



Rules and Regulations of the International Summer School

Table of contents

I Definitions.....	3
II General regulations	3
III Conditions for participation and recruitment	4
IV Course of the Summer School.....	6
V Obligations of Project participants.....	7
VI Final regulations	8
Annex 1.....	9
Annex 2.....	10
Annex 3.....	13

I Definitions

§1

1. Definitions used in the Regulations read as follows:
 - 1) College - Poznań School of Logistics
 - 2) Project - „CL Summer School and &UM training courses for EU&UA participants”
 - 3) Summer School - 5-day workshop on "Sustainable urban freight transport"
 - 4) Participant - a person attending the Summer School within the framework of the project "CL Summer School and &UM training courses for EU&UA participants"
 - 5) Candidate - a person applying to the Summer School
 - 6) Student - a person studying towards a first- or second-cycle degree at a higher education institution based in Poland
 - 7) Graduate - a person who has obtained a first- or second-cycle degree within one year prior to the date on which the application for participation in the Summer School is submitted.
 - 8) Summer School Coordinator - the person responsible for managing the activities of the Summer School.

II General regulations

§2

1. These Regulations specify the terms and conditions of participation, rules and basic criteria for the recruitment of Participants of the Project "CL Summer School and &UM training courses for EU&UA participants", their responsibilities, as well as the stages of support provided within the project.
2. The project "CL Summer School and &UM training courses for EU&UA participants" is being implemented within the EIT Regional Innovation Scheme.
3. The aim of the project is to provide participants with theoretical and practical skills to analyse, evaluate and apply current urban logistics practices and tools, enabling them to make effective decisions to improve urban logistics with the use of intelligent technologies.

4. The beneficiaries are the Łukasiewicz Research Network - Poznan Institute of Technology - Project Leader, Poznan School of Logistics and O.M. Beketov National University of Urban Economy in Kharkiv.
5. The project is co-financed with funds from the European Union.
6. The project lasts from 01.01.2023 to 31.12.2023.
7. A project participant is a person who, having fulfilled the requirements set out in these regulations, has been qualified to participate in the project.
8. The Summer School will take place on the premises of Poznan School of Logistics, located at 6 E. Estkowskiego Street.
9. The language of instruction is English.

III Conditions for participation and recruitment

§3

1. Recruitment for the Summer School takes place between 22.05.2023 and 16.06.2023 via the application form. In case of additional recruitment, this deadline may be extended.
2. The Summer School participant may be a person who, at the time of sending the application, meets the following cumulative criteria:
 - a) has the status of a student or graduate of a first or second cycle university studies;
 - b) the arithmetic mean of the subjects logistics and transport shall at least be 4.0;
 - c) the arithmetic mean of the management subjects shall at least be 4.0;
 - d) accepts the obligations of the Project Participant and the rules and regulations of the Summer School.
3. In order to apply for the Summer School, you must apply electronically via the application form, a link to which is available at: <https://wsl.com.pl/pl/projekt-eit>
4. The application form contains the following data:
 - a) personal information;
 - b) contact details (e-mail and telephone number);
 - c) educational background data;
 - d) activity in student organisations, e.g. Student Research Club, Student Council, etc;

- e) activities outside the course of study, e.g. courses, training, projects, conferences, pupil/student exchanges, etc;
 - f) the arithmetic mean of the grades in the subjects logistics and transport, rounded to two decimal places;
 - g) the arithmetic mean of the grades in subjects management, rounded to two decimal places.
5. The data provided in the application form will be processed in accordance with the Student Information Clause - Annex 3.
 6. There are 30 places available in the Summer School in the academic year 2022/2023.
 7. Candidates are assessed against the following criteria:
 - a) activity in student organisations - 0.5 points for each activity listed. (max. number of points to be awarded: 2.5);
 - b) extra-curricular activities - 0.5 points for each activity listed. (max. number of points to be awarded: 2.5);
 - c) arithmetic mean of the marks in the subjects logistics and transport, max. 5 points. according to the following scheme:
 - 5,0 – 5 pts.
 - 4,8 – 4,99 – 4 pts.
 - 4,6 – 4,79 – 3 pts.
 - 4,4 – 4,59 – 2 pts.
 - 4,0 – 4,39 – 1 pts.
 - d) the arithmetic mean of the marks in subjects management, max. 5 points. according to the following scheme:
 - 5,0 – 5 pts.
 - 4,8 – 4,99 – 4 pts.
 - 4,6 – 4,79 – 3 pts.
 - 4,4 – 4,59 – 2 pts.
 - 4,0 – 4,39 – 1 pts.
 8. The maximum number of points to be scored is 15 points. Those with the highest number of points will be qualified for the Summer School. The remaining applicants will form a reserve list.
 9. Successful applicants to the Summer School will be notified by email to the address provided on the application form within 7 days of the closing date.

