

Rules of participation in the events organized as part of the Project "Creating an emotional support system for international students studying at Gdańsk University of Technology".

§1

General provisions

1. The Rules (hereinafter: Rules) define the terms and conditions of participation in the events (hereinafter: Events/Event) organized by the International Relations Office (hereinafter: IRO) of Gdańsk University of Technology (hereinafter: Gdańsk Tech) as a beneficiary of the Welcome to Poland 2021 project no. BPI / WTP / 2021/1/00100 / U / 00001: "Creating an emotional support system for international students studying at Gdańsk University of Technology" co-financed by the European Social Fund under the Knowledge, Education, Development Operational Program entitled "Raising the competences of academic staff and the institution's potential in accepting people from abroad - Welcome to Poland", implemented as part of the Action specified in the application for project funding no. POWR.03.03.00-00-PN 14/18 (hereinafter: Project).
2. The above-mentioned Events are understood as:
 - a) yoga classes for students and employees,
 - b) mindfulness classes for students and employees,
 - c) workshops on cultural differences for international students,
 - d) workshops on cultural differences for academic staff,
 - e) peer mediation workshops for students from Poland,
 - f) mediation workshops for support staff,
 - g) psychological consultations for international students.
3. The purpose of the Project Events is to support the institutional capacity of the university in the area of servicing international students by creating a comprehensive emotional support system.

§2

Organization of Events

1. Project Events will take place from October 2022 to April 2023. A detailed schedule of classes can be found at:
<https://pg.edu.pl/en/international/internationalization/projects/wtp/hey>.
2. Project Events will take place on Gdańsk Tech campus, including: building no. 11 at ul. Narutowicza 11/12 in Gdańsk and in the sports hall at ul. Sobieskiego 18 in Gdansk. Detailed information on the location of individual Events can be found at:
<https://pg.edu.pl/en/international/internationalization/projects/wtp/hey>.

Program co-financed from the European Social Fund under the Knowledge, Education, Development Operational Program, non-competition project entitled "Increasing competences of academic staff and the institution's potential to receive people from abroad - Welcome to Poland", implemented under the Task specified in the application for project funding No. POWR.03.03.00-00-PN 14/18.

3. IRO reserves the right to change the place and dates of the Events, which the participants will be informed about in advance.

§3

Principles of equal opportunities

Events under the Project will be carried out with respect for the principles of equal opportunities for men and women and people with disabilities through the following activities:

- a) conducting the recruitment process in a non-discriminatory, open manner, consistently with the equality policy, including a place in the registration form for the participants to enter their special needs regarding the organization of the Events (including architectural accessibility of the Events venue, a Polish Sign Language interpreter, etc.),
- b) ensuring equal access for all interested persons eligible to participate in the Events,
- c) compliance with the principle of equal opportunities by the personnel participating in the Events,
- d) putting emphasis on the use of equality language in Internet publications or printed materials about the Project and Events.

§4

Recruitment for Events

1. Information about the start of registration for the Events will be posted, inter alia, on the IRO website (in the "News" section), on Gdańsk Tech homepage (in the "News" section), on IRO Facebook, on Gdańsk Tech Facebook and in Gdańsk Tech newsletter. IRO reserves the right to publish information about registration for individual Events on various platforms and channels depending on the target group of a given Event.
2. The dates for registering for the Events will be published on the website:
<https://pg.edu.pl/en/international/internationalization/projects/wtp/hey>
3. Registration for the Events will be made via online forms available at
<https://pg.edu.pl/en/international/internationalization/projects/wtp/hey>
4. An employee/student interested in participating in the Events, but having, for example, limited Internet access, will be able to complete the form on paper at IRO headquarter - upon prior notification of IRO by calling 58 348 65 77 or 58 347 27 37.
5. Supplementing and sending the form in online or paper form means that the employee/student has read the content of the Rules and accepts the provisions.
6. An employee/student may register for more than one Event, but employees/students who have registered and have been qualified for only one Event will be admitted first (in the order of registration).
7. Employees/students who qualify to participate in the Events will be notified by e-mail no later than five days before the date of the first meeting as part of a given Event.
8. The number of places in Events is limited.
9. If there are more participants for Events than the planned number of places, IRO will create a reserve list and/or increase the pool of available places in the Events.

