

**SPINAKEK - Intensywne międzynarodowe programy kształcenia**  
Projekt pt. „Wolin/Jómsborg: miejsce spotkania Słowian i Skandynawów w średniowieczu - międzynarodowa szkoła letnia 2023”

**Regulations for participation in the Project named ‘WOLIN/JÓMSBORG: A MEETING POINT OF SLAVS AND SCANDINAVIANS IN THE MIDDLE AGES – INTERNATIONAL SUMMER SCHOOL’ financed by the Polish National Agency for Academic Exchange (NAWA), based on contract no. BPI/SPI/2021/1/00063/U/00001 of 21 July 2022**

## **I. GENERAL PROVISIONS**

### **§ 1**

1. The Regulations shall define the terms of participation in the Project entitled: “Wolin/Jómsborg: a meeting point of Slavs and Scandinavians in the Middle Ages – International Summer School.”
2. The duration of the Project and the number of participants shall be determined by the agreement and the current application for funding the Project. At the time of drafting these Regulations, the applicable duration of the Project is from **1 June 2022** and **31 August 2023**.

### **§ 2**

1. Whenever the Regulations refer to:
  - 1) **the Regulations** – it shall be understood to mean the Regulations for participation in the Project entitled “Wolin/Jómsborg: a meeting point of Slavs and Scandinavians in the Middle Ages – International Summer School.”
  - 2) **the Project** – it shall be understood to mean the Project entitled “Wolin/Jómsborg: a meeting point of Slavs and Scandinavians in the Middle Ages – International Summer School.”
  - 3) **the NAWA non-competition project** – it shall be understood to mean the NAWA non-competition project entitled “Supporting the institutional capacity of Polish universities through creation and implementation of international study programs” (no. POWR.03.03.00-00-PN16/18), implemented under Measure: 3.3 Internationalization of Polish higher education, Operational Program Knowledge Education Development.

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- 4) **the NAWA programme** – it shall be understood to mean the programme entitled SPINAKEK – International Intensive Programmes.
- 5) **the Summer School** – it shall be understood as an intensive international educational programme conducted by the University of Silesia in Katowice in English in the field of archaeology, history and literature of Western Slavic and Scandinavian countries in the Middle Ages, comprising in each edition 80 hours of teaching for one participant, divided into: 24 hours of lectures, 24 hours of seminars, 12 hours of specialised workshops, 12 hours of field exercises, an excursion popularising Polish culture and promoting Poland (8 hours);.
- 6) **the Summer School Organiser** – it shall be understood to mean the University of Silesia in Katowice, represented by the Project coordinator.
- 7) **the Participant** – it shall be understood to mean a person qualified to participate in the Project based on the recruitment procedure determined in the ordinance No. 182 of the Rector of the University of Silesia in Katowice of 29 December 2022 on Regulations for recruiting participants in the Project named "Wolin/Jómsborg: a meeting point of Slavs and Scandinavians in the Middle Ages – International Summer School."
- 8) **the Website** – it shall be understood to mean the Project website at <https://us.edu.pl/nauka-i-badania/centra-badawcze/cbns/wolin-jomsborg-2023/>
- 9) **the Dean** – it shall be understood to mean the Dean of the Faculty of Humanities of the University of Silesia in Katowice.
- 10) **the Project Coordinator** – it shall be understood to mean the person appointed to this position by the Rector in accordance with the ordinance No. 69/2021.

## II. RIGHTS AND OBLIGATIONS OF THE PARTICIPANT

### § 3

1. The participant shall be entitled to:
  - 1) Free participation in the Intensive Programme.
  - 2) A scholarship granted and paid in accordance with the rules laid down in § 5 of these Regulations.

