 2021-2027).

§3. Recruitment Process

- 3.1. A Recruitment Committee will be established to evaluate candidates and select participants.

- 3.2. The committee will consist of three members, one from each participating university.
- 3.3. The Recruitment Committee will assess the qualifications of the candidates for the Project based on the submitted application forms.
- 3.4. The committee will assess applications based on formal criteria (completeness of documents and acceptance of required consents) and substantive criteria (motivation for participating in the project). Failure to meet the formal criteria will result in rejection.
- 3.5. Motivation will be scored by each committee member on a scale of 1-5 points (maximum 15 points). In case of a tie, the committee will vote.
- 3.6. Preference will be given to candidates who:
 - a) **FIRST MOBILITY – 5 BONUS POINTS** – A candidate who has not participated in any mobility will receive 5 bonus points.
 - b) **PERSON WITH FEWER OPPORTUNITIES – 5 BONUS POINTS** – A candidate who holds the status of a person with fewer opportunities, confirmed during the recruitment process for the Program based on candidate data collected by the University or on the basis of information/documents provided by the candidate, will receive 5 bonus points,
 - c) **Grade Point Average (GPA) - additional qualification criterion (0 – 5 points).**
- 3.7. The bonus points will be added to the overall score.
- 3.8. Candidates who have obtained the highest number of points will be qualified for the Project in order of ranking, until all available spots are filled.
- 3.9. The results of the Committee will be presented in the form of a prepared protocol—including, among other things, a ranking list, a reserve list, and a list of candidates not qualified for the Project.
- 3.10. As part of the recruitment process, 35 Project Participants will be selected from all complete applications—20 Participants in the first edition and 15 Participants in the second edition
- 3.11. Candidates for the Project will be notified of the recruitment results via email.
- 3.12. If a Candidate withdraws from the Project during the recruitment stage, the next Candidate from the reserve list will be qualified for the Project.
- 3.13. In the case of individuals with disabilities wishing to participate, the International Programs Section of Lazarski University will provide assistance during the recruitment process. A candidate with a disability must report this before completing the application form to receive the necessary support.

§4. Rights and Obligations of the Organizer

- 4.2. The Organizer has the right to:
 - a) Process personal data in accordance with the principles arising from applicable legal regulations,
 - b) Change the dates (both daily and hourly) related to the implementation of this Project in justified cases,
 - c) Request additional documents and declarations related to the Participant's involvement in the Project.

4.3. The Organizer provides each Participant with:

- a) A daily allowance of 212 PLN per day. The allowance will be paid for 7 days, covering 2 travel days (round trip) and 5 days of stay at Georgian National University SEU in Tbilisi, Georgia, or Lazarski University in Warsaw, Poland. Allowances are granted only if travel and stay from the Participant's country of residence to the destination country are necessary for participation in the Project,
- b) The purchase of airline tickets, accommodation, and liability/accident insurance (OC/NNW) for the duration of the stay at Georgian National University SEU in Tbilisi, Georgia, or Lazarski University in Warsaw, Poland. These are provided only if travel and stay from the Participant's country of residence to the destination country are necessary for participation in the Project,
- c) The issuance of a NAWA certificate confirming participation in the Project and achievement of learning outcomes, as well as a certificate confirming participation in testing a task related to sustainable development through problem-based learning—upon fulfilling all requirements specified within the Project.

§5. Rights and Obligations of the Participant

5.1. The Participant is obliged to:

- a) Familiarize themselves with these regulations and provide written acceptance (Annex No. 2),
- b) Actively participate in the classes provided within this Project (consider adding a schedule, even a daily plan),
- c) Arrive punctually for classes at the times specified in the Project schedule,
- d) Confirm their attendance each day of the Project by signing the attendance list (any absences from individual session blocks will be recorded by the instructors),
- e) Take part in a survey regarding the implementation of the Project after its completion,
- f) Maintain an active student status at Lazarski University, Georgian National University SEU or Reykjavik University.

5.2. In the event of gross failure to fulfill the obligations outlined in section 5.1 or in cases of misconduct that prevents participation in the Project, the Organizer reserves the right to exclude the Participant from the Project and demand the repayment of the disbursed allowance, along with organizational costs incurred as estimated by the Organizer on the day of the Participant's exclusion. By accepting these regulations, each Participant agrees to these terms through the signed Declaration (Annex No. 2).

