



Annex no 1 to Order no 60/2022
of the Rector of the Academy of Fine Arts
of 28.07.2022

Regulations for the Recruitment of Participants of Intensive International Education Programs as part of the project “stART in Gdańsk – Intensive International Education Programs at the Academy of Fine Arts in Gdańsk”, implemented by the Academy of Fine Arts under the SPINAKER Program, financed by the National Agency for Academic Exchange in accordance with the grant agreement no BPI/SPI/2021/1/00045/U/00001

GENERAL PROVISIONS

§ 1

1. These Regulations define the rules of recruiting foreign students and doctoral students for Intensive International Education Programs as part of the project “stART in Gdańsk”, co-financed by the National Agency for Academic Exchange in accordance with the grant agreement no BPI/SPI/2021/1/00045/U/00001, implemented by the Academy of Fine Arts under the SPINAKER Program – Intensive International Education Programs.
2. The SPINAKER Program – Intensive International Education Programs is co-financed by the European Social Fund under the Knowledge Education Development Operational Program (POWER), a non-competition project entitled “Supporting the institutional capacity of Polish universities through the creation and implementation of international study programs” (no. POWR.03.03.00-00-PN16/18), Priority axis III “Higher education for the economy and development”, Action 3.3 “Internationalization of Polish higher education”.
3. The project spans the period from 1 June 2022 to 31 August 2023.
4. The aim of the Project is to develop and implement four Intensive International Education Programs (IMPK) for foreign students and doctoral students, and thus improve the internationalization of the Academy of Fine Arts in Gdańsk.
5. The target group will consist of about 50 foreign students. It is estimated that the two editions of the IMPK “Printmaking course of fine art lithography” will be attended by a total of 20 students; the IMPK “Artist on the move” by 15 students; and the IMPK “Performance art in theory and praxis” by 15 students.
6. Intensive International Education Programs will be conducted with the use of blended learning, in the form of remote lectures and practical workshops.
7. The program scope of Intensive International Education Programs includes the implementation of the following education programs:
IMPK 1 and 2. “IMPK Printmaking course of fine art lithography (graphic art course with elements of artistic composition/layout design of a graphic project and preparation for print. Editions I and II)” is a course based on the technology of stone lithography, aluminium plate lithography and offset printing, the final result of which will be a set of works made by foreign students. Each edition will be conducted in the form of remote lectures (40 hours) and on-site workshops (80 hours), combined with a cultural program.



IMPK 3. “IMPK Artist on the move” is a series of lectures and workshops on issues of mobility in contemporary art, where movement is an integral part of an artist’s work. It will be conducted in the form of remote lectures (20 hours) and on-site workshops (30 hours).

IMPK 4. “IMPK Performance art in theory and praxis” is a series of lectures introducing the history, theory and current developments in performance art, as well as performance workshops. It will be conducted in the form of remote lectures (10 hours) and on-site workshops (35 hours), combined with a cultural program.

8. During their stay in Poland in connection with participation in IMPK: “IMPK Printmaking course of fine art lithography (graphic art course with elements of artistic composition/layout design of a graphic project and preparation for print. Edition I”, “IMPK Artist on the move” and “IMPK Performance art in theory and praxis”, foreign students will receive scholarships from the Project’s budget in the amount of 4,700.00 PLN, taking into account the cost of living, meals and travel expenses to Gdańsk (scholarships for up to 12 participants in total).
9. During their stay in Poland in connection with participation in IMPK: “IMPK Printmaking course of fine art lithography (graphic art course with elements of artistic composition/layout design of a graphic project and preparation for print. Edition II”, foreign students will receive funding from the Academy’s budget in the amount of 4,700.00 PLN, taking into account the cost of living, meals and travel expenses to Gdańsk (scholarships for up to 3 participants in total).
10. Other IMPK participants not mentioned in § 1 items 8 and 9, i.e. foreign students who are participants in the academic exchange program, will not receive the scholarship indicated in § 1 item 8 nor the funding indicated in § 1 item 9. However, they may be granted funding from the Academy’s budget to cover the cost of a maximum of 7 nights’ accommodation in Gdańsk for the duration of the on-site part of a given IMPK, based on their individual declaration of the need for accommodation to be provided by the Academy. The type and location of accommodation is determined by the Academy.
11. Participation in the Project is free of charge.
12. The support is intended for the implementation of Intensive International Education Programs.

§ 2

The terms used in these Regulations mean respectively:

Project	“stART in Gdańsk – Intensive International Education Programs at the Academy of Fine Arts in Gdańsk”, financed by the National Agency for Academic Exchange in accordance with the grant agreement no BPI/SPI/2021/1/00045/U/00001, implemented by the Academy of Fine Arts
Beneficiary	Institution implementing the Project: Academy of Fine Arts in Gdańsk
Project implementation team	The team appointed by Rector’s Order no 58/2022 of 1 July 2022
Candidate	A person who meets the recruitment criteria and applies for the Project
Project participant	A person who meets all the criteria for participation in the Project, selected for the Project

