



Regulations for the recruitment of Participants in the Let's CHAOS project

Full project title: "Let's CHAOS: Let's Create a High-tech Accessible Opportunities for Sustainable Future"

Implemented under the SPINAKER programme

§1. Glossary of terms

1. **TUL** – Lodz University of Technology with its seat at 116 Żeromskiego Street, 90-924 Łódź, Poland.
2. **NAWA** – Polish National Agency for Academic Exchange with its seat at 40 Polna Street, 00-625 Warsaw, Poland.
3. **SPINAKER Programme** – international education programmes, financed from the European Union funds under the agreement with the Polish National Agency for Academic Exchange – NAWA, (agreement number BPI/SPI/2024/1/00030/U/00001), hereinafter referred to as the SPINAKER Programme. The SPINAKER programme is financed from the European Fund for Social Development 2021-2027 (FERS) as part of the NAWA project entitled "Support for the creation and implementation of international education programmes", project number FERS.01.05-IP.08-0436/23. Details on the SPINAKER programme are available at <https://nawa.gov.pl/en/institutions/about-the-programme>.
4. **Project** – the Project implemented by TUL under the SPINAKER Programme in accordance with the agreement with NAWA no. BPI/SPI/2024/1/00030/U/00001.
5. **Regulations** – these Regulations for participation in the Project.
6. **Candidate** – a person applying for qualification to participate in the Project.
7. **Mobility** – a short-term physical presence of the participant at the TUL campus, covering 40 hours of onsite educational activities within the Programme, complementary to online components.



8. Participant – a person who has been qualified to participate in the Project on the basis of the Regulations and has signed a participation agreement in the Project.

A participant in the Project (hereinafter referred to as "Participant") can be:

- for the programme dedicated to students: a first- or second-degree student at a European university with a minimum B1 command of English.
- for the programme dedicated to PhD Candidates: a PhD Candidate at a European university with a minimum B1 command of English.
- for the programme dedicated to academic teachers: an academic teacher at a European university with a minimum B1 command of English.

9. QC – the Qualification Committee appointed by the project coordinator for the purpose of qualifying Participants to take part in the Project.

10. Project Office – the Project Office established for the purposes of the Project implementation, with its seat in the Institute of Mechatronics and Information Systems of TUL, 22 Stefanowskiego Street, 90-537 Łódź, building A12, 1st floor, room 125.

§2. Basic information about the Project

1. The Project is implemented in the period from 01.06.2025 to 31.07.2026.
2. The main objective of the Project is to develop and implement three intensive international educational programs, targeted for students (winter and summer schools), PhD Candidates (winter and summer schools) and academic staff from Europe (especially from ECIU University alliance).
3. The programme will be delivered in English. In accordance with the "blended learning" format, part of the programmes will take the form of distance learning, while the other part will involve a stationary stay in Lodz. As a result of their active participation in the Project (i.e. in both distance learning and face-to-face learning which are integral parts), Participants will receive microcredentials in equivalent to 3 ECTS points. For students and PhD Candidates – 35h online (synchronous and asynchronous) + 40h onsite at TUL campus. For academic staff – 10h online (synchronous and asynchronous) + 40h onsite at TUL campus.



4. Onsite participation Mobility will be funded by the Project for all Participants, except the Participants from Polish universities.
5. The list of available mobilities under the Project is included in Appendix 1 to the Regulations.
6. The Project Office is located at the Institute of Mechatronics and Information Systems of TUL, 22 Stefanowskiego Street, 90-537 Łódź, building A12, 1st floor, room 125. Services for incoming Participants to TUL email: chaos@info.p.lodz.pl phone.: (+48) 42 631 25 85
The Project website is found at <https://imsi.p.lodz.pl/chaos>

§3. Project Participants

1. Participants of the Project may include:
 - Students of TUL at any stage of their study.
 - Students of foreign European universities.
 - Doctoral Candidates of TUL pursuing their training at the Interdisciplinary Doctoral School of Lodz University of Technology.
 - Doctoral students of foreign universities pursuing a study programme leading to a doctoral degree in European countries other than Poland (e.g. doctoral programme/PhD programme/other equivalent) in scientific disciplines corresponding to the educational paths of the Interdisciplinary Doctoral School of Lodz University of Technology.
 - Academic teachers of TUL employed at the university under an employment contract or a civil-law contract, in the groups of didactic, research and research and didactic staff, with a PhD degree at least.
 - Academic teachers from abroad employed at universities located outside Poland in an equivalent mode and with an analogous scope of activity at home university as academic teachers of TUL, with a degree of at least PhD or an equivalent degree obtained abroad. The scope of academic activity at home university corresponds to the scientific disciplines of TUL.



