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REGULATIONS

for recruitment and participation in the project “Specialist in Agricultural and Food Engineering in the context of Green and Digital Transformation (Twin Transition)”, No. BPI/SPI/2024/1/00047, implemented by the University of Life Sciences in Lublin under the programme “SPINAKER – Intensive International Education Programmes 2024”

Lublin, 26 January 2026

§1

General Provisions

1. The project entitled “Specialist in Agricultural and Food Engineering in the context of Green and Digital Transformation (Twin Transition)” (hereinafter: the Project) is implemented under the programme “SPINAKER – Intensive International Education Programmes 2024” by the Faculty of Production Engineering of the University of Life Sciences in Lublin, Głęboka 28 Street, 20-612 Lublin, NIP 712-010-37-75, REGON 000001896 (hereinafter: ULSL or the Organiser) under an agreement with the Polish National Agency for Academic Exchange (NAWA), Contract No. BPI/SPI/2024/1/00047/U/00001, financed from the European Funds for Social Development 2021-2027 (EFSD) under the NAWA project “Support for the creation and implementation of international education programmes”, Project No. FERS.01.05-IP.08-0436/23.
2. As part of the Project, the Organiser will develop and conduct a pilot edition of an intensive international education programme in English in the form of a 60-hour course entitled Specialist in Agricultural and Food Engineering in the context of Green and Digital Transformation (Twin Transition), addressed to persons involved in agricultural and food engineering (hereinafter: the Course).
3. The Course will be delivered on-site in Lublin and the surrounding area from 18 May 2026 to 29 May 2026, subject to §6 point 1 letter b, in accordance with the programme published on the website: www.up.lublin.pl/en/specagrfoodeng/
4. The Course will provide interdisciplinary education in green and digital transformation combined with specialist knowledge in agricultural and food engineering, preparing participants to creatively address tasks related to sustainable environmental management while using modern research methods.
5. The purpose of these Regulations is to define the rules for participant recruitment and conditions of participation in the Project, including in particular the rules for submitting applications to the Course, the evaluation of applications (including formal and substantive criteria), participant selection, available forms of financial support for international participants, as well as the principles for verifying learning outcomes.
6. The Project Office is located at Głęboka 28 Street, 20-612 Lublin, room 134, e-mail: specagrfoodeng@up.edu.pl (hereinafter: the Project Office).
7. The contact person for questions regarding the Project is: Assoc. Prof. Artur Kraszkiewicz, Project Manager, artur.kraszkiewicz@up.edu.pl
8. Detailed information on Project implementation is available on the website: www.up.lublin.pl/en/specagrfoodeng/ (hereinafter: the Project Website).

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§2

Project Participants

1. A Project Participant may be a person with English language proficiency at level B2 or higher and having (subject to point 4) one of the following statuses:
 - a) **a student of the final two semesters of first-cycle studies, second-cycle studies, or the final two semesters of long-cycle Master's studies**, including:
 - a ULSL student,
 - a student of a European higher education or research institution,
 - b) **a doctoral student**, including:
 - a ULSL doctoral student,
 - a doctoral student of a European higher education or research institution,
 - c) **an academic teacher holding at least a doctoral degree**, employed in a research, research-and-teaching or equivalent position at a foreign institution, including:
 - an academic teacher employed at ULSL,
 - an academic teacher employed at a European higher education or research institution.
2. European higher education and research institutions refer to institutions located in the following countries: Albania, Andorra, Austria, Belgium, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Greece, Spain, the Netherlands, Ireland, Iceland, Kosovo, Liechtenstein, Lithuania, Luxembourg, Latvia, North Macedonia, Malta, Moldova, Monaco, Germany, Norway, Portugal, Romania, San Marino, Serbia, Slovakia, Slovenia, Switzerland, Sweden, Türkiye, Ukraine, Vatican City, Hungary, the United Kingdom, Italy.
3. A maximum of 40 persons will be admitted to participate in the Course under the Project, selected according to the structure of participants specified above and according to the rules and procedures set out in these Regulations. This includes 30 persons from abroad (European countries) and 10 persons from the University of Life Sciences in Lublin.
4. Due to the termination of cooperation between the Government of the Republic of Poland and the Government of the Russian Federation under the Agreement on Cooperation in the Field of Culture, Science and Education, concluded in Warsaw on 25 August 1993, as a result of the Russian Federation's aggression against Ukraine, natural persons who are citizens of the Russian Federation are excluded from participation in the Project.

