

## REGULATIONS FOR THE PARTICIPATION IN THE PROJECT “DEVELOPMENT PROGRAMME FOR THE ACADEMY OF FINE ARTS IN KATOWICE”

### PART I GENERAL PROVISIONS AND RULES FOR PARTICIPATION IN THE PROJECT

#### § 1 General provisions

1. The Regulations specify the conditions of application and participation in the project entitled “Development Programme for the Academy of Fine Arts in Katowice” No. POWR.03.05.00-00-00-Z208/17, hereinafter referred to as the “Project”.
2. Detailed information on the Project can be found on the Academy's website [www.asp.katowice.pl](http://www.asp.katowice.pl)
3. The Project is co-financed by the European Union within the framework of the Operational Programme Knowledge Education Development.
4. The Project Office is located at ul. Raciborska 50, 40-074 Katowice, room 153.

#### § 2 General rules for participation in the Project

1. The activities carried out within the framework of the project are addressed to:
  - a) the students of the Academy, subject to § 8 item 1
  - b) academic teachers employed at the Academy,
  - c) management and administrative staff of the Academy.
2. The commencement of recruitment for participation in particular forms of support organized within the Project is announced in the announcements posted on the Academy's website. All necessary application documents are available on the Academy's website.
3. A person qualified to participate in the Project acquires the status of a Project Participant upon submission of the following documents to the Project Office:
  - a) personal data form (Appendix 1)
  - b) declaration of the project participant (Appendix 2)
  - c) declaration of the eligibility of the participant (Appendix 3)
4. Documents referred to in item 3 must be signed at the latest on the first day of support.
5. Participants in the forms of support referred to in § 4, section 2, letter a) and b), § 5, section /*section number missing from the source material - t.n.*/, letters a)-c) and § 7, section 3, letter b) and of study and training trips abroad referred to in § 7, section 3, letter d) are required to sign individual agreements with the Academy regulating mutual rights and obligations of the parties.
6. The Academy reserves the right to sign additional agreements with Project Participants also in case of participation in forms of support not mentioned above.

### PART II - SUPPORT FOR THE ACADEMY EMPLOYEES

#### § 3 Types and forms of training

1. Within the framework of the Project, trainings, courses, workshops, didactic internships, residences, language courses and post-graduate studies are organized, hereinafter referred to as: "Training Courses".
2. Training Courses are carried out in the following forms:
  - a) group training courses according to the offer presented by the Academy,
  - b) individual training courses according to the offers presented by the employees.

#### § 4 Training Courses for teaching staff

1. Training Courses are aimed at improving didactic competences of the teaching staff of the Academy, in particular in the following areas: IT skills, teaching in a foreign language, information management, presentation skills.
2. Possible forms of support include:
  - a) group English language courses,
  - b) individual English language courses,
  - c) soft skills training courses,
  - d) digital competencies courses,
  - e) workshops and conferences,
  - f) didactic internships and residences.
3. The skills/competencies acquired during the project must be used in further teaching activities for a minimum of one semester after the end of the project support. Classes must start during the project.

#### § 5 Training Courses for management and administrative staff

1. Training Courses are aimed at improving the management competencies of the management and administrative staff of the Academy, in particular in the area of financial management and information management.
2. Possible forms of support:
  - a) group English language courses,
  - b) individual English language courses,
  - c) English language courses abroad,
  - d) postgraduate studies,
  - e) information management training,
  - f) training courses covering legal aspects of the functioning of a higher education institution.

#### § 6 Rules for the employees enrolment

1. Enrolment for Training Courses takes place on the basis of application forms available in paper or electronic form on the Academy's website. Paper application forms should be delivered to the Project Office.
2. Enrolment is conducted separately for each Training Course under the forms of support referred to in § 4, section 2 and § 5, section 2.
3. Application deadlines and detailed rules of enrolment for Training Courses are announced each time on the Academy's website.
4. Enrolment for Training Courses specified in § 5, section 2, letter f) is conducted on a continuous basis by the Office of Workers' Affairs and does not require the submission of an application form.
5. In the case of the Training Courses referred to in § 4, section 2, letters b) and d) and § 5, section 2, letters b) and d), Training Courses offer containing at least the Training date and program, as well as the price must be attached to the application form. In the case of the Training Courses referred to in § 4, section 2 letter f), an additional preliminary confirmation of acceptance for the didactic internship or residence should be attached.
6. The participants of the Training Courses will be selected by the Qualifying Commissions composed of:
  - a) for the Training Courses specified in § 4, section 2 - the Project Manager, the Vice-Rector for Education and Student Affairs, the Dean of the Faculty of Design and the Dean of the Faculty of Art, on the basis of recommendation of the Dean Boards.
  - b) for the Training Courses specified in § 5, section 2, letters a) -e) - the Project Manager, the Chancellor, the Head of the Rector's Office, based on the recommendation of a direct superior.
7. In the case of an equivalent assessment, the final qualification decision shall be made by the Project Manager.
8. A Member of the Commission shall abstain from voting in the case of Training Courses for which he or she has submitted his or her own application.