Recruitment committee	A team of 3 persons who select Project participants by a simple majority of votes, i.e.: the Vice-Rector for Cooperation and Promotion, the academic teacher running a given IMPK, and a member of the Project implementation team
Project office	Office of Cooperation and Internationalization of the Academy of Fine Arts in Gdańsk, Targ Węglowy 6, 80-836 Gdańsk, room 111
Financing institution	National Agency for Academic Exchange (NAWA)
ASP	Academy of Fine Arts in Gdańsk
Regulations	Regulations for the Recruitment of Participants of Intensive International Education Programs as part of the Project
Project supervisor	dr Adam Świerżewski, Vice-Rector for Cooperation and Promotion
Project coordinator	mgr Hanna Świątnicka

RECRUITMENT OF PARTICIPANTS OF INTENSIVE INTERNATIONAL EDUCATION PROGRAMS

§ 3

1. Foreigners who are students or doctoral students as understood by the Act on Higher Education and Science may apply for the Project.
2. The process of recruiting Project participants will be carried out separately for each IMPK, in accordance with the detailed schedule, in the period from 30 July 2022 to 31 May 2023, based on the established criteria and limits of places. The process of recruiting Project participants will be carried out through Akademus, the ASP intra-university student service system.
3. At the recruitment stage, it will be necessary to provide the Beneficiary with the following documents:
 - a) a document confirming foreign student status,
 - b) portfolio,
 - c) cover letter,
 - d) proof of knowledge of the English language,
 - e) certificate of the degree of disability (if applicable),
 - f) application for the Project (Annex 2),
 - g) personal data form of the Project participant to be entered into the NAWA ICT system for monitoring Project participants (Annex 3),
 - h) declaration regarding personal data GDPR POWER (Annex 4),
 - i) declaration regarding personal data GDPR NAWA (Annex 5),
 - j) additional consent to the processing of personal data (Annex 6).
4. The submitted applications will be formally assessed based on the portfolios. The assessment of the applications will be completed within 30 workdays. If the application does not meet the formal requirements, the candidate will be informed about the errors and the possibility of correcting them within 7 days from the date of receipt of the information. Applications of candidates who fail to do that will be excluded from consideration. Only applications delivered on time as detailed in the recruitment schedule and meeting the formal requirements will be considered.

5. Applications sent after the deadline detailed in the recruitment schedule, incomplete or not containing consent to the processing of personal data will not be accepted.
6. Foreign students who qualify for the Project will become Project participants and will take part in the Intensive International Education Program of their choice.
7. Project participants are required to send the originals of filled out and signed application documents in hard copy to the address of the Academy of Fine Arts in Gdańsk, Targ Węglowy 6, 80-836 Gdańsk, with the annotation “Biuro Współpracy i Umiejdzynarodowienia, pok. 111”, by the date set by the Office for Cooperation and Internationalization.
8. Recruitment will be conducted based on the principle of equal opportunity and non-discrimination, enabling fair and full participation in the Project by all persons from the target group, regardless of gender, disability, race or ethnicity, religion or belief, and sexual orientation, in an impartial and open manner, with the same criteria for all candidates.
9. If the number of foreign students interested in participating in the Project exceeds the number of places (50 people in total, including: “Printmaking course of fine art lithography” (two editions): 20 people, “Artist on the move”: 15 people, “Performance art in theory and praxis”: 15 people), a reserve list will be created for each IMPK.
10. The recruitment procedure includes the following steps:
 - a) candidates fill in recruitment documents,
 - b) candidates enter their applications in the Akademus system,
 - c) the recruitment committee assesses the applications,
 - d) the recruitment committee selects Project participants,
 - e) candidates are notified about qualifying for the Project (to the e-mail address provided in the recruitment documents).
11. In the first step of the qualification procedure, a candidate with disabilities submits a photocopy of the document confirming the disability.
12. The list of Project participants will be available at the Project office.

RECRUITMENT COMMITTEE AND SELECTION CRITERIA FOR PARTICIPANTS OF INTENSIVE INTERNATIONAL EDUCATION PROGRAMS

§ 4

1. The recruitment procedure is carried out by the recruitment committee composed of: the ASP Vice-Rector for Cooperation and Promotion, the ASP academic teacher running a given IMPK, and a member of the Project implementation team.
2. Each meeting of the recruitment committee is attended by all 3 members.
3. The Rector of the Academy supervises the work of the recruitment committee.
4. The recruitment committee conducts the qualification procedure, including:
 - a) verifying documents submitted by persons interested in participating in the Project,
 - b) selecting Project participants,
 - c) notifying candidates about the results of the recruitment procedure,
 - d) drawing up a summary report on the qualification procedure.
5. The results of the recruitment procedure are made public.
6. If the number of applications exceeds the limit of places, a reserve list will be created.
7. Foreign students from the reserve list will be included in the Project if the candidate resigns from participation in the Project before the start of classes.
8. If the appropriate number of Project participants is not selected or the selected candidates resign from participation in the Project, the Project office may announce additional recruitment for IMPK.

9. Foreign students qualified to participate in the Project will be notified of this fact via e-mail and the Akademos system.
10. Foreign students qualified for the Project will be notified of this fact via e-mail and the Akademos system.

FINAL PROVISIONS

§ 5

1. The Regulations come into force on the day of their announcement and are valid until the end of the Project.
2. The Regulations and amendments to the Regulations are introduced by Rector's order.
3. The Beneficiary reserves the right to amend the Regulations.
4. The Project participant confirms in writing that he has read the Regulations and that he or she will respect its principles.
5. The Regulations are available on the ASP website and at the Office of Cooperation and Internationalization.