§3

Project Participants Recruitment Rules

1. The announcement of the call for applications to participate in the Project, including submission deadlines, will be published on the Project Website.
2. Recruitment of Project Participants will be conducted electronically through an Application Form available on the Project Website (the Application Form template constitutes Appendix 1).
3. Recruitment will be conducted in accordance with the principles of impartiality, transparency, openness, equal rights, equal opportunities, and non-discrimination.
4. Persons requiring special support during the recruitment process due to disability are requested to notify the Project Office in order to ensure appropriate assistance.
5. To apply for participation in the Project, an applicant must complete and submit the Application Form within the call deadline, including:
 - a) filling out all mandatory fields in the Application Form, including a description of the candidate's motivation to participate in the Course, research interests, and the most



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significant scientific achievements/activities to date (e.g., participation in a scientific club, participation in a conference, scientific publication);

- b) accepting all consents included in the Application Form by selecting the "I consent" option
- c) preparing, signing, and attaching a scanned **Declaration of Familiarization with and Acceptance of the Provisions of These Regulations** (according to the template provided in Appendix 2);
- d) attaching scans of the following documents (and, if selected for participation, presenting originals to the Organiser on the first day of the Course):
 - A. **a certificate confirming English language proficiency** at level B2 or higher (may be issued by institution of affiliation);
 - B. **a certificate issued by institution of affiliation confirming the status of a student of the final two semesters of first-cycle studies or second-cycle studies, or final two semesters of long-cycle Master's studies, a doctoral student, or an employed academic teacher**, issued no earlier than one month before submitting the application;
 - C. **a reference letter from the thesis supervisor** (or seminar group supervisor) – applies to students/doctoral students;
 - D. **a doctoral diploma** – applies to academic teachers;
 - E. **a statement of disability** – applies to persons facing particular barriers and limitations affecting equal access to resources and social goods.
6. The selection of Project Participants will be conducted by the Recruitment Committee, comprising the Project Team (hereinafter: the Committee), chaired by the Project Manager (hereinafter: the Chairperson of the Committee), based on formal and substantive assessment of the applications referred to in point 5, taking into account the available places referred to in point 13.
7. The formal assessment of applications will include:
 - a) evaluation of completeness of submitted documents and acceptance of required consents;
 - b) evaluation of whether the candidate meets all formal requirements set out in these Regulations. A negative formal assessment will result in rejection of the application.
8. As part of the substantive assessment, based on the application received, each candidate will receive points for the description of motivation for participation in the Course, the alignment of research interests with the Course programme, and scientific achievements/activities to date. The substantive assessment will consist of the sum of points awarded by each of the 6 Committee members on a scale of 1–5 points (a candidate may receive a maximum of 30 points, subject to point 9). The minimum threshold is 12 points. Candidates scoring below 12 points will not qualify for the Course.
The highest number of points will be awarded to applications that comprehensively, coherently, and substantively:
 - present a clearly formulated and logically justified motivation for participation in the Course;
 - demonstrate a high degree of alignment between the candidate's research interests and the Course topics and scope;
 - present scientific achievements or activities appropriate to the candidate's career stage and relevant to the Course topics;
 - are prepared with care, completeness, and clarity.

The lowest number of points will be awarded to applications that:

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- present motivation in a vague, unclear way or without demonstrating genuine interest in the Course topic;
 - show minimal or no alignment between research interests and the Course programme;
 - lack information about previous scientific activities or present them in an inadequate or unrelated manner to the course topic
 - are of low substantive quality or incomplete
9. A candidate who submits a statement of disability confirming that they belong to a group facing particular barriers and limitations affecting equal access to resources and social goods will receive additional 5 points.
10. Based on the substantive assessment results, the Committee will prepare ranking lists of applications divided into the six participant groups referred to in §2 point 1.
11. In the case of applications with identical scores (*ex aequo*), priority on the ranking list will be given to candidates of the underrepresented gender within a given participant group. If candidates of the same gender receive the same score, the Chairperson of the Committee will decide the ranking order.
12. The results of the Committee's work will be presented in a protocol, including ranking lists for each participant group, a list of applications that did not meet the minimum score threshold, and a list of applications rejected for formal reasons.
13. Candidates will be admitted to the Project in order of ranking lists, starting from the highest score, until available places within each participant group are filled (subject to point 14), specifically:
- 10 international students,
 - 4 domestic students,
 - 10 international doctoral students,
 - 4 domestic doctoral students,
 - 10 international academic staff members,
 - 2 domestic academic staff members,
- as well as taking into account limits for international participants from country groups (subject to point 14):
- at least 20 places: Austria, Bosnia and Herzegovina, Belarus, Croatia, Czech Republic, Denmark, Estonia, Finland, Lithuania, Latvia, Moldova, Germany, Romania, Serbia, Slovakia, Slovenia, Sweden, Ukraine, Hungary.
 - up to 10 places: Albania, Andorra, Belgium, Bulgaria, Cyprus, Montenegro, France, Greece, Spain, the Netherlands, Ireland, Iceland, Kosovo, Liechtenstein, Luxembourg, North Macedonia, Malta, Monaco, Norway, Portugal, San Marino, Switzerland, Türkiye, Vatican City, United Kingdom, Italy.
14. The Organiser reserves the right to adjust the declared place limits depending on interest and assessment results.
15. Candidates will be notified of recruitment results electronically. Final admission to the Project depends on fulfilling the obligations listed in §4.
16. If a candidate fails to meet the obligations arising from §4 or withdraws from the Project at the recruitment stage, the next candidate from the relevant ranking list will be admitted to the Project.
17. If an insufficient number of project participants are recruited, supplementary recruitment will be arranged. The Organiser will determine and announce the rules for supplementary recruitment, including its scope, form and dates.

