

**Enrolment regulations for the University of Gdańsk doctoral school students and participation policy in summer schools implemented as part of the “Internationalisation of Doctoral Schools in the University of Gdańsk” Project in accordance with the STER NAWA Programme concepts – internationalisation of doctoral schools**

On the basis of the agreement regarding the funding of Project no. BPI/STE/2023/1/00017/DEC/01 concluded between the University of Gdańsk and the Polish National Agency for Academic Exchange the following is sanctioned:

**§ 1.**

**[Subject and scope of regulations]**

1. Enrolment regulations for the University of Gdańsk doctoral school students as participants of summer schools implemented as part of the “Internationalisation of Doctoral Schools in the University of Gdańsk” in accordance with the STER NAWA Programme concepts – internationalisation of doctoral schools (the NAWA Director’s decision no. BPI/STE/2023/1/00017/DEC/01 of 19 of October 2023), hereinafter referred to as “the Regulations”, determine the procedure and eligibility of the University of Gdańsk doctoral school students for participation in the Summer Schools organised as part of the Project.
2. Provisions of the Regulations shall apply to all students of the University of Gdańsk doctoral schools.

**§ 2.**

**[Terminology and abbreviations]**

The phrasing and abbreviations used in the Regulations refer to the following:

- 1) Beneficiary, UG – the University of Gdańsk;
- 2) Doctoral student – a student of the UG doctoral school;
- 3) Applicant – a student of the UG doctoral school applying for financial support as part of the Project;
- 4) Committee – an enrolment committee selecting Summer School participants from the UG doctoral school students;
- 5) IBDS – Intercollegiate Biotechnology Doctoral School of University of Gdańsk and Medical University of Gdańsk;
- 6) NAWA – Polish National Agency for Academic Exchange;
- 7) Programme – STER NAWA Programme – internationalisation of doctoral schools;
- 8) Project – “Internationalisation of Doctoral Schools in the University of Gdańsk” Project (the NAWA Director’s decision no. BPI/STE/2023/1/00017/DEC/01 of 19 of October 2023);
- 9) UG DS – the University of Gdańsk Doctoral Schools, that is: DSHSS, DSNS, DSQIT, IBDS;
- 10) DSHSS – Doctoral School of Humanities and Social Sciences of the University of Gdańsk;
- 11) DSNS – Doctoral School of Natural Sciences of the University of Gdańsk;
- 12) DSQIT – Doctoral School of Quantum Information Theory of the University of Gdańsk;
- 13) Summer School – school implemented as part of the project;
- 14) Summer School Participant – a student of the UG doctoral school participating in the Summer School as part of the Project;
- 15) Project Participant – a student of the UG doctoral school implementing a Task;
- 16) Task – task no. 4 (organising summer schools) as part of the Project.

### **§ 3.**

#### **[Subject of support as part of the Project]**

1. As part of the implemented Project it is possible to obtain financial support for the participation in the Doctoral students' summer school – Polish citizens and foreigners.
2. As part of the financial support a Summer School Participant has an opportunity to participate, free of charge, in the Summer School, which includes the accommodation expenses, meal costs and other expenditures that are related to participation in lectures and classes in accordance with the schedule of the Summer School organised as part of the Project.

### **§ 4.**

#### **[Enrolment – general provisions]**

1. Applicants will be qualified as Summer School Participants as part of an open, competitive enrolment procedure conducted by the Committee appointed by the Project Manager.
2. Enrolment will be announced every time on the UG DS website by the Summer School Organisers and in consultation with the Project Manager.
3. The enrolment announcement will determine general regulations and enrolment closing dates, including information regarding deadlines for submitting applications and a date of the enrolment result announcement.

### **§ 5.**

#### **[Enrolment procedure – submitting an application]**

1. An individual who is a Doctoral student on the day of application submission, and who likewise sustains a Doctoral student status during the Summer School organised as part of the Project may apply for admission to the Summer School as part of the Project and to receive a financial support as part of the Task.
2. An Applicant submits the following documents within the closing date and in accordance with the regulations included in the announcement:
  - 1) an application, whose template is specified by appendix no. 1 to the Regulations;
  - 2) statements regarding the personal data protection.
3. A complete application includes:
  - 1) information referring to an Applicant, among others, an Applicant's personal data and electronic mail address for the purposes of contacting the Applicant;
  - 2) the name of the UG DS;
  - 3) the subject matter of the doctoral project;
  - 4) a cover letter, in which an Applicant indicates:
    - a) a connection between the topic of the Summer School and an Applicant's individual research plan,
    - b) benefits that participation in the Summer School shall provide to an Applicant and university home unit,
    - c) in what manner participation in the Summer School may contribute to establishing or continuing international scientific cooperation;
  - 5) a supervisor's or supervisors' conclusion.
4. Completing an application after the closing date of submission specified in the announcement is not permitted.
5. Submitting an application is equivalent with accepting the Regulations.

