

**Regulations for the Recruitment of Participants of the Intensive International Curriculum
under the the "Polish-European School of Law" project,
implemented by the University of Białystok as part of the SPINAKER program,
financed by the Polish National Agency for Academic Exchange
in accordance with the agreement for funding No. BPI/SPI/2021/1/00034/U/ 00001**

GENERAL PROVISIONS

§ 1

1. These Regulations define the rules of recruiting foreign students/doctoral students to participate in two editions of the Intensive International Curriculum (IIC) as part of the "Polish-European School of Law " project, co-financed by the Polish National Agency for Academic Exchange in accordance with the grant agreement No. BPI/SPI/2021/1/00034/U/00001, implemented by the University of Białystok, as part of the SPINAKER Program - Intensive International Curriculum.
2. The SPINAKER Program - Intensive International Curriculum is co-financed by the European Social Fund under the Knowledge Education Development Operational Program (PO WER), a non-competition project entitled "Supporting the institutional capacity of Polish universities through the creation and implementation of international study programs" (no. POWR.03.03.00-00-PN16 / 18), Priority axis III "Higher education for the economy and development", Action 3.3. Internationalization of Polish education higher ".
3. The project is implemented in the period from the June 1st, 2022 to the August 31st, 2023.
4. The aim of the project is to develop and implement two editions of the Intensive International Curriculum (IIC) entitled "Polish-European School of Law" for foreign students/doctoral students, thanks to which the level of internationalization of the University of Białystok will increase.
5. The target group will be a group of 40 foreign students and/or doctoral students, 20 participants each in one edition of the IIC.
6. IIC will be conducted in the form of the so-called blended learning, i.e. in the form of lectures in the remote formula and stationary classes.
7. The Polish-European School of Law (PESL) is an Intensive International Curriculum organized by the University of Białystok as part of the SPINAKER program of the Polish National Agency for Academic Exchange. The school is aimed at foreign students/doctoral students from the European Union, the associated countries and third countries, studying law, economics,

accounting and finance or related fields of study.

Each of the two planned editions of the School will be attended by 20 participants, a total of 40 foreign students / doctoral students.

The PESL program includes specialized issues in the field of basic branches of the Polish and European law and elements of economy, in particular: constitutional law and the Polish system, administrative law, economic and customs law, elements of civil law, elements of criminal law. The program includes issues from broadly understood European law, in particular the sources of European Union law, including primary and secondary law, principles of EU law, European Union bodies, citizenship of the European Union, the Visa Code, the EU Charter of Fundamental Rights, the European Higher Education Area and others. In the economic part, the program will cover the basics of economics and business, free movement of goods within the European Union, economic relations of the European Union with associated countries, with particular emphasis on access to the common market. The program also aims to familiarize participants with the culture and history of Poland, including a visit to Tykocin and Supraśl.

8. IIC participants will be awarded scholarships from the Project budget in the amount of 5 000 PLN, taking into account the costs of living, meals and travel to Białystok, as well as local transport costs (bearer season tickets) according to price list of Białystok Public Transport, up to a maximum of 145 PLN per participant. The number of awarded scholarships and subsidies for the costs of local transport may not exceed 40 in each category.
9. Participation in the project is free of charge.

RECRUITMENT OF PARTICIPANTS FOR INTENSIVE INTERNATIONAL CURRICULUM

§ 2

1. Foreigners who are respectively foreign students / doctoral students within the meaning of the Polish *Act on Higher Education and Science* may apply to participate in the Project .
2. The process of recruiting participants for the Project will be carried out separately for each edition of IMPK, on the date announced on the PESL website, in the period from 01/06/2022 until 30/04/2023, based on the criteria and limits of places. The process of recruiting participants for the Project will be carried out by the International Cooperation Department in two ways. Directly by organizing information and recruitment meetings at partner universities, during which persons involved in the implementation of the project will provide detailed information related to the organization of the PESP, its substantive program and the method of conducting classes, recruitment conditions, conditions of participation, the amount of the

scholarship, PESL recognition at the university mother. Remote recruitment conducted on the website with the possibility of submitting application documents by mail.