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10. If the number of applicants for the Events is smaller, IRO reserves the right to extend the recruitment for the Events. Information on the extension of the recruitment will be published on the website:

<https://pg.edu.pl/en/international/internationalization/projects/wtp/hey>

§5

Participants' rights and obligations

1. Participants are required to attend all meetings within a given Event as scheduled.
2. In case the participant has to resign from participation in individual meetings as part of the Event or from participation in the entire Event, he/she is obliged to inform IRO by e-mail at international@pg.edu.pl at least seven days in advance.
3. The participants in the Events are required to complete and sign the following documents before the start of the Event:
 - a) declaration of joining the Project,
 - b) participant's personal data form,
 - c) GDPR POWER statement,
 - d) NAWA GDPR statement.
4. Event participants may sign the "additional participant consent" document. It is not obligatory to sign this document.
5. The obligation to sign the documents referred to in Art. 3 and the possibility of signing the document referred to in Art. 4 above, apply only to participants who are support or academic employees of Gdańsk Tech and do not apply to Gdańsk Tech students.
6. Failure of the participant to provide all the documents referred to in Art. 3 above is tantamount to removing a participant from the list of participants in the Events and not allowing the participant to participate in the Events.
7. The documents referred to in Art. 3 and 4 of this paragraph can be found at <https://pg.edu.pl/en/international/internationalization/projects/wtp/hey> so that employee/student can read them before signing up for the Event.
8. IRO will inform the participants in individual Events on an ongoing basis about when and how they are obligated to provide IRO with the completed and signed documents referred to in Art. 3 of this paragraph.
9. All participants are required to sign an attendance list at each meeting as part of a given Event.
10. Depending on the Event, the participants are required to properly prepare for the Event. IRO will inform the participants by e-mail on how to prepare for the classes (e.g. in what outfit they can take part in yoga or mindfulness classes) a few days before the Event.
11. Each participant is obliged to:
 - a) complete the on-line evaluation questionnaire of the National Agency for Academic Exchange,
 - b) complete the Event quality assessment survey after the end of the Event.
12. Links to both questionnaires referred to above will be sent to Event participants after the Event is over.

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c) After the end of the Event, each participant will receive a certificate in person or via internal mail, according to the template constituting Annex 5 to these Rules. The condition for receiving the certificate is min. 75% attendance at the Event. The certificates will be handed over or sent within 21 days from the end of the Event.

§6

Organizer's rights and obligations

1. The organizer reserves the right to:

- a) require the Event participants to submit additional documents and statements related to participation in the Event and Project,
- b) change the date of the Event,
- c) make changes to these Rules.

2. The organizer is obliged to:

- a) provide professional staff qualified in the scope of the Events conducted under the Project,
- b) provide the space and technical facilities to conduct the Events,
- c) compliance with the principle of equal opportunities in the recruitment process,
- d) ensure equal opportunities for people with disabilities.

§7

Final Provisions

1. Issues not regulated in these Rules are resolved by the Head of IRO and the applicable rules of the Knowledge Education Development and Civil Code Operational Program.
2. Any comments and requests regarding the Events organized as part of the Project should be sent to the e-mail address international@pg.edu.pl.
3. Any changes to these Rules must be in made writing and published on the IRO website.
4. All participants in the Events are required to accept the Rules and abide by their provisions.

Appendices to the Rules - templates of documents for participants:

Appendix 1: Participant's personal data form

Appendix 2: WTP information clause

Appendix 3: GDPR PO WER Declaration of the project participant

Appendix 4: NAWA GDPR Declaration of the project participant

Appendix 5: Template of the certificate of participation in the training

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