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- 3) Free didactic aids and training materials.
  - 4) Free transport during the outdoor sessions of the Summer School in Poland.
  - 5) Receiving a certificate confirming completion of the Summer School on condition of full participation and completion of the programme of the Summer School.
2. The participant shall be obliged to:
- 1) Read the Regulations and accept them in accordance with the Annex No. 1 to the Regulations.
  - 2) To conclude with the Organiser the participation agreement in the Summer School in accordance with the Annex No. 2 to the Regulations and appendices. The agreement is available in English on the project website.
  - 3) Fill in, sign and deliver:
    - a) Declaration of participation in the Project;
    - b) Personal Data Form;
    - c) Declaration of the project participant concerning personal data GDPR POWER;
    - d) Declaration of the project participant concerning personal data GDPR NAWA;
    - e) Additional consent of the project participant to data processing.
- The above documents are available in English on the Polish National Agency for Academic Exchange website at: <https://nawa.gov.pl/institucje/spinaker-intensywne-miedzynarodowe-programy-ksztalcenia/dokumenty-dla-beneficjentow> and on the project website.
- 4) Fill in the questionnaires (on-line or in paper version) at the beginning and at the end of the Summer School, the template and form of the questionnaire are available on the project website.
  - 5) Actively participate in the Summer School in accordance with the schedule of the Summer School, published on the Project website.
  - 6) Confirm their attendance on each day of the study visit in Poland by signing the attendance list.

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- 7) Participate in stationary activities under a sanitary regime, if required by the Organiser's internal regulations. Information about the sanitary regime in force and the related requirements will be published on the project website.
- 8) Provide the Project Coordinator or a person designated by them with a document confirming current health insurance for the duration of the Summer School (covering at least the costs of medical treatment in Poland) before the commencement of the first classes of the Summer School in Poland.
- 9) To comply with the all rules of order of the University of Silesia in Katowice addressed to students.
- 10) Take care of the Organiser's property, and to use materials and equipment according to their purpose.
- 11) Participate in the evaluation by the external institutions evaluating the Project.
- 12) Reimburse the costs incurred by the Organiser as a result of unjustified resignation within 14 days from the date of receiving the request from the Organiser.
- 13) Immediately inform the Organiser about:
  - a) any circumstances that have arisen which could interfere with the implementation of the programme of the Summer School or were a source of potential danger to health or life for the Summer School Participants and other persons,
  - b) inability to participate in the activities of the Summer School,
  - c) resignation from or discontinuation of participation in the Summer School,
  - d) a change of the postal address,
  - e) a change of the bank account number determined in the Participation agreement in the Summer School attached as Annex No. 2 to the Regulations.
- 14) Legalise their stay in the Republic of Poland for the duration of the Summer School, to obtain all the necessary legal documents (passport, visa, etc.) required for travel, to ensure that travel documents are in conformity with the requirements of the Republic of Poland, and to comply with the relevant national legislation and/or any other requirements or restrictions concerning travel.

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### III. RIGHTS AND OBLIGATIONS OF THE ORGANISER

#### § 4

1. The Organiser shall be entitled to:
  - 1) change the dates (daily and hourly) concerning the implementation of the Summer School in justified cases. Any changes to the Summer School timetable will be published on the project website.
  - 2) Monitor participation in the Summer School.
  - 3) Require the Summer School participant to sign necessary documents, certificates and statements.
  - 4) Request justification in the case of absence from the Summer School or its unannounced interruption/shortening.
  - 5) Remove the Participant from the list of participants of the Summer School in the case of non-compliance with the Regulations.
  - 6) Demand compensation from the Participant of the Summer School in order to cover the costs of damage caused through the fault of the Participant during the Summer School,
  - 7) Demand reimbursement of the grant received as a result of unjustified resignation or removal of the Project participant from the list of participants, except for situations caused by force majeure.
2. The Organiser shall provide:
  - 1) Free of charge classes in accordance with the schedule of the Summer School, published on the Project website.
  - 2) Academic teachers with the professional competences to conduct the classes included in the programme of the Summer School.
  - 3) Integration meetings and outdoor sessions promoting Poland and Polish culture in the programme of the Summer School.
  - 4) Free didactic aids and training materials during the Summer School.
  - 5) The necessary infrastructure and conditions for carrying out the programme of the Summer School.

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- 6) Free transport during the outdoor sessions of the Summer School in Poland.
- 7) An opportunity to become familiar with the regulations of the University of Silesia in Katowice, including in particular the regulations of occupational health and safety.
- 8) A scholarship granted and paid in accordance with the rules laid down in § 5 of the Regulations.
- 9) A certificate of completion of the Summer School to the Participant who has completed the programme of the Summer School determined in § 2.