10. The candidate who has been accepted to participate in the Summer School is obliged to deliver an electronic version to: weronika.polc@wsl.com.pl or by post/personally to the address Wyższa Szkoła Logistyki based in Poznań ul. Estkowskiego 6, 61-755 Poznań:
- certificate of being a student (according to the model used at the home university or using the model in Appendix 1) - if applicable;
 - scan of the diploma or certificate of having a graduate status (according to the model used at the home university or using the model in Appendix 1) - if applicable;
 - the signed participation agreement for the Summer School (as per Annex 2).

IV Course of the Summer School

§4

- As part of the Summer School, participants will take part in the class "Sustainable urban freight transport".
- The Summer School lasts for five training days (40 teaching hours), from Monday to Friday in the period: 03.07.2023 - 07.07.2023.
- Classes are scheduled from 8:00 a.m. to 4:00 p.m. and include presentations, workshops and a live laboratory led by lecturers from the Poznan School of Logistics and Business Practitioners.
- Participants are required to perform all partial tasks related to the specific subject matter of the course and the requirements of the instructor.
- During the Summer School, Participants will carry out a team project, which will be assessed by the Evaluation Committee and the class group.
- The Evaluation Committee is composed of lecturers and stakeholders from the quadruple helix model.
- The criteria for the assessment of the project and its presentation are as follows:
 - structure - documentation - analysis - consistency: 40%;
 - innovation - originality: 20%;
 - substantive justification: 10%;
 - feasibility of the proposed solution: 10%;
 - clarity of expression: 10%;
 - overall impression of the presentation: 10%.

8. The total time for the defence is 30 minutes.
9. A minimum score of 50% is required to receive a pass mark.
10. A failing grade in the defence eliminates you from receiving a certificate of completion of the Summer School.
11. The team achieving the highest score for the project will receive a prize of €1,000 gross to be shared equally between all team members.
12. Participation in the Summer School is free of charge, Participants are provided with materials.
13. Completion of the Summer School is confirmed by the issuing of a certificate, including the content of the course and the competences acquired.

V Obligations of Project participants

§5

1. The participant is obliged to participate in the activities of the Summer School. Absences are permitted only in chance events, i.e. especially in the event of illness.
2. It is the responsibility of the Summer School Participant to:
 - a) complete all documents relating to the implementation of the project (e.g. contracts, attendance lists);
 - b) participate in activities;
 - c) sign attendance lists during each day of the Summer School;
 - d) observe these Rules and Regulations.
3. In the event of resignation from the Summer School before its completion, or removal from the list of participants of the Summer School for reasons attributable to the Participant, the Participant may be obliged to reimburse the costs related to his/her education in an amount not higher than that budgeted for in the Project.

VI Final regulations

§6

1. In matters not covered by these Rules and Regulations, the Coordinator will make the decision. Contact to the Coordinator is available on the website:
<https://wsl.com.pl/pl/projekt-eit>
2. The Project Beneficiary reserves the right to amend these Rules and Regulations.
3. The current content of the rules and regulations is available in the Project Office, room 9A in the College building.

Annex 1.

CERTIFICATE*

We certify that Mr/Mrs (name)

born(day/month/year)in

is a student of (first-cycle/second-cycle/university master's degree)

.....

In the field of

Speciality

Year

Semester

Planned year of graduation

.....

University seal

*This Certificate is issued in connection with the recruitment procedure for the Summer School.



Annex 2.

PROJECT ACCESSION AGREEMENT
"CL SUMMER SCHOOL AND &UM TRAINING COURSES FOR EU&UA PARTICIPANTS"

§1

This agreement is a form of contract between:

Poznań School of Logistics based in Poznań, 6 E. Estkowskiego St. 61-755 Poznań, on behalf of which the contract is concluded by the Rector of the College PhD Eng. Adam Koliński and the Participant(s) of the Summer School "Sustainable urban freight transport":

(name)

§2

- I. The primary objective of participation in the project is to acquire theoretical and practical skills in the analysis, evaluation and application of currently existing urban logistics practices and tools to enable effective decision-making to improve urban logistics using intelligent technologies.
- II. The Project Participant is required to act in accordance with the requirements specified in the Rules and Regulations of the Summer School, which constitute an annex to this agreement.
- III. The Participant acknowledges that in case of resignation from the Project before its completion, or in case of removal from the list of the Project's Participants for reasons attributable to the Participant, he/she may be obliged to reimburse costs related to his/her education in an amount not higher than the amount budgeted for in the Project's budget.
- IV. The Participant declares that he/she has become acquainted with the Rules and Regulations of Participation in the Project and, being aware of the legal liability for making false statements, undertakes to abide by the terms and conditions.

- V. The contract has been drawn up in two identical copies: one for the Participant and one for the Poznan School of Logistics.

