

Regulations for the UNIC Students for Students Training Week

2-6.12.2024, Lodz

I GENERAL PROVISIONS

1. The Organiser of the UNIC Students for Students Training Week, hereinafter referred to as the "Students Week", is International Hub of the University of Lodz, with its registered office at 68 Narutowicza Street, 90-136 Lodz, hereinafter referred to as the "Organiser". The Students Week is organized in the buildings of the University of Lodz: Training and Conference Centre, 26 & 35 Rogowska Street, Lodz.
2. The Students Week will be held on 2-6 December 2024, in a stationary mode. The language of the Students Week is English.
3. The provisions of these Regulations are an integral part of the application for participation in the Students Week and apply to all Participants.
4. The act of submitting a participation application to the Organiser for the Students Week is equivalent to the Participant explicitly consenting to abide by the regulations set forth in these Regulations.
5. The Organiser reserves the right to modify the program and Regulations of the Students Week, as well as the discretion to alter the Students Week date or cancel it altogether.
6. In case of Students Week cancellation, the Organiser commits to informing registered Participants via email no less than 7 days prior to the scheduled commencement of the Students Week.

II TERMS OF PARTICIPATION

1. The Students Week welcomes students over the age of majority (18 years old) who possess a valid student ID card.
2. To attain the status of a Students Week Participant, the following conditions must be fulfilled:
 - a) apply for participation via an electronic registration form: <https://forms.office.com/e/cUrSQsMX5Z>
 - b) receive an e-mail from the Organiser confirming registration no earlier than November 13th, 2024
 - c) are fluent in English (B2 level at least).

3. For the Participants planning to utilize a PowerPoint presentation during their speech (.ppt or .pptx), it is mandatory to submit the presentation to the Organiser no later than 5 working days prior to the Students Week.
4. The Organiser will issue a certificate of participation in the Students Week for all Participants.
5. All participants are required to sign an agreement with University of Lodz, which will specify the conditions of participation. The Agreement will be prepared by Organiser and send to Participants via email.

III RULES OF THE EVENT

1. The deadline for registration to attend the Students Week is **November 13th, 2024**. After this date, registration will be unavailable unless the Organiser extends the registration deadline. The Organiser reserves the right to refuse registration if the limit of Students Week Participants is exhausted.
2. The Organiser establishes the Students Week programme and holds the authority to make modifications, including changes to the schedule and order of speeches, even on the day of the Students Week.
3. The Organiser assumes no responsibility for technical or organizational issues faced by Participants in relation to their Students Week participation, when such issues arise due to circumstances beyond the Organiser 's control.
4. The Participant bears full responsibility for all materials and information presented by him/her during the Students Week. The Participant is obliged to ensure that all statements and presentations made by them during the Students Week do not violate the law or the rights or personal property of third parties.
5. The Participant agrees to adhere to these Regulations, social norms, instructions, and the Organiser 's organizational and technical guidelines.
6. The Organiser reserves the right to exclude Participants from participating in the Students Week if they breach the provisions of the Regulations, specifically:
 - a) disrupt the Students Week;
 - b) take actions that are unlawful, against good morals or that harm the legitimate interests of third parties;
 - c) take actions aimed at circumventing or indicating an attempt to circumvent the Regulations or the rules of the Students Week;
 - d) take actions that violate the legitimate interests of the Organiser or harm its image.
7. The Participants are obligated to adhere to the safety rules, health and safety regulations, as well as fire regulations in effect at the premises where the Students Week takes place.
8. The Organiser bears no responsibility for any items left or lost during the Students Week, including those left in clothing, backpacks, bags, or suitcases deposited at the checkroom, as well as in other public areas of the Students Week and the University of Lodz.
9. In the event of a disturbance of public order by a Participant, the personnel of the Students Week Organiser are authorized to:
 - a) calling on the Participant to behave accordingly;
 - b) requesting the Participant to leave the Students Week area,
 - c) summoning the appropriate services in a situation where the Participant's behaviour qualifies for such intervention, including, in particular, when it poses a threat to other Participants or the Students Week staff or the Organiser 's property.

