

Appendix No. 1 to the Agreement for participation in the project

PROJECT REGULATIONS

called "Integrated Programme of the Katowice School of Economics" (task 1 - Preparation and implementation of the education programme at the field of study: Management in English, full-time studies - the specialisation "International Business and Tourism" (module 1)).

PRELIMINARY ISSUES

Project called "Integrated Programme of the Katowice School of Economics" is implemented by the Katowice School of Economics with headquarters in Katowice at ul. Harcerzy Września 1939 No. 3 hereinafter referred to as "KSE". The project is implemented as part of Operation 3.5 - Comprehensive university programs - Operational Programme Knowledge Education Development.

The project regulations are the basic internal right act determining the main terms and conditions of joining the project and regulating the principles of participation in task No. 1 of the project, i.e. preparation and implementation of the education programme in the field of study: Management in English language - the specialisation "International Business and Tourism". The project regulations are an integral part of the participation agreement in the project called "Integrated Programme of the Katowice School of Economics".

ARTICLE 1 SUBJECT OF THE PROJECT

1. The subject of the Project is the support for people eligible to participate in the project, in the form of free first cycle study programme in the field of study of Management in English language - the specialisation "International Business and Tourism", implemented in the form of a full time studies
2. Polish citizens and foreigners who obtain student status after meeting the criteria set out in Article 6 can benefit from the support.

ARTICLE 2 PURPOSE OF THE PROJECT

1. The main purpose of Task No. 1 within the project referred to in these Regulations of the project is the implementation of the first cycle study programme in the field of study of Management in English language - the specialisation "International Business and Tourism", implemented in a full time form.
2. The studies referred to in passage 1 will cover 864 hours of education in basic subjects, field of study, general and additional education as well as 396 hours of specialisation in International Business and Tourism.
3. The target group are 24 people, including 12 Polish citizens and 12 foreigners.
4. The University reserves the right to change these proportions 12/12 depending on the recruitment results for a given target group.

ARTICLE 3 SOURCES OF FINANCING

1. The project "Integrated Programme of the Katowice School of Economics" is co-financed under the Operational Programme Knowledge Education Development, Priority III - Higher education for economy and development, Operation 3.5 Comprehensive programs of higher education institutions.

ARTICLE 4 TIMEFRAME OF EXECUTION

1. The project is being executed from 22 February 2018 until 1 October 2021.
2. Classes for students will be carried out in summer and winter semesters of a given academic year. Classes carried out as part of the project will take place during the week, in accordance with a detailed plan of classes developed after closing the lists of students declaring participation in the project in individual years.

ARTICLE 5 SUBJECT OF THE REGULATIONS

1. These regulations define the general principles of the project and the rules for participation, in particular:
 - a) eligibility criteria and conditions for participation in the project,
 - b) recruitment rules.
 - c) rules for carrying out the full-time first cycle study programme in the field of study of Management in English language - the specialisation "International Business and Tourism"
 - d) rules of participation in the aforementioned support.

ARTICLE 6 CRITERIA AND CONDITIONS FOR PARTICIPATION IN THE PROJECT

1. The Candidate may be admitted to participate in the Project, who:
 - 1.1 will submit in due time:
 - a) in the case of foreigners to the International Relations Department of the KSE - documents in accordance with the Chancellor's Ordinate of 24 April 2018 regarding recruitment for full time and part time studies in a foreign language of citizens of European Union member states and citizens of countries outside the European Union as well as the statement - Appendix No. 8b.
 - b) in the case of Polish citizens to the Student Affairs Office documents in accordance with the Regulation of the Minister of Science and Higher Education of 16 September 2016 on documentation of the course of study: two ID photos, secondary school leaving certificate - photocopy (original for inspection), photocopy of the ID card (original for inspection), oath and other statements Appendix No. 8a.
 - c) application form - appendix No. 1 to the Project Regulations (applies to Polish citizens and foreigners),
 - d) declaration of participation in the project - appendix No. 2 to the Project Regulations,
 - e) statement of granting the consent for the processing of personal data - appendix No. 3 to the Project Regulations (applies to Polish citizens and foreigners).
 - f) original for inspection and photocopies of a confirmation or certificate confirming knowledge of English language at least at B2 level of the Common European Framework of Reference for Languages set out in appendix 2 to the Regulation of the President of the Council of Ministers of 16 December 2009 in the law of how to conduct a civil service procedure (Journal of Laws No. 2018, item 1695) (concerns Polish citizens and foreigners).
 - 1.2 will qualify for the participation in the Project in accordance with the principles set out Article 7.

ARTICLE 7 RECRUITMENT

1. Recruitment will be conducted on a continuous basis, from 28 May 2018 to 31 August 2018, with the possibility of extending for further months.
3. Recruitment will be conducted at the Katowice School of Economics at the Student Affairs Office (for Polish citizens) and in the International Relations Department at the KSE (for Candidates of foreign origin) at ul. Harcerzy Września 3, 40-659 Katowice as well as the Disability Support Office.

