

RECRUITMENT REGULATIONS FOR THE URBAN SUMMER SCHOOL: OPEN FORM

§ 1. General provisions

1. These Regulations define the principles of recruiting Participants, and of their participation in the summer training course organised by Narodowy Instytut Architektury i Urbanistyki (the National Institute of Architecture and Urban Planning) as part of the project titled “Urban Summer School: Open Form” [hereinafter referred to as the “Project”].
2. The Project is financed with funds from the Polish Ministry of Culture and National Heritage.
3. The Project will be implemented in the period from 26 August 2018 to 8 September 2018.
4. The Project includes the organization of a summer school in the form of lectures and workshops for a group of 15 Participants representing various countries and professions. The subject of lectures and workshops will be the theory of the Open Form and the architecture by Zofia and Oskar Hansen. Locations of the Project’s implementation include Lublin, Warsaw and Szumin.
5. Information about the Project is available on the www.niaiu.pl website and at the National Institute of Architecture and Urban Planning (at Foksal 4, 00-366 Warsaw).
6. The target group of the Project includes undergraduate students, postgraduate (PhD) students, young researchers and professionals active in the fields of architecture, urban planning, art and design, as well as representatives of other humanities, with shared interest in the present functioning and the future of modernist housing estates.
7. The Project is organised by the Narodowy Instytut Architektury i Urbanistyki (National Institute of Architecture and Urban Planning) at Foksal 4, 00-366 Warsaw, co-organized by the Centre for Urban History of East Central Europe in Lviv at Akademika Bohomolca 6, Lviv 79005, Ukraine, in partnership with the Museum of Modern Art in Warsaw at Pańska 3, 00-124 Warsaw.

§ 2. Definitions

The terms listed below, used in the Regulations, have the following meaning:

- 1) Organiser – Narodowy Instytut Architektury i Urbanistyki (National Institute of Architecture and Urban Planning), at Foksal 4, 00-366 Warsaw,
- 2) Co-organiser – Centre for Urban History of East Central Europe, at Akademika Bohomolca 6, Lviv 79005, Ukraine
- 3) Partner – Muzeum Sztuki Nowoczesnej w Warszawie (Museum of Modern Art in Warsaw) at Pańska 3, 00-124 Warszawa,
- 4) Project Participant – a person who meets all the criteria for participation in the Project, and has been qualified for participation in the Project by the Recruitment Committee
- 5) Recruitment Committee – a team of persons who verify the application documents submitted by the candidates for participation in the Project, assess the application documents in terms of meeting the formal and substantive qualifying criteria, and approve the lists of Project Participants,
- 6) Project – “Urban Summer School: Open Form”
- 7) Project Coordinator – on behalf of the National Institute of Architecture and Urban Planning: Kacper Kępiński, k.kepinski@niaiu.pl, phone: +48 22,

§ 3. Recruitment principles

1. The Project is addressed to all adults interested in the subject of the Project – theory of the Open Form, and the architecture by Zofia and Oskar Hansen – and in participating in the Project based on the principles laid out in the present Regulations.
2. Project Participants may be recruited from among persons referred to in clause 2 point 6 of the Regulations, who, within the period specified in point 6 below, will submit a set of required application documents in English including:
 - a. Application form for participation in the Project – according to the template constituting Annex No. 1 to the present Regulations,
 - b. CV of the candidate,
 - c. Motivational letter of the candidate,
 - d. An essay on the subject of “Open Form: Flexibility of Space, Actions of People”.
3. If the first round of the recruitment process does not produce 15 Participants qualified to participate in the Project, it is expected that the recruitment deadline will be extended, and a supplementary recruitment will be held. Details on the latter will be posted by the Organiser on the www.niaiu.pl website.
4. The deadline for submitting application documents is 7 May 2018.
5. Recruitment results will be announced by e-mail, within two weeks of the recruitment process end date.
6. Documents constituting a complete application should be submitted by e-mail to urbansummerschool@niaiu.pl. In the case of two candidates obtaining the same number of points in the recruitment process, the date of receipt of the application documents will be decisive for the candidate’s qualifying for participation in the Project.
7. Only complete applications containing all the required application documents listed in point 2 of this paragraph will be accepted for the recruitment process. Incomplete applications will not be considered.
8. The recruitment procedure will be carried out with due care to the protection of personal data, therefore, the persons responsible for the implementation of the Project are obliged to comply with the principles of personal data protection resulting from the applicable legal provisions.
9. Recruitment documents are kept at the Organiser’s office.