10. The Organiser bears no responsibility for incidents arising from Participants' non-compliance with the Regulations, failure to follow the Organiser's recommendations, or disregard for the instructions provided by the Students Week staff and security services responsible for maintaining order and security.
11. To uphold security within the Students Week premises, the Organiser may utilize surveillance monitoring that encompasses the entire Students Week area, including its specific sections.
12. If a Participant becomes aware of any potential risks or hazards that could endanger the life and well-being of fellow Participants, it is their obligation to promptly notify the Students Week staff without delay.

IV FINANCIAL ARRANGEMENTS

1. Participation in the Students Week is free of charge. Breakfast, coffee breaks and lunches will be covered by the Organiser, unless it is stated differently in the programme of the Student Week.
2. Costs of accommodation will be covered by the Organiser. The cost of travel will be reimbursed by the Organiser based on the documents provided by the Participants (e.g. train tickets; bus tickets).

V CANCELLATION OF PARTICIPATION IN THE EVENT

To cancel participation in the Students Week, the Participant must send the necessary information to the e-mail address: unic@uni.lodz.pl

VI IMAGE

The Organiser reserves the right to capture photographs and videos during the Students Week, which may be utilized for promotional purposes in printed and digital publications, as well as on social media platforms affiliated with the organizational units of the University of Lodz. In accordance with Article 81(2)(2) of the Law of 4 February 1994, on Copyright and Related Rights, the dissemination of a person's image that is only a detail of a whole, such as a gathering, landscape or public event, does not require their permission.

VII PROTECTION OF PERSONAL DATA

According to Article 13(1) and (2) 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), hereinafter referred to as "GDPR" and with Article 26 GDPR we inform that:

1. The Controller of your personal data is the University of Lodz with its registered office in Lodz at Narutowicza 68, 90-136 Lodz;
2. The Data Protection Officer at the University of Lodz may be contacted in any case:
 - a. via post to the above postal address, with the following reference on top: "Inspektor Ochrony Danych pok. 203" or:
 - b. via e-mail at iod@uni.lodz.pl.
3. Your personal data will be processed for purposes of registration, organization, communication and conducting the Students Week event organized on December 2nd – 6th, 2024 by International

Hub.

4. Your personal data will be processed on the basis of 13:
 - a. *art. 6(1)(e) GDPR in conjunction with Art. 2 and 11 of the Act of 20 July 2018, Law on Higher Education and Science (as it is necessary for the performance of tasks carried out in the public interest or while exercising official authority given to the controller in connection with the mission of the higher education and science system with regard to science, research activities, shaping citizenship and participation in social development and contribution to innovation-based economy);*
 - b. *art. 6(1)(b) GDPR (as it is necessary to execute the contract whose party is the data subject or to take steps at the data subject request prior to concluding the contract);*
 - c. *art. 6(1)(c) GDPR (in accordance with legal requirements and internal legal acts of the UL);*
 - d. *art. 6(1)(a) GDPR on the basis of your consents for personal data processing (in the case of authorisation to reproduce physical likeness or receiving information on future conferences and events);*
5. When personal data is processed on the basis of consent, you have the right to withdraw your consent at any time without affecting the lawfulness of processing based on consent before its withdrawal.
6. Recipients of your personal data shall include entities authorised by law or relevant agreements concluded with the University of Lodz.
7. Your personal data will be stored in accordance with the regulations on the national archival resources and state archives, other legal regulations and the University's internal regulations.
8. You have the right to:
 - a) access your personal data,
 - b) request correction of your personal data, if it is not accurate,
 - c) delete, restrict processing and transfer data – in cases provided for by law,
 - d) object to the processing of personal data,
 - e) lodge a complaint to the supervisory body, which is the President of Personal Data Protection Office with based at Stawki 2.
9. Providing personal data is voluntary, but necessary to fulfill the purpose(s) mentioned in item 3.

VIII FINAL PROVISIONS

1. Any disputes arising from participation in the Students Week will be resolved by a court having jurisdiction over the registered office of the Organiser .
2. All matters not governed by these Regulations shall be governed by provisions of Polish law.
3. The Regulations come into force on 16.10.2024.