

This project is co-financed with European Union funds in the framework of the European Social Fund

Regulations of recruitment and participation in the project: Integrated Development Programme of the University of Humanities and Economics in Lodz

The regulations apply to Task 1. Educational programmes in English

Support for education at the following faculties:

- Management – major in Project and Process Management
- Graphics - major in 3D Graphics and Game Art

III. Higher education for economy and development

3.5. Comprehensive programmes of higher education institutions

Project Implementer:

University of Humanities and Economics in Lodz,
90-212 Łódź, ul. Sterlinga 26, pok. K207

§1

I. General provisions

1. These regulations define the rules of recruitment and participation in the project “Integrated Development Programme of the University of Humanities and Economics in Lodz”. Task 1. Educational programmes in English.

2. Participation in the project is free of charge.

3. The Project Manager performs general supervision over the implementation of the Project.

4. The supervision over the implementation of substantive content for the Project is performed by:

Rector of the AHE in Lodz and Deputy Deans of the faculties Management and Graphics in consultation with the Senate Committee for Education of the above-mentioned faculties.

§2

I. Dictionary of terms used in the regulations.



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1. Beneficiary - Project Implementer - University of Humanities and Economics in Lodz.
2. Project Office - Project Implementer's office, located at the headquarters of the University of Humanities and Economics in Łódź, ul. Sterlinga 26.
3. Intermediate Body (IB) OP KED - National Centre for Research and Development (NCRD).
4. Candidate - a person applying for participation in the Project/participating in the recruitment process.
5. Project participant (PP) - Ultimate Beneficiary - Student - a person (w-woman, m-man) who after fulfilling all the requirements specified in the regulations, was qualified to participate in the project and signed the Study Agreement
6. Website of the project - website at www.zpu.ahe.lodz.pl, on which all information and documents concerning the project will be posted.

§3

I. Information about the project:

1. The project is co-financed by the European Union under the European Social Fund, Operational Programme Knowledge Education Development, Priority Axis III. Higher education for economy and development, 3.5. Comprehensive programmes of higher education.
2. The project is carried out by the University of Humanities and Economics in Lodz (Project Implementer), with its headquarters in Łódź, ul. Sterlinga 26, 90-212 Łódź, pursuant to agreement No. POWR.03.05.00-00-Z039/17-00, signed with the National Centre for Research and Development as an Intermediate Body (IB).
3. The Project Office run by the University of Humanities and Economics in Lodz is located in Łódź, ul. Sterlinga 26, 90-212 Łódź, 2nd floor, room K-207, open from Monday to Friday from 10:00 AM to 03:00 PM.
4. Information on the recruitment and participation in the project can be found on the website:
<https://zpu.ahe.lodz.pl/graphics-3d-and-game-art-project-and-process-management>
documents in Polish/ English
and
<https://www.ahe.lodz.pl/studia-po-angielsku/ba-graphics-ba-management-scholarship>



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5. The period of implementation of the entire project: from 01.03.2018 to 8.02.2022.

6. In Task 1, a total number of 70 students (38 women and 32 men) will participate in the project, from Poland and abroad, meeting the criteria of the target group, specified in §5 of these Regulations, including faculties:

- Management, major in Project and Process Management, 40 students (20 women and 20 men) and
- major in Graphics, 3D Graphics and Game Art, 30 students (18 women and 12 men).

7. The main objective of the project is to increase the competitiveness and development of the AHE services in Łódź.

§4

I. Project implementation (as part of Task 1. Educational programmes in English) provides:

1. Support for education at the faculties:

- Management – major in Project and Process Management, which covers the entire cycle of full-time, first-cycle studies (3-year Bachelor's studies for the first year):

It is planned to conduct educational classes in the thematic area:

- MANAGEMENT AND MARKETING
- CREATIVE TECHNOLOGIES
- COMMUNICATION
- LEGAL LEARNING

with the total of hours:

- lectures: 300 hrs
- workshops: 180 hrs (2 groups - 20 people)
- classes: 1160 hrs (2 groups - 20 people)
- project classes: 429 hrs
- e-learning: 15 hrs
- specialisation: 454 hrs

It is expected to obtain the result: 32PP (22W, 10M) will positively pass 6 sessions within the first, second and third year of education and will receive a bachelor's degree.

The bachelor's diploma thesis will be defended as a way to verify the acquisition of competences.

- Graphics – major in 3D Graphics and Game Art covers the whole cycle of full-time, first-cycle studies (3-year Bachelor's studies for the first year).



