

Regulations for Students' Participation in the "Integrated Teaching and Learning Development Programme – ZIP 2.0" at the University of Warsaw

§ 1

General Provisions and Basic Concepts

1. The regulations for students' participation in the "Integrated Teaching and Learning Development Programme – ZIP 2.0" at the University of Warsaw define the scope of support, the qualification process, and the participation of students in the project implemented from 1st January 2025, to 31st December 2029, under co-financing agreement no. FERS.01.05-IP.08-0365/23-00, co-financed by the European Social Fund within the European Funds for Social Development Programme 2021–2027.
2. The terms used in the present document shall have the following meaning:
 - 1) teaching unit – a unit responsible for providing teaching and learning in a field of studies covered by the support of the Integrated Teaching and Learning Development Programme – ZIP 2.0.
 - 2) Programme – the Integrated Teaching and Learning Development Programme – ZIP 2.0, implemented by the University of Warsaw under the co-financing agreement no. FERS.01.05-IP.08-0365/23-00;
 - 3) academic supervisor of the field of studies – a person appointed by the head of the teaching unit responsible for providing teaching and learning in the field of studies benefiting from the support of the Integrated Teaching and Learning Development Programme – ZIP 2.0, who oversees the fulfilment of project requirements by the Programme participant.
 - 4) Programme participant – a University of Warsaw student in the field of studies supported under the Integrated Teaching and Learning Development Programme – ZIP 2.0, who has submitted a declaration of participation in the Programme.

§ 2

Programme Objectives

Individual Competence Development Pathway

1. One of the main objectives of the Programme is to support first-, second- and long-cycle students in the fields of studies that are mentioned on the list available at: www.zip2.uw.edu.pl, in acquiring or enhancing competences that are highly valued in the rapidly changing labour market and essential for the modern economy, namely:
 - a) socio-entrepreneurial competences,
 - b) digital competences,
 - c) competences supporting the green transition.
2. The achievement of the objective referred to in section 1 shall be supported by the Individual Competence Development Pathway, which shall be implemented at the basic level by each Programme participant.



3. The Individual Competence Development Pathway at the basic level shall consist of at least three courses, including at least two ZIP 2.0 university-wide courses, each of which is dedicated to a different competence listed in section 1.
4. Each Programme participant may, according to their needs and interests, expand their Individual Competence Development Pathway by taking additional courses and other supplementary forms of education offered within the Programme.
5. In order to register for the ZIP 2.0 university-wide courses, each Programme participant shall be granted an additional pool of tokens to be used exclusively for ZIP 2.0 registration.
6. ZIP 2.0 university-wide courses belong to one of the selected subject groups:
 - 1) humanities;
 - 2) social sciences;
 - 3) natural sciences;
7. In addition to the ZIP 2.0 university-wide courses focused on the competences specified in section 1, participants in the Programme may benefit from additional educational opportunities offered within the Programme, including:
 - 1) elective courses offered within their field of studies,
 - 2) remedial courses,
 - 3) training camps,
 - 4) study visits,
 - 5) field classes,
 - 6) professional mentoring, which prepares for entering the labour market,
 - 7) peer mentoring to support the adaptation process of first-year students,
 - 8) socially engaged team projects within the programme “Studenci dla Otoczenia” [eng. “Students for the Community”],
 - 9) individual domestic and international trips for scientific and teaching purposes,
 - 10) students’ research projects.
8. Courses completed as part of the Individual Competence Development Pathway may be linked to and included in the final settlement of the degree programme by the Programme participants.
9. Completion of the Individual Competence Development Pathway shall mean that the Programme participant has acquired or enhanced the competences referred to in section 1, which is considered an additional academic achievement acquired during their studies.
10. The acquisition or enhancement of competences within the Programme shall be documented by a certificate and an entry in the diploma supplement.
11. The head of the teaching unit may define specific rules for the implementation and completion of the Individual Competence Development Pathway applicable to a given field of studies, involving indicating the courses offered by a given teaching unit and funded under the ZIP 2.0, which in justified cases can be acknowledged as equal to ZIP 2.0 university-wide courses mentioned in section 3.