## **§ 6.**

### **[Enrolment procedure – application assessment]**

1. Application assessment is conducted by the Committee appointed by the Project Manager, who functions as the Chairperson of committee's tasks. The Chairperson may appoint evaluation teams as part of the Committee. A Committee Member may not evaluate an Application of an Applicant, whose supervisor or auxiliary supervisor he or she is.
2. Application assessment is conducted through a point system in accordance with the criteria referred to in section 3.
3. The Committee conducts an assessment of the application according to the following specific criteria:
  - 1) evaluation of a connection between the topic of the Summer School and an Applicant's individual research plan – up to 50 points;
  - 2) evaluation of the benefits that may derive from an Applicant's participation in the Summer School – up to 50 points.

## **§ 7.**

### **[Enrolment procedure – determining a placement list and admission to the Summer School]**

1. The order of Applicants on the placement list conducted by the Committee shall be determined in accordance with the number of points awarded by the Committee to particular Applicants in relation to regulations referred to in section 6.
2. An Applicant who is awarded at least 60 points in accordance with the position on the placement list and within the financial resources limit that the Committee has at their disposal shall be admitted to the Summer School and will receive a financial support.
3. All Applicants who submitted the applications via the electronic mail and to the address referred to in section 5 paragraph 3 subparagraph 1 shall be notified of the enrolment results.
4. In case an Applicant admitted to the Summer School withdraws from participation, an Applicant who was awarded the subsequent highest number of points following the position of the point total achieved by the last Applicant admitted to the Summer School, shall be admitted to the Summer School instead.
5. The Committee's decision regarding an Applicant's admission to the Summer School is final and an appeal in that matter cannot be lodged.

## **§ 8.**

### **[Concluding an Agreement of participation in the Project and cases of termination]**

1. An Agreement of participation in the Project, whose template is specified by appendix no. 2 to the Regulations is concluded with an Applicant who was admitted to the Summer School as part of the Project.
2. The Beneficiary may, effective immediately, terminate the Agreement of participation in the Project concluded with a Project Participant in case:
  - 1) the information submitted in the application is false;
  - 2) a Project Participant does not fulfil the obligations specified in the Agreement of participation in the Project;
  - 3) an agreement regarding the Project funding concluded with the financing institution is terminated.

## **§ 9.**

### **[Resignation of a Project Participant and termination of an Agreement of participation in the Project]**

Resignation of a Project Participant from participating in the Summer School after the conclusion of the Agreement of participation in the Project is possible only due to important chance

occurrences unforeseen during the period of enrolment. A Project Participant submits a resignation in a written form, including a comprehensive justification, to the Project Manager. Resignation as specified by the regulations referred to in section 9, is equivalent to the conclusion of the Agreement of participation in the Project by a Project Participant.

## **§ 10.**

### **[Responsibilities of a Project Participant]**

A Project Participant is obligated to submit a document acknowledging participation in the Summer School (a certificate), whose template is specified by appendix no. 3 to the Regulations, within 30 calendar days upon the date of the return from the Summer School. A Project Participant is likewise obligated to complete an Project Participant's evaluation survey formulated by NAWA, should such be issued by NAWA.

## **§ 11.**

### **[Information regarding personal data processing]**

1. The processing of Applicants' and Project Participants' is conducted on the basis of commonly enforced laws, including personal data Regulation 2016/679 of the European Parliament and Council (EU) of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), and in accordance with the regulations of implementing projects as part of NAWA programmes specified by NAWA, with which an Applicant and Project Participant may be familiarised via the Agency's website.
2. An Applicant and Project Participant are obligated to submit signed appendices to documents of the programme required by NAWA:
  - 1) appendix no. 4 to the Regulations – a template for Project Participant's statement regarding personal data NAWA GDPR;
  - 2) appendix no. 5 to the Regulations – a template for Project Participant's additional consent for personal data processing.

## **§ 12.**

### **[Final provisions]**

1. The following Regulations shall enter into force on the day of signing with effect from 1 of January 2024.
2. The Beneficiary may introduce amendments to the following Regulations in case in becomes necessary due to changes in the Programme guidelines, modifications of the Law on Higher Education and Science Act and other commonly enforced laws, which influence the implementation of the Programme. A Project Participant shall be notified via the electronic mail of the amendments to the Regulations prior the day it enters into force unless it is not feasible due to the date when the amended Programme guidelines are enforced.
3. In conflicting matters and those unregulated by the following Regulations the decision is made by the Project Manager.

Appendices to the Regulations:

- 1) Application to participate in the Summer School.
- 2) Agreement of Project participation between the Beneficiary and a Project Participant.
- 3) Certificate of participation in the Summer School.
- 4) Project Participant's statement regarding personal data NAWA GDPR.
- 5) Project Participant's additional consent for personal data processing.