

Appendix 12 to the Rules for participation in the project implemented by Lodz University of Technology under the PROM programme - International scholarship exchange of PhD candidates and academic staff financed by the National Agency for Academic Exchange

Rules of recruiting students from Ukraine to the project

§1 Basic information

1. This appendix defines the rules of implementation of the project *PROM – International scholarship exchange of PhD students and academic staff* at Lodz University of Technology as part of the support for students from Ukraine.
2. The activities will be implemented as a result of extending the substantive scope and increasing the Project budget.
3. The activities will be implemented on condition that TUL signs an annex to the agreement with NAWA no. PPI/PRO/2019/1/00022/U/00001.
4. The aim of the Project is to enable its Participants - students who are Ukrainian citizens and who came to Poland from February 24, 2022 - to continue their studies at TUL.
5. 12 Participants will be qualified to participate in the Project.
6. The Project participants are exempt from any fees for TUL's educational services in the 2022/2023 winter semester.
7. The Project Participants will be granted a scholarship in the amount of PLN 1,500.00 (say: one thousand five hundred zlotys) monthly per participant for the time of studying at TUL, in the period from October 1, 2022 to March 31, 2023.
8. TUL will provide the Project Participants with psychological and legal assistance related to studies.
9. The Project Office is located at the headquarters of TUL's International Cooperation Centre, 36 Żwirki Street, 90-539 Łódź, building A16, 1st floor, room 110, email address: promobility-incoming@info.p.lodz.pl, phone: +48 42 638 38 73.

§2 Rules of recruitment

1. The Participants will be selected through an open competition.
2. Administrative support for the recruitment process is provided by the Project Office.

Appendix 12 to the Rules for participation in the project implemented by Lodz University of Technology under the PROM programme - International scholarship exchange of PhD candidates and academic staff financed by the National Agency for Academic Exchange

3. Recruitment will be conducted in the period from September 30th to October 14th, 2022.
4. The condition for participation in the recruitment process is the completion and submission of Application for scholarship in Polish or English (Appendix 13 to the Rules) to the Project Office.
5. The formal assessment of Candidates on the basis of mandatory criteria will be conducted by the Project Office.
6. Candidates to participate in the Project are persons who meet **all** of the following mandatory criteria:
 - hold Ukrainian citizenship, came to Poland no earlier than February 24, 2022 and who were students of Ukrainian universities in the academic year 2021/2022, and
 - during their participation in the Project do not receive any other social scholarship, including scholarships indicated in art. 86, paragraph 1, pt. 1 i 3 the Act of 20 July 2022 of The Law on Higher Education and Science (Journal of Laws of 2022, item 574), and
 - during their participation in the Project are not beneficiaries of support under the PROM program implemented by another institution in Poland, and
 - study at TUL in the winter semester 2022/2023 at the first or second cycle of studies while maintaining the status of a TUL student throughout the entire period of participation in the Project.
7. Applications that do not meet the mandatory criteria will be rejected and not further evaluated.
8. Project Participants are selected by the Director of TUL's International Cooperation Centre, based on additional criteria.
9. Persons who meet **all** of the following additional criteria will be qualified to participate in the Project as first:
 - admitted to TUL for the second-cycle studies in the academic year 2022/2023 as part of standard recruitment, and
 - undertake studies in Poland for the first time, and
 - not currently or in the past receiving any other benefits and scholarships, including awarded by TUL, NAWA, the "Perspektywy" Education Foundation.
10. Persons who meet **all** of the following additional criteria will be qualified to participate in the Project subsequently:
 - admitted to TUL for the first or second-cycle studies as part of transfer from Ukrainian universities in the academic year 2021/2022, and
 - hold a foreigner „UKR” status, and
 - in the period from October 2022 to March 2023, do not receive any other benefits and scholarships, including awarded by TUL, NAWA, the "Perspektywy" Education Foundation.

Appendix 12 to the Rules for participation in the project implemented by Lodz University of Technology under the PROM programme - International scholarship exchange of PhD candidates and academic staff financed by the National Agency for Academic Exchange

11. If the additional criteria are equally met and the available pool of places is exhausted, the order in which the application is submitted to the Project Office and the assessment of the justification for the need to grant the scholarship presented by the Candidate will determine the eligibility for participation in the Project.
12. Candidates will be informed about being accepted for the Project by electronic means - by e-mail and/or by phone by the Project Office.
13. Candidates may appeal against a negative decision to His Magnificence Rector of TUL within 7 working days from the date of notification of the decision by the Project Office.
14. Candidates are required, within 5 working days of receiving the information on qualifying for participation in the Project, to sign the Participation Agreement with attachments at the Project Office.
15. Candidates who will not be qualified to participate in the Project due to the lack of places will be entered on the reserve list and informed about it.
16. In the event of vacancies from the basic list, the Candidates from the reserve list will be informed about the possibility of joining the Project, and then invited to sign the Participation Agreement with attachments within 5 calendar days of receiving information about qualifying for the Project.
17. Recruitment for the Project will be conducted in accordance with the principles of impartiality, openness and transparency, respecting equal rights and equal opportunities.
18. The recruitment process will be organised in buildings and rooms without architectural barriers. Additional support for Candidates with special needs will be provided by the Office for Disabled Persons (BON) of TUL, where possible.
19. Joining the recruitment process by the Candidate is tantamount to accepting the Rules together with appendices.

§2 Information clause

1. According to Article 13 paragraph 1 and 2 of the Regulation of the European Parliament and the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing the Directive 95/46/EC (general regulation on data protection), Official Journal of the European Union. L 2016.119.1, the International Cooperation Centre of TUL hereby informs that:
 - a) Lodz University of Technology is the administrator of personal data of the Candidate and the Participant, the address of its headquarters being: 116 Żeromskiego Street, 90-924 Łódź.

Appendix 12 to the Rules for participation in the project implemented by Lodz University of Technology under the PROM programme - International scholarship exchange of PhD candidates and academic staff financed by the National Agency for Academic Exchange

- b) The administrator has appointed a Data Protection Officer, e-mail: rbi@adm.p.lodz.pl, tel. 426312039.
- c) Personal data of the Candidate and the Participant shall be stored for the period necessary to complete the purpose of processing, i.e. for carrying out the qualification procedure and participating in the project implemented by TUL under the PROM programme – International scholarship exchange of PhD candidates and academic staff financed by the National Agency for Academic Exchange, including archiving.
- d) The Candidate and the Participant have the right to request the administrator to access personal data, rectify it, delete or limit processing and the right to object to the processing, as well as the right to the data transfer.
- e) The Candidate and the Participant have the right to lodge a complaint to the supervisory body, in Poland it is the President of the Office for Personal Data Protection, the address of its registered office being: 2 Stawki Street, 00-193 Warsaw, if she/he finds that the processing of her/his personal data violates the provisions of the regulation indicated at the beginning.
- f) Providing personal data by the Candidate and the Participant is required by the relevant statutory laws.
- g) The decisions taken in relation to the Candidate and the Participant's personal data will not be taken in an automated manner, and no profiling shall be applied thereto.
- h) Personal data of the Candidate and the Participant may be made available to NAWA and other institutions controlling the Project, including the correctness of procedures for recruiting Participants to the Project.