§ 3

Regulations for Qualification for the Programme

1. Participation in the Programme is voluntary and intended for students beginning their studies at the University of Warsaw in the academic year 2025/2026 or 2026/2027 in the fields of studies covered by the Programme's support, which are listed at: www.zip2.uw.edu.pl
2. Joining the Programme shall be done through the University Study-Oriented System (USOS) and is possible upon meeting the following conditions:
 - 1) taking the student oath;
 - 2) submitting a declaration of participation in the Programme.
3. The principle of equal opportunities for women and men, as well as non-discrimination - including accessibility for persons with disabilities - shall be observed in the qualification process for the Programme and for participation in the additional educational activities referred to in §2, section 6.
4. The regulations for qualification for participation in the supplementary forms of education referred to in §2, section 6, as well as the regulations for participation therein, are defined by separate regulations published on the website: www.zip2.uw.edu.pl and on the websites of the University of Warsaw units responsible for their organisation.
5. The decision to qualify a Programme participant for participation in the supplementary forms of education shall be made by the unit responsible for their organisation.

§ 4

Responsibilities of Programme Participants

1. The responsibilities of Programme participants shall include:
 - 1) completing the Individual Competence Development Pathway at the basic level,
 - 2) fulfilling the substantive and financial requirements related to participation in the supplementary forms of education referred to in §2, section 6, points 9 and 10, in accordance with their rules.
2. The Programme participant shall be obliged to include in publications or works produced in connection with their participation in the Programme information about the funding of their studies and the outcomes achieved through the European Social Fund under the Programme.

§ 5

Withdrawal from the Programme

1. The Programme participant shall have the right to withdraw from the Programme. Such withdrawal must be submitted in writing to the academic supervisor of the field of studies. Upon receipt of the withdrawal, the academic supervisor of the field of studies shall decide on the recognition of competences previously acquired by the participant.
2. Withdrawal from studies in a field covered by the Programme shall be deemed as simultaneous withdrawal from participation in the Programme.

§ 6

Personal Data Protection

1. The personal data of Programme participants shall be processed in accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (Official Journal of the European Union L 119, 2016, p. 1, as amended).
2. The personal data controllers of Programme participants are:
 1. the University of Warsaw;
 2. the Minister responsible for regional development;
 3. the National Centre for Research and Development.
3. The information clauses of the personal data controllers referred to in section 2 are attached to the declaration of participation in the Programme.



**DECLARATION OF PARTICIPATION IN THE PROJECT
INTEGRATED TEACHING AND LEARNING DEVELOPMENT PROGRAMME – ZIP 2.0**

1	Beneficiary's Name: University of Warsaw
2	Title of the project: Integrated Teaching and Learning Development Programme – ZIP 2.0
3	Agreement number: FERS.01.05-IP.08-0365/23-00
4	European Funds for Social Development 2021–2027 Programme, Measure FERS.01.05

Project participant's data (obligatory):

Participant's data. Please fill in.	Name (names)	
	Surname	
	PESEL (please provide the number)	
	Age at the time of joining the project (if PESEL number is not available)	
	Education (please select the appropriate option: upper secondary, post-secondary, higher education)	
	Sex (underline as appropriate)	Female / Male
Citizenship	Polish citizenship	Yes / No
	No Polish or EU citizenship – non-EU citizen/stateless person	Yes / No
	No Polish citizenship - a EU citizen	Yes / No
Address details (pertaining to the address of <u>residence</u> – may differ from the place of permanent residence). Please fill in.	Country	
	Voivodeship	
	District	
	Municipality	
	City/town	
	Postal code	
	Phone number	
	Email address (private or business)	
Status of the project participant/participant at the time of joining the project	Student	Yes / No

I, the undersigned, hereby declare that:

1. I have read and understood the recruitment and participation rules set out in **the Regulations for the Recruitment and Participation of Students of the University of Warsaw in the Integrated Teaching and Learning Development Programme – ZIP 2.0**, co-financed by the European Social Fund under the European Funds for Social Development 2021–2027 Programme, available at: www.zip2.uw.edu.pl/studenci/, along with the appendices containing information clauses. I also accept all provisions of the aforementioned Regulations and declare that I meet the participation criteria specified therein.



