

**Regulations for the recruitment of AGH University's students and students from Vietnam selected to participate in the four intensive courses carried out as a part of the project:**  
***Strengthening international academic cooperation***  
***Strategic partnership between AGH University of Krakow and leading scientific institutions in Vietnam,***  
**implemented within the framework of the Strategic Partnerships NAWA – call 2024 - contract number BPI/PST/2024/1/00122/U/00001**

Whenever referred to in the Regulations as:

- 1.) **Strategic Partnerships Program**– this should be understood as the Strategic Partnerships Program NAWA - call 2024;
- 2.) **AGH University** - means the AGH University of Krakow;
- 3.) **Partner University** – this should be understood as one of the four Vietnamese universities participating in the Project: Hanoi University of Mining and Geology; Hanoi University of Science and Technology; Da Nang University of Science and Technology; Ho Chi Minh City University of Technology;
- 4.) **Project** – this should be understood as project titled *Strengthening international academic cooperation Strategic partnership between AGH University of Krakow and leading scientific institutions in Vietnam* implemented within the framework of the Strategic Partnerships NAWA – call 2024;
- 5.) **Course** - means one of the four intensive courses implemented as part of the project in the following areas:
  - *Innovative techniques for monitoring the soil and water environment;*
  - *Environmental engineering, energy efficiency, and sustainable construction;*
  - *Control and virtual prototyping in mechatronic systems design;*
  - *Modern trenchless technologies;*conducted in a hybrid format, addressed to students of partner universities as well as students of AGH University of Krakow;
- 6.) **Participant** - shall mean a person with the status of AGH University's student or a person with the status of a student of a university from Vietnam selected to participate in the project, from the moment of sending the application for participation in project and throughout the duration of each module, fulfilling at the same time the formal criteria and qualified to participate in the project;
- 7.) **Student** – shall mean a person studying for a first or second-cycle programs, pursuant to the Act of 20 July 2018 The Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended) or equivalent forms of education abroad, who may prove that has a status of a student of AGH University of Krakow or the status of a student of a foreign partner university;
- 8.) **NAWA** – this should be understood as the Polish National Agency for Academic Exchange, operating on the basis of the Act of 7 July on the Polish National Agency for Academic Exchange (Journal of Laws of 2023, item 843, as amended);
- 9.) **Centre for International Affairs** – this should be understood as an auxiliary unit of the AGH University of Krakow, hereinafter referred to as CIA;
- 10.) **Faculty** – this should be understood as one of the AGH faculties participating in the project on the terms specified therein: Faculty of Geology, Geophysics and

- Environmental Protection; Faculty of Civil Engineering and Resource Management; Faculty of Mechanical Engineering and Robotics; Faculty of Drilling, Oil and Gas;
- 11.) **Project Team** - shall be understood as the office of the project consisting of: Project Manager, Project Substantive Coordinator, academic teachers from AGH University of Krakow and partner universities conducting courses, as well as coordinators and members of research groups within the project;
  - 12.) **Project Manager** – a person from the Project Team who supervises the implementation of the project, including financial issues and control of the tasks performed;
  - 13.) **Project Substantive Coordinator** – this should be understood as a person providing substantive supervision of the project, including, among others, drafting these regulations, preparing recruitment forms, preparing and conducting information meetings with students, conducting student recruitment, verifying the needs of people with special needs, and supervising the arrival of project participants.

## § 1.

### Subject of the Rules

1. The Regulations specify the rules of organization of the course as well as recruitment of AGH University's students and students of Vietnamese universities selected to participate in the project, including in particular the formal criteria, recruitment, rules of establishing the ranking list as well as rights and duties of the participants.
2. The project is implemented as part of the "NAWA Strategic Partnerships – call 2024" program. The Strategic Partnerships program is an initiative of the Polish National Agency for Academic Exchange, supporting Polish universities and scientific institutions in establishing and developing long-term international cooperation. The aim of the program is to create lasting, systemic links with foreign partners in the areas of teaching, research, administration, and implementation. Thanks to the projects implemented, it is possible, among others, to strengthen the potential for internationalization, implement innovative solutions in higher education, and exchange best practices. The program also promotes the building of the position of Polish universities through the development of partnerships covering many areas of cooperation.
3. The project is being implemented on the basis of a contract concluded between AGH University of Krakow and the Polish National Agency for Academic Exchange, number BPI/PST/2024/1/00122/U/00001.
4. The project is financed from national funds.
5. The courses organized as part of the project are designed to enable students from AGH University of Krakow and students from partner universities selected to participate in the project to acquire skills, knowledge, and competencies within the scope of the course. Students who acquire knowledge in this scope will receive a certificate and will be awarded 4 ECTS points. Thanks to the skills acquired, project participants will become more competitive on the labor market and will also be able to consider studying at AGH University in the future.