§4

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Conditions of participation in the Project

1. A Candidate qualified for participation in the Project is in particular obliged to:
 - a) register an account in the NAWA ICT system,
 - b) complete the electronic project participant form in the NAWA ICT system and accept all required consents, including information clauses, immediately after receiving the appropriate link from the Organiser, and provide the Organiser with confirmation of submitting the form in the NAWA system by e-mail, as well as the .pdf file generated from the NAWA system,
 - c) complete, sign, and send a scanned copy of the Declaration of Participation in the Project (hereinafter: Declaration) to the Project Office, a template of which can be found in Appendix 3, and the GDPR Consent Form in Appendix 6 within 7 days of receiving information about qualifying for participation in the Project, referred to in §3 point 15;
 - d) provide the Organiser with the original documents listed in letter c) above and in §3 point 5 letters c and d (items A–C), as well as copies of the documents listed in §3 point 5 letter d (items D–E), no later than on the first day of the Course,
 - e) promptly provide the Organiser with any additional documents and statements related to participation in the Project,
 - f) take part in the measurement of Project results conducted by NAWA within 4 weeks after completing participation in the Course, in questionnaires and evaluation studies conducted for the purposes of the Project by NAWA and the Organiser (see: §7 point 8).
2. Failure to fulfil any of the obligations specified in the above point within the time limit specified in point 1 will result in the candidate being removed from the list of Project Participants.
3. Each Project Participant is required to have health insurance, civil liability insurance, and accident insurance valid in Poland for the duration of the course.
4. A Project Participant who has signed the Declaration may withdraw from participation in the Project only for important reasons, including in particular health reasons or other reasons beyond their control (including events of force majeure), provided that such reasons were not known to the Participant at the time of commencing participation in the Project. In the event of withdrawal or the occurrence of force majeure preventing participation in the Course, the Participant should immediately notify the Project Manager of this fact, no later than the day following the occurrence of the reason for withdrawal. If, due to health condition or other objective obstacle, the Participant is unable to inform about the reason for withdrawal within the required deadline, this obligation should be fulfilled by the Participant immediately after the obstacle ceases. Notifications should be made in writing or via email to: [specagrfoodeng@up.edu.pl]. Failure to report within the deadline may result in the withdrawal being deemed unjustified. The Project Manager may request a document confirming the occurrence of a valid reason for withdrawal.
18. In the event of withdrawal from participation in the Project, the Project Participant is obliged to submit a signed written statement indicating the reason for withdrawal, which must be delivered immediately by e-mail to the Project Manager. They are also obliged to return the entire amount of funding received for participation in the Project, referred to in §5 to the ULSL account, no later than within 7 days from the date of withdrawal from participation in the Project.
19. Project Participants who require special support in taking part in the Course due to disability or other barriers or limitations are requested to report this fact to the Project Office in order to ensure appropriate assistance, e.g., psychological support, indication of accommodation adapted to the needs of persons with disabilities, or provision of appropriate equipment or additional transport during the Course.



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§5

Rules for financing Project Participants

1. Participation in the Project is free of charge.
2. Project Participants from ULSL are not entitled to any funding related to participation in the Project.
3. Foreign Project Participants are entitled to funding for the costs of participation in the Project:
 - A. in the case of foreign students:
 - a one-time scholarship of PLN 1,050 per person (reduced by any social security contributions required under Polish law);
 - a lump sum for travel costs according to the rates specified in point 4;
 - a lump sum for living and accommodation costs of PLN 4,200 per person.
 - B. in the case of foreign doctoral students and researchers:
 - a one-time scholarship of PLN 1,750 per person (reduced by any social security contributions required under Polish law);
 - a lump sum for travel costs according to the rates specified in point 4;
 - a lump sum for living and accommodation costs of PLN 4,200 per person.
4. The lump sum for travel costs is as follows:
 - PLN 1,000 for the following countries: Belarus, Lithuania;
 - PLN 1,500 for the following countries: Austria, Bosnia and Herzegovina, Croatia, Czech Republic, Denmark, Estonia, Finland, Latvia, Moldova, Germany, Romania, Serbia, Slovakia, Slovenia, Sweden, Ukraine, Hungary;
 - PLN 2,000 for the following countries: Albania, Andorra, Belgium, Bulgaria, Montenegro, France, Greece, the Netherlands, Ireland, Kosovo, Liechtenstein, Luxembourg, Macedonia, Malta, Monaco, Norway, San Marino, Switzerland, Vatican City, United Kingdom, Italy;
 - PLN 3,000 for the following countries: Cyprus, Spain, Iceland, Portugal, Türkiye.
5. The lump sum for travel costs will be paid after the Project Participant has fulfilled the obligations arising from §4 point 1 letters a–c.
6. The lump sum for living and accommodation costs and the scholarship will be paid to Project Participants after they have fulfilled the obligations specified in §4 point 1 letters a–d, immediately after the start of the Course, but no later than within the first 5 days of their stay in Lublin.
7. The above-mentioned funding will be transferred to the account indicated by the Project Participant in the Declaration, by bank transfer in PLN.
8. The Organiser does not provide accommodation, meals, or insurance for the duration of the Course—the Project Participant is obliged to cover these expenses on their own, including from the funding referred to above.
9. Regardless of circumstances, any Project Participant who does not appear on the first day of the Course, i.e., on 18 May 2025, at the place indicated in the Course programme published on the Project Website, will lose their status as Project Participant and the financial resources mentioned above, and will be required to immediately return all funding received for participation in the Course to the account of ULSL, no later than by 25 May 2026.

