**Regulations of recruitment, participation, payment of scholarships in the project „**Brand Management on the International Market - Polish Experience**”**

§ 1.

General Information about the Project

1.These Regulations define the recruitment and participation rules for foreign students of first-cycle and second-cycle study as well as the rules of granting scholarships within the project “Brand Management on the International Market - Polish Experience”, hereinafter referred to as “Project”.

2. The project is financed under the SPINAKER program - Intensive International Education Programs co-financed by the European Social Fund under the Knowledge – Education - Development Operational Program, a non-competition project entitled "Supporting the Institutional Potential of Polish Universities Through the Creation and Implementation of International Study Programs" (Measure 3.3. "Internationalization of Polish Higher Education"), specified in the application for project funding no. POWR.03.03.00-00-PN16 / 18.

3. This project shall be realized basing on a grant agreement No. BPI//SPI/2021/1/00026/U/00001 dated 20 July 2022 entered into between the Polish National Agency for Academic Exchange and the Siedlce University of Natural Sciences and Humanities

4. The project shall be realized from 01.06.2022 to 31.05.2023.

5. The main goal of the Project is to increase of the internationalization of the

Siedlce University of Natural Sciences and Humanities through the development and realized of International Intensive Curricula, pn. Brand Management on the International Market - Polish Experience

§ 2.

General Provisions

1. These Regulations, hereinafter referred to as the “Regulations”, define the recruitment

rules binding upon foreign students of first-cycle, second-cycle study, who shall receive support by means of being included in the Project, as well as the rules governing Project participation, and those binding upon scholarship grants.

2. The scope of the Project provides for the organisation of one International Intensive Curricula realized in the Faculty of Social Sciences in Siedlce University of Natural Sciences and Humanities

4. The supervision over a given Project is performed by the Project Manager.

5. Information about the Project and the rules of recruitment are made available on the website spinaker.uph.edu.pl.

§ 3.

Conditions of Project Participation

1. Foreign students of partner universities of the University of Natural Sciences and Humanities in Siedlce from Kaunas (Lithuania) and Tbilisi (Georgia) may apply for participation in the Project..
2. 10 students from Lithuanian universities and 30 students from Georgian universities will be qualified for the project.
3. Students applying to the Project must have the status of a student, both at the time of joining the Project and its completion.
4. A foreign student is understood as a foreigner within the meaning of the Act on Higher Education.
5. Recruitment for the Project is conducted in an impartial, open, transparent and uniform manner for all candidates.
6. Participants are recruited with respect to the principle of equal opportunities and non-discrimination, including accessibility for people with disabilities, as well as the principle of equal opportunities for men and women.
7. Recruitment and payment of scholarships referred to in § 5 of the Regulations are made on the basis of application documents and on the basis of:
8. Guidelines for the implementation of the principle of equal opportunities and non-discrimination, including accessibility for people with disabilities and the principle of equal opportunities for equality of women and men under the European Funds for 2014-2020;
9. Instructions on equal opportunities for women and men under the European Funds for 2014-2020.
10. For admission to the Project may apply the candidates who got acquainted with the Regulations and provide the application documents listed in § 4, sec. 3,
11. Participation in the project is free of charge.

§ 4.

Recruitment rules

1. The recruitment process of Project Participants will be conducted based on the schedule included in the announcement of recruitment on the website, referred to in § 2, sec. 5.

2. Candidates, interested in participating in the Project, submit the scans of completed application documents by e-mail.

3. The application documents required in the recruitment of candidates include:

1) confirmation of the student status issued by the home university, in accordance with § 3, sec. 3 and sec. 4 of the Regulations;

2) candidate's motivation letter;

3) application form (Annex 1 to the Regulations);

4) declaration of joining the Project (Annex 2 to the Regulations);

5) form of personal data of the Project Participant to be entered into the ICT system of the NAWA agency with regard to monitoring of the Project participants (Annex 3 to the Regulations);

6) declaration of the Project Participant regarding personal data of the GDPR PO WER (Annex 4 to the Regulations);

7) declaration of the Project Participant regarding the personal data of the NAWA GDPR (Annex 5 to the Regulations);

8) additional consent of the Project Participant to the processing of data (Annex 6 to the Regulations).

4. The candidate's motivation letter, referred to in § 4, sec. 3, point 2, should include:

1) description of the candidate's research interests and research activities, in line with the subject of the Intensive International Education Program (e.g. previous achievements, membership in student research clubs, participation in research projects and scientific researches, authorship / co-authorship of publications, etc.);

2) description of the candidate's motivation to acquire new knowledge that falls within the scope of the Intensive International Education Program;

3) information on the average grade from the last semester of studies.

5. The application documents sent by the candidates are subject to formal and substantive assessment, carried out by the Admissions Committee appointed by the decision of the Dean of the Faculty of Social Sciences of the University of Natural Sciences and Humanities in Siedlce.

6. The composition of the Admissions Committee includes:

1) the Project Manager,

2) three academic teachers of the Institute of Management and Quality Sciences of the Faculty of Social Sciences,

3) a student of Management.