4. Candidates from Poland to participate in the Project, submit in person to the Student Affairs Office, on the date announced on the Project website, the recruitment documents referred to in Article 6 passage. 1.1. Project Regulations, available on the website <http://www.gwsh.pl/projekty/>,
5. Foreign candidates to participate in the Project, submit in person or by mail or through a recruitment agency or electronic mail to the following address: int.office@gwsh.pl, on the date announced on the Project website, the recruitment documents mentioned in Article 6 passage. 1.1. Project Regulations, available on the website <http://www.gwsh.pl/projekty/>,
6. In the first place, people who submitted the required documents are eligible to participate in the project
7. Verification of recruitment documents submitted by the Candidates, as referred to in Article 6 passage. 1.1. of the Project Regulations, in terms of meeting the formal conditions specified in Article 6 passage. 1.1 and 1.2. of the Project Regulations, will be made by the Recruitment Committee, which includes: Project Substantive Manager, Vice-Dean for student affairs, Head of the Foreign Cooperation Department.
8. The University will send to the e-mail address provided by the Candidate information on the positive verification of submitted recruitment documents or on the rejection of the application for participation in the Project due to non-compliance of the Candidate with the formal conditions set out in Article 6 passage 1.1. and 1.2. Project Regulations within 14 days.
9. After positive verification of the documents by the Recruitment Committee, the Candidate who has submitted the documents referred to in passage 4 of this Article, in an electronic version, is obliged to submit the originals of these documents to the Foreign Cooperation Department within the time limit set by the University, under pain of exclusion from further recruitment proceedings.
10. Persons who meet the formal conditions set out in Article 6 passage 1.1. and 1.2. Project Regulations, with the highest number of recruitment points obtained in the language test.
11. The language test will be carried out before the start of studies, among Candidates whose applications will be positively verified by the Recruitment Committee and will consist of 90 closed questions verifying the knowledge of English.
12. The University informs via e-mail, Candidates whose applications have passed the verification of the Recruitment Committee about the date of joining the language test referred to in passage 11 of this Article and the address of the page on which it will be available.
13. After successfully passing the language test (min. 60%) a conversation verifying the level of knowledge through the SKYPE will be conducted with the candidate.
14. The University will inform, by e-mail, the Candidates, of the date of joining the verification conversation referred to in passage 11 of this Article
15. In the event of resignation or exclusion of a Participant from participation in the Project, the Candidate who obtained the highest number of recruitment points from among those who did not qualify for the Project will be admitted to the vacated seat.

16. In the case when the candidate is recruited to participate in the project during the course of studies, the Substantive Manager of the course makes decisions and sets the dates and conditions for the student to complete classes in specific subjects, subject to passage 15 of this **Article**.
17. Transfer and recognition of classes completed by the student as well as program differences take place in accordance with **Article 51- Article 53 of the** Katowice School of Economics.
18. Within 3 business days after the recruitment process, the University will inform the Candidates of the final qualification for participation in the Project via e-mail. The decision template is presented in the Appendix No. 9 and the protocol of choice is presented in Appendix No. 10. The decision of the Recruitment Committee is arbitrary and final. The Candidate is not entitled to appeal against this decision.
19. The substantive project Manager supervising the work of the Recruitment Committee is responsible for the recruitment process regulated in this Article.
20. Recruitment will be conducted in accordance with the policy of equality between women and men and non-discrimination.
21. As part of the project, the minimum number of places provided for students with disabilities is 2%, which must be certified as a disability certificate.

ARTICLE 8 PRINCIPLES OF ORGANISATION OF SUPPORT UNDER THE PROJECT

1. Dates of classes conducted as part of the project will be sent by e-mail to individual Project Participants and published on the website <http://www.gwsh.pl/projekty/> and in the e-HMS system.
2. The University reserves the right to change the dates and time of classes carried out as part of the project. Information about any changes will be sent by email to Project Participants
3. Support under the project, specified in Article 1 of the Project Regulations, will be carried out as part of the free first degree, full-time studies in the field of study of Management in English language - the specialisation "International Business and Tourism" in accordance with:
 - a) study programme appendices 4a and 4b of the Project Regulations,
 - b) description of the field of study and description of the graduate profile - appendix No. 5 of the Project Regulations
 - c) selected learning outcomes - appendix 6 of the Project Regulations.