## **IV. RULES FOR GRANTING THE SCHOLARSHIP**

### **§ 5**

1. The Participant of the Summer School will be granted a scholarship in the amount of 5,000.00 PLN (five thousand zloty).
2. The condition for receiving the scholarship is to fill in, sign and deliver all the documents referred to in § 3 section 2 of these Regulations to the Project Coordinator or a person designated by them.
3. The scholarship is intended to cover: travel costs, accommodation, meals, accident insurance, possible costs of obtaining a visa and medical treatment.
4. The scholarship will be paid in cash to the bank account indicated by the Participant in Appendix No. 1 to the participation agreement in the Summer School referred to in § 3 section 2 of these Regulations. The scholarship will be paid in one instalment within 5 days of the commencement of the study visit in Poland of each edition of the Summer School.
5. In justified circumstances, the scholarship may be paid to the Participant's bank account specified in Attachment No. 1 to the Summer School participation agreement referred to in § 3 point. 2 of these Regulations. The scholarship shall be paid in a single payment within 5 days from the beginning of the summer school in Poland.

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6. The right to receive the scholarship may be withdrawn with immediate effect if the Participant:
- 1) has provided false information on the basis of which he/she was qualified to participate in the Summer School and on the basis of which the funds were granted,
  - 2) is staying in the territory of the Republic of Poland illegally.
7. The Organiser shall request the Participant to return the scholarship granted in the full amount in the following cases:
- 1) When the Participant is removed from the list of Participants of the Summer School,
  - 2) When the Participant significantly violates the provisions of these Regulations and the participation agreement in the way different from those mentioned above.
8. In the case of being removed from the list of participants of the Summer School, the Participant returns to his/her country at his/her own expense.

## **V. PERSONAL DATA PROCESSING**

### **§ 6**

1. In connection with the participation in the project titled ‘Support for institutional capacity of Polish HEIs through establishment and implementation of international study programmes’ no POWR.03.03.00-00-PN16/18, the controller of the personal data is the minister competent for regional development acting as the Managing Authority for the Operational Programme Knowledge Education Development 2014–2020, with their registered office at ul. Wspólna 2/4, 00–926 Warszawa.
2. Declaration of the project participant concerning personal data GDPR POWR is attached as Annex No. 5 to these Regulations.
3. In connection with the participation in the project entitled “Wolin/Jómsborg: a meeting point of Slavs and Scandinavians in the Middle Ages – International Summer School,” the controller of the personal data is the Polish National Agency for Academic Exchange, with their registered office at ul. Polna 40, 00-635 Warszawa.
4. Declaration of the project participant concerning personal data GDPR NAWA is attached as Annex No. 6 to these Regulations.

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5. The processing of personal data of participants in the Project shall be in accordance with the provisions of the contract No. BPI/SPI/2021/1/00063/U/00001 of 21 July 2022.
6. The Project Coordinator shall be responsible for maintaining the documentation concerning the Project and the processing of personal data of participants.

## **VI. FINAL PROVISIONS**

### **§7**

1. In matters not covered by these Regulations, the provisions of the internal regulations of the University of Silesia in Katowice and regulations governing the implementation of the Project, in particular the Regulations of the Programmes of the Polish National Agency for Academic Exchange, shall be applied accordingly.
2. The University reserves the right to amend these Regulations.
3. In case of doubt as to the interpretation of the provisions of the Regulations, the Project Coordinator shall take the decision.



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**Annexes to the Regulations:**

Annex No. 1: Declaration of acceptance of the Regulations

Annex No. 2: Participation agreement in the Summer School with appendices

Annex No. 3: Declaration of participation in the Project

Annex No. 4: Participant personal data form

Annex No. 5: Declaration of the project participant concerning personal data GDPR  
POWER

Annex No. 6: Declaration of the project participant concerning personal data GDPR  
NAWA

Annex No. 7: Additional consent of the project participant to data processing

Annex No. 8: Scholarship list