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- GENERAL ARTISTIC SUBJECTS
- VISUAL COMMUNICATION, MULTIMEDIA AND 3D GRAPHICS
- CREATIVE TECHNOLOGIES

Total number of hours:

- lectures: 75 hrs
- workshops: 300 hrs (2 groups - 15 people)
- classes: 796 hrs (2 groups - 15 people)
- project classes: 472.5 hrs
- e-learning: 26 hrs
- specialisation: 270 hrs

It is expected to obtain the result: 24PP (17W; 7M) will positively pass 6 sessions within the first, second and third year of education and will receive a bachelor's degree.

The bachelor's diploma thesis will be defended as a way to verify the acquisition of competences.

2. The condition for the implementation of the Project is the admission in the academic year 2018/2019 for the first year of study in the field of:

- Management, major in Project and Process Management 40 students (20 women and 20 men) and
- Management, major in 3D Graphics and Game Art 30 students (18 women and 12 men) from Poland and abroad, meeting the criteria of the target group.

3. In the event of failure to meet the above condition and the inability to implement the agreement for co-financing, candidates who have joined the recruitment procedure cannot submit the related claims against the Project Implementer.

§5

I. Project participants.

1. Under Task 1, the project is addressed to 70 people who will meet the formal requirements set in these Regulations.

2. Under Task 1, the project entitled The “Integrated Development Programme of the University of Humanities and Economics in Lodz” can be attended by people who meet the following formal criteria:

- citizens of the Republic of Poland or foreigners – registered as residents of, and residing in, the Republic of Poland and abroad;
- persons with a secondary school completion certificate entitling them to take up studies at the university level;



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- people with knowledge of English at the minimum level B2;
- they will start studying at the AHE in Lodz:
 - in a full-time mode,
 - in the academic year 2018/19,
- persons who have obtained a certificate on the lack of medical contraindications (medical certificate) to studying in a given field (submitted at signing the agreement);
- completed and provided to the Project Office the required (complete) application documentation qualifying for participation in the project;
- signed the Study Agreement.

3. If the number of people exceeds the number of places, the order is determined by the average grade from the secondary school completion certificate authorising applicants to study at the university level and the result of an English test (B2 level).

§6

I. General principles of recruitment.

1. Candidate recruitment will be conducted from **20/05/2018 to 22/07/2018**.
2. Recruitment to the project will be conducted in accordance with the principle of non-discrimination on grounds of sex, nationality, disability and based on the principles of equal opportunities for women and men.
3. The Project Implementer reserves the right to change/extend the recruitment deadline during the project (which must be announced on the website).

§7

I. The following recruitment procedure is applied:

1. The participation is notified by submitting a complete application form (Attachment No. 1 to the Regulations) in an electronic or paper form, available on the project website:
or the Recruitment Form available at: <https://zpu.ahe.lodz.pl> at the date of the announcement and completion of the recruitment, appointed by the Project Implementer. Forms that will be received before and after the date of the recruitment announcement or otherwise, will not be accepted.
2. A list of the required documents depending on the country of origin in the recruitment process is available on the project website:
<https://zpu.ahe.lodz.pl/graphics-3d-and-game-art-project-and-process-management> documents in Polish/English.



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3. Application forms along with other documents will be accepted during the recruitment period only as follows:

- by e-mail: study@ahelodz.pl,
via mail, courier or in person to the following address: AHE in Lodz, ul. Sterlinga 26,
90-212 Łódź, pok. K118, Mon-Fri 10.00 AM-03.00 PM.

4. A candidate who provides incomplete documentation will be considered in the recruitment process only after supplementing all missing information and documents. The candidate will be informed by e-mail of the need to complete the documentation by the Recruitment Specialist after the initial verification of documents, which takes place on an ongoing basis as documents are submitted.

e) The Beneficiary reserves the right to extend the period of receipt of application forms for the project and all recruitment documents until the required group of Participants is selected.

f) Forms submitted together with recruitment documents will be registered by assigning an identification number.

g) After submitted, an Application Form together with other documents shall not be returned.

2. Verification of eligibility for participation in Task 1 as part of the project.

a) The eligibility for participation will be assessed by the Recruitment Specialist/Project Manager according to the rule: participant qualified for participation/participant not qualified for participation, in the Application Form (Attachment 1 to these Regulations).

b) If the number of people exceeds the number of places, the order is determined by the average grade from the secondary school completion certificate authorising the candidate to study at the university level and the result of the English test at the minimum level B2.

c) Candidates with the smallest number of points specified in point b) will be added to the reserve list.