The status of a student, doctoral student or an academic teacher must be maintained by the Participant throughout the period of their participation in the Project.

2. In connection with the cessation of cooperation between the Government of the Republic of Poland and the Government of the Russian Federation within the framework of the Agreement on cooperation in the field of culture, science and education, concluded in Warsaw on August 25, 1993, resulting from the aggression of the Russian Federation against Ukraine, individuals who are citizens of the Russian Federation, institutions and other entities located in the territory of the Russian Federation are excluded from participation in the Project.
3. Candidates and Participants who, due to particular individual needs, including disabilities, require special support in the process of recruitment and Project implementation are requested to report this fact to the Project Office. Such support will be provided by the Project Office, the Office for People with Disabilities or the Academic Trust Centre, to the greatest extent possible, as far as the organizational, technical, and financial capabilities of TUL allow.
4. A Participant may take part in only one Mobility under the Project.
5. Funding cannot be awarded if, as part of the Mobility, the Participant has been provided with subsistence, accommodation, and/or travel costs and/or scholarship support from other sources. In the event of disclosure of the fact of double financing of the costs of subsistence and accommodation and/or travel and/or scholarship support as part of the Mobility, the Participant will be obliged to reimburse the entire funding awarded, together with the statutory interest required in accordance with the rules of the Spinaker Programme.

§4. General rules for participation in the Project

1. TUL will provide the Participant with co-financing of the following Mobility costs:
 - subsistence and accommodation costs at a flat rate, in accordance with the table in Appendix 2 to the Regulations; and
 - travel costs (i.e. travel, insurance and visa) at a flat rate depending on the Participant's destination/home country, in reference to incoming Mobilities to



Poland, in accordance with the table in Appendix 2 to the Regulations.

2. Due to the adoption of the flat rate principle in relation to the abovementioned costs, TUL will not require from the Participants to provide accounting evidence of the expenses incurred in relation to subsistence, accommodation and travel costs. Confirmation of the proper implementation of the Mobility will be a Certificate constituting Appendix 1 to the Agreement (Appendix 7 to the Regulations) and positive verification of competencies acquired by the Participant.
3. A Participant who expresses their willingness to participate in the Project must:
 - enroll in the programme that is conducted as part of the Project and is available on TUL's WIKAMP PORT platform using link provided after Candidate qualification,
 - accept all documents and consents available on the aforementioned platform in electronic form,
 - complete and sign a paper version of "Declaration of participation in the project", take a scan of it and send to the project email: chaos@info.p.lodz.pl (Appendix 8).
4. Selected Participants will be notified of the recruitment results within dates in accordance with the schedule in Appendix 3.
5. In the event of an insufficient number of Participants recruited, additional recruitment shall be provided.

§5. Recruitment process

1. Participants will be selected through an open competition.
2. Participants will be selected by the QC.
3. The manner of work of the QC is determined by the project coordinator.
4. Administrative support for the work of QC will be provided by the Project Office.
5. Recruitment for the Project will be conducted according to the schedule presented in Appendix 3 to the Regulations. If the pool of places is not used, TUL will announce supplementary recruitment. Up-to-date information on available places will be posted on the Project website <https://imsi.p.lodz.pl/chaos>.



6. Formal assessment of Candidates, based on the formal criteria specified in Appendix 5 to the Regulations, is made by the Project Office. The QC evaluates the Candidates in one-stage process.
7. Applications that do not meet the formal criteria are rejected and are not subject to further assessment.
8. Candidates may appeal against a negative decision of the QC to the project coordinator within 7 working days from the date the Project Office notifies them of the QC's decision.
9. Recruitment to the Project will be conducted in accordance with the principle of impartiality, openness and transparency, with respect to equal rights and equal opportunities.
10. By entering the recruitment process, the Candidate accepts these Regulations and Appendices.