§3

DATA PRIVACY NOTICE

In accordance with Articles 13(1) and (2) and Article 14(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC [RODO], I inform you that:

- I. The administrator of the students' personal data is the Poznan School of Logistics based in Poznan, 61-755, 6 E. Estkowskiego Street; REGON 300124247; 618504781; www.wsl.com.pl.
- II. The administrator has appointed a Data Protection Officer who can be contacted on matters concerning the protection of your personal data by e-mail: iod@wsl.com.pl
- III. Your personal data will be processed for the purposes of the Summer School.
- IV. The processing of personal data for purposes and to the extent beyond the personal data necessary for the purposes arising from the educational process of the Summer School requires your consent.
- V. The provision of personal data is voluntary, but necessary for the implementation of the educational process within the framework of the Summer School. If you do not provide your data, it will not be possible to fulfil the above-mentioned purpose.
- VI. The recipients of your data are authorised employees of Poznan School of Logistics, the EIT, entities and individuals providing insurance services to the Administrator, legal services and other entities to whom the Administrator has entrusted personal data. The recipients of your data are also institutions and entities legally authorised to receive your data on the basis of relevant legislation.
- VII. Your personal data will not be transferred to third countries or international organisations within the scope of the GDPR.
- VIII. You have the right to:
 - a. access to your personal data (pursuant to Article 15 of the GDPR);
 - b. rectification of your personal data (pursuant to Article 16 of the GDPR);
 - c. deletion of your personal data (pursuant to Article 17 of the GDPR);

- d. request the Controller to restrict the processing of personal data, subject to the cases referred to in Article 18(2) GDPR; the right to restrict processing shall not apply in relation to storage in order to ensure the exercise of legal remedies or to protect the rights of another natural or legal person, or for compelling reasons of public interest of the European Union or of a Member State;
 - e. file a complaint with the President of the Data Protection Authority if you consider that the processing of your personal data violates the provisions of the GDPR.
- IX. If the processing takes place on the basis of Article 6(1)(a) or Article 9(2)(a) GDPR (consent of the person), you have the right to withdraw your consent at any time without affecting the lawfulness of the processing carried out on the basis of the consent before its withdrawal. A declaration of withdrawal of consent for the processing of personal data requires its submission in writing, to the Administrator's address or electronically to the following email address: iod@wsl.com.pl
- X. Your data will not be processed by automated means, including in the form of profiling.

Signature of the Participant

Signature of the Beneficiary



Annex 3.

DATA PRIVACY NOTICE FOR STUDENTS

In accordance with Articles 13(1) and (2) and Article 14(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC [RODO], I inform you that:

1. The administrator of the students' personal data is the Poznan School of Logistics based in Poznan, 61-755, 6 E. Estkowskiego Street; REGON 300124247; 618504781; www.wsl.com.pl.
2. The administrator has appointed a Data Protection Officer who can be contacted on matters concerning the protection of your personal data by e-mail: iod@wsl.com.pl
3. Your personal data will be processed for the purposes of the Summer School.
4. The processing of personal data for purposes and to the extent beyond the personal data necessary for the purposes arising from the educational process of the Summer School requires your consent.
5. The provision of personal data is voluntary, but necessary for the implementation of the educational process within the framework of the Summer School. If you do not provide your data, it will not be possible to fulfil the above-mentioned purpose.
6. The recipients of your data are authorised employees of Poznan School of Logistics, the EIT, entities and individuals providing insurance services to the Administrator, legal services and other entities to whom the Administrator has entrusted personal data. The recipients of your data are also institutions and entities legally authorised to receive your data on the basis of relevant legislation.
7. Your personal data will not be transferred to third countries or international organisations within the scope of the GDPR.
8. Your personal data will be retained for a period of 50 years [Article 51(1) of the Act of 14 July 1983 on National Archive Resources and Archives (Journal of Laws 2018, item 217)] from the date of graduation.
9. You have the right to:



- a) access to your personal data (pursuant to Article 15 of the GDPR);
 - b) rectification of your personal data (pursuant to Article 16 of the GDPR);
 - c) deletion of your personal data (pursuant to Article 17 of the GDPR);
 - d) request the Controller to restrict the processing of personal data, subject to the cases referred to in Article 18(2) GDPR; the right to restrict processing shall not apply in relation to storage in order to ensure the exercise of legal remedies or to protect the rights of another natural or legal person, or for compelling reasons of public interest of the European Union or of a Member State;
 - e) file a complaint with the President of the Data Protection Authority if you consider that the processing of your personal data violates the provisions of the GDPR.
10. If the processing takes place on the basis of Article 6(1)(a) or Article 9(2)(a) GDPR (consent of the person), you have the right to withdraw your consent at any time without affecting the lawfulness of the processing carried out on the basis of the consent before its withdrawal. A declaration of withdrawal of consent for the processing of personal data requires its submission in writing, to the Administrator's address or electronically to the following email address: iod@wsl.com.pl
11. Your data will not be processed by automated means, including in the form of profiling.