**REGULATIONS ON**

**FOREIGN STUDY TOUR**

**FOR STUDENTS OF THE FACULTY OF POLITICAL SCIENCE**

**AND INTERNATIONAL STUDIES OF THE UNIVERSITY OF WARSAW**

**§ 1. General provisions**

1. These Rules and Regulations define the rules for participating in a study tour.

2. The study tour is organized for students of the first-(2nd and 3rd year), second cycle studies who study at the Faculty of Political Science~~s~~ and International Studies University of Warsaw, preparing theses on the issues of the United Nations.

3. The limit of seats is 4 students.

4. The study tour is planned from 3rd/4th till 7th/8th June 2024.

5. The study tour will be carried out in the United States.

6. Only participants of the Project who have been qualified by the Recruitment Committee may take part in the study tour.

**§ 2. The purpose of a study tour**

1. The purpose of the study tour is to do a short-term internship abroad.

2. Participation in the study tour will enable to collect materials and conduct research, including, but not limited to, interviews, necessary for the preparation of the thesis. In addition, the trip will contribute to the expansion of knowledge about the functioning of international institutions - the United Nations, its history and contemporary problems, as well as strengthen the development of social and communication competencies (communicating in a foreign language).

**§ 3. Conditions for participation**

1. 4 participants who will be qualified on the list of participants of a study tour by the Recruitment Committee may take part in the study tour.

2. The costs of student participation in a study tour financed from the Project's resources include:

1) Flight by plane on the Warsaw – New York- Warsaw,

2) Accommodation in a dormitory in double-triple rooms.

3. Students shall, from their own funds, cover the cost of insurance, ESTA, public transportation, food, entrance fees, tour guide and personal expenses. If necessary, also from their own funds, participants cover the cost of the necessary coronavirus tests, if the entry requires it.

4. In the event of resignation from the tour after 28th March 2024, the student is required to cover the cost of the flight ticket and accommodation and other obligatory costs that already had been spent until that day.

5. The guardians of the tour are responsible for the implementation of the study tour program and substantive care over the participants: dr hab. Maciej Raś, dr Agnieszka Bejma.

**§ 4. Recruitment Commission**

1. The Recruitment Committee consists of 4 people, representing Faculty of Political Science and International Studies.

2. The Recruitment Committee will be appointed by the Dean of the Faculty of Political Science and International Studies. dr hab. Daniel Przastek.

3. The tasks of the Commission will be:

1) verification of submitted documents,

2) 2) conducting qualifying interviews,

3) drawing up a list of persons qualified for the study tour and a reserve list.

4. Members of the Commission prepare a report from the conducted recruitment.

**§ 5. Recruitment rules**

1. Submissions of participants of the Project will be accepted until **19/02/2024 till 4 PM**.

2. The student must submit application documents online by sending email to najlepsiwnpism@uw.edu.pl

3. The Admissions Committee shall prepare a list of participants of the study tour together with a **reserve list by 28/02/2024.**

4. The second stage of recruitment will take place between 1st and 7th March, 2024.

5. Students who are qualified to take part in the study tour will be informed via e-mail.

6. Students who are not qualified to participate in the study tour will be informed by email about their place on the reserve list.

7. Joining a student for the recruitment process is equal to accepting these Regulations.

8. The Recruitment Committee may announce an additional recruitment for vacancies.

**§ 6. Criteria for selecting participants of the study tour**

1. Recruitment for the trip is a two-stage process.

2. The following criteria will determine the student's qualification for the study tour:

1) submitting a correctly completed application form constituting Annex 1,

2) cover letter (1-3 points),

3) information from the Student Section confirmed by the average from the course of studies (5,0-4,90 – 7 points; 4,89-4,70 – 6 points; 4,69-4,55 – 5 points, 4,54-4,40 – 4 points, 4,39-4,00 – 3 points, 3,99-3,70 – 2 points, below 3,69 – 1 points),

4) a certificate confirming knowledge of the English language/or a statement about language proficiency; (1-10 points, knowledge of the language at level A1 – 1 points, A2 – 2 points, B1 – 3 points, B2 – 5 points, C1 – 8 points, C2 – 10 points),

5) description of a research project related to the functioning/operation of the United Nations (the key is to present the research plan and activities that the student plans to carry out as part of the trip, i.e. who the participant would like to interview as part of the prepared research paper, what materials would be obtained) (1-10 pts)

6) a published scientific article in a journal from the ministerial list on the United Nations (3 points for each published article)

7) up-to-date (i.e. from the current academic year) certificates confirmed by the organization/organizer of the conference/seminar or by the supervisor in the case of activity undertaken in scientific circles, information about the student's activity in scientific circles active at the Faculty of Political Science and International Studies of the University of Warsaw, organization of scientific events concerning the United Nations: conferences, seminars, workshops, etc. (maximum score will be 3). (1-3 points; 1 point for 1 participation),

8) other current (from the current academic year) achievements related to scientific activity concerning the United Nations undertaken at the Faculty of Political Science and International Studies; participation with a paper in a scientific conference, participation in research/research projects (maximum score will be 3), (1-3 points; 1 point for 1 achievement).

3. From among the applications submitted, the Recruitment Committee will select 12 people with the highest number of points, who will be invited to the second stage of recruitment.

4. In the second stage of recruitment, there will be an interview in English on the research project (submitted in the first stage), which is the basis for the participant/participant's participation. A maximum of 30 points will be available to the candidate/candidate.