§6. Procedure and rules for qualifying for the Project

1. Application for participation in the Project is made by submitting, in person or by e-mail (chaos@info.p.lodz.pl), all required documents to the Project Office, within the time specified in the recruitment schedule:
 - Mobility funding application (Appendix 4A or 4B to the Regulations),
 - A document issued by the home university confirming that the Candidate from abroad has a current status of a student/doctoral candidate/academic teacher at home university. The status of the Candidate from TUL is independently confirmed by the Project Office on the basis of data from appropriate Faculty Dean's Office, the Interdisciplinary Doctoral School of Lodz University of Technology (with regard to the status of doctoral students) and the Human Capital Management Centre (with regard to the status of academic teachers).
 - Filling online form provided by Project Office under the link: <https://forms.office.com/e/u34ur30zmC>.



- Registration and application in the NAWA on-line system (Instruction available at https://nawa.gov.pl/images/Spinaker/Spinaker-Nabor-2024/ENG_INSTRUCTION_FOR_FERS_PROJECT_PARTICIPANT_FORM_v1.pdf)

2. QC members evaluate the applications of the Candidates on the basis of the documents presented, reserving the right to interview the Candidates, if they deem it necessary (by remote interview). The date of the interview will be agreed with each person.
3. Candidates are evaluated individually on the basis of the assessment criteria adopted in the Project (Appendices 5A or 5B to the Regulations). QC may adopt the minimum number of points that Candidates should obtain in order to qualify for the Project.
4. The Project Office determines the possibility of co-financing a given Mobility on the basis of the financial assumptions of the Project and the rules of its implementation.
5. Candidates who obtained the highest number of points will be qualified for the Project, in order, until places or funds are exhausted.
6. If Candidates obtain the same number of points, the order of submission of applications to the Project Office will determine eligibility for funding.
7. As a result of the evaluation, QC prepares a ranking list of Candidates, including:
 - a list of people with a positive assessment, qualified for the Project,
 - a reserve list of people with a positive assessment, not qualified for the Project due to lack of places or funds,
 - a list of people with a negative assessment, not qualified for the Project.
8. In the event of resignation from participation in the Project by one of the Candidates, another person from the reserve list will be qualified for participation in the Project by QC.
9. QC awards funding to the Participant in the amount specified in the rules of the Spinaker Programme and with the provisions of the Regulations.



10. Each Candidate will be informed individually about the QC's decision or via e-mail by the Project Office. Candidates will be able to see the assessment of their application, which will be made available upon request by the Project Office.

§7. Rights and obligations of the Participant

1. The Participant agrees to:

- read these Regulations and accept the same in writing (in Appendices 5A or 5B to the Regulations),
- actively participate in the classes provided by this Project in accordance with the timetable available at <https://imsi.p.lodz.pl/chaos>,
- attend online classes and arrive on time for classes during the hours specified in the timetable of this Project,
- confirm their attendance on each day of the Project by signing the attendance register (any absences from individual classes will be recorded by class instructors),
- participate in a survey concerning implementation of the Project during and/or after the Project,
- hold valid medical, liability and accident insurance in the territory of the Republic of Poland during the Project. The Participant shall present all insurance policies upon receipt of the decision to qualify for participation in this Project.

2. In the event of gross breach of the Participant's obligations specified in the provisions set out in **§7 1** or in the event of reprehensible behaviour that significantly hinders or prevents the conduct of classes, the project coordinator has the right to exclude the Participant from the Project and demand the return of the funding.

§8. Resignation from participation

1. The Participant may resign from the Project only for important reasons, including in particular health reasons or other reasons beyond the Participant's control (including force majeure events), provided that these were not known to the Participant at the



beginning of the Project. The Participant should notify the Project Promoters as soon as possible of the resignation or the occurrence of force majeure events, making participation impossible.

2. In the event of resignation from the participation in the Project, the Participant shall submit a written statement indicating the reasons for resignation, which they shall submit immediately via email to the Project Office.
3. In the event of a justified resignation, the Participant shall return the paid part of the scholarship if the payment has already taken place.