## § 2.

### **Prohibition of discrimination and infringement of the principle of equality**

The implementation of the project, including in particular the recruitment process, will take place in accordance with the principle of non-discrimination, the principle of equality, in particular equal opportunities and the principle of accessibility.

## § 3.

### **General principles of course organization**

1. Each course will be attended by 20 students from Vietnam and 10 students from AGH University, recruited for the project in accordance with these Regulations. The course will last 60 hours and will be conducted in a hybrid format: 40 hours of lectures and 20 hours of practical classes at AGH University.
2. The courses will be conducted in accordance with Order No. 3/2023 of the Rector of AGH University of Krakow dated January 10, 2023, regarding the Regulations for the organization of other forms of education at AGH University as so-called extension course.
3. The courses offered to participants by AGH University will be held in two editions according to the following schedule:

#### **First edition:**

- (1) 23.02.- 22.05.2026 – virtual part of the course - Microsoft Teams platform (40h);
- (2) 23-24.05.2026 – flight to Krakow;
- (3) 25.05.2026 - Welcome Meeting – organized by CIA;
- (4) 26.05.-05.06.2026 - stationary module, practical classes at laboratories of AGH University - (20h);
- (5) 06-07.06.2026 – return to Vietnam.

#### **Second edition:**

- (1) 22.02.2027- 21.05.2027 - virtual part of the course - Microsoft Teams platform (40h);
- (2) 22-23.05.2027 - flight to Krakow;
- (3) 24.05.2027 - Welcome Meeting - organized by CIA;
- (4) 25.05-04.06.2027 - stationary module, practical classes at laboratories of AGH University - (20h);
- (5) 05-06.06.2027 – return to Vietnam.

5. The courses will be conducted by academic teachers from AGH University of Krakow and Vietnamese universities participating in the project.

6. In accordance with Order No. 7/2025 of the Rector of AGH University of Krakow dated 11 February, 2025, on the issuance of micro-credentials as a result of other forms of education, the course will end with a final exam and the issuance of a certificate of “micro-credentials” indicating the participant's grade, workload, number of hours (60) and the number of ECTS points obtained (4).

7. Stationary classes will be held on the AGH University's Campus, while remote classes will be conducted by means of distance communication.

8. The participant is obliged to provide continuous access to the Internet during the remote classes, as well as computer equipment that meets the technical requirements for participation in the course, including access to a microphone and camera.
9. Each participant may take one course organized within the project. In the event that candidate does not qualify to participate in the course being subject to these Regulations, candidate may submit an application to participate in the other course within the project.
10. A detailed list of classes will be announced on the website <https://www.csm.agh.edu.pl/>.
11. All classes will be conducted in English.
12. Completion of the course requires active attendance at classes provided for in the course, a passing grade in the final examination, submission of pre-tests and post-tests, and fulfilment of the other requirements specified in these regulations.
13. Completion of the course entails the possibility of obtaining 4 ECTS.
14. The participant has the right to retake the final examination in case of failure. The grade obtained on the second date is final.
15. A participant who has not submitted the required documents in time, has not attended all the classes, has not obtained a positive grade in the final examination or has not sent the pre-tests and post-tests will be struck from the list of participants and will not receive a certificate of completion of the course.
16. In particularly justified cases, AGH University shall have the right to change the schedule referred to in section 3 or to conduct classes remotely by means of distance communication.
17. Participants with disabilities may participate in the courses entirely in a remote form upon request sent to the Project Substantive Coordinator.
18. AGH University has the right to request additional documents from participants related to their participation in the project under pain of removal from the list of course participants.

#### **§ 4.**

#### **Project supervision**

1. The Project Manager is the Director of the CIA, Paweł Świerk, MA.
2. The Project Substantive Coordinator is the Deputy Director of the CIA, Aleksandra Perkins-Oleszkowicz, MA.

#### **§ 5.**

#### **Formal criteria for AGH University's students as well as for students from Vietnamese universities selected to participate in the project**

1. A person may become a participant in the project:
  - (1) having the status of a student of AGH University or Vietnamese universities since the moment of sending the application for participation in the project;
  - (2) having knowledge of English at B2 level;
  - (3) who completed the application form and sent all the documents required for recruitment to the Project Substantive Coordinator;
  - (4) has been accepted for the project.

## **§ 6. Funding principles**

1. Participation in the course is free of charge.
2. AGH University's students are not entitled to the funding related to their participation the project.
3. Students of Vietnam universities receive funding for the costs of participation in the project, which consists of:
  - (1) a stipend (in the amount of PLN 900 for each participant);
  - (2) a lump sum for living and accommodation costs (in the amount of PLN 3 600 for each participant);
  - (3) lump sum for travel costs from or to Poland (amounting to PLN 6 500 for each participant).