§6

Rights and obligations of the Organiser

1. The Organiser has the right to:
 - a) process the personal data of the Project Participants in accordance with the applicable law,
 - b) in justified cases, change the date or the daily schedule of the Course,

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- c) request that the Participant submits additional documents and statements related to the Participant's participation in the Project, if they become necessary for its implementation
 - d) make organisational, programme or technical changes in the implementation of the Course if they are necessary to ensure the proper implementation of the Project, or if they result from legal regulations, decisions of supervisory institutions, or co-financing conditions.
2. If the Project Participant grossly fails to fulfil the obligations set out in these Regulations, or exhibits reprehensible behaviour that prevents their participation in the Course, including unjustified absence, actions hindering the implementation of the Project, behaviour contrary to the principles of social coexistence, safety regulations, or violation of other procedures in force at the Organiser – the Organiser has the right to exclude the Project Participant from the Project and to demand the return of the full amount of funding received, to which the Participant agrees by accepting these Regulations.

§7

Education Programme

1. The detailed Education Programme that will be implemented within the framework of the Course is available on the Project website (www.up.lublin.pl/en/specagrfoodeng/) (hereinafter: the Education Programme).
2. The Education Programme will be delivered in the form of a 60-hour course and corresponds to 4 ECTS credits.
3. The Education Programme will comply with the minimum standards of the Organiser, and changes to the programme may occur in response to modifications in the academic offer and study plans presented by the Organiser. The course syllabus remains in force unless new legal measures or decisions at the university level are implemented. In the event of such legal changes, the syllabus will be adjusted in accordance with the amended legal framework. The syllabus and its scope may also be modified due to the natural development and evolution of the relevant field of knowledge.
4. Partial qualifications acquired as a result of participation in the Course:
 - A. Knowledge: The Project Participant knows and understands: modern technologies, processes, and methods used in agricultural and food sciences, including current research and development trends, particularly in the field of green and digital transformation; the principles of operation of technological and biological systems in the context of sustainable development, eco-energy, circular economy, food safety, and environmental protection; an in-depth level of the relationships between the biological, chemical, technological, and economic factors influencing the efficiency of processes in agriculture and the food industry; methods and theories of data acquisition, analysis and interpretation, as well as principles of risk assessment, quality evaluation, and innovativeness of technological solutions.
 - B. Skills: The Project Participant is able to: independently identify, analyse, and solve technological, environmental, and organisational problems in agriculture and food processing using interdisciplinary knowledge; select, apply, and critically evaluate modern methods, research tools, and technologies used in the agri-food economy and food analysis, including in the field of eco-energy and the circular economy; develop, analyse, and interpret experimental or production data using IT, statistical, and digital tools, drawing justified practical conclusions; prepare report or presentation of research results and argue their position in discussion using up-to-date knowledge.
 - C. Social competences: The Project Participant is ready to: critically assess their own knowledge and the impact of their professional activities on the environment, health, and society, and to

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adhere to the principles applicable in their professional field; effectively cooperate in an interdisciplinary team, communicate with representatives of various sectors (agriculture, industry, administration), and initiate actions for the public interest.

5. The separation of functions between the education process and validation will be ensured. The Project Manager will verify the learning outcomes of the Participants at the beginning of the education process through a pre-test. At the end of the education process, a comprehensive exam (a post-test) will be conducted to assess the knowledge, skills, and social competencies acquired by the Project Participants. In order to obtain a positive grade, it will be necessary to master the learning outcomes to at least a satisfactory degree (min. 51%).
6. After completing the Education Programme, the Project Participants will complete an Evaluation Questionnaire (Appendix 4) regarding their satisfaction with the Education Programme (the Course's substantive and organisational aspects will be assessed).
7. After completing the Education Programme with a positive assessment Participants will receive a certificate, which will also be issued as a micro-credential, provided by ULSL according to separate regulations adopted by ULSL, the receipt of which they certify in writing (Appendix 5).

