

POWR.03.05.00-00-Z021/17-00

Internationalization of education, a competent teaching staff and modern management as a guarantee of quality and international presence of the Academy of Art and Design in Wrocław.

The project is co-financed by the European Union from the European Social Fund.

## THE PROJECT REGULATIONS

### Internationalization of education, a competent teaching staff and modern management as a guarantee of of quality and international presence of the Academy of Art And Design in Wrocław

#### § 1

#### GENERAL PROVISIONS

1. The Regulations define the rules of implementation and the conditions for participation in the project entitled 'Internationalization of education, a competent teaching staff and modern management as a guarantee of quality and international presence of the Academy of Art and Design in Wrocław' co-financed by the European Union from the European Social Fund under the Operational Programme Knowledge Education Development, Priority Axis III. Tertiary education for economy and development, Measure 3.5. Comprehensive programmes of higher education, in particular:
  - a. The scope of support;
  - b. The Project Implementation as part of individual tasks;
  - c. The Recruitment procedure;
  - d. The rights and obligations of the Project Participants;
  - e. The rights and obligations of the Beneficiary.
2. The project is implemented by the Eugeniusz Geppert Academy of Art and Design in Wrocław, Plac Polski 3/4, 50-156 Wrocław.
3. The project is ongoing from February 1, 2018 to January 31, 2022 in line with the co-financing agreement No. POWR.03.05.00-00-Z021/17-00.
4. The Project is implemented to strengthen the potential of the Eugeniusz Geppert Academy of Art and Design in Wrocław, in the context of challenges related to the internationalisation of education. The main goal is to educate graduates with the highest qualifications, suitably prepared to work on the domestic and foreign market, to launch interdisciplinary second and third cycle studies in English and to invite foreign lecturers with significant achievements in the professional, scientific and artistic fields to conduct classes; to implement comprehensive IT tools for the university management which streamline decision-making, communication and administration processes and are fully tailored for foreign students service; to support the development of the didactic competences of academic staff and the managerial competences of the management as well as the administrative staff by organising a number of courses and trainings, including the ones that improve language competences.
5. The Project Office is located in the building of the Eugeniusz Geppert Academy of Art and Design Plac Polski 3/4, 50-156 Wrocław, in the Modrzewski building, room Ł3/the Exterior Projects Section.

#### § 2

#### DEFINITIONS

1. Whenever this document refers to:
  - a. **The Intermediate Body** – it should be understood as the National Center for Research and Development with its registered office at Nowogrodzka 47a St., 00-695 Warsaw;

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- a. **The Project** – it should be understood as the Project called ‘Internationalization of education, a competent teaching staff and modern management as a guarantee of quality and international presence of the Academy of Art and Design in Wrocław’ implemented under Measure 3.5. Comprehensive programmes of higher education of the Operational Programme Knowledge Education Development.
- b. **The Academy** – it should be understood as the Eugeniusz Geppert Academy of Art and Design in Wrocław (ASP);
- c. **The Project Office** – it should be understood as the unit mentioned in § 1 section 5;
- d. **The Project Participant** – it should be understood as students, teaching staff and administrative staff of the Eugeniusz Geppert Academy of Art and Design in Wrocław, meeting the conditions listed in § 5;
- e. **Forms of support** - should be understood as:
  - i. The establishment of two-year MFA in Visual Arts Interdisciplinary Study Programme with English as the language of instruction addressed at both Polish and foreign students;
  - ii. The inclusion of lecturers from abroad with achievements in scientific, professional or artistic field into conducting education programmes at the Academy of Art and Design in Wrocław;
  - iii. The actions enhancing the competences useful in the labour market for students of the last four semesters of first-cycle, second-cycle and long-cycle programmes;
  - iv. The establishment of Interdisciplinary PhD Study Programme with English as the language of instruction addressed at both Polish and foreign students;
  - v. The actions enhancing the didactic competences of the university staff;
  - vi. The activities enhancing the managerial competencies of the management and the administrative staff;
  - vii. The purchase and the implementation of IT university management tools, including the ones for the information management in order to improve the quality of education.

