

## REGULATIONS FOR PARTICIPATION AND IMPLEMENTATION OF ACTIVITIES

### in the Welcome at BUT project as part of the Welcome to Poland Programme (call for applications 2022)

#### § 1

##### General provisions

1. The project – *Welcome at BUT* is implemented as part of the 'Welcome to Poland' programme of the Polish National Agency for Academic Exchange (NAWA).
2. The project will be implemented in the period from 01.06.2023 to 31.05.2025.
3. The main objective of the project is to develop activities related to internationalisation 'at home' and organisational preparation of the university to serve students and staff from abroad. Detailed goals of the project:
  - a) the organisation and maintenance of a place dedicated to serving foreign students and staff at Białystok University of Technology (BUT), known as the Welcome Centre;
  - b) preparation of materials necessary for the launch and operation of the Welcome Centre;
  - c) integration of students and creation of a friendly image of the University and the country, showing not only Polish tradition and culture, but also shaping moral and social attitudes;
  - d) developing communication and cooperation skills in an international group, developing communication skills in participants, stimulating creative thinking and creative actions;
  - e) creating information and promotional films in an attractive form presenting Białystok, the University, profiles of BUT students and useful information facilitating the functioning of a foreign student in Poland;
  - f) increasing the level of internationalisation of the university.
4. Participation in the project is free of charge. All activities are financed by the Polish National Agency for Academic Exchange.
5. The subject of the Regulations is to determine the conditions for participation in project activities and their coordination, and to define the rules for the functioning of the Welcome Centre as part of the project.
6. Each person applying for participation in the activities of the project is obliged to read the content of these Regulations and may start participation in the project after prior acceptance of all its provisions.

#### § 2

##### Project management

1. The effective and timely implementation of project tasks is the responsibility of the Project Service Office, consisting of:

- a) Project Manager, Expert for activities No. 1, 2, 4, 5, 6, 7 – Marta Orpik, tel. 85 746 7010, [m.orpik@pb.edu.pl](mailto:m.orpik@pb.edu.pl);
  - b) Administrative Coordinator, Expert for activities No. 1, 7 – Izabela Karpińska, tel. 85 746 7010, [izabela.karpinska@pb.edu.pl](mailto:izabela.karpinska@pb.edu.pl);
  - c) Accounting Specialist – Izabela Wiszenko, Project Settlement Department, tel. 85 746 7013, [i.wiszenko@pb.edu.pl](mailto:i.wiszenko@pb.edu.pl);
  - d) Expert for activity No. 1 – Magdalena Kadłubowska [m.kadlubowska@pb.edu.pl](mailto:m.kadlubowska@pb.edu.pl), tel. 85 746 9043,
  - e) Expert for activities No. 2, 4, 5, 7 – Katarzyna Kilarji [k.kilarji@pb.edu.pl](mailto:k.kilarji@pb.edu.pl), tel. 85 746 9044,
  - f) Experts for activities No. 3, 7 – Agnieszka Gniazdowska [a.gniazdowska@pb.edu.pl](mailto:a.gniazdowska@pb.edu.pl); Servando Herrera Zuazo [s.zuazo@pb.edu.pl](mailto:s.zuazo@pb.edu.pl), tel. 85 746 9043,
  - g) Expert for activities No. 6, 7 – Artur Mazur [artur.mazur@pb.edu.pl](mailto:artur.mazur@pb.edu.pl), tel. 85 746 7020.
2. All activities carried out under the project are coordinated, supervised and verified by the Project Manager.
  3. Experts are responsible for the proper implementation of the activities assigned to them in terms of content.
  4. Each project participant may submit any comments and objections regarding the implementation of the project to the persons responsible for the implementation of the tasks and to the Project Manager.