§8

Personal Data

1. The Project Participant consents to the processing and inclusion in the Organiser's database of their personal data contained in the Application Form and the Declaration of Participation in the Project, which will be used for purposes related to the organisation and implementation of the Project, in accordance with Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council.
2. The Organiser informs that:
 - a) the controller of your personal data is: the University of Life Sciences in Lublin, Akademicka 13 Street, 20-950 Lublin, Tel.: +48 81 445 66 00;
 - b) the controller has appointed a Data Protection Officer, who can be contacted in all matters concerning processing of personal data: Ms. Anna Buchlińska, e-mail: anna.buchlinska@up.lublin.pl, correspondence address: as above, with the note "IOD"¹.
 - c) the legal basis for the processing of personal data is Article 6(1)(a) GDPR – consent of the data subject, and Article 6(1)(c) GDPR – a legal obligation on the data controller;
 - d) personal data will be stored for the period necessary to achieve the purpose of processing, i.e. for the implementation and settlement of the Project;
 - e) each person who has expressed interest in participating in the Project has the right to request from the controller access to their personal data, rectification, erasure or restriction of processing, as well as the right to object to the processing and the right to data portability;
 - f) each person who has expressed interest in participating in the Project has the right to lodge a complaint with the supervisory authority, which in Poland is the President of the Personal Data Protection Office, address: Moniuszki 1A Street, 00-014 Warsaw, if they consider that the processing of their personal data violates the provisions of the regulation indicated above;
 - g) providing personal data is a statutory requirement;
 - h) decisions regarding the Project Participant and their personal data will not be made in an automated manner, including profiling;

¹ „IOD” – Data Protection Officer (from Polish: Inspektor Danych Osobowych)

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- i) Your personal data may be entrusted to or disclosed to entities to whom ULSL has delegated the performance of tasks under the Project, including third parties providing services that are necessary to achieve the purposes for which we process your personal data (e.g. IT services, electronic communications, hosting services). Your data may also be disclosed to recipients to whom disclosure is required under applicable laws or pursuant to a court decision or a decision of another authority, including public authorities and entities performing public tasks or acting on behalf of public authorities, within the scope and for the purposes arising from legal provisions.
- j) Your personal data will not be transferred to a third country.
- 3. The Project Participant has the right to access, rectify, and erase their personal data from the ULSL database.

§9

Consent to the Processing of Image

1. Pursuant to Article 81(1) of the Act of 4 February 1994 on Copyright and Related Rights (consolidated text of 6 December 2024, Journal of Laws of 2025, item 24, as amended), each Project Participant grants ULSL a free of charge, multiple-use, and unlimited in time right to record and disseminate their image captured in photographs and recordings made during the Project, without the need for prior approval on each occasion. The free of charge consent to record and disseminate the Project Participant's image also includes its use, recording, reproduction, copying, editing, processing, and duplication by any technique or through any medium, solely for promotional and archival purposes.

§10

Final Provisions

1. These Regulations shall enter into force on the date of commencement of recruitment for the Course specified in the announcement referred to in §3(1).
2. The Organiser may amend these Regulations if necessary, due to changes in the Project guidelines, changes in applicable laws, or changes in the conditions for implementation of the Project.
3. Any disputes that may arise in connection with the application of these provisions shall be resolved amicably. If no agreement is reached, the court having exclusive jurisdiction to resolve any disputes shall be the court having jurisdiction over the Organiser.
4. In matters not covered by these Regulations, decisions shall be made by the Project Manager.
5. In matters not covered by these Regulations, the relevant provisions of Polish law shall apply, including, in particular, the Civil Code.

Appendices:

1. Application Form (template)
2. Declaration of Familiarisation with and Acceptance of the Provisions of These Regulations (template)
3. Declaration of Participation in the Project (template)
4. Evaluation Questionnaire (template)
5. Certificate Receipt Confirmation (template)
6. Information Clause with GDPR Consent (template)

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Appendix No. 1:

APPLICATION FORM

FOR PARTICIPATION IN THE PROJECT "SPECIALIST IN AGRICULTURAL AND FOOD ENGINEERING IN THE
CONTEXT OF GREEN AND DIGITAL TRANSFORMATION (TWIN TRANSITION)"

Please fill in all required fields legibly and in accordance with the recruitment regulations.
Where necessary, please attach the relevant scanned documents.

1. Candidate data:

Name and surname: _____
Date of birth: _____
Nationality: _____
E-mail address: _____
Contact telephone number: _____

2. Candidate status:

Please tick the relevant:

- ☐ First-cycle student (last two semesters) – ULSL student
- ☐ First-cycle student (last two semesters) – student of a European* higher education and science institution
- ☐ Second-cycle student – ULSL student
- ☐ Second-cycle student – student of a European* higher education and science institution
- ☐ Student of an integrated master's degree (last two semesters) – ULSL student
- ☐ Student of an integrated master's degree (last two semesters) – student of a European* higher education and science institution
- ☐ Doctoral student of ULSL
- ☐ Doctoral student of a European* higher education and science institution
- ☐ An academic teacher, holding at least a doctoral degree, employed in a research or research and teaching position – ULSL employee
- ☐ An academic teacher, holding at least a doctoral degree, employed in a research or research and teaching position, or equivalent position in a foreign institution – an employee of a European* higher education and science institution