### § 3

#### THE FORMS OF SUPPORT WITHIN THE PROJECT

1. **Two-year MFA in Visual Arts Interdisciplinary Study Programme with English as the language of instruction** at the Eugeniusz Geppert Academy of Art and Design in Wrocław constitute the next stage of education for undergraduate or other equivalent students who exhibit artistic or design achievements. The interdisciplinary studies are conducted by all faculties of the Academy of Art and Design (Faculty of Interior Architecture and Design, Faculty of Ceramics and Glass, Faculty of Graphic Arts and Media Art, Faculty of Painting and Sculpture) based on the individual path of student education tailored to his/her predispositions and interests. The studies last two years (4 semesters) and prepare to obtain a master's degree in arts at courses run by the faculties. Two full cycle courses will be completed during the project period, starting from 2018/19. The support will be provided to 24 people.
2. **The original artistic and design studio called the Visiting Professor/Visiting Artist Studio.**  
It will be a new form of classes conducted in English by professors and artists from abroad with significant artistic and/or scientific achievements. The programme will be addressed at students enrolled on the first-cycle and second-cycle studies and at students in their third, fourth and fifth year at a university following long-cycle programmes of all Faculties at the Academy of Art and Design. The Visiting Professor/Visiting Artist Studio will be one of the

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specialisation studios to choose from, included in the study plans in all fields of study. The aim of launching the Visiting Professor/Visiting Artist Studio is to increase the attractiveness of studies by introducing subjects and activities conducted by specialists in a given field, working or teaching in other countries. The opportunity to participate in classes conducted in English by artists from different countries and cultures broadens the horizons of students and enhances their chances on the labour market. The implementation of the programme is to take place in the academic year 2018/19. The support will be given to 36 people.

3. **Activities enhancing the competences of students useful in the labour market** will be conducted in accordance with the schedule specified in the application for co-financing of the Project at the Academy. Support will be provided to students of all faculties of the Academy of Art and Design, who will have a maximum of 4 semesters to complete their education. 24 training sessions for 72 students are planned and they will be run by practitioners, recognized on the art and design market and by artists and designers from Poland and abroad. The balance of competences of each Participant before starting the participation in the project and following the support provided to the project will make it possible to determine the state of competencies/qualifications. The task will be carried out for three years and it will start in the academic year 2018/19. After completing the training in accordance with the principles of participation, each Participant will receive a certificate confirming the participation in the training. According to the result of the initial balance of competences, the following forms of activities will be offered to the participant:
  - a. The workshops that develop competences;
  - b. Practical tasks in the form of a project;
  - c. Tasks run by artists preparing graduates for the labour market.
4. **Interdisciplinary PhD Study Programme with English as the language of instruction** at the Eugeniusz Geppert Academy of Art and Design in Wrocław constitute the next stage of education for the graduates of long-cycle studies or other equivalent programmes who show significant artistic or design achievements and high potential. The studies last three years and prepare students to obtain the degree of Ph.D. in Fine Arts in the field of plastic arts, in the disciplines: fine arts or design arts. During the project period, one full cycle of studies will be completed, starting from 2018/19. The support will be provided to 12 people.
5. **Activities increasing the didactic competences of the teaching staff** will be carried out in accordance with the schedule specified in the application for the co-financing of the Project. The implementation of all trainings will take place in the form of a workshop at the headquarters of the training company or at the Academy, depending on the size of the group and the possibilities available. A situation in which the Beneficiary will send a specific employee to the selected training individually is allowed due to different levels of advancement in the training offered. The implementation of the task results from the need to constantly improve the teaching qualities of the academic staff, in particular as regards the ability to use modern information technologies and raise competence in conducting classes in English, in connection with the extension of the offer for foreign students. Didactic competences gained by the academic staff will be used during the implementation of the project as part of the classes with students. After completing the course/training and the internship/didactic residence in line with the rules of participation, each Participant will receive a certificate confirming his/her participation in the following forms of support. There are activities planned for 80 faculty staff members of all Faculties of the Academy of Art and Design.
  - a. Personalized language training based on innovative forms and methods of education in specialized English and teaching methodology in English.
  - b. Training in skills enhancement in the area of specialised software used in the didactic process.
  - c. Training in the field of specialised technologies employed in the didactic process.
  - d. Traineeships and didactic residences in renowned scientific-research and artistic centers.
6. **Activities improving the managerial competences of the management and the administrative staff** will be carried out in accordance with the schedule specified in the application for the co-financing of the Project. The

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implementation of all trainings will take place in the form of a workshop at the headquarters of the training company or at the Academy, depending on the size of the group and the possibilities available. After completing the training each Participant will receive a certificate confirming his/her participation in the training, which is in line with the rules of participation. The training for 30 employees is planned.

