**Recruitment, Participation, and Scholarship Payments Regulations of Intensive International Education Programmes under the “Conducting safe cargo operations on selected types of tankers - Cargo and Ballast Handling Simulator” project, SPINAKER programme, financed by the Polish National Agency for Academic Exchange (NAWA) in accordance with co-financing agreement No. BPI/SPI/2021/1/00073/U/00001, carried out by the Gdynia Maritime University.**

# § 1

# GENERAL PROVISIONS

1. These Regulations specify the rules of recruitment to Intensive International Education Programme under the “Conducting safe cargo operations on selected types of tankers - Cargo and Ballast Handling Simulator” project, SPINAKER programme, financed by the Polish National Agency for Academic Exchange (NAWA) in accordance with co-financing agreement No. **BPI/SPI/2021/1/00073/U/00001**, carried out by the Gdynia Maritime University.
2. The programme is co-financed by the European Social Fund under the Operational Programme Knowledge Education Development, non-competitive project entitled “Supporting the institutional capacity of Polish HEIs through the creation and implementation of international study programme” (Measure: 3.3 Internationalization of Polish higher education), specified in the application for co-financing of project No. POWR.03.03.00-00-PN16/18.
3. The Project is implemented in the period from 1 June 2022 to 31 August 2023.
4. The Project is financed by the Polish National Agency for Academic Exchange.
5. The aim of the Project is to increase the internationalization of the Gdynia Maritime University by developing and carrying out Intensive International Education Programme. The target group includes international students of bachelor, master, and doctoral level of education in maritime sciences.
6. The programme scope of the Intensive International Education Programme includes the implementation of:
	1. “Chemical Cargo and Ballast handling Simulator – IMO Model Course 1.37”. The course will consist of 10 hours of online lectures and 17 hours onsite workshops.
	2. “Oil Tanker Cargo and Ballast Handling Simulator – IMO Model Course 2.06”. The course will consist of 10 hours of online lectures and 20 hours onsite workshops.
7. The number of students who will take part in the entire programme scope of the Intensive International Education Programme is 40 (20 places per one training course).
8. Participation in the Project is free of charge.
9. The support applies to the implementation of the Intensive International Education Programmes.

# § 2

# The terms used in these Regulations shall have the following meaning:

|  |  |
| --- | --- |
| **Project** | - “Conducting safe cargo operations on selected types of tankers - Cargo and Ballast Handling Simulator” project, SPINAKER programme, financed by the Polish National Agency for Academic Exchange in accordance with co-financing agreement No. **BPI/SPI/2021/1/00073/U/00001**, carried out by the Gdynia Maritime University. |
| **Beneficiary** | - entity implementing the Project: the Gdynia Maritime University. (hereinafter: GMU). |
| **Project Team** | - persons who manage and implement the Project |
| **Candidate** | - a person who meets the recruitment criteria and applies to participate in theProject. |
| **Project****Participant** | - a person who meets all the criteria of participation in the Project and has been qualified to participate in it. |
| **Recruitment****Committee** | - a team of 3 persons whose task is to select the Project Participants, consisting of: Project Manager, employee of the Project Office and employee of International Relations Office. The Recruitment Committee takes decisions by simple majority of votes, consisting of minimum 2 members. |
| **Project****Office** | - Project Office, ul. Morska 81-87, 81-225 Gdynia, room B106 d+48 58 558 6692, email: a.pawlak@au.umg.edu.pl |
| **Financing****Institution** | - the Polish National Agency for Academic Exchange. |
| **Regulations** | - Recruitment Regulations for the Project. |
| **Project****Manager** | - dr inż. kpt. ż.w. Przemysław Wilczyński |