### § 3

#### Scope of project activities

1. As part of the project, participants will be able to participate in the following activities:
  - a) **Task 2. Welcome Dinner;** Welcome Dinner will be an event addressed to foreign students coming for a given semester of study at BUT during the project (4 dinners are planned). In addition, the event will be attended by Polish students and BUT employees (Erasmus+ faculty coordinators, lecturers, IR officers, university authorities) and representatives of the city authorities, which will allow for establishing relationships and better integration of foreigners with the academic environment of BUT and the social environment from the first days of their stay at the university. The event will be organised on the BUT campus. During the Welcome Dinner, international students will have the opportunity to make friends and integrate with local students, and additionally get acquainted with the most important information about the functioning of the university, the infrastructure of Białystok and the basics of verbal and non-verbal communication in Poland.
  - b) **Task 3. Transport of foreign students and visitors from Warsaw to Białystok;** Providing transport for foreign students and employees coming to Poland to study, carry out internships or visits will significantly facilitate first days of stay of foreigners in our country. It is planned to provide coach drives at the beginning of each semester and 2 'emergency' drives (a total of 6 drives for groups of 25 people). Facilitating the movement of foreigners between distant cities will have a positive impact on their perception of Poland and BUT as hospitable and friendly and well-organised places, which in the future will translate into an increase in the number of foreigners coming to BUT.
  - c) **Task 4. 'Cultural integration' – cultural and integration events;** The participants of the task will be foreign students who study at Białystok University of Technology under various programmes (Erasmus, freemover, etc.) and interested foreign employees visiting BUT at a

given time. 20-person groups of foreigners will take part in a guided tour of Białystok and a visit to the Sybir Memorial Museum. Each group will be accompanied by an IRO employee or departmental coordinator (depending on availability). A total of 8 excursions and 8 visits to the Museum will be organised for groups of 21 people each. During each semester, during the project period, it is planned to organise 1 city tour and 1 visit to the Museum. In addition, during the project period, 1 tour of Białystok and 1 visit to the Museum will be organised ad hoc. In addition, each of the sightseeing tours in Białystok will end with a dinner in a local restaurant consisting of traditional regional dishes. The main goal of the undertaken activities is to familiarise foreigners with the region, its culture, cuisine and traditions.

d) **Task 5. 'Taste Białystok' – cooking workshops on Polish and regional cuisine;** Cooking workshops on Polish and regional cuisine conducted in English with elements of the Polish language will allow for the integration of foreign students and employees with members of the BUT academic community from Poland. In addition, the workshops will allow participants to learn more about the richness of Polish cuisine, increase cultural awareness and strengthen language competences. The activity is planned to be carried out in a cyclical mode: in each semester during the project there will be 1 meeting mainly aimed at international students plus 2 ad hoc meetings upon confirmed interest (a total of 6 workshops, each for 15 people).

2. As part of the project, activities related to the creation of the Welcome Centre at the University and promotional and information activities will be carried out:

a) **Task 1. Recording of promotional and information spots regarding BUT and the city;** a series of 19 information and promotional clips will be created as part of the task. The films will be made in co-authorship and with Polish and foreign students staying at the university, BUT employees and the BUT Promotion Department. Thanks to the involvement of various groups of the academic community, the whole series of clips and advertising campaign will gain in authenticity and usability. The spots will serve as a collection of basic knowledge helpful to foreign students during their stay at BUT and in Białystok. Creating films will contribute to the promotion of a positive image of the university. The implementation of the task will also allow to achieve the results of the project in the form of an effective advertising campaign of the city.

b) **Task 6. BUT welcomes Ethiopia;** The planned trip of 2 IRO employees will be aimed at meeting secondary school students in Ethiopia who are potential candidates for full-cycle studies at BUT. The promotional and information campaign and the visit to Ethiopia will be organised in cooperation with an agency familiar with the realities of the local educational area. Ethiopia is the country from which the most applications for full-cycle studies at BUT are received. Observing the potential for the development of cooperation with this region, IRO wants to present the offer and the entire application process to candidates more broadly, not only from the perspective of completing formalities at the university, but also from the side related to visa and entry procedures to Poland.

c) **Task 7. Welcome Centre at BUT;** As part of the 'Welcome Centre' activity, IRO employees will perform on-call duties during the week, where students and foreign employees will be able to seek advice or consult current logistics and technical problems. Officers from the Welcome Centre will also coordinate trips, workshops and events organised as part of the project and supervise the recording of promotional and information spots on BUT and the city as experts. In the IRO, as part of the 'Welcome Centre' activity, a multimedia kiosk will be made available for use by foreigners, which, in addition to information materials, will enable users to use the Internet. Students and foreign guests visiting the Welcome Centre will receive

Welcome Packs consisting of small gadgets and information materials about the university and the region as a welcoming gift.