5. After the second stage of recruitment, the research projects of candidates/candidates will be forwarded to the Polish Representation to the UN, which will prepare a list of persons whose projects are likely to be implemented and supported during the short-term study tour.

6. On this basis, a list of persons qualified to participate in the study tour will be prepared, along with a ranking list.

7. In the event of resignation from participation in the study tour, the place of the qualified student(s), will be taken by the next person from the reserve list.

8. Incomplete documents will be rejected.

9. The Commission's decision is final and cannot be appealed.

10. Resignation must be made in writing, subject to the deadline of 28th March, 2024.

**§ 7. Rights and obligations of the participant of the study tour**

1. A student of a study tour undertakes to fully participate in the study tour program and to comply with these Regulations.

2. Each participant will be obliged to prepare and present a short speech during study tour and also write a report within 7 days after the study tour.

3. Each participant qualified for the trip shall be required to purchase accident insurance that also includes liability insurance (third party liability). These documents should be submitted in the form of photocopies to the guardians at the latest 7 working days before the planned departure date.

4. A student of the study tour undertakes to complete the attendance list, surveys and all other documents related to the tour.

5. A student of the study tour consents to the processing of personal data, photographic documentation from participation in a study tour and the use of their image for information and promotion purposes regarding the implementation of the tour.

**§ 8. Final provisions**

1. Information about the study tour together with the Regulations and the attachment and the framework program of the tour will be posted on the website of the Faculty of Political Science and International Studies of the University of Warsaw.

2. In matters not covered by the Regulations, the guardians make decisions.

3. These Regulations enter into force on the day of announcement and are valid for the whole period of the study tour.

4. The Organizers reserve the right to change the Regulations in the event of changing the conditions of the study tour or in other unforeseen and independent from Organizers situations.

**FRAMEWORK OF THE PROGRAM:**

1. - arrival in New York, accommodation;

2. - visit to UN headquarters;

3. - visit to UN headquarters;

4. - visit to UN headquarters;

5. - departure to Warsaw.

**Annex 1**

**Application form for study trip to New York**

1. Name and surname:
2. Place and date of birth:
3. Address:
4. Adres do korespondencji:
5. Telefon number:
6. Mail:
7. Field and year of study:

**Personal data processing notice**

**Data controller**

The controller of your personal data being processed is Uniwersytet Warszawski (the University of Warsaw), ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa.

You may contact the controller:

* by post to: Uniwersytet Warszawski, ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa (please specify the organisational unit to which correspondence is addressed);
* by phone at: 22 55 20 000.

**Data Protection Officer (DPO)**

The controller has appointed a Data Protection Officer, which you may contact by e-mail at iod@adm.uw.edu.pl.

You may contact the DPO in all matters pertaining to the processing of your personal data on the part of the University of Warsaw, and to the enjoyment of your rights related to personal data processing.

The DPO is not responsible for handling other matters, such as providing information on the terms and conditions of the competition, or receiving competition applications, etc.

**Purposes of and legal grounds for the processing**

Your personal data will be processed:

1. pursuant to Article 6(1)(e) GDPR[[1]](#footnote-1) in conjunction with Article 6(1)(c) GDPR:
* for the participation in the Competition for the Best Student of the Faculty of Political Science and International Studies;
* for the online publication of the winner’s details;
1. pursuant to Article 6(1)(c) GDPR:
* for financial settlements in accordance with tax and accounting provisions.
1. pursuant to Article 6(1)(f) GDPR:
* for the establishment, exercise or defence of legal claims.

**Period of retention**

Your personal data will be processed for the period necessary for the achievement of objectives of that processing:

1. for the period required for the competition to take place, and prizes to be awarded;
2. for the period arising from tax and accounting provisions;
3. for the period necessary for the establishment, exercise or defence of legal claims.

The data will be subsequently archived.

**Data recipients**

Your data will be accessible to authorised employees and associates of the University of Warsaw who are obliged to process your personal data in connection with the performance of their professional responsibilities.

Data recipients may also include entities with which the controller entrusts the performance of specific responsibilities which involve necessary personal data processing.

Furthermore, your personal data may be made available to entities authorised by virtue of legal provisions.

Personal data of competition winners will be published online.

**Transmission of data outside the European Economic Area**

Your personal data may also be processed by the vendor of G Suite for Education – Google (with which we concluded a data processing agreement) – in its data processing centres[[2]](#footnote-2).

**Data processing rights**

We ensure that you are able to exercise all your rights pursuant to the provisions of the GDPR, i.e., to exercise:

* the right of access and to obtain a copy of your data;
* the right to rectification;
* the right to restriction of processing;
* the right to erasure (subject to Article 17(3) GDPR);
* lodge a complaint with the President of the Personal Data Protection Office, should you find your personal data to be processed in breach of provisions on personal data protection.

**The obligation to provide data and consequences of failure to do so**

You are required to provide your personal data in order to take part in the competition. If you fail to provide your personal data, your participation in the competition will be hindered or rendered impossible.

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Date Signature

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, and repealing Directive 95/46/EC (General Data Protection Regulation).

Article 6(1)(c) GDPR – processing is necessary for compliance with a legal obligation;

Article 6(1)(e) GDPR – processing is necessary for the performance of a task carried out in the public interest;

Article 6(1)(f) GDPR – processing is necessary for the establishment, exercise or defence of legal claims. [↑](#footnote-ref-1)
2. https://www.google.com/about/datacenters/inside/locations/index.html [↑](#footnote-ref-2)