

## REGULATIONS ON PARTICIPATION IN THE STRESS MANAGEMENT WORKSHOP FOR INTERNATIONAL GUESTS AT AGH UNIVERSITY OF KRAKOW

in January 2025 and January 2026

conducted by Centre for International Affairs AGH University as part of the NAWA Welcome to  
Poland project

'DEVELOPMENT OF AGH UNIVERSITY'S POTENTIAL IN TERMS OF COMPREHENSIVE SERVICE FOR  
INTERNATIOAL GUESTS AND EFFECTIVE INTERNATIONAL PROMOTION' AGREEMENT NO.

BNP/WTP/2023/1/00147/U/00001

The programme in the current call is financed from the state budget.

### Definitions

Whenever referred to in Regulations:

- 1.) **Project** - refers to the project: 'Development of AGH University potential in terms of comprehensive service for International Guests and effective international promotion' implemented under the Welcome to Poland programme of the Polish National Agency for Academic Exchange agreement no. BNP/WTP/2023/1/00147/U/00001 ;
- 2.) **Stress management workshops** - it shall be understood as an activity implemented within the framework of the project, aimed at improving the mental well-being of International Guests at AGH University, including persons of Ukrainian nationality, who are dealing with the trauma of war, and the integration of the participants;
- 3.) **Workshop Participant**- means an International Guest of AGH University of Krakow, being a student, doctoral student, academic employee, who fulfils the formal criteria, submits all required recruitment documents within the deadline and is positively evaluated in the recruitment process and qualified to participate in the Workshops;
- 4.) **University** - should be understood as the AGH University of Krakow;
- 5.) **Centre for International Affairs** - hereafter referred to as the CIA, which is an auxiliary unit of the AGH University of Krakow;
- 6.) **Project Office** - refers to the Project Management Team responsible for the efficient and effective implementation of the project, located at the CIA;
- 7.) **Project Manager** - should be understood as a person from the Project Office who exercises substantive supervision over the participants of the Workshops;
- 8.) **AGH International Guest** - a person invited to come to AGH University, who resides outside the territory of the Republic of Poland or whose home institution is located outside the territory of the Republic of Poland, and who is a student, a doctoral student or an academic employee.

## § 1.

### General provisions

1. These regulations specify the way of organising the Workshops on coping with stress during the International Mental Health Week for International Guests of AGH University, including the criteria of participation in the Workshops and general principles of recruitment to the Workshops as well as the principles of settlement and resignation from the participation in the Workshops.
2. The Project Manager and the Project Office shall supervise the implementation of the Workshops.

## § 2.

### Aim and general rules of the Workshops

1. The aim of the Workshop is to improve wellbeing and increased efficiency, to learn how to deal with stress, to integrate and build relationships between International Guests, and to promote an accessibility policy for people with special needs.
2. The Workshop will be conducted stationary, at a place and time designated by the Project Office on the AGH University Campus.
3. A participant of the Workshop is obliged to attend the entire Workshop, full-time.
4. Participation in the Workshops is free of charge.

## § 3.

### Conditions of participation

1. It is the intention of the University to improve the psychological well-being of International Guests regardless of the participants' initial level of competence.
2. The formal criterion for recruitment is to be a student or doctoral student or a International Guest of AGH University.
- 3 Recruitment will be based on:
  - a.) applications for participation in the project via an electronic form published on [www](http://www),
  - b.) order of applications, with priority for participation in the Workshops given to those with fewer opportunities.
4. All information about the recruitment, dates and rules will be published on the Project website. The Project Office decides on the eligibility to participate in the Workshops.

5. Members of the Project Office registering candidates are:

Paweł Świerk - CIA Director

Aleksandra Perkins-Oleszkowicz - Project Manager

Magdalena Grotowska - Coordinator

Marcin Bielowicz - Project Administration Service

Zuzanna Margas - Project Administration Service

zmargas@agh.edu.pl; +48 12 617 48 98

6. 5 days before the beginning of the Workshops at the latest, the Participant is obliged to submit to the Centre for International Affairs, building H-A2, 3rd floor, room 1, the documents specified in § 4.

7. Recruitment process:

**Stage I:** Electronic registration.

**Stage II:** Establishing a preliminary ranking list and sending information to candidates' individual e-mail accounts.

**Stage III:** Provision of recruitment documents.

**Stage IV:** Qualification for participation in the Workshops of persons meeting the formal criteria, taking into account their selection, order of applications, number of available places and criteria specified in § 3 item 3 of the Regulations.

**Stage V:** Establishing a list of persons qualified to participate in the Workshops and reserve lists.

8. Recruitment is carried out by the Project Office, which evaluates applications and decides on eligibility for participation in the Workshops.

9. In the event that more applicants apply than the number of available places, the order of applications will determine eligibility for participation in the Workshops.

10. Information on qualification for the Workshops will be sent to the candidates' individual e-mail accounts.

11. In the case of resignation of selected persons, persons from the reserve list will be invited to participate in the Workshops.

12. Decisions of the Project Office are not administrative decisions within the meaning of the Code of Administrative Procedure and are not subject to appeal.

#### § 4.

#### Required documents

The Participant is required to submit the following documents to the CIA prior to the Workshop:

- 1.) Participant's personal data declaration RODO NAWA;
- 2.) Participant's additional consent.

An up-to-date list of documents is available at: <https://nawa.gov.pl/institucje/welcome-to-poland/popzednie-nabory/nabor-zakonczone-2023/dokumenty-do-pobrania-2023>

## § 5.

### Workshop rules

1. The Workshop Participant, by submitting the Recruitment Form, undertakes, in case of qualification:
- 1.) start and complete the Workshop in accordance with the dates and rules specified herein,
  - 2.) attend the Workshop in the manner suggested by the AGH University,
  - 3.) attend the Workshop conscientiously and diligently as well as be on time to class,
  - 4.) confirm participation in the Workshop in the attendance register,
  - 5.) inform the Project Office in writing of the discontinuation of the Workshop within a maximum of 2 days from the date of its occurrence,
  - 6.) to keep the Project Office informed of documents relating to the implementation of the Workshop and information requested by a member of the Project Office by e-mail correspondence,
  - 7.) reimburse all costs incurred by the AGH University, in connection with the Workshop Participant's participation in the Project, in the event of the Workshop Participant's failure to fulfil the obligations specified herein or in the event of the Workshop Participant's discontinuance of the Workshop for reasons attributable to him/her.

## § 6.

### Principles of financing the Workshop

The Workshop is financed from the Project funds according to the following rules:

- 1.) The Programme under the current intake is financed from the state budget funds.
- 2.) In the case of failure to provide the required documents or in the case of the Workshop Participant's failure to comply with other provisions of the Regulations, the AGH University has the right to claim reimbursement from the Workshop Participant for the total cost of his/her participation in the Workshops.

## § 7.

### Rules for the settlement of the Workshops

The Workshop Participant, having completed the Workshop and having fulfilled all the requirements described in herein, shall receive a certificate of participation in the Workshop.

## § 8.

### Final provisions

In matters not covered by the Regulations the final decision is made by the Project Manager.

Krakow, 29.11.2024



Director of Centre  
for International Affairs  
MA Paweł Świerk  
AGH University of Krakow



KIEROWNIK  
SEKCJI UMÓW I PROJEKTÓW  
MIĘDZYNARODOWYCH GSM AGH  
mgr Aleksandra Perkma-Oleszkowicz