9. Priority for participation in the Training Courses shall be given to persons:
  - a) for whom improving or acquiring specific competencies is necessary for effective performance of tasks within a given job position, on the basis of indications of the conducted audit or recommendations of the superior,
  - b) in case of whom improving or acquiring specific competencies will result in the broadening of the didactic offer of the given field of studies in a way consistent with the concept of its development.
  - c) in the case of English courses referred to in § 4, section 2, letter a); b) and § 5, section 2, letter a); b); c) persons who will be directly involved in supporting foreign students - the scientific and didactic employees declaring their willingness to conduct classes as part of studies in English, the employees of the Dean's Office, the employees of the Department of Education.
9. The decision on posting / participation of an employee in the Training Courses referred to in § 5, section 2, letter f) shall be made in accordance with the rules of the Academy. The possibility of financing the training from the Project funds is confirmed by the Project Office Manager.
10. Persons qualified to participate in the Training Course are obliged to submit the documents referred to in § 2, section 3 and § 11, section 3 to the Project Office. In case of qualifying for another Training Course within the Project, these documents shall not be submitted again.
11. Candidates will be informed about the results of the enrolment via e-mail. The results of the enrolment will also be available in the Project Office.
12. An employee has the right to appeal against the results of the enrolment to the Rector. The appeal should be submitted in writing to the Project Office within 5 working days from the date of receiving the information on the results of the enrolment.
13. In case of resignation from participation in the Training Course, the Project Participant is obliged to immediately submit a written statement on resignation from participation in the Training Course, stating the reasons. Resignation should be submitted to the Project Office.
14. In case of resignation or interruption of participation in the project due to the Project Participant's fault and recognition of the costs incurred on this account as ineligible, the Academy has the right to request the Project Participant to reimburse the costs incurred until the resignation or interruption of participation in the project.
15. In place of a person resigning from participation in the Training Course, another person(s) from the wait list will be enrolled. It is also possible to announce additional enrolment.

### **PART III SUPPORT FOR THE STUDENTS OF THE ACADEMY**

#### § 7 Forms of support for students

1. Additional forms of support beyond the activities financed from the basic grant of the Academy are organized within the Project.
2. Proposed forms of support contribute to the achievement of the OP KED objective Improving competences of persons participating in higher education, responding to the needs of the economy, labor market and society.
3. Possible forms of support in the Project:
  - a) For full-time students of both faculties of the Academy:
    - classes under the International Studio, conducted by visiting professors,
  - b) For students of the last four semesters of both faculties of the Academy:
    - workshops in entrepreneurship and soft skills,
    - workshops in professional and digital competences,
    - certified trainings in professional and digital competences,
    - additional practical activities carried out in the form of a project, including within project teams,
    - study visits to national employers,
    - workshops and conferences abroad
  - c) For the full-time 2nd cycle students of the Faculty of Design:
    - project activities conducted by national and foreign experts,
  - d) For the full-time 2nd cycle students of the Faculty of Design starting their studies in the academic year 2019/2020:

- classes (learning modules) conducted by visiting professors,
- foreign study and training trips.

#### § 8 Rules of students participation in the Project

1. The condition for participation in the project is the planned completion of education at a given level of studies at the latest in the academic year 2020/21.
2. Students benefiting from the support in the forms referred to in § 7 sec. 3 letter b) are obliged to take part in at least two types of classes and balance of competencies, including a preliminary and final test.
3. A student who is a Project Participant is obliged to provide the Project Office with data concerning:
  - a) information on participation in education or training - within 4 weeks after the end of participation in the Project,
  - b) information on obtaining or acquiring competences - within 4 weeks after the end of participation in the Project,
  - c) status on the labor market - within 6 months from the end of education at a given level of studies.