**7. The purchase and the implementation of IT university management tools that include the information management tools in order to improve the quality of education.**

- a. The purchase and the implementation of new software for IT university management supporting the processes of studying, learning, management, development and recruitment;
- b. The implementation of a new, bilingual website supporting the internationalization process, adapted to the needs of all recipients, also available in English, and technically adapted to mobile tools accompanied by a special version with facilities for the disabled by introducing a module for the visually impaired;
- c. The development of the SAN network for the needs of the university management system - purchasing a mirrored array and disk shelves for both devices;
- d. The servers for a new website that make it possible to implement a scalable virtualization cluster in order to ensure the reliability and availability of quality services;
- e. The purchase of licenses and the implementation of the archiving system of artistic works, including the one for the needs of conducting didactics through the creation of Open Educational Resources;
- f. The purchase of a server for the needs of the archiving system of artistic works, including the one for the needs of conducting didactics and the use of Open Educational Resources

**§ 4**

**THE BALANCE OF COMPETITION OF PROJECT PARTICIPANTS**

1. The balance of competences aims at examining the degree of development of specific competences of the Project Participants using the support mentioned in § 3, section 3 based on tools in the form of, among others, substantive tests, competence tests, group behavioral exercises.
2. Each person will be examined twice: at the outset - before starting the form of support and at the end, which will make it possible to determine the state of competence after the completion of the received support.
3. Each person will receive an individual report in the form of a 'competence profile' being a written form of providing feedback. The report will be forwarded after the end of participation in the form of support.
4. The participation in the balance of competences is one of the conditions for the participation in the project.

**§ 5**

**THE CONDITIONS OF PARTICIPATION IN THE PROJECT**

1. A Project Participant may be a person who, at the time of signing the eligibility declaration, meets the following criteria:
  - a. Is a student:
    - i. enrolled on the first year of two-year MFA in Visual Arts Interdisciplinary Study Programme with English as the language of instruction at the Eugeniusz Geppert Academy of Art and Design in Wrocław in the academic year 2018/2019 or 2019/2020;
    - ii. of the first-cycle and second-cycle programmes and the 3-5th year of long-cycle programmes at the Academy of Art and Design;
    - iii. of the last four semesters of the first-cycle and second-cycle programmes and the long-cycle

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programmes at the Academy of Art and Design;

iv. enrolled on the first year of Interdisciplinary PhD Study Programme with English as the language of instruction at the Eugeniusz Geppert Academy of Art and Design in Wrocław in the academic year 2018/2019.

- b. Is an academic teacher, within the meaning of art. 108 of the Law on Higher Education, employed at the Academy under a contract of employment or a civil law contract.
- c. Is an administrative employee employed at the Academy under a contract of employment.
- d. Is not at the same time a participant in another project implemented under the Operational Programme Knowledge Education Development, Priority Axis III. Tertiary education for economy and development, Measure 3.5. Comprehensive programmes of higher education.

2. A condition for participation in the Project and thus in particular forms of support is the submission of the following documents to the Project Office:

- a. Eligibility statements – Annex No. 1
- b. Declaration of consent to the processing of personal data – Annex No. 2
- c. Permits for the use of images and statements – Annex No. 3
- d. Training contract – Annex No. 4 (regarding Participants listed in § 5 (1) (b-c).);
- e. Declaration of the use of effects in didactics – Annex No. 5 (regarding Participants listed in § 5 (1) (b).);
- f. Training contract – Annex No. 6 (regarding Participants listed in § 5 (1) (a. iii).);
- g. Student agreement – Annex No. 7 (regarding Participants listed in § 5 (1) (a. i, iv).);
- h. Participation in the balance of competences – (regarding Participants listed in § 5 (1) (a. iii).).

3. The documents referred to in section 2 must be signed by the Participant.

## **§ 6**

### **THE RECRUITMENT PRINCIPLES**

- 1. The recruitment of Project participants will respect the principle of equal opportunities for women and men, which means that at no stage of the project there will be inequalities on the grounds of sex. The principle of equal opportunities and non-discrimination will be maintained. As part of the target group, the recruitment of people of both sexes is assumed. As part of recruitment, the rights and opportunities of disabled people will be promoted. At each stage of the project implementation, including recruitment, the actions applied will respond to the identified equality barriers.
- 2. The following criteria will determine the qualification of a candidate for the Project:
  - a. Fulfilling the conditions set out in these regulations;
  - b. Submitting correctly completed documents listed in § 5, section 2 of these Regulations. If a person qualifies for the participation in another form of support under the Project, the documents listed in §5, section 2 (a, b, c) do not have to be submitted again.
- 3. Joining the recruitment process by a candidate is tantamount to the acceptance of these regulations.