2. I have been informed that the project is implemented under the European Funds for Social Development 2021–2027 Programme, co-financed by the European Social Fund Plus.
3. I have read and accepted the following:
 - the information regarding the processing of my personal data
 - the regulations of participation in the project, in which I am taking part voluntarily.
4. The scope of data concerning individuals receiving support under the Project, collected from in the University Study-Oriented System (USOS), and stored in the Central IT System (CST2021), which is used for Project settlement and communication with the Intermediate Body:
 - a) participant's data (citizenship, type of participant, first and last name, PESEL number, age at the time of joining the project, sex, education),
 - b) contact and address data (country, voivodeship, district, municipality, city/town, postal code, place of residence according to the degree of urbanisation (DEGURBA), phone number, email address),
 - c) support details (start and end date of participation in the project, start date of participation in the support, labour market status at the time of joining the project, situation after completing participation in the project, completion of participation in the project in accordance with the planned participation path, scope of support, type of support received).
5. I hereby consent to the processing of my image recorded in the form of photographs, recordings, etc., for the purpose of inclusion in the project documentation and reporting activities.
6. I hereby declare my participation in surveys and evaluation studies for the purposes of the project.
7. I undertake to immediately inform the Organiser of any changes to the personal and contact details provided in the project participation declaration.
8. I have read and understood the information arising from Articles 13 and 14 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, repealing Directive 95/46/EC, and the relevant information clauses have been presented to me.

I hereby declare that all the information I have provided above is true and complete. I understand that the information provided may be checked for its accuracy and correctness.

.....
PLACE AND DATE

.....
LEGIBLE SIGNATURE OF PROJECT PARTICIPANT



INFORMATION CLAUSE
of the University of Warsaw for a participant in the Project "Integrated Teaching and Learning Development Programme – ZIP 2.0"

In accordance with Articles 13 and 14 of the Regulation of the European Parliament of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as "**GDPR**"), we hereby inform you that:

- 1) **the University of Warsaw**, 26/28 Krakowskie Przedmieście Street, 00-927 Warsaw is the Controller of your personal data;
- 2) The Controller **has designated Data Protection Officer (DPO)** whom you may contact via email at iod@adm.uw.edu.pl. You can contact DPO in all matters concerning the processing of your personal data by the University of Warsaw and the exercise of your rights related to the processing of personal data;
- 3) personal data shall be processed for the purpose of implementing the project "Integrated Teaching and Learning Development Programme – ZIP 2.0" (hereinafter referred to as the "Project"), carried out under the European Funds for Social Development 2021–2027 Programme, in particular for the purposes of project supervision, reporting, confirmation of participant eligibility, communication, publication, evaluation, financial management, verification and control, audit, assessment of information and promotional activities, as well as project acceptance, evaluation and financial settlement, determining participant eligibility, and, if necessary, for the establishment, exercise or defence of legal claims;
- 4) the basis for the processing of personal data for the purposes set out above is Article 6, section 1. letter c of the GDPR - the processing is necessary for the fulfilment of a legal obligation incumbent on the Data Controller. Furthermore, the Controller shall be obliged to process personal data in accordance with applicable regulations based on the grant agreement for the implementation of the project "Integrated Teaching and Learning Development Programme – ZIP 2.0", concluded between the Controller and the National Centre for Research and Development (agreement no. FERS.01.05-IP.08-0365/23-00).
- 5) personal data were obtained directly from you;
- 6) providing personal data is necessary for the implementation of the above-mentioned purpose. Refusal to provide such data shall result in the inability to participate in the activities carried out under the Project. Providing the data is a necessary condition for receiving support, and refusal to provide it shall result in the inability to receive support under the Project.
- 7) personal data shall be processed for the period necessary to achieve the purpose specified in point 3), i.e., until the Project is settled and the documentation archiving process is completed¹;

¹The Beneficiary shall be obliged to retain the documentation related to the implementation of the Project for a period of five years from 31 December of the year in which the final payment request under the Project was approved. The period referred to in the first sentence shall be suspended in the event of the initiation of

- 8) the recipients of personal data will be public authorities and entities performing public tasks or acting on behalf of public authorities, to the extent and for the purposes provided for by law, as well as entities providing services necessary for the implementation of the Project. Recipients of personal data may also include IT partners, entities providing technical or organizational support, document archiving and shredding services, postal, courier, payment service providers and marketing service providers.
- 9) you have the following rights in relation to the Controller: the right to request access to your personal data, correction, deletion, restriction of processing, as well as the right to object to the processing of your personal data. For matters related to exercising your rights, you may contact the Data Protection Officer at the email address provided in point 2 above;
- 10) you also have the right to lodge a complaint with the President of the Personal Data Protection Office;
- 11) personal data shall not be subject to automated decision-making, including profiling;
- 12) your personal data will not be transferred to a third country.

administrative or judicial proceedings concerning expenditures settled in the Project or upon a duly justified request by the European Commission.