** European higher education and science institutions are considered to be higher education and research institutions located in the following countries: Albania, Andorra, Austria, Belgium, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Greece, Spain, the Netherlands, Ireland, Iceland, Kosovo, Liechtenstein, Lithuania, Luxembourg, Latvia, North Macedonia, Malta, Moldova, Monaco, Germany, Norway, Portugal, Romania, San Marino, Serbia, Slovakia, Slovenia, Switzerland, Sweden, Türkiye, Ukraine, Vatican City, Hungary, the United Kingdom, and Italy.*

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3. Institution of affiliation

Name of the university/institution: _____

Department/Unit: _____

Contact details of the institution of affiliation: _____

4. Candidate's motivation to participate in the Course:

5. Candidate's research interests:

6. The most significant scientific achievements/activities to date (e.g., participation in a scientific club, participation in a conference, scientific publication):

7. Documents required for the application – I confirm the attachment of:

- ☐ Declaration of familiarization with the regulations for recruitment and participation in the project "Specialist in Agricultural and Food Engineering in the context of Green and Digital Transformation (Twin Transition)", No. BPI/SPI/2024/1/00047/U/00001, implemented by the University of Life Sciences in Lublin under the programme "SPINAKEK – Intensive International Education Programmes 2024"
- ☐ Certificate of English proficiency min. B2
- ☐ Certificate of status (student/doctoral student/academic teacher) issued by the institution of affiliation
- ☐ Recommendation letter from the supervisor (applies only to persons with the status of a student/doctoral student)
- ☐ Doctoral diploma (applies only to persons with the status of academic teacher)
- ☐ Statement of disability (if applicable)

8. Required consents

GDPR INFORMATION CLAUSE

☐ I consent to the processing of my personal data for the purpose of participating in the project entitled "Specialist in Agricultural and Food Engineering in the context of Green and Digital Transformation (Twin Transition)", financed from the European Funds for Social Development 2021–2027 (EFSD) under the NAWA project "Support for the creation and implementation of international education programmes", Project No. FERS.01.05-IP.08-0436/23 in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies, and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Z komentarzem [U1]: Link (wzór tej klauzuli jest poniżej w załączniku 6)

"Project 'Specialist in Agricultural and Food Engineering in the context of Green and Digital Transformation (Twin Transition)' is financed from the European Funds for Social Development 2021-2027 (EFSD), under the NAWA project entitled 'Support for the creation and implementation of international education programmes', project no. FERS.01.05-IP.08-0436/23".



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☐ I consent to the **processing of my personal data in the form of my image** for the purpose of promoting and disseminating the results of the project by the University of Life Sciences in Lublin, Akademicka 13 Street, 20-950 Lublin. I declare that the provision of my personal data in the form of an image is voluntary and that I have been informed of my right to request access to my personal data, its rectification, erasure, or restriction of processing.

"Project 'Specialist in Agricultural and Food Engineering in the context of Green and Digital Transformation (Twin Transition)' is financed from the European Funds for Social Development 2021-2027 (EFSD), under the NAWA project entitled 'Support for the creation and implementation of international education programmes', project no. FERS.01.05-IP.08-0436/23".



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Appendix No. 2:

DECLARATION OF FAMILIARISATION WITH AND ACCEPTANCE OF THE PROVISIONS OF THESE REGULATIONS

date

place

Personal data:

(Name, Surname)

(address of residence)

(Name and address of institution of affiliation)

CANDIDATE'S DECLARATION

I, the undersigned, hereby declare that I have read and become familiar with the Regulations for recruitment and participation in the project "Specialist in Agricultural and Food Engineering in the context of Green and Digital Transformation (Twin Transition)", No. BPI/SPI/2024/1/00047/U/00001, implemented by the University of Life Sciences in Lublin under the programme "SPINAKER – Intensive International Education Programmes 2024" and that I accept its terms and conditions, thereby undertaking to comply with all provisions set forth therein.

I further declare that, should I be qualified for participation in the Project, I undertake to:

- comply with all terms and conditions specified in the Regulations,
- fulfil all obligations set out in the Regulations, including, in particular, the submission of all required documents,
- promptly inform the Organiser of any changes to my data or circumstances that may affect the implementation of my participation in the Project,
- in the event of withdrawal from the Project, submit a written statement specifying the reasons for withdrawal and, if applicable, return any received funding in accordance with the provisions of the Regulations,
- observe the ethical, organisational, and disciplinary rules applicable during the implementation of the Course.

I hereby declare that all data and information provided by me in the recruitment process are true and accurate and correspond to the actual state of affairs.

(Candidate's legible signature)

"Project 'Specialist in Agricultural and Food Engineering in the context of Green and Digital Transformation (Twin Transition)' is financed from the European Funds for Social Development 2021-2027 (EFSD), under the NAWA project entitled 'Support for the creation and implementation of international education programmes', project no. FERS.01.05-IP.08-0436/23".

