**Regulations for recruitment and participation in the culinary workshops**

**"Breaking barrier by cooking" for employees, doctoral students and students of the University of Life Sciences in Lublin as part of the Welcome to Poland Program co-financed by the National Agency for Academic Exchange, Task No. 2.**

1. These regulations define the terms and conditions of recruitment and participation in training under the project entitled "UPL's institutional support in the area of ​​internationalization by eliminating communication barriers in a multicultural academic environment" Let ME know YOU - Welcome to ULSL. Project financed under the Welcome to Poland program from the Polish National Agency for Academic Exchange, contract no. PPI / WTP / 2019/1 / 00047 / U / 00001.

2. Training organized by the University of Life Sciences in Lublin (UPL) as a beneficiary of the Welcome to Poland program. The trainings are intended for all UPL employees who provide services to foreigners in their daily work and work in international relations as part of their official duties, for academic teachers and employees who are not academic teachers, for doctoral students and students of UPL with Polish citizenship and foreigners.

3. The Technology Transfer Center (CTT) is responsible for the organization of the training.

3. Workshops are held stationary from 10:00 am. to 02:00 pm., according to the schedule, at the place indicated by the Contractor.

4. Culinary workshops cover the preparation of regional dishes (entirely loose with elements of regional - traditional cuisine).

5. Each employee has the right to take part in workshops during working hours. Information on the admission of an employee to the workshop is provided by CTT to the heads of appropriate units.

6. CTT verifies the candidates' applications in terms of the legitimacy of participation in the training.

7. The maximum number of participants in one training group is 20 people (2 workshop groups).

8. The participant is obliged to take part in the workshop full time (100% attendance).

9. Admission to the training is determined on a first-come, first-served basis by filling out application form available on the university's website and sending by post to CTT or submitting in person to CTT, by the date specified in the announcement of recruitment for workshop participants.

10. CTT will inform the workshop participants and the managers of the relevant UPL units about the result of the qualification immediately after the documents have been verified.

11. Each training participant undertakes to complete the application form before the training and to read and sign the GDPR statements, NAWA GDPR statements, the WTP information clause and a statement about reading these regulations. These documents constitute attachments with the numbers: 1, 2, 3, 4, 5 to these regulations.

12. Each Participant undertakes to complete the evaluation questionnaire after the end of the workshop.

13. The principle of equal opportunities and non-discrimination in the recruitment of participants to the workshops will be taken into account in such a way that people involved in the implementation of the workshops will receive appropriate knowledge of the obligation to respect the principles of equal opportunities for women and men and apply this principle in their daily work. When recruiting to participate in the workshops, the nature of the work performed by employees, students and doctoral students will be taken into account - whether they have the current status of a student / doctoral student, and not gender. In order to reconcile family and professional life, the workshop participants will be provided with flexible time. Admission to the workshop will be determined by the order of applications and their adequacy to everyday professional work (e.g. whether there is contact with foreign students and academics). The recruitment will take into account the principle of equal opportunities (both women, men, people with disabilities, race, religion, origin, etc.)

14. Workshops are free of charge.