



IMPROVING  
EMOTIONAL  
INTELLIGENCE



Co-funded by  
the European Union

## Regulations for the recruitment of students for the EQUNI Emotional Intelligence Week

### I. General Provisions

1. The Regulations specify the conditions and procedures for the recruitment of students of Lodz University of Technology to the Emotional Intelligence Week organised within the framework of the project "Implementation of effective practices for the development of students' emotional intelligence with particular emphasis on anti-discrimination activities at European universities", hereinafter referred to as the Project.
2. The Regulations are based on the Project funding agreement No. 2022-1-PL01-KA220-HED-000089417, signed between Lodz University of Technology, hereinafter referred to as the Beneficiary, and the Foundation for the Development of the Education System - Erasmus+ and European Solidarity Corps National Agency, hereinafter referred to as the National Agency.
3. The Project is co-funded by the European Union under Erasmus+ programme - Key Action: Partnerships for cooperation and exchanges of practices, Action Type: Cooperation partnerships in higher education.
4. The Project is implemented from 31.12.2022 to 30.12.2025.
5. The Project Office is located in the headquarters of the International Cooperation Centre of Lodz University of Technology – 36 Żwirki Street, 90-539 Łódź, building A16, room 110, contact: [urszula.zelazko@p.lodz.pl](mailto:urszula.zelazko@p.lodz.pl), phone +48 42 638 38 18.

### II. Organization of the Emotional Intelligence Week

1. The Emotional Intelligence Week is organized from 24.03.2025 to 28.03.2025 in Groningen, The Netherlands by University of Groningen.
2. The program includes thematically related workshops on emotional intelligence, inclusion as well as promotion of equality and non-discrimination in higher education.
3. The Emotional Intelligence Week will be attended by students of the Project's partners - University of Algarve, Lodz University of Technology and University of Groningen.
4. The classes will be conducted by lecturers and trainers of the Project's partners - University of Algarve, Lodz University of Technology, University of Groningen, Team Coaching and SumFuo.
5. The language of instruction will be English.
6. The Beneficiary will grant the participant a grant to cover the costs of attending the Emotional Intelligence Week in the amount of EUR 1,000 (one thousand euros). The grant is a form of co-financing the travel and subsistence costs.
7. The grant is awarded and accounted for on a lump sum basis. The basis for settlement is the confirmed participation in the Emotional Intelligence Week.





IMPROVING  
EMOTIONAL  
INTELLIGENCE



Co-funded by  
the European Union

8. The Emotional Intelligence Week participant arranges and pays for his/her transportation (including flight tickets), accommodation and meals from the awarded grant.
9. The participant confirms his/her participation in the Emotional Intelligence Week by signing the attendance list on each day of the event.
10. Each participant will receive official confirmation of the completion of the Emotional Intelligence Week in the form of a certificate and 1 ECTS credits.

### III. Conditions of participation in the Emotional Intelligence Week

1. The Emotional Intelligence Week will be attended by 3 students of Lodz University of Technology.
2. The applicant may hold citizenship of any country.
3. In order to apply for the Emotional Intelligence Week, the following formal criteria must be met cumulatively:
  - a) registration at the first or second cycle of studies,
  - b) active student status - without a special or dean's leave and suspended education,
  - c) English language skills of at least B2 level,
  - d) availability for the full duration of the event (5 working days - from 24.03.2025 to 28.03.2025 - and additional travel days).
4. Additional criteria for participation in the Emotional Intelligence Week are as follows:
  - a) academic interests and achievements of the applicant,
  - b) rationale and motivation for participation,
  - c) planned use of knowledge and experience gained during the event.
5. During the substantive assessment, the candidate may obtain a maximum of 15 points. Additional criteria a), b) and c) are scored on a scale from 1 to 5 depending on the evaluation of answers provided by the candidate in the application form (see: Appendix No. 1).
6. The Beneficiary will sign an agreement with the student selected to participate in the Emotional Intelligence Week which will specify the specific rules for participation and payment of the grant. Signing the agreement is a prerequisite for participation in the event.

### IV. Recruitment procedure

1. The participants will be selected through an open call.
2. Recruitment is open until 10.02.2025. In case the number of applicants is less than 3, additional recruitment call will be announced.
3. The candidate declares his/her willingness to participate in the Emotional Intelligence Week by completing and signing the Application Form (see: Appendix No. 1).
4. The candidate sends or delivers in person a scan of the completed and signed document or its original version to the Project Office within the recruitment period.
5. A formal assessment of the applications will be conducted by the Project Office based on the criteria specified in section III.3.





IMPROVING  
EMOTIONAL  
INTELLIGENCE



Co-funded by  
the European Union

6. Applications that do not meet the formal criteria will be rejected and not further evaluated.
7. A substantive assessment of the applications will be conducted by the Project Coordinator based of the criteria specified in section III.4.
8. The candidates who obtained the highest number of points during the substantive assessment will be nominated to participate in the Emotional Intelligence Week.
9. In the event of equal number of points, the order in which applications are submitted to the Project Office will determine eligibility for participation in the Emotional Intelligence Week.
10. At the end of the call, the Project Office will prepare a ranking list of candidates, including:
  - a) a list of persons with positive assessment qualified to participate in the Emotional Intelligence Week,
  - b) a reserve list of persons with positive assessment not qualified to participate in the Emotional Intelligence Week due to the lack of places or means,
  - c) a list of persons with negative assessment not qualified to participate in the Emotional Intelligence Week.
11. If one of the qualified candidates resigns from participation in the Emotional Intelligence Week, another candidate from the reserve list will be nominated.
12. The Project Coordinator's decision will be communicated to the candidate by the Project Office in the form of an e-mail sent to the address indicated in the Application Form.
13. The candidate may appeal against a negative decision of the Project Coordinator to His Magnificence Rector of Lodz University of Technology within 7 working days from the date of notification of the decision by the Project Office.
14. The Beneficiary undertakes to apply the principle of equal access, non-discrimination and inclusion at every stage of the selection process.
15. The Beneficiary will make every effort to avoid situations where the impartial and objective implementation of the project could be jeopardised for reasons of economic interest, political or national sympathies, family and emotional ties and other common interests creating a conflict of interest.
16. The Beneficiary undertakes to respect the principles of impartiality, transparency, fairness and equal treatment of all applicants at every stage of the selection process.

## V. Data protection

1. Personal data of the applicant/participant shall be processed in accordance with the relevant privacy statement available at <https://webgate.ec.europa.eu/erasmus-esc/index/privacy-statement>.
2. All contained personal data shall be processed in accordance with Regulation (EC) No 2018/1725 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the EU organisations and bodies and on the free movement of such data. Such data shall be processed solely in connection with the implementation and follow-up of the grant agreement by the members of the project





IMPROVING  
EMOTIONAL  
INTELLIGENCE



Co-funded by  
the European Union

consortium, the National Agency and the European Commission, without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit in accordance with EU legislation (Court of Auditors or European Antifraud Office (OLAF)).

3. The applicant/participant may, on written request, gain access to his/her personal data and correct any information that is inaccurate or incomplete. The applicant/participant should address any questions regarding the processing of his/her personal data to the sending organisation and/or the National Agency. The applicant/participant may lodge a complaint against the processing of his/her personal data to the European Data Protection Supervisor with regard to the use of the data by the European Commission.

## VI. Final provisions

1. The Regulations enter into force on the day of signing and remain in force for the duration of the Project.
2. The Beneficiary reserves the right to amend the Regulations.
3. The Regulations are available on the website of the International Cooperation Centre - <https://cwm.p.lodz.pl> - and in the Project Office.

## Appendix No. 1 – Application Form