Appendix No. 3:

DECLARATION OF PARTICIPATION IN THE PROJECT

PROJECT DATA	
National Agency for Academic Exchange Project Data	Title of the Agency Project "Support for the Development and Implementation of International Education Programmes" Number of the Agency Project FERS.01.05-IP.08- 0436/23
Name of the NAWA Programme and year of announcement	SPINAKER – Intensive International Education Programmes 2024
NAWA Beneficiary's name	University of Life Sciences in Lublin
NAWA Beneficiary's Project title	"Specialist in Agricultural and Food Engineering in the context of Green and Digital Transformation (Twin Transition)"
NAWA Beneficiary's Project number	BPI/SPI/2024/1/00047

I, the undersigned:

Name	
Surname	
PESEL (if applicable)	
Bank name and bank account number, including IBAN	

declare my voluntary participation in the Agency's Project under the terms and conditions set out in the Recruitment Regulations for the NAWA Beneficiary's project (i.e.: Regulations for recruitment and participation in the project "Specialist in Agricultural and Food Engineering in the context of Green and Digital Transformation (Twin Transition)", No. BPI/SPI/2024/1/00047/U/00001, implemented by the University of Life Sciences in Lublin under the programme "SPINAKER – Intensive International Education Programmes 2024").

Furthermore, I declare that:

1. I have familiarised myself with the rules of recruitment and participation in the NAWA Beneficiary's project, as set out in the Regulations for recruitment for the NAWA Beneficiary's project, I accept all provisions of the above-mentioned Regulations, and I declare that I meet the criteria for participation in the project specified therein.

"Project 'Specialist in Agricultural and Food Engineering in the context of Green and Digital Transformation (Twin Transition)' is financed from the European Funds for Social Development 2021-2027 (EFSD), under the NAWA project entitled 'Support for the creation and implementation of international education programmes', project no. FERS.01.05-IP.08-0436/23".



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2. I have been informed that the NAWA Beneficiary's project is implemented as part of the Agency's Project, of which I become a participant upon signing this Declaration.
3. I have been informed of the obligation to participate in the measurement of Agency's Project results within 4 weeks from the completion of my participation in the support, in questionnaires and evaluation studies conducted for the purposes of the Agency's Project and the NAWA Beneficiary's project.
4. I belong to the following category of the target group covered by the Agency's Project^[1]:
 - ☐ Foreign student
 - ☐ Foreign doctoral student,
 - ☐ Domestic student,
 - ☐ Domestic doctoral student,
 - ☐ Foreign teaching staff , position:
 - ☐ Foreign academic staff, position:
 - ☐ Foreign administrative staff, position:
 - ☐ Academic teachers, position:
 - ☐ Non-academic staff, position:
 - ☐ Research and research-and-technical staff, position:
 - ☐ Other employees of research institutions, position:.....

Having been informed of criminal liability under Art. 233 of the Polish Criminal Code for making a false declaration or concealing the truth, which is punishable by imprisonment for up to 3 years, I declare that the information contained in this Declaration is complete and true.

I acknowledge that this information may be subject to verification as to its accuracy.

I undertake to immediately inform the Polish National Agency for Academic Exchange and the NAWA Beneficiary of any changes to personal and contact data provided in this Declaration and other application documents.

^[1] One appropriate answer should be marked.

.....
Legible signature of the Project Participant

"Project 'Specialist in Agricultural and Food Engineering in the context of Green and Digital Transformation (Twin Transition)' is financed from the European Funds for Social Development 2021-2027 (EFSD), under the NAWA project entitled 'Support for the creation and implementation of international education programmes', project no. FERS.01.05-IP.08-0436/23".

Appendix No. 4

Date.....

EVALUATION QUESTIONNAIRE

summarising the course **Specialist in Agricultural and Food Engineering in the context of Green and Digital Transformation (Twin Transition)**

1. Did the above-mentioned course meet your expectations?

☐

YES

☐

NO

2. Did you acquire new knowledge and skills during the course?

☐

YES

☐

NO

3. To what extent do you use the knowledge and skills acquired during the course in your professional work (*to be completed by employed persons*)?

* 5 ☐ 4 ☐ 3 ☐ 2 ☐

4. To what extent did the studies equip you with knowledge and skills sought by employers? (*to be completed by unemployed participants*)

5 ☐ 4 ☐ 3 ☐ 2 ☐

5. How do you assess the selection of academic and teaching staff for the above-mentioned course?

5 ☐ 4 ☐ 3 ☐ 2 ☐

6. How do you assess the facilities, classroom equipment, and laboratory equipment for the above-mentioned course?

5 ☐ 4 ☐ 3 ☐ 2 ☐

7. How do you assess the quality of classes during the above-mentioned course?

5 ☐ 4 ☐ 3 ☐ 2 ☐



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8. How do you assess the usefulness of the content delivered during the above-mentioned course?

5 ☐

4 ☐

3 ☐

2 ☐

9. How do you generally assess the proportion between theoretical and practical classes?

☐

appropriate

☐

too many theoretical classes

☐

too many practical classes

10. In your opinion, should the education programme be supplemented with additional

☐

topics?

☐

YES

NO

If yes, please specify them:

.....

.....

.....

11. In your opinion, should some topics be discussed in more detail?

☐

YES

☐

NO

If yes, please specify them:

.....

.....

.....