3. At the recruitment stage, it will be necessary to provide the Beneficiary with the following documents:
 - a) recruitment form with confirmation of the average grade for the previous year of study and the status of a student / doctoral student at a foreign university,
 - b) letter of cover letter, in which the candidate will justify in detail what he / she is taking when deciding to participate in PESP and will describe his experience related to the international program,
 - c) a copy of the certificate confirming the knowledge of the English language at a level of at least B1 or, in the absence of it, the opinion of the English language teacher with whom the student / doctoral student studied the language. In the case of candidates studying in English, it is enough to confirm this information from the home university,
 - d) certificate of disability (if applicable),
 - e) declaration of joining the Project,
 - f) a form of personal data of the Project Participant to be entered into the system ICT of the NAWA Agency with regard to monitoring of Project participants,
 - g) declaration of the Project Participant regarding personal data GDPR POWER,
 - h) declaration of the Project Participant regarding the personal data of the NAWA GDPR,
 - i) additional consent of the Project Participant to the processing of personal data.

PARTICIPANTS QUALIFICATION

§ 3

1. PESL participants will be qualified by the Qualification Committee composed of: PESL manager, head of the ICO, project coordinator, representatives of faculties (Law and Economics and Finance), taking into account:
 - a) the student's average grade for the previous year (from 0 to 10 points),
 - b) student's motivation (from 0 to 10 points),
 - c) experience in participating in international programs
(0 to 5 points)
 - d) knowledge of English (from 0 to 5 points).

2. Candidates with the highest number of points will be qualified to participate in the project, with the gender parity declared in the application, in line with the rules of the SPINAKER program
 3. If the application does not meet the formal requirements, the candidate will be sent information on formal defects and the possibility of supplementing the application within 3 days from the date of receipt of the information. In the event of failure to supplement the formal deficiencies, the application will be left without consideration. Only applications submitted within the recruitment period announced on the PESL website and meeting the formal requirements will be considered.
 4. Application documents sent after the recruitment date announced on the PESL website, incomplete documents and documents not containing consent to the processing of personal data will not be considered.
 5. Foreign students / doctoral students qualified to participate in the Project will become Project Participants and will implement the Intensive International Curriculum.
 6. Project participants are required to send the original, completed and signed application documents in paper form to the address: Uniwersytet w Białymstoku, ul. Świerkowa 20B room 11, with the annotation of International Cooperation Office, on the date specified by ICO.
 7. Recruitment is conducted on the basis of the principle of equal opportunities and non-discrimination, enabling fair and full participation in the Project by all persons from the target group, regardless of gender, disability, race or ethnic origin, religion or belief, sexual orientation. Recruitment of Participants for the project will be conducted in an impartial, open manner, based on the same criteria for all candidates.
- If the number of foreign students interested in participating in the Project exceeds the number of places specified in the application, a reserve list will be created.

6. The recruitment procedure includes the following stages:

- a) candidates filling in recruitment documents,
 - b) verification of documents by the Qualification Committee,
 - c) selection of project participants,
 - d) notification of candidates about qualifying for participation in the Project (to the number indicated in documents , e-mail address).
7. At the first stage of the qualification procedure, a candidate with disabilities submits a photocopy of the document confirming the disability.
 8. The list of Project Participants will be available at ICO.

QUALIFICATION COMMISSION

§ 4

1. The qualification procedure is carried out by the Qualification Committee composed of persons listed in §3 sec. 1.
2. Meetings of the Qualification Committee may be held in the composition of not less than 3 people.
3. The works of the Qualification Committee are supervised by the vice-rector responsible for projects implemented under the programs of the Polish National Agency for Academic Exchange.
4. The tasks of the Qualification Committee include conducting the qualification procedure, which means the following activities:
 - a) verification of documents submitted by persons interested in participating in the Project,
 - b) selection of Project participants,
 - c) notification of candidates about the results of the recruitment procedure,
 - d) drawing up a summary report on the qualification procedure.
5. If the number of applications exceeds the number of places specified in the application, a reserve list will be created.
6. Foreign students / doctoral students from the reserve list will be included in the Project, if the candidate resigns from participation in the Project, prior to the commencement of classes.
7. If the appropriate number of Project participants is not selected or the selected candidates resign from participation in the Project, the project coordinator has the right to announce additional recruitment for IMPK.
8. Foreign students qualified to participate in the Project will be notified by the PESP coordinator of this fact via e-mail.

FINAL PROVISIONS

§ 5

1. The Regulations enter into force on the date of announcement and are valid until the end of the Project implementation.
2. The Beneficiary reserves the right to change the regulations.
3. Project Participants confirms in writing that they have read the regulations and respect their rules.



4. The Regulations are available on the PESP website and in the International Cooperation Office.