



## REGULATIONS ON PARTICIPATION IN THE TRAINING “CULTURAL ORIENTATION IN POLAND” FOR INTERNATIONAL GUESTS AT AGH UNIVERSITY OF KRAKOW

in February 2025

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 INTERNATIONAL 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.) **Training “CULTURAL ORIENTATION IN POLAND”** - it shall be understood as an activity implemented within the framework of the project, aimed at systemic support for International Guests during their stay in Poland and at AGH University in the scope of cultural adaptation;
- 3.) **Training 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 Training;
- 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 Training;



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 Training "CULTURAL ORIENTATION IN POLAND" concerning culture adaptation intended for AGH International Guest, including the criteria of participation in the Training and general principles of recruitment to the Training as well as the principles of settlement and resignation from the participation in the Training.
2. The Project Manager and the Project Office shall supervise the implementation of the Training.

### **§ 2.**

#### **Aim and general rules of the Training**

1. The aim of the Training is to support International Guests during their stay in Poland and at AGH University in the scope of cultural adaptation, and to promote an accessibility policy for people with special needs.
2. The Training will be conducted remotely, using means of direct distance communication at time designated by the Project Office.
3. A participant is obliged to ensure continuous access to the Internet during the Training, as well as computer equipment meeting all technical standards that enable participation in the Training, including access to the microphone and camera.
4. A participant of the Training is obliged to attend the entire Training, full-time.
5. Participation in the Training is free of charge.

### **§ 3.**

#### **Conditions of participation**

1. It is the intention of the University to ensure systemic support for International Guests during their stay in Poland and at AGH University in the scope of cultural adaptation, regardless of the participants' initial level of competence.
2. The formal criterion for recruitment is to be a student or doctoral student or International Guests 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.nawa.gov.pl),

b.) order of applications, with priority for participation in the Training 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 Training.

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 Training 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 Training 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 Training and reserve lists.

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

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 Training.

10. Information on qualification for the Training 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 Training.





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 Training:

- 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/instytucje/welcome-to-poland/popzednie-nabory/nabor-zakonczone-2023/dokumenty-do-pobrania-2023>

#### **§ 5.**

##### **Training rules**

1. The Training Participant, by submitting the Recruitment Form, undertakes, in case of qualification:

- 1.) start and complete the Training in accordance with the dates and rules specified herein,
- 2.) attend the Training in the manner suggested by the AGH University,
- 3.) attend the Training conscientiously and diligently as well as be on time to class,
- 4.) confirm participation in the Training in the attendance register,
- 5.) inform the Project Office in writing of the discontinuation of the Training 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 Training 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 Training Participant's participation in the Project, in the event of the Training Participant's failure to fulfil the obligations specified herein or in the event of the Training Participant's discontinuance of the Training for reasons attributable to him/her.

#### **§ 6.**

##### **Principles of financing the Training**

The Training 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 Training Participant's failure to comply with other provisions of the Regulations, the AGH University has the right to claim reimbursement from the Training Participant for the total cost of his/her participation in the Training.

### § 7.

#### **Rules for the settlement of the Training**

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

### § 8.

#### **Final provisions**

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

Krakow, 09.12.2024

**MA Aleksandra Perkins-Oleszkowicz**  
  
**Head of Section**  
**of International Agreements and Projects**  
Centre for International Affairs  
AGH University of Krakow

**Director of Centre**  
**for International Affairs**  
  
**MA Pawel Swierk**  
AGH University of Krakow