

REGULATIONS FOR PARTICIPATION AND IMPLEMENTATION
OF ACTIVITIES
in the Akcja-Integracja 2.0 project
as part of the Welcome to Poland NAWA Programme
(call for applications 2023)

§ 1

General provisions

1. The project – *Akcja-Integracja 2.0* 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 01.09.2024 to 31.08.2026.
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 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 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) 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, 3, 4, 5, 7 – Marta Orpik, tel. 85 746 7010, m.orpik@pb.edu.pl;
 - b) Administrative Coordinator, Expert for activities No. 3 – Izabela Karpińska, tel. 85 746 7010, izabela.karpinska@pb.edu.pl;

c) Accounting Specialist – Agnieszka Szmidt, Project Settlement Department, tel. 85 746 7013, a.szmidt@pb.edu.pl;

d) Expert for activity No.2, 3 – Servando H. Zuazo s.zuazo@pb.edu.pl, tel. 85 746 9043,

e) Experts for activities No. 3, 7 – Agnieszka Gniazdowska a.gniazdowska@pb.edu.pl tel. 85 746 9066; Artur Mazur artur.mazur@pb.edu.pl, tel. 85 746 7020,

f) IT and technical support for the Welcome Centre: Łukasz Paszko, Tomasz Hućcio.

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 1. Welcome to Podlasie;** As part of the task, in the years ac. 2024/25 i 2025/26 a series of excursions in the region will be carried out. Each tour provides for the participation of 40 persons. The participants of the activity will be foreign students who pursue studies at the Białystok University of Technology under various programmes (Erasmus, freemover, etc.) and possible foreign guests currently staying at BUT. Excursions will be organised to 4 locations in Podlasie: Białowieża, Supraśl and Kruszyniany, Tykocin. The main objective of the planned activities is to familiarise students with the region, its history, cuisine and traditions, highlighting the multicultural character of Podlasie and the qualities of the local nature.

b) **Task 2. Welcome Dinner;** The Welcome Dinner will be an event aimed at international students arriving for a given semester of study at BUT during the course of the project (it is planned to organise 2 dinners in the academic year 2025/2026). The event will be organised on the BUT campus. During the Welcome Dinner, international students will have the opportunity, above all, to make friends and integrate into the academic community academic community. In addition, participants will learn the most important information about the functioning of the university, information on life in Białystok and the legal and regulations applicable in Poland, as well as the history and culture of Poland.

c) **Task 4. Pumpkin Party;** At the beginning of the 2024/2025 academic year and the AY. 2025/2026, at the end of October/beginning of November, it is planned to organise an event welcome event to integrate newly arrived foreign students in Białystok (a total of 2 meetings during the project). The Pumpkin Party will take place on the BUT campus. The meeting place will be decorated with pumpkins, which will also be the main element of the planned attractions. Participants will have the opportunity to take part in a series of fun and social games and win small gifts.

c) **Task 5. Christmas Meeting;** It is planned to hold two 'Christmas Meeting' in December 2024 and December 2025. The meeting aims to integrate the academic community academic community, exchange of experiences, presentation of cultural traditions, showing the diversity in the way Christmas is celebrated, Christmas customs customs in different countries, the variety of foods eaten at Christmas, ways of giving gifts, etc.

d) **Task 7. BUT Cup football tournament;** The organisation of two editions of the the two-day 'BUT Cup' football tournament. The tournament will be attended by 6 teams comprising 12 persons each, including 4 teams representing foreign students (e.g.: Spain, Turkey, Portugal) and 1 - consisting of BUT students and 1- representing BUT staff. A total of 10 matches will be played over 2 days: on the first day there will be group matches group matches on the first day and the final matches on the second day. The matches will be held at the Orlik BUT sports complex.

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 3. Welcome Centre at BUT;** As part of the operation of the Welcome Centre, designated IRO staff will be on duty for consultation. Persons from the Welcome Centre will also coordinate excursions, workshops and events organised as part of the project, acting as substantive consultants. the role of content consultants. As part of the activities of the Welcome Centre, at IRO multimedia kiosk will be available for use by foreigners, which in addition to information information materials will enable users to access the Internet. Students and foreign visitors to the Welcome Centre will receive Welcome Packs consisting of small gadgets and information material about the university and the region.

b) **Task 7. Participation in the EAIE conference;** It is planned that 2 BUT staff will attend the Conference in 2024, to be held in Toulouse, and 2 representatives in the next edition of the event in 2025. In addition to promoting the University at the 'Study in Poland' stand coordinated by NAWA and strengthen cooperation with partners present there, participation in the conference BUT representatives will be able to expand their network of contacts and gain knowledge of the latest trends in international education the latest trends in international education.

3. 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.

2. 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.

3. 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.

4. The participation of BUT international students and guests in the activities of the project is free of charge.

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/iros/projekty-nawa/welcome-to-poland/news/>.

The administrator of personal data of persons registering for project 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/iros/en>.

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 Białystok 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 <https://pb.edu.pl/welcome-centre/>.

2. Welcome Centre employees will be on duty from Monday to Friday during the designated hours published on the Welcome Centre website.

3. In addition to ad hoc meetings, consultation appointments at the Welcome Centre will be available make an appointment via 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/iros/projekty-nawa/akcja-integracja-2-0/>.

3. The Regulations shall enter into force on the date of signature and shall be valid for the entire duration of the project.