7. The formal assessment is aimed at determining the completeness and correctness of the application documents sent by the candidate. After its completion, the following is published on the Project website:

1) a list of candidates whose application documents meet the formal requirements;

2) a list of candidates whose documents do not meet the formal requirements.

8. Candidates from the list referred to in § 4, sec. 7, point 2, have the right to correct the documents and re-deliver them by e-mail within 7 days from the date of publication of the list.

9. The candidate's motivaion letter is subject to the Substantive Assessment, carried out by the Recruitment Committee; the individual parts of the letter are scored as follows:

1) description of the candidate's research interests and activities, consistent with the subject of the Intensive International Education Program - maximum 50 points;

2) description of the candidate's motivation to acquire new knowledge, which falls within the scope of the Intensive International Education Program - maximum 30 points;

3) average grade from the last semester of studies - maximum 20 points.

10. After completing the substantive evaluation, taking into account the total number of points obtained by the candidate, the Recruitment Committee prepares ranking lists and publishes them on the Project website.

11. The ranking list is prepared separately for candidates from Lithuanian universities and candidates from Georgian universities.

12. Potential participants of the Project, within 14 days from the date of publication of the ranking lists, are required to send the original application documents referred to in § 4, sec. 3.

13. If the number of applications exceeds the limit, specified in the Project, a reserve list will be prepared.

14. Candidates, qualified for the reserve list, are admitted to participate in the Project if the previously selected candidate resigns or is removed from the list.

15. In the event of an insufficient number of applications, rotation of the participants or other justified reasons, supplementary recruitment may be launched.

16. Students qualified to participate in the Project receive the status of the Project Participant.

17. After the end of the Project, the Participants are required to complete the evaluation form / questionnaire.

§ 5.

The rules for granting and payment of scholarships

1. Foreign students who have been qualified for the Project are granted scholarships in the amount of PLN 3400. The scholarship shall cover: the purchase of airline ticket from the country of the Project participant, the cost of accommodation, the cost of meals for the period of the participant’s stay in Poland, as well as the costs of insurance for the time of his/her stay and pocket money

2. Scholarships referred to in § 5 section 1 shall be granted to participants only in connection with their participation in the onsite part of Project.

3. A Project Participant residing in Poland for another purpose than his/her participation in the Project, whose stay is financed within the framework of another project supported by public funding (both national and EU funding), e.g. a student on Erasmus exchange, receiving scholarship or resources covering the cost of living, is not eligible for the scholarship referred to in § 5, Section 1.

4. The scholarships are paid directly to the project participant in cash.

5. Scholarships shall be paid no later than 5 days after the Participant's arrival for attending onsite classes in Poland, in Siedlce University of Natural Sciences and Humanities.

6. If the student ceases to attend the classes during the operation of the Project and this resignation would entail the Polish National Agency for Academic Exchange taking a decision not to qualify the expenses related to his participation, the organizational unit of Siedlce University of Natural Sciences and Humanities responsible for the realization of the Project has the right to make a request to the participant for the return of the scholarship.

§ 6.

The rules of resignation from the Project

1. The resignation from Project participation is only possible in justified cases.

2. The resignation from the Project must arise from health reasons or force majeure.

3. The Project Participant is obliged to inform the Project Manager about his/her resignation in writing, in exceptional cases the possibility of informing by email is allowed.

4. Unjustified resignation of the Project participant from the Project before the Project termination may result in financial consequences described in § 5, Section 6.

§ 7.

The rights and obligations of the Project Participant

1. The participant of the Project has the right to:

a) gratuitous participation in the Project, referred to in § 2, Section 2

b) receiving a certificate confirming the Project completion

c) access and update personal data.

2. The participant of the Project has the right for a scholarship granted on terms and conditions specified in the Regulations which shall cover the period of his/her time spent in Poland for the purpose of realizing the onsite part of the Project.

3. The Project Participant is obliged to:

a) confirm in writing that he/she has got acquainted with the Regulations and shall abide by their terms;

b) send completed and signed application documents in the paper version to the address indicated in the recruitment procedure to the Project;

c) supply information on all data changes, especially data concerning the change of name, place of residence, contact telephone number, electronic mail address, provided in recruitment documents, no late than 7 days of their coming into existence;

d) fill in an evaluation form/survey after the completion of the project;

e) supply other additional documents indispensable for realization of the Project, at

the request of the Project Manager

f) participate regularly and actively in the Project realized under the Project;

g) put a signature on the attendance lists, if applicable;

h) take part in a minimum of 80% of classes within the Project

i) participation in tests or exams, performance of a project work verifying the degree of achievement of the learning outcomes adopted in the Project program.

§ 8.

Final provisions

1. To all matters not settled herein, the appropriate rules and regulations arising from the Operational Programme Knowledge Education Development, as well as regulations arising from relevant acts of the European Union and Polish law shall apply

2. The right is reserved to introduce changes to these Regulations if necessary owing to the change of the Project realization conditions, or if the introduction of the specified changes is recommended by the Polish National Agency for Academic Exchange.

3. All disputes are settled by the Project Manager.

4. The decisions of the Project Manager may be appealed against to the Dean of Faculty of Social Sciences.