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4. The conditions for the recruitment of candidates for the participation in the forms of support listed in § 3 section 1 are specified in the document 'The conditions, the recruitment procedure and the limits of admission to two-year MFA in Visual Arts Interdisciplinary Study Programme with English as the language of instruction at the Eugeniusz Geppert Academy of Art and Design in Wrocław in the academic year 2018/2019 and 2019/2020' approved by the Senate on April 27, 2018.
5. The conditions for the recruitment of candidates for the participation in the forms of support listed in § 3, section 2, as in the case of workshops run in Polish, are each time defined by the head of the studio/ the leading artist, depending on its specificity and the required initial conditions. An additional formal requirement is the command of English of at least the B2 level on the scale of experts of the Council of Europe. The knowledge of English will be verified on the basis of language certificates or an Academy teacher's certificate.
  - a. The Project Office sets the time frame for recruitment and places relevant information on the Academy's website, along with the application form to be downloaded and sent by e-mail.
  - b. Detailed rules of recruitment for individual laboratories are attached to the application forms.
  - c. The final decision about the possibility of participating in the forms of support is made by the Professor/the Visiting Artist, after verifying the complete set of documents by the Project Manager and the Coordinator for the internationalization of education.
6. The order of applications decides upon the participation in the forms of support mentioned in § 3, section 3, and a reserve list will be created for each form of support. In the case of classes conducted in English, an additional formal requirement is the knowledge of English of at least the B2 level according to the scale of experts of the Council of Europe. The knowledge of English will be verified on the basis of the language certificates or an Academy teacher's certificate.
  - a. The Project Office sets the time frame for recruitment and places relevant information on the Academy's website, along with the application form to be downloaded and e-mailed.
  - b. Detailed rules of recruitment for individual classes are attached to the application forms.
  - c. The final decision about the possibility of participating in the forms of support is made by the Project Manager and the Coordinator for the internationalization of education after verifying the complete set of documents.
7. The conditions for the recruitment of candidates for the participation in the forms of support listed in § 3, section 4 are specified in the document 'Terms and conditions of the recruitment procedure and admission limits for the Interdisciplinary PhD Study Programme with English as the language of instruction at the Eugeniusz Geppert Academy of Art and Design in Wrocław in the academic year 2018/2019' approved by the Senate on April 27, 2018.
8. The order of applications decides on the participation in the forms of support mentioned in § 3, section 5, and a reserve list will be created for each form of support. The priority for participation is given to the Academy's didactic employees who volunteered to conduct part-time, interdisciplinary second-cycle studies with English as a language of instruction or full-time interdepartmental doctoral studies implemented in the framework of the project and who took part in a survey conducted in May 2017 at all Faculties of the Academy of Art and Design for the needs of the project and pre-declared to participate in particular forms of support.
  - a. There is an additional requirement to be indicated in the declaration that didactic classes conducted by the Participant during which the results obtained in a particular form of support within the framework of the project will be used in classes for at least one semester (see Annex No. 5: Declaration of the use of effects in didactics). In addition, the course syllabus for the next semester (started after the support in the project



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has ended) will be supplemented with descriptions, tasks, elements confirming the implementation and practical use of new teaching competences and submitted in the Project Office.

- b. The Project Office sets a time frame for recruitment and places relevant information on the Academy's website with an application form to be downloaded and sent via e-mail (using mailing lists).
  - c. Detailed rules of recruitment for particular forms of support are attached to the application forms.
  - d. The final decision about the possibility to participate in the forms of support is made by the Project Manager and the Coordinator for the internationalisation of education after verifying the complete set of documents. When the Project Manager or the Coordinator for internationalisation of education apply for the participation in the forms of support, the decision is made by the Dean of the Faculty, who is the basic organizational unit.
9. The order of applications decides about the participation in the forms of support mentioned in § 3, section 6, with a reserve list being created for each form of support.
- a. The Project Office sets the time frame for recruitment and places relevant information along with the application form to be downloaded on the Academy's website and sent via e-mail (using mailing lists).
  - b. Detailed rules of recruitment for particular forms of support are attached to the application forms.
  - c. The final decision on the possibility of participating in the form of support is made by the Project Manager and a designated employee of the External Design Section after verifying the complete set of documents.
10. If the recruitment requirements are not met, the candidate will be asked to fill in the formal defects. When formal additions are not submitted, the candidate is removed from the list of participants. The first person on the reserve list enters the place of the crossed out candidate.
11. Candidates will be informed about the recruitment results via e-mail.