3. Information on the selection of participants will be made available and published on the project website.

a) Ranking list of candidates qualified for participation in the project (under Task 1) and not qualified for participation in the project and a reserve list of eligible persons will be posted on the website <https://zpu.ahelodz.pl/graphics-3d-and-game-art->



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[project-and-process-management](#) in Polish/English and will be also displayed at the Project Office.

b) The formal assessment will be available to candidates at the Project Office in order or them to familiarise themselves with its content.

c) At a written request of the candidate, the Project Implementer is obliged to inform by e-mail about the reasons for rejecting their application form with the ground provided, within 10 working days of receiving a written/e-mail request.

d) After the verification of the documents, the Project Implementer may deny the participation in the project for the person who provided data inconsistent with the actual facts.

e) In the case of a decision not to participate, a person qualified for Task 1 as part of the project (this does not apply to persons on the reserve list) must inform the Project Implementer in writing (address: AHE in Łódź, Sterlinga 26, 90-212 Łódź/e-mail: study@ahelodz.pl) on the decision not fewer than within 21 working days before the beginning of education.

4. Signing documentation constituting attachments to these Regulations resulting from the commencement of education.

a) People who qualify for participation in the project, submit declarations and documents required by the IB and the Project Implementer and sign the Study Agreement.

b) The date of signing the above agreement is treated as the day of joining the project, i.e. starting the participation in the project.

§8

I. Organisation of specific forms of support

1. General rules:

a) The situation of the classes

as part of first-cycle studies in the field of

- Management, major in Project and Process Management and Graphics, major in 3D Graphics and Game Art is the headquarters of the University, 90-212 Łódź, ul. Sterlinga 26.

b) The Project Implementer reserves the right to change the place, date and organisation of forms of the Project implementation in particularly justified cases, which will be announced on the project website.



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- d) The Project Implementer allows excused absences due to illness or other important circumstances.
- e) An admissible threshold of absence from particular classes per one Project Participant is determined by an academic teacher.
- f) Organisation and course of studies as well as rights and obligations of project participants are included in the document “Study Regulations of the University of Humanities and Economics in Lodz” approved by the Minister of Science and Higher Education, subject to different regulations resulting from these Regulations available on the website at <https://zpu.ahe.lodz.pl/graphics-3d-and-game-art-project-and-process-management> in Polish/English;
- g) Studies are carried out in accordance with the plan and programme of studies determined by the University;
- h) Studies last from 01.10.2018. until 30.09.2021 r.;
- i) Studies will be carried out in a full-time mode;
- j) Limit of places for both faculties in total: 70 (38 women, 32 men), including:
- Project and Process Management 40 students (20 women and 20 men) and
- 3D Graphics and Game Art 30 students (18 women and 12 men), unless the Project Implementer obtains permission from the IB to introduce a change.
- k) Project Participants are exempt from tuition fees and recruitment fees during the duration of the project; the only costs incurred by the project participant are the fees for issuing documents;
- l) Information on subjects, ECTS credits, forms of passing them will be announced after the beginning of each term.

2. Support for Project Participants from abroad.

- a) The method of applying and the form of support for 20 students (Project Participants) from abroad are specified in Attachment No. 3 - Procedure for granting support to foreigners under the project, available at <https://zpu.ahe.lodz.pl/graphics-3d-and-game-art-project-and-process-management>

§9

I. Responsibilities of the project participant under Task 1.



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1. The Project Participant is obliged to:

a) Comply with the terms and conditions set out in these Regulations.

b) Complete reliably tests, surveys and other documents necessary for reporting purposes during the participation in the Project.

c) Keep the Project Implementer informed of any change of the name and contact details contained in the Application Form - up to 7 days from the change.

2. In the event of failure to comply with the obligation to participate in the required hourly basis under a given form of support, the Project Participant is obliged to return the received educational materials and the Project Implementer has the right to demand reimbursement of participation costs (under Task 1).

§10

I. Final provisions

1. The Project Implementer reserves the right to change these regulations in the case of changes to the programme documents in the field of eligibility of expenditure under the Operational Programme Knowledge Education Development, legal regulations, as well as in the case adaptation of the regulations to the current needs of the project is necessary (which must be announced on the website).

2. The final interpretation of the Regulations rests with the University of Humanities and Economics in Lodz based on the guidelines for institutions participating in the implementation of the Operational Programme Knowledge Education Development 2014-2020.

3. The University of Humanities and Economics in Lodz shall not be held accountable for changes in acts or regulations concerning structural funds, the National Centre for Research and Development and differences in construing legal provisions that may appear during the implementation of the project.

4. Matters not regulated by these Regulations shall be resolved by the Project Implementer in consultation with the Intermediate Body.

5. All project documents are in Polish and English.

6. The Regulations come into force on the day of announcement on the website.

Attachments:



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Project Implementer:

University of Humanities and Economics in Lodz,
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Attachment No. 1 - Application form - Task 1.

Attachment No. 2 - English Test COMPETENCE TEST - ENGLISH.

Attachment No. 3 - Procedure for granting support to foreigners under the project.

Attachment No. 4 - Study Agreement.



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