## **§ 7.**

### **Recruitment of AGH University's students and as well as for students from Vietnamese universities selected to participate in the project**

1. Candidates shall send an application regarding participation in a particular course by completing and submitting the form available at <https://forms.office.com/e/mDPHMZkdTJ?origin=lprLink>, and send scans of original documents to an e-mail address: [aperkins@agh.edu.pl](mailto:aperkins@agh.edu.pl), by 31 January 2026. If there are not enough candidates, this deadline is subject to change, which will be announced on <https://www.csm.agh.edu.pl/>.
2. A candidate may only submit an application for one course.
3. The Project Substantive Coordinator will assess the eligibility of candidates to participate in course on the basis of the submitted applications, participants' documentation and interview performance.
4. Candidates who meet the formal criteria and send their applications will be qualified to participate in the chosen course organized within the Project.
5. In the case of a greater number of applications than the number of places available for each course, the weighted average of grades from the entire cycle of studies, the level of English language proficiency, and the result of the interview performance will be decisive, on the basis of which participants will be awarded a certain number of points.
6. Persons with disabilities will be awarded an additional number of points.
7. Candidates will be informed electronically about the results of the recruitment process by sending information to the e-mail addresses indicated on the application form.
8. Participants are required to complete and submit the documentation for participants in projects financed from national funds, provided by the project coordinator. Failure to complete and submit the above-mentioned documents will result in the participant being removed from the list of course participants.
9. With regard to the aims of sustainable development, particularly in terms of ensuring equal and affordable access to high-quality technical higher education and ensuring that all learners acquire the knowledge and skills needed to promote sustainable development, including an appreciation of cultural diversity and the contribution of culture to sustainable development (tasks 4.3. and 4.7), as well as an increase in the number of scholarships for citizens of developing countries (task 4B) and the principle of accessibility and equal opportunities, the organizers will endeavor to diversify the number of participating universities by allocating a proportional number of places to each institution.

## **§ 8.**

### **Rights and obligations of participants**

- 1.) The participant is entitled to:
  - (1) to receive a 'micro-credentials' certificate confirming the completion of the course once all the prescribed requirements have been met;
  - (2) to receive 4 ECTS if the course is completed;
  - (3) protection of personal data;
  - (4) receive information regarding the course;
  - (5) to participate in the activities of the courses for which he/she has been qualified.
- 2.) The participant is obliged to:
  - (1) fulfil the obligations of enrolment as defined in § 7 respectively;
  - (2) to comply with the provisions of these Regulations;
  - (3) participate in classes;
  - (4) to confirm their attendance in the manner indicated by the course instructors;
  - (5) to participate in surveys;
  - (6) to participate and submit pre-tests and post-tests.

## **§ 9.**

### **Withdrawal from participation**

A participant may resign from participation in course by 10 February 2026 notifying the Project Substantive Coordinator.

## **§ 10.**

### **Information on the processing of personal data of participants of extension courses**

1. The Controller of the personal data of participants of extension courses is the AGH University of Krakow, al. A. Mickiewicza 30, 30-059 Krakow.
2. Contact details of the Inspector for Personal Data Protection: email: [iodo@agh.edu.pl](mailto:iodo@agh.edu.pl), tel.: 12 617 53 25;
3. Your personal data shall be processed for the purposes of:
  - 1) enrolment in extension course,
  - 2) communication related to participation in the course,
  - 3) documenting the course progress.
4. Legal basis for the processing of personal data:
  - 1) Article 6(1)(e) of the GDPR – processing necessary for the performance of a task carried out in the public interest, resulting from the provisions of the Act of July 20, 2018, on Higher Education and Science,
  - 2) Article 6(1)(c) of the GDPR – in the scope of fulfilling legal obligations related to financial, accounting, and reporting documentation.
5. The recipients of personal data are authorized employees of AGH University, Polish National Agency for Academic Exchange on the basis of legal provisions or providing technological support for IT systems of AGH University.
6. Personal data will be processed for the period necessary to achieve the purposes of processing, in accordance with the provisions of law and internal regulations of AGH University, including the Uniform Subject File List.

7. If a participant is not accepted for the course, personal data will be processed for a maximum period of the project implementation.
8. The participant has the right to:
  - a) access their personal data,
  - b) rectify it,
  - c) restrict the processing of data,
  - d) object to the processing of data in the cases specified in the GDPR.
9. The participant has the right to lodge a complaint with the supervisory authority – the President of the Personal Data Protection Office – if they consider that the processing of their data violates the provisions of the GDPR.
10. The participant's personal data will not be subject to automated decision-making, including profiling.
11. Providing personal data is voluntary but necessary to participate in the course. Failure to provide data will prevent participation in the course.

### **§ 11.**

#### **Final provisions**

In matters not covered by these regulations, the Project Manager makes the final decision.