§6. Withdrawal from the Project

- 6.1. A Participant may withdraw from the Project only for valid reasons, particularly for health-related issues or other circumstances beyond their control (including force majeure events), provided that these reasons were unknown to the Participant at the time of joining the Project. The Participant must immediately inform the Organizers upon becoming aware of such circumstances that prevent participation in the Project.
- 6.2. In the event of resignation, the Participant must submit a written statement specifying the reasons for their withdrawal. This statement must be delivered without delay via email to the Project Manager.

6.3. If the resignation is justified, the Participant is obligated to return any disbursed allowance, provided the payment has already been made.

§7. Personal Data

6.4. In accordance with Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016, on the protection of natural persons concerning the processing of personal data and on the free movement of such data (General Data Protection Regulation – GDPR), the following information is provided:

- a) The Data Controller for your personal data collected within the implementation of the "Concern for Tomorrow: Integrating the 17 Sustainable Development Goals in Higher Education" Project is Lazarski University, located at Świeradowska 43, 02-662 Warsaw, Poland,
- b) The Data Controller has appointed a Data Protection Officer (DPO), whom you can contact regarding any matters related to the processing of your personal data and your rights under the GDPR at: - iod@lazarski.edu.pl,
- c) Your personal data is processed to conduct the recruitment process and implement educational mobility under the Project, including monitoring and reporting, by entering personal data into electronic mobility management systems,
- d) The legal basis for processing your personal data under the Project includes:
 - i. Article 6(1)(b) GDPR – Processing is necessary for participation in the Project and the implementation of educational mobility, including concluding agreements and arrangements in which you may be a party, or to take actions at your request within the Project.
 - ii. Article 6(1)(c) GDPR – Processing is necessary to comply with legal obligations imposed on the Data Controller regarding the administration of a program funded by the National Agency for Academic Exchange (NAWA), particularly for verifying expenses, providing support, monitoring, evaluation, control, audit, and reporting on educational mobility projects as specified in the Project's implementation rules, including financial agreements between the University and NAWA.
 - iii. Article 9(2)(g) GDPR – Processing of special categories of personal data, such as health-related data (e.g., disability status), is necessary for reasons of substantial public interest based on EU or national law, ensuring proportionality to the stated purpose and including adequate safeguards for fundamental rights and interests.
- e) The recipients of your personal data as a Project participant or applicant will be entities authorized to obtain personal data based on applicable legal provisions, as well as entities to whom the Data Controller entrusts the processing of personal data based on an appropriate agreement in connection with cooperation/services provided to the Data Controller, ensuring the proper implementation of the goals mentioned in point c) above. Personal data may be disclosed to:
 - i. The National Agency for Academic Exchange (NAWA), including data entered into electronic project management systems,

ii. Entities responsible for audit and control, ensuring the financial interests of the European Union, including Internal Audit Services, the European Court of Auditors, financial irregularities teams, the European Anti-Fraud Office (OLAF), and officials from the European Commission and executive agencies

iii. Entities managing IT systems used by the Data Controller for the administrative and financial management of the Program, providers of digital contract-signing tools, identity authentication services, cloud storage, or hosting,

iv Postal, courier, and document destruction service provider,

f) Your personal data as a Project Participant or Applicant will be stored for the duration of the Project (as per the financial agreement between the University and NAWA) and beyond for the period required by Partnership Program regulations on archiving and statistical obligations, applicable laws, or for legal claims protection and defense,

g) You have the right to request access to your data, rectification, erasure, restriction of processing, data portability, and the right to lodge a complaint with the President of the Personal Data Protection Office (PUODO).

h) Providing your personal data is voluntary, but necessary for participating in educational mobility within the Program. Refusal to provide personal data will result in the inability to participate in the Project,

i) Your personal data will not be processed automatically or subject to profiling..

§8. Final Provisions

10.1. The decisions of the Organizer regarding the implementation of the Project and the application of this Regulation, particularly with regard to the qualification of Participants to take part in the Project, are final and cannot be appealed.

10.2. The Organizer reserves the right to change the dates (daily and hourly) related to the implementation of activities in this Project, in justified cases. These changes must be made in writing.

10.3. This Regulation enters into force on the day it is published on the University's website and applies throughout the duration of the Project.

10.4. All Project Participants are required to accept the Regulation and adhere to its provisions.

10.5. In matters not covered by this Regulation, the provisions of the Civil Code, the Personal Data Protection Act, and the Copyright and Related Rights Act shall apply. The competent court for resolving disputes arising from this agreement will be the court with jurisdiction over the Organizer's registered office.

10.6. This Regulation has been prepared in two language versions: Polish and English.