INFORMATION CLAUSE OF THE NATIONAL CENTRE FOR RESEARCH AND DEVELOPMENT

In accordance with Articles 13 and 14 of the Regulation of the European Parliament of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as "**GDPR**"), we hereby inform you that:

- 1) **the National Centre for Research and Development** (hereinafter referred to as "**NCBR**"), with its registered seat in Warsaw (00-801), 69 Chmielna Street, is the Controller of your personal data;
- 2) you can contact the Data Protection Officer (DPO) by sending an email at: iod@ncbr.gov.pl or a letter to the NCBR correspondence address indicated above, with the note "Data Protection Officer".
- 3) your personal data shall be processed for the purpose of implementing the project "Integrated Teaching and Learning Development Programme – ZIP 2.0", carried out under the European Funds for Social Development 2021–2027 Programme ("**FERS**"), in particular for the purposes of project evaluation and selection, conclusion of the grant agreement, project supervision, reporting, communication, publication, evaluation, financial management, verification and control, audit, assessment of information and promotional activities, project acceptance, evaluation and financial settlement, determining participant eligibility, and, if necessary, for the establishment, exercise or defence of legal claims.
- 4) personal data shall be processed due to the purpose indicated above, i.e., the processing is necessary for the performance of a task carried out in the public interest (Article 6, section 1, letter e of the GDPR), and the NCBR shall be authorised to process your personal data pursuant to the Act of 30 April 2010 on the National Centre for Research and Development in connection with the implementation of the tasks specified therein, as well as on the basis of the Act of 28 April 2022 on the rules for the implementation of tasks financed from European funds for the 2021–2027 financial perspective, in particular Chapter 18 of that Act (Article 6, section 1, letter c of the GDPR);
- 5) personal data were obtained directly from you or from public registers, or from institutions and entities involved in the implementation of the project, including in particular from applicants, beneficiaries and partners;
- 6) the NCBR shall process your personal data included in the grant application or provided in connection with the implementation of the tasks specified in point 3 of this clause.
- 7) providing personal data is necessary for the implementation of the above-mentioned purpose. Refusal to provide such data shall result in the inability to undertake the relevant actions.
- 8) Personal data will be processed for the period necessary to achieve the purpose specified in point 3), and subsequently for archiving purposes for a period in accordance with the NCBR's Office Instruction and the Uniform File Classification System.

- 9) the recipients of personal data will be public authorities and entities performing public tasks or acting on behalf of public authorities, to the extent and for the purposes arising from legal provisions, as well as entities providing services necessary for the implementation of tasks by the NCBR., in particular, the entity supporting the implementation of tasks is NCBR+ sp. z o.o. Recipients of personal data may also include IT partners, entities providing technical or organizational support, document archiving and shredding services, postal, courier, payment service providers and marketing service providers.
- 10) You have the following rights in relation to the the NCBR: the right to request access to your personal data, their correction, deletion, restriction of processing, as well as the right to object to the processing of your personal data. For matters related to exercising your rights, you may contact the Data Protection Officer at the email address provided in point 2 above;
- 11) you also have the right to lodge a complaint with the President of the Personal Data Protection Office;
- 12) personal data shall not be subject to automated decision-making, including profiling;
- 13) your personal data will not be transferred to a third country.

Information clause of the minister responsible for regional development

In order to fulfil the obligation imposed by Articles 13 and 14 of the GDPR¹, in connection with Article 88 of the Act on the principles of implementation of tasks financed from European funds in the financial perspective 2021-2027², we hereby inform you about the principles of processing your personal data:

I. Administrator

A separate administrator of your data is:

1. **Minister responsible for regional development**, with headquarters at 2/4 Wspólna Street, 00-926 Warsaw (ul. Wspólna 2/4, 00-926 Warszawa).