12. In your opinion, are some topics of little relevance to professional work?

☐

YES

☐

NO

If yes, please specify them:

.....

.....
.....
13. How do you assess the organisational support during the above-mentioned course and the level of staff preparation?

5 ☐

4 ☐

3 ☐

2 ☐

14. How do you assess the organisational support during the above-mentioned course?

5 ☐

4 ☐

3 ☐

2 ☐

15. Do you have any other comments regarding the above-mentioned course?

☐

YES

☐

NO

If yes, please specify:.....
.....

* - please mark appropriate

Legend:

5- very good

4 – good

3- satisfactory

2 - unsatisfactory



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Appendix No. 5

.....
(name and surname)

.....
(address of residence)

CONFIRMATION OF RECEIPT OF DOCUMENTS

I confirm the receipt of the following documents:

1. Certificate of completion of the course entitled "Specialist in Agricultural and Food Engineering in the context of Green and Digital Transformation (Twin Transition)"

.....
(place and date)

.....
(legible signature)

"Project 'Specialist in Agricultural and Food Engineering in the context of Green and Digital Transformation (Twin Transition)' is financed from the European Funds for Social Development 2021-2027 (EFSD), under the NAWA project entitled 'Support for the creation and implementation of international education programmes', project no. FERS.01.05-IP.08-0436/23".

Appendix No. 6

Information clause for project participants “Specialist in Agricultural and Food Engineering in the context of Green and Digital Transformation (Twin Transition)”, which is financed from the European Funds for Social Development 2021-2027 (EFSD) under the NAWA project entitled “Support for the creation and implementation of international education programmes” project No. FERS.01.05-IP.08-0436/23”.

4. In accordance with Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR) we inform you that:

1. **The Controller of your personal data** is the **University of Life Sciences in Lublin**, located at Akademicka 13, 20-950 Lublin, represented by the Rector.
2. **The Data Protection Officer (DPO)** at the University of Life Sciences in Lublin is **Ms. Anna Buchlińska-Brzozowska**, email: anna.buchlinska@up.edu.pl
3. **Purposes and legal bases for data processing:**

Your personal data will be processed for the purpose of participation in the project, in particular to:

- verification of eligibility to participate in the project,
- fulfilment of reporting, control, and evaluation obligations resulting from the financing of the project from European Funds.

4. Legal basis for the processing of personal data:

- **Article 6(1)(b) of the GDPR** – processing is necessary for the performance of a contract (participation in the project) or for taking steps at the prior to entering into a contract,
- **Article 6(1)(c) of the GDPR** – for compliance with a legal obligation to which the controller is subject
- **art. 6 ust. 1 lit. e RODO** – for the performance of a task carried out in the public interest.

5. **Scope of processed personal data:**

As part of the project implementation, the following personal data of participants may be processed:

"Project 'Specialist in Agricultural and Food Engineering in the context of Green and Digital Transformation (Twin Transition)' is financed from the European Funds for Social Development 2021-2027 (EFSD), under the NAWA project entitled 'Support for the creation and implementation of international education programmes', project no. FERS.01.05-IP.08-0436/23".

- name and surname of the student, doctoral student, or academic teacher,
- PESEL or other identifier
- contact details (e-mail address, telephone number)
- field and year of study,
- workplace at the university,
- other data required in accordance with the project documentation

– **Recipients of the data:**

The data may be transferred to entities authorised to perform inspection, monitoring, audit, or evaluation of the project, in particular managing and intermediate institutions under the European Funds for Social Development 2021-2027

Programme, as well as to entities cooperating with the **University of Life Sciences in Lublin** in the implementation of the project – on the basis of concluded data processing agreements.

– **Data retention period:**

The data will be stored for the duration of the project and for the required period of archiving of project documentation, in accordance with applicable laws and guidelines concerning projects funded by the European Union (at least until the end of **2034** or longer, if required by current guidelines).

6. **Rights of the data subject:**

You have the right to:

- access the content of your personal data and to rectify it
- restrict the processing of personal data
- lodge a complaint with the President of the Personal Data Protection Office if you consider that the processing violates the provisions of the GDPR

– **Voluntary provision of data:**

The provision of personal data is voluntary. However, it is necessary in order to participate in the project and receive the scholarship. Refusal to provide personal data will prevent participation in the project.



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Consent:

- ☐ I consent to the processing of my personal data for the purpose of participating in the project entitled “Specialist in Agricultural and Food Engineering in the context of Green and Digital Transformation (Twin Transition)”, financed from the European Funds for Social Development 2021–2027 (EFSD) under the NAWA project “Support for the creation and implementation of international education programmes”, Project No. FERS.01.05-IP.08-0436/23 in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies, and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

.....

Date and participant's signature

- ☐ I consent to the **processing of my personal data in the form of my image** for the purpose of promoting and disseminating the results of the project by the University of Life Sciences in Lublin, Akademicka 13 Street, 20-950 Lublin. I declare that the provision of my personal data in the form of an image is voluntary and that I have been informed of my right to request access to my personal data, its rectification, erasure, or restriction of processing.

.....

Date and participant's signature