ARTICLE 9 PRINCIPLES OF PARTICIPATION IN THE PROJECT

1. In accordance with the Guidelines for the eligibility of expenditure under POWER, the Participant commences participation in the project as of the date of signing the declaration of participation in the Project or the date of participation in the first form of support carried out under the Project.
2. The rules of student participation in the project are regulated by the Agreement in participation in the project Appendix 7 of the Project Regulations.
3. Upon commencement of the studies, the Project Participant is obliged to:
 - a) systematic, punctual and active participation in them,
 - b) preparation for classes and to carry out tasks on time,
 - c) confirm participation on the attendance lists each time,
 - d) participation in classes (to a degree guaranteeing a minimum attendance of 80%),
 - e) confirm the receipt of teaching materials,
 - f) complete evaluation surveys and to participate in other forms of monitoring,
 - g) comply with the Project Regulations,
 - h) respect the items that are part of the KSE equipment and to take care of the scientific aids and other items provided and owned by the KSE,
 - i) worthy represent the good name of the University,
 - j) immediately inform the Project Manager of any changes to the data contained in the application form, otherwise the letters sent by the University and notification to the addresses listed in the form for properly delivered will be null and void.
4. Participation of the project participant in all classes provided for in the course schedule is obligatory, subject to **Article. 9** passage 2 item d of these Regulations.
5. The project participant has the right to:
 - a) participate in the classes provided for under the project,
 - b) receive free teaching materials and teaching aids - depending on the type of support.
6. The participant is prohibited from copying and dissemination of the teaching materials referred to in passage 2 item b of this Article
7. The project participant is excluded from the possibility of participating in the academic mobility of the ERASMUS + programme (KA 107, KA103).

ARTICLE10 STUDENT DELETION FROM THE LIST OF PARTICIPANTS

1. The participant is removed from the list of the project participant list in the event when:
 - a) the student will exceed the allowed limit of absence and failure to obtain the consent of the Project Manager to continue participation in the Project,

- b) the student will not complete the full path of education provided for the given field of study,
 - c) the student will be finally removed from the student list (the date of the decision on deletion is decisive);
 - d) the student will submit a written resignation from studies.
 - e) the student will not pass the semester excluding the situation/case specified in Article 36 passage 1 item 1 of the "Study Regulations",
 - f) the student will not take the final exam or pass the diploma exam.
2. In the case of exceeding the allowed limit of absence, the participant is obliged to justify the absence and obtain the consent of the Substantive Manager to continue participation in the project.
 3. The Substantive Manager grants the consent to continue to participate in the project in justified cases, provided that the participant can work out the material.
 4. In the event of the resignation from participation in the project, the Participant is obliged to return the received educational materials. Failure to do so will result in the Participant's financial burden up to the value of the materials received.
 5. In the case of non-completion of the studies within the period specified in Article 4 passage 1 or in the event of early termination of the agreement referred to in Article 10 passage 1 student is required to return the full study costs, i.e. PLN 12 062.00.
 6. The detailed terms and conditions for the Participant's resignation from participation in the project are regulated by the Participation Agreement in the project.

ARTICLE 11 PRINCIPLES OF MONITORING PROJECT RESULTS

1. During the period, as well as half a year after completing the studies, the Project Participant is obliged to subject the evaluation and other forms of monitoring to learning outcomes
2. The Project Participant is obliged to provide KSE with necessary and reliable data for the proper execution of the Project's evaluation.
3. The Project Participant is obliged to submit a statement of consent

ARTICLE 12 PERSONNEL/PERSONAL DATA PROTECTION

1. Personal data of project participants will be stored and processed only to enable monitoring, control and evaluation of the Project called "Integrated Programme of the Katowice School of Economics"

2. The detailed conditions for the processing of personal data are contained in appendix No. 3 to the Project Regulations.

ARTICLE 13 FINAL PROVISIONS

1. The Regulations enter into force 29-05-2018 and is valid for the duration of the project.
2. The Regulations are available in the Project Office, the Office for Persons with Disabilities, the Student Affairs Office as well as on the Project website at <http://www.gwsh.pl/projekty/>.
3. In matters not covered by the Regulations and the agreement, the internal regulations of the University (including the University Statute, Study Regulations) and the provisions of the Civil Code apply.
4. The University reserves the right to change the Project Regulations subject to changes to the participants of the projects.
5. The Project Manager is responsible for the management and organisational supervision over the entire undertaking.
6. The Specialist for cooperation with business will be watching over the preparations for the implementation of individual classes and their implementation.

Appendices:

1. Appendix 1- Application Form
2. Appendix 2- Declaration of participation in the project
3. Appendix No 3- Statement of granting the consent for the processing of personal data
4. Appendix No. 4 - Study programme
5. Appendix No. 4b - Study programme
6. Appendix no. 5- Description of the field of study of the study and the graduate profile
7. Appendix No. 6- Selected education outcomes
8. Appendix No. 7 - Project participation agreement
9. Appendix No. 8a -Statements for Polish citizens
10. Appendix No. 8b - Statements for foreign citizens
11. Appendix No. 9 - Model agreement of the decision
12. Appendix No. 10- Model of the Selection Protocol