II. Purpose of data processing

Personal data will be processed in connection with the implementation of FERS, in particular for the purposes of monitoring, reporting, communication, publication, evaluation, financial management, verification and audits and for the purposes of determining the eligibility of participants.

Providing your data is voluntary, but necessary to achieve the above-mentioned purpose. Refusal to provide it results in the lack of ability to take appropriate action.

III. Basis for processing

We will process your personal data in connection with:

1. We are obliged to do so by law (Article 6 paragraph 1 letter c, Article 9 paragraph 2 letter g and Article 10³ GDPR)⁴:
- Regulation (EU) No 2021/1060 of the European Parliament and of the Council of 24 June 2021 laying down common provisions on the European Regional Development Fund, the European Social Fund Plus, the Cohesion Fund, the Just Transition Fund and the European Maritime, Fisheries and Aquaculture Fund and financial rules for those funds and for the Asylum, Migration and Integration Fund, the Internal Security Fund and the Instrument for Financial Support for Border Management and Visa Policy,

¹ Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (OJ L 119, 4 May 2016, pp. 1-88).

² Act of 28 April 2022 on the principles of implementing tasks financed from European funds in the 2021-2027 financial perspective (Journal of Laws of 2022, item 1079), hereinafter referred to as the "Implementation Act".

³ Applies only to projects activating persons serving prison sentences.

⁴ One or more legal provisions should be indicated – it is possible to refer to them to a limited extent for the purposes of a specific clause.



- Regulation (EU) 2021/1057 of the European Parliament and of the Council of 24 June 2021 establishing the European Social Fund Plus (ESF+) and repealing Regulation (EU) No 1296/2013 (OJ L 231, 30.06.2021, p. 21, as amended)
- Act of 28 April 2022 on the principles of implementing tasks financed from European funds in the 2021-2027 financial perspective, in particular Articles 87-93,
- Act of 14 June 1960 – Code of Administrative Procedure,
- Act of 27 August 2009 on public finances.

IV. Method of obtaining data

We obtain data directly from the persons to whom it relates, or from institutions and entities involved in the implementation of the Programme, including in particular applicants, beneficiaries and partners.

V. Access to personal data

The administrator's employees and associates have access to your personal data. Furthermore, your personal data may be entrusted or shared with:

1. entities to which we have commissioned tasks in FERS,
2. the European Commission bodies, the minister responsible for public finances, the president of the social insurance institution,
3. entities that provide us with services related to the operation and development of ICT systems, as well as providing connectivity, e.g. IT solution providers and telecommunications operators.

VI. Data storage period

Personal data are stored for the period necessary to achieve the purposes specified in point II.

VII. Data subject rights

You have the following rights:

1. the right to access your data and receive a copy thereof (Article 15 of the GDPR),
2. the right to rectify your data (Article 16 of the GDPR),
3. the right to have your data deleted (Article 17 of the GDPR) – if the circumstances referred to in Article 17(3) of the GDPR do not occur,
4. the right to request the controller to restrict the processing of your data (Article 18 of the GDPR),
5. the right to transfer your data (Article 20 of the GDPR) – if the processing is based on a contract: for the purpose of its conclusion or performance (pursuant to Article 6 paragraph 1 letter b of the GDPR), and in an automated manner⁵,
6. the right to lodge a complaint with the supervisory authority, the President of the Office for Personal Data Protection (Article 77 of the GDPR) – if a person

⁵ To automate the processing of personal data, it is sufficient that the data is saved on the computer's disk.

considers that the processing of his or her personal data violates the provisions of the GDPR or other national provisions regulating the protection of personal data in force in Poland.

VIII. Automated decision making

Personal data will not be subject to automated decision-making, including profiling.

IX. Transfer of data to a third country

Your personal data will not be transferred to a third country.

X. Contact with the data controller and the Data Protection Supervisor

If you have any questions regarding the processing of your personal data by the minister responsible for regional development, please contact the Data Protection Supervisor (DPS) as follows:

- by traditional mail (ul. Wspólna 2/4, 00-926 Warsaw),
- electronically (e-mail address: IOD@mfi.gov.pl).