3. Participation of BUT students and foreign guests in project activities is free of charge.
4. It is possible to make changes to individual activities in order to implement the project, if these changes are approved by NAWA.

#### § 4

##### Conditions for participation in the project

1. Participants in the project may be:
  - a) foreign students and doctoral students studying at BUT as part of mobility programmes or within full-time cycles of study;
  - b) foreign students and doctoral students carrying out traineeships, international internships, study visits (e.g. as part of mobility programmes);
  - c) participants in international summer schools and courses;
  - d) foreign employees and other international guests of BUT.
1. 2. A person interested in participating in the activities under the project for the first time is obliged to sign the GDPR Declaration of the participant - NAWA (Appendix 1) and possibly Additional consent of the participant to data processing (Appendix 2).
3. Registration for individual events organised as part of the project will be conducted on the basis of the principle of non-discrimination, in an impartial manner, in accordance with open and equal conditions for all candidates, based on the registration form, in accordance with the principle of equal opportunities, equal access to support regardless of gender, disability, etc.
4. Throughout the period of registration, the Project Manager will conduct monitoring in order to maintain the principle of equal access and equal treatment of all those interested in the project.
5. The condition for taking part in the registration is to complete the online application form, published separately for each activity on the project website: <https://pb.edu.pl/bwm/projekty-nawa/welcome-to-poland/welcome-at-but/>, at least 5 days before a given event. The administrator of personal data of persons registering for Welcome at BUT events is Białystok University of Technology with its registered office in Białystok, 45A Wiejska St. Participants registering for events are obliged to read the full content of information on the processing of personal data on the website under the registration form.
6. Information on opening registration will be published on the website: <https://pb.edu.pl/bwm/> and sent by e-mail to Erasmus+ and full-time students currently studying at BUT.
7. Eligibility for participation in a given activity is determined by the order of applications with respect to the limits of places within a given activity.
8. Persons qualified to participate in the project will receive feedback via e-mail.
9. In the event of resignation of a participant from a given activity, it is possible to add another person from the list of applications.

## § 5

### Welcome Centre Operating Principles

1. The tasks of the Welcome Centre are:
  - 1) providing services to students, scientists and foreign staff staying at Bialystok University of Technology as part of international cooperation activities;
  - 2) preparation of materials necessary for the launch and operation of the Welcome Centre;
  - 3) organisation and supervision over the tasks carried out under the project;
  - 4) coordination of the website dedicated to the work of the Welcome Centre and offering service to foreign students and guests of Bialystok University of Technology.
2. Welcome Centre employees will be on duty from Monday to Friday during the designated hours published on the Welcome Centre website.
3. Consultation visits to the Welcome Centre can be arranged using the online form available on the Welcome Centre website.

## § 6

### Final provisions

1. Issues not covered herein are resolved by the Vice-Rector for International Cooperation of BUT at the request of the Project Manager.
2. The Project Manager reserves the right to change the Regulations. Any amendments to these Regulations must be made in writing and will be published on the project website <https://pb.edu.pl/bwm/projekty-nawa/welcome-to-poland/welcome-at-but/>.
3. These Regulations are made available on the project website: <https://pb.edu.pl/bwm/projekty-nawa/welcome-to-poland/welcome-at-but/>.
4. The right to make changes to these Regulations is reserved in the event that it is necessary due to a change in the conditions for the implementation of the Project, as well as in the event of a written recommendation to introduce certain changes from NAWA.
5. The current content of the Participation Regulations is available in the Project Service Office, on the project website: <https://pb.edu.pl/bwm/projekty-nawa/welcome-to-poland/welcome-at-but/>.
6. The Regulations shall enter into force on the date of signature and shall be valid for the entire duration of the project.