§9. Force Majeure

1. The Participant is released from liability for failure to fulfil their obligations under the Agreement (Appendix 7 to the Regulations) due to force majeure.
2. Force majeure is understood as an event or combination of events beyond the Participant's control that prevent or seriously hinder the performance of their obligations under the Agreement (Appendix 7 to the Regulations), which the Participant could not have foreseen and which they could not prevent or overcome them by acting with due diligence.
3. The Participant may only invoke force majeure if they immediately, but no later than within 3 days, notifies the Project Office in writing of the occurrence of force majeure (with a description of the situation or event), the expected duration of the force majeure and the estimated consequences of the force majeure.
4. The Participant undertakes to take the necessary measures to limit the damage caused by force majeure and to make every effort to resume the implementation of the Agreement as soon as possible (Appendix 7 to the Regulations).
5. In order to limit the damage caused by force majeure, the Participant undertakes to purchase airline tickets with the possibility of their return or rescheduling at no cost, to book a stay at the place of implementing a short form of education with the possibility of its cancellation at no cost, etc.
6. In the event of force majeure preventing the Mobility in accordance with the



Agreement (Appendix 7 to the Regulations), the Participant bearing the costs related to the incoming Mobility is obliged to provide the Project Office with confirmation of the actually incurred expenses (e.g. an invoice for conference fee) as well as any information and documents confirming the occurrence of force majeure and information on remedial measures taken by the Participant. The method of documenting the indicated costs and information is agreed by the Participant with the Project Office.

7. In the event of force majeure preventing the Mobility in accordance with the Agreement (Appendix 7 to the Regulations), eligible costs incurred by the Participant are only costs that cannot be recovered, despite attempts made by the Project Participant to recover them.
8. The final decision to recognize the expenses incurred by the Project Participant pursuant to §8 paragraph 6 for eligible costs is undertaken by NAWA.
9. In order to limit the damage caused by force majeure, QC may issue additional decisions regarding the implementation of specific rules for organization, implementation and settlement of Mobility by the Participant.

§10. Personal Data Protection (GDPR)

1. Pursuant to Article 13 (1) and (2) of 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 regulation on data protection), Journal of Laws EU.L.2016.119.1, Project Office informs that:

- a) The administrator of the Candidate's personal data is Lodz University of Technology, address: Żeromskiego 116, 90-924 Łódź.
- b) The administrator has appointed a data protection officer, e-mail contact: iod@adm.p.lodz.pl, tel. (+48) 42 631 20 39.
- c) The personal data of the Candidate will be kept for the period necessary to fulfil the purpose of the processing, i.e. to carry out the qualification at Lodz University



of Technology for the project implemented by Lodz University of Technology within the Spinaker programme.

- d) The Candidate has the right to request the administrator to access their personal data, rectify it, delete or limit processing, and the right to object to the processing, the right to transfer data.
- e) The Candidate has the right to lodge a complaint with the supervisory body, which in Poland is the President of the Personal Data Protection Office, address: Stawki 2, 00-193 Warsaw, when they consider that the processing of their personal data violates the provisions of the regulation indicated at the beginning.
- f) Providing personal data by the Candidate is a statutory requirement.
- g) Decisions made with regard to the Candidate and their personal data will not be made in an automated manner, including profiling.
- h) Personal data of the Candidate may be shared with NAWA and other institutions controlling the Project, including the correctness of the procedures for recruiting Participants to the Project.

2. The Participant has the right to access, update and delete their personal data from the TUL database.

§11. Final provisions

- 1. The Project Office reserves the right to change the dates for the implementation of the measures included in this Project, but only in justified cases. Any amendments must be made in writing. Participants will be notified immediately of any changes.
- 2. These Regulations shall enter into force on the date of signature. The Regulations are valid for the duration of the Project.
- 3. The Regulations have been drawn up in two language versions: Polish and English.
- 4. In matters not covered by the Regulations, the relevant rules of the SPINAKER Programme shall apply, available at the NAWA website <https://nawa.gov.pl/en/institutions/about-the-programme>, as well as relevant provisions arising from EU and Polish legislation.



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5. For matters concerning the implementation of this Project, the contact email is chaos@info.p.lodz.pl.

The list of appendices to the Regulations:

1. List of available mobilities
2. Travel, subsistence and accommodation costs
3. Recruitment schedule
- 4.A. Mobility Funding Application of a Student/ Doctoral Student
- 4.B. Mobility Funding Application of an Academic Teacher
- 5.A. Application Assessment Form for a Student/ Doctoral Student
- 5.B. Application Assessment Form for an Academic Teacher
6. Data form for the Agreement
7. Project participation agreement template
 - 7.1. Appendix 1 to the Agreement – Certificate template
 - 7.2. Appendix 2 to the Agreement – Financial settlement of the Mobility
8. Declaration of participation in the project