## § 7

### THE RIGHTS AND OBLIGATIONS OF PROJECT PARTICIPANTS

1. Each Project Participant is entitled to:
  - a. Participation in free forms of support;
  - b. The evaluation of forms of support;
  - c. Receiving a certificate of participation in given forms of support.
2. Each Participant of the Project is obliged to submit the documents listed in § 5 section 2.
3. The participant of the project declaring the participation in the forms of support is obliged to:
  - a. Participate in the forms of support carried out as part of the project in a set time and place in a regular, punctual and active way.
  - b. Prove on a case-by-case basis the participation on the attendance list;
  - c. Participate in at least 80% of the classes provided for in the programme of particular forms of support. The participant can leave a maximum of 20% of the classes. When above the minimum number of hours allowed are missed, the participant is obliged to submit a written excuse for the absence or a copy of the

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medical certificate in the Project Office. Otherwise, the Academy has the right to claim from the Participant full refund of costs incurred related to participation in forms of support;

- d. Comply with the regulations of individual forms of support in the Project;
  - e. Fill in the evaluation questionnaires, evaluating the didactic process and the organisational aspect of the training being carried out, as well as assess the level of knowledge and skills available in a given subject area;
  - f. Inform about any changes in the Participant's data (especially in the data regarding the change of name, mailing address, phone number) provided in the recruitment documentation, within 7 days of their appearance. In the event of the emergence of the aforementioned changes, the Participant submits a form that updates personal data to the Project Office;
  - g. Participate in surveys carried out under the Project or in connection with the implementation of the Operational Program Knowledge Education Development after its completion.
4. Detailed Rights and obligations of the Project Participants listed in § 5 (1) (a. i, iv.) are defined in the Student agreement.

## § 8

### THE RIGHTS AND OBLIGATIONS OF THE BENEFICIARY

1. The beneficiary reserves the right to:
  - a. Tighten the criteria for recruitment in organised forms of support (within the group of people covered by the support and defined in the application for the project co-financing);
  - b. Request for submitting additional documents and statements related to participation in the Project;
  - c. Collect and publish data on the Project participants in accordance with the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the personal data procession and on the free movement of such data and repeal of the 95/46/EC Directive (general regulation on data protection);
  - d. Change the terms of support forms for important reasons;
  - e. Monitor the progress of participants taking part in the offered forms of support and carry out the project evaluation.
2. The Beneficiary is obliged to:
  - a. Provide the technical staff with qualifications in the scope of support forms;
  - b. Secure the technical and housing facilities;
  - c. Respect the principle of equal opportunities, including gender equality, in the recruitment process;
  - d. Issue a certificate or other documents confirming the participation in the forms of support under the Project.

## § 9

### THE RULES OF RESIGNATION FROM THE PARTICIPATION IN THE PROJECT

1. The resignation from the participation in the Project is possible only in justified cases.



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2. The participant may opt out of participating in the project within 7 days from the date of the receipt of information about qualifying for the participation in the Project. The person from the reserve list will be qualified for the free space created in this way.
3. A participant who has been qualified to participate in the Project and has started participation in it may resign from the participation in the Project only as a result of important fortuitous events concerning his/her person or a member of his/her family (e.g. illness of a participant, illness of a dependent person) or taking a job by him/her.
  - a. A spouse, own or adopted children, parents and siblings are considered as family members of the Project Participant.
4. In the event of resignation from the participation in the Project, the Participant is obliged to submit a written statement on resignation from the participation in the Project along with documenting its reasons.
5. The Project Office has the right to remove a Participant from the list of participants in case of neglecting more than 20% of the classes.

## § 10

### FINAL PROVISIONS

1. The persons applying for the participation in the Project, listed in § 5(1) (a-c) accept the provisions of these Regulations by submitting the documents referred to in § 5 section 2.
2. The Project Office reserves the right to change the Regulations. Any modifications of these Regulations require written form.
3. The decisions made pursuant to the provisions of these Regulations are not subject to the provisions of the Act of 14 June 1960, the Code of Administrative Procedure, and are final.
4. The issues not covered by this document are resolved by the Project Manager and are determined by the applicable principles of the Operational Program Knowledge Education Development, Civil Code and the regulations in force at the Academy.
5. These Regulations come into force on the day of announcement and are valid for the entire duration of the Project.
6. The Regulations are available in the Project Office and on the Academy's website [www.asp.wroc.pl](http://www.asp.wroc.pl).

### THE LIST OF ANNEXES

**Annex 1:** The declaration of eligibility.

**Annex 2:** The declaration of consent to the processing of personal data.

**Annex 3:** The format for the permission to use the image and statements.

**Annex 4:** The training contract with a didactic/administrative employee.

**Annex 5:** The declaration of the use of training effects in didactics.

**Annex 6:** The training agreement with the student.

**Annex 7:** The student Agreement.