#### § 9 Rules for the students enrolment

1. enrolment to the Project is based on application forms available in paper or electronic form on the Academy's website.
2. The enrolment is conducted separately for each type of activities and trips within the forms of support referred to in § 7 section 3, in accordance with the schedule specified in the application for Project financing.
3. Application deadlines and detailed rules of enrolment for particular classes and trips are announced each time on the Academy's website.
4. The choice of students is made by:
  - for the support specified in § 7 section 3 letter a) - the professors running an international studio;
  - for the support specified in § 7 section 3 letter b) - the Qualifying Commission composed of: the Project Manager, the Dean of the Faculty of Design and the Dean of the Faculty of Art and a representative of students self-government;
  - for the support specified in § 7 item 3 letters c) to d) - the Dean Board of the Faculty of Design.
5. Candidates will be informed about the results of the enrolment via e-mail. The results of the enrolment will also be available in the Project Office.
6. Students have the right to appeal against the results of the enrolment to the Rector. The appeal should be submitted in writing to the Project Office within 5 working days from the date of receiving the information on the results of the enrolment.
7. In case of resignation from participation in the chosen form of support, the student is obliged to submit immediately a written statement of resignation, stating the reasons. The resignation should be submitted to the Project Office.
8. In case of resignation or termination of participation in the project due to the Project Participant's fault and considering the costs incurred as ineligible, the Academy has the right to demand a reimbursement of the costs incurred until the resignation or interruption of participation in the project from the Project Participant.
9. Subsequent person(s) from the wait list will be enrolled in place of a person resigning from participation in the chosen form of support. It is also possible to announce additional enrolment.
10. Students qualified to participate in the Project are required to submit to the Project Office the documents referred to in § 2 item 3. In the case of qualifying for participation in another form of support under the Project, these documents do not need to be submitted again.

### PART IV RIGHTS AND OBLIGATIONS

#### § 10 Rights and obligations of the Project Participant

1. The Project Participant has the right to:
  - a) participate in the forms of support implemented within the Project,
  - b) receive teaching materials,
  - c) receive a certificate of completion of a given form of support under the project.
2. The Project Participant is obliged to:
  - a) provide data necessary to fulfil the monitoring and reporting obligations under the OP KED,
  - b) provide information on any changes concerning personal and contact data given in the application form within 7 days from their occurrence,
  - c) regularly participate in the activities under the Project for which they were qualified and confirm attendance, where necessary, by signing the attendance list by hand,
  - d) participate in at least 80% of the activities provided for in the programme of a given form of support. In case of absence in more than 20% of classes, the Project Participant is obliged to submit a written excuse of absence to the Project Office,
  - e) fill in evaluation questionnaires assessing, among others, the didactic process, organizational aspects and the level of knowledge and skills in a given thematic area.

## **PART V PERSONAL DATA PROTECTION AND FINAL PROVISIONS**

### § 11 Personal data protection

1. The controller of personal data of Project Participants is the minister competent for regional development, acting as the Managing Authority for the Operational Programme Knowledge Education Development 2014-2020, based at Plac Trzech Krzyży 3/5, 00-507 Warsaw.
2. By filling in the application form and the documents specified in § 2 item 3, the Project Participant agrees to the processing of personal data by the Academy, in accordance with:
  - a) the Act of 29 August 1997 on personal data protection (Journal of Laws of 2002, No. 101, item 926 as amended);
  - b) Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation);
2. The Project Participant has the right to:
  - a) inspect the contents of their personal data, to change them and to demand their transfer;
  - b) restrict the processing, delete the data, file an objection - in case of processing in violation of legal requirements,;
  - c) receive information on account of the infringement, file a complaint with the supervisory authority and file claims for the infringement found;
  - d) withdraw consent/resign from participation in the project.
3. The Project Participant shall submit a statement confirming their knowledge of their rights and compliance with the information obligation (Appendix 4).
4. By joining the Project, the Project Participant agrees to the free use of the image by the Academy for purposes related to the promotion of the Academy's teaching offer in Poland and abroad, in particular on its website, in social media and promotional materials of the Academy, such as leaflets, pamphlets, brochures and promotional films.
5. The Academy processes personal data in the process of Project implementation in compliance with the requirements of the Data Controller and the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

### § 12 Final provisions

1. All matters not settled herein shall be resolved by the Project Manager in accordance with the provisions of applicable law, including the Operational Programme Knowledge Education Development, the Civil Code, and the regulations in force at the Academy.

2. The Academy reserves the right to amend the Regulations. Any amendments to the Regulations require a written form.
3. A Project Participant shall accept the Regulations and shall comply with the provisions thereof.
4. The Regulations become effective on the day of announcement and are valid for the entire duration of the project.
5. The Regulations are available in the Project Office and on the Academy's website [www.asp.katowice.pl](http://www.asp.katowice.pl).