#### Appendices:

2. GDPR Declaration of the participant - NAWA (based on the NAWA template)
3. Additional consent of the participant to data processing (based on the NAWA template)

### GDPR DECLARATION OF THE PARTICIPANT

I, the undersigned, \_\_\_\_\_, in connection with the participation in the Programme of the Polish National Agency for Academic Exchange entitled **Welcome to Poland (call 2022)**, acknowledge that:

1. The administrator of the personal data provided by me is the Polish National Agency for Academic Exchange ( 40 Polna St, 00-635 Warsaw), hereinafter referred to as the Agency.

2. The data will be used to:

1) implement the Agency's tasks, as specified in the Act of 7 July 2017 on the Polish National Agency for Academic Exchange (Journal of Laws 2017.1530, as amended) [art. 6(1)(c) of the General Data Protection Regulation (GDPR)],

2) control, evaluate and run statistics by the Agency [art. 6 (1)(e) GDPR].

3. Personal data may be transferred to the Agency's employees, entities cooperating with the Agency in the implementation of its tasks (including the Information Processing Centre – National Research Institute, 188b al. Niepodległości, 00-608 Warsaw), entities cooperating with the Agency in conducting inspections, evaluations and statistical studies, bodies authorized by law – in accordance with the provisions of GDPR.

4. Provision of data is voluntary, but necessary to participate in the Programme. Refusal to provide data means that the application is left unprocessed or that a specific person cannot participate in the Programme.

5. Personal data will be processed in the period provided for by law or necessary for the control, evaluation or performance of statistical studies.

6. The person, who is an owner of personal data, is entitled to:

1) request the Agency to have access to his/her personal data,

2) rectify, delete or limit the use of personal data,

3) object to the use of personal data,

4) transfer of personal data.

5) file a complaint to the supervisory authority (the President of the Personal Data Protection Office). 2 Stawki St, 00-193 Warszawa).

- on the terms set out in the GDPR.

7. Contact details of the data protection officer: [odo@nawa.gov.pl](mailto:odo@nawa.gov.pl).

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PLACE AND DATE

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LEGIBLE SIGNATURE OF THE PROJECT PARTICIPANT\*

\* In the case of a declaration of participation of a minor, the declaration should be signed by his/her legal guardian.

### **ADDITIONAL CONSENT OF THE PARTICIPANT TO DATA PROCESSING**

In addition, I agree to the use of my personal data (name, surname, institution, e-mail, contact phone, image) provided in the project of the Polish National Agency for Academic Exchange entitled Welcome at BUT, Welcome to Poland, of which I am a participant, in order to provide information on the Agency's programmes and activities in the following scope:

- 1) newsletter for project participants,
- 2) invitations to meetings/webinars,
- 3) invitations to participate in the recruitment process,
- 4) communicating successes/results.

The basis for the use of data is my consent [art. 6(1)(a) GDPR], which I can withdraw at any time (the withdrawal of consent does not affect the lawfulness of the use of data during the period when the consent was in force). The provision of data for the implementation of the above-mentioned purposes is voluntary.

Data may be transferred to entities cooperating with the Agency in the implementation of the above-mentioned tasks - in accordance with the provisions on the protection of personal data.

Personal data will be used for a period of up to 5 years from the end of the person's participation in the programme or activity implemented by the Agency or until the consent is withdrawn.

I acknowledge that I have the right to:

- 1) request the Agency to access my personal data,
  - 2) rectify, delete or limit the use of my personal data,
  - 3) object to the use of my personal data,
  - 4) file a complaint to the supervisory authority (the President of the Personal Data Protection Office, 2 Stawki St, 00-193 Warszawa).
- on the terms set out in the GDPR.

Contact details of the data protection officer: [odo@nawa.gov.pl](mailto:odo@nawa.gov.pl).

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