# § 3

# RECRUITMENT OF PARTICIPANTS TO THE INTENSIVE INTERNATIONAL EDUCATION PROGRAMMES

1. A student of the bachelor’s, master’s or doctoral’s degree in maritime sciences, with official confirmation from the university, may apply to participate in the Project.
2. All information regarding dates and rules of recruitment will be posted on the Project’s website https://umg.edu.pl/prowadzenie-bezpiecznych-operacji-ladunkowych-na-wybranych-typach-zbiornikowcow
3. Persons who are interested in participating in the Project will send scans of signed documents (listed in section 4 a, b, c, d, e, f, g,) within the prescribed time limit via the email: erasmus@umg.edu.pl.
4. After qualifying for the Project, the Candidate will send hard copies of completed documents to the Project Office, ul. Morska 81-87 81-225 Gdynia PL, before the first day of commencement of the training courses.
	1. Entry form (*Appendix 1*),
	2. Declaration of participation in the Project (*Appendix 2*),
	3. Participant's personal data form to be entered into the Agency's communication and information system for monitoring Project participants (*Appendix 3*),
	4. Declaration of the Project participant concerning personal data GDPR PO WER (*Appendix 4*),
	5. Declaration of the Project participant concerning personal data GDPR NAWA (*Appendix 5*),
	6. Additional consent of the Project participant to personal data processing (*Appendix 6*),
	7. Confirmation of student status issued by home university.
5. The time limit referred to in section 4 will be announced on the GMU website and on the project website https://umg.edu.pl/prowadzenie-bezpiecznych-operacji-ladunkowych-na-wybranych-typach-zbiornikowcow Documents sent by the Candidate after the deadline referred to in section 4, incomplete documents and documents that do not contain consent to the processing of personal data will not be accepted.
6. The recruitment process will be transparent, non-discriminatory to candidates for any reason (including, but not limited to, gender, ethnicity, disability, religion, sexual orientation) and without preference to candidates from own university. Recruitment will be conducted in an impartial and open manner, based on the same criteria for all candidates.
7. The recruitment procedure is based on the first come first served basis. Participants will be recruited continuously until the limit of places is exhausted.
8. If the number of applications exceeds the limit of places specified in the Project, a reserve list will be created.
9. In case of resignation from participation in the Project by a Participant after they have been qualified, the vacant place will be taken by the next person on the ranking list.
10. The recruitment procedure includes:
	1. completion and submission of recruitment documents by candidates,
	2. verification of documents by the Recruitment Committee,
	3. selection of Project Participants,
	4. informing candidates about qualifying for participation in the Project (via email address provided in the recruitment documents).
11. The list of Participants of the Project will be available at the Project Office.
12. Persons who will be qualified to participate in the Project will be notified about that fact via email.
13. All workshops are planned to be carried out in a stationary form, however, due to the epidemiological situation, an online form of workshops is allowed. After the state of epidemic threat is cancelled, all workshops will be held stationary. The stationary form will take place on the premises of GUM. In case of online workshops, integration events will not take place.
14. Only in the case of workshops that will be held stationary, the Project Participants Agreement will be concluded with the Project Participants, specifying the form of financial support.

# § 4

# RIGHTS AND OBLIGATIONS OF THE TRAINING PARTICIPANT

1. Participation in training
	1. The Participant may take part in only one training.
	2. The training participant is obliged to participate in at least 80% of total amount of training days.
	3. In order to obtain a training completion certificate, it is required to meet the condition mentioned in point 1 b).
	4. Communication with the Participants will take place via e-mail.
2. Each participant qualified for taking part in on-campus workshops, after signing the Project Participants Agreement, will receive a scholarship in the amount of 4 000 PLN:
	1. 1000 PLN – travel expenses,
	2. 2 000 PLN – costs of accommodation,
	3. 850 PLN – subsistence costs,
	4. 150 PLN – health insurance,
3. GUM will transfer 50% of the scholarship to the student's bank account before arrival. The remaining part of the scholarship will be paid upon arrival in Gdynia.
4. The Participant has the right to:
	1. participate in training free of charge, after meeting the conditions referred to in the Regulations,
	2. view and modify his/her personal data made available for the purposes of the project,
	3. receive training materials,
	4. receive a certificate confirming participation in the training.
5. The Participant is obliged to:
	1. a become acquainted with and accept these Regulations,
	2. provide the necessary data for recruitment, implementation, monitoring, and reporting under the Project, as well as give consent to the processing of these data,
	3. complete the evaluation questionnaire and any other necessary documents,
	4. confirm attendance on each training day.
	5. inform on an ongoing basis about any change of his/her data and the data of the institution he/she represents when joining the project,
	6. regularly check the content of the mailbox and reply to the correspondence related to the training,
	7. personally participate in the training for which he/she has applied.

# § 6

# FINAL PROVISIONS The Regulations come into force on the day of their announcement and are valid until the end of the Project

1. The Regulations come into force on the day of their announcement and are valid until the end of the Project
2. The regulations and changes to the regulations are introduced by the Rector's order.
3. The Beneficiary reserves the right to change the Regulations.
4. The Project Participant confirms in writing that they have read the Regulations and that they abide by its rules.
5. The Regulations are available on the Project’s website and at the Project Office.