§ 6. Recruitment process

1. The Recruitment Committee will evaluate whether the candidates qualify as Project Participants, based on the submitted application documents. Project Coordinator will assess completeness of the submitted application documents, while the Recruitment Committee will evaluate the motivational letters, CVs and essays.
2. The Recruitment Committee consists of: Project Coordinator, one representative of the National Institute of Architecture and Urban Planning, two representatives of the Centre for Urban History of East Central Europe in Lviv, and one representative of the Museum of Modern Art in Warsaw.
3. As part of the recruitment process, 15 Project Participants will be selected from among all complete applications.
4. The recruitment process will be divided into two stages:
 - a. stage I – consisting in the verification of the submitted application documents in formal terms, i.e. as regards submission dates and completeness of the applications. Negative formal evaluation results in rejecting the application, and failure to pass to stage II;
 - b. stage II – consisting in content verification of the application documents – substantive evaluation of the cover letter, CV and essay;

5. The Recruitment Committee makes the collective decision on qualifying the candidate to participate in the Project. In disputable cases, the final decision on accepting the given candidate is made by the Project Manager.
6. Following the completion of stage II of the recruitment process, the results will be published (ranked list of 15 persons, plus a waiting list of additional 10 persons). The information will be posted on the www.niaiu.pl website.
7. The selected Participants will be assigned to three working groups of 5 persons each. The allocation to the thematic group will be based on the ranking list, which is part of the application form. If more Participants are qualified to one of the groups, the Recruitment Committee has the right to assign Participants to a different group.

§ 7. Rights and obligations of the Project Participant

1. Project Participant is entitled to:
 - a. free participation in activities organized as part of the Project,
 - b. free receipt of teaching aids accompanying the sessions, developed in accordance with the assumptions of the Project,
 - c. reimbursement of transportation costs abroad related to travelling to and returning from the Project location, in the amount of up to EUR 200,
 - d. free accommodation, meals and travel during the Project,
 - e. submitting comments and evaluating the forms of support he/she received during the Project,
 - f. receiving a certificate confirming his/her participation in the Project.
2. Project Participant is obliged to:
 - a. read the present Regulations, whereas participation in the Project is tantamount to acceptance of their provisions,
 - b. sign all documents necessary to participate in the Project,
 - c. fill in and submit the evaluation questionnaires after the completion of the Project,
 - d. justify any absence from the sessions,
 - e. regularly, punctually and actively participate in the sessions carried out under the Project,
 - f. inform the Project Coordinator of any changes to the Participant's data (particularly personal data, mailing address, telephone number, e-mail address) indicated in the application documentation – within 14 days from the occurrence of any such changes – by submitting a form updating the Participant's data,
 - g. agree to the Organiser's processing of personal data of the Project Participant as part of the Project implementation,

§ 7. Rights and obligations of the Organiser

1. The Organizer and Co-organiser reserve the right to:
 - a. request submission of additional documents and statements related to the Participant's involvement in the Project,
 - b. collect and publish data on Project Participants in accordance with the provisions of the Act of 29 August 1997 on the Protection of Personal Data (i.e. Journal of Laws of 2016, item 922, as amended),
 - c. change the deadlines pertaining to Project implementation for important reasons,
 - d. monitor the progress of Participants benefiting from the offered forms of support, and carry out Project evaluation.
2. The Organiser is obliged to:
 - a. provide the appropriate substantive staff with qualifications in the scope of conducted workshops, lectures and practical classes,

- b. secure technical facilities and premises,
- c. provide free accommodation, meals and transport during the Project,
- d. reimburse travel costs abroad to Participants travelling to/from Poland to the Project location in the amount of up to EUR 200, on the basis of tickets submitted by the Participants,
- e. issue documents (certificates) confirming participation in the Project,
- f. provide necessary office supplies and equipment required to conduct the sessions.

§ 8. Resignation from participating

1. A Participant may resign from participation in the Project only for important reasons, including in particular for health reasons or other reasons beyond his/her control (including those involving *force majeure* events), provided that these reasons had not been known to the Participant at the time he/she started participating in the Project.
2. In the event of resignation from participating in the Project, the Participant is obliged to submit a written statement, including indication of the reasons for the resignation, which he/she is obliged to deliver immediately – directly or by registered mail – to the Project Coordinator.

§ 9. Final provisions

1. In matters not covered by the present Regulations, the law applicable to the territory of the Republic of Poland shall apply, including in particular the provisions of the Civil Code and the Copyright and Related Rights Act, with the proviso that matters not covered in these Regulations shall be resolved first by the decision of the Project Coordinator.
2. Any changes to the present Regulations require a written form in order to be valid.
3. All Project Participants are obliged to accept the Regulations and comply with their provisions.

Annex 1 – Project application form:

Given name:

Family name:

Place of residence (city, state):

Nationality:

Education (study major and university):

Occupation:

Choice of study group Micro-Meso-Macro (in order of preference):

- 1-
- 2-
- 3-

I declare that the information I provided in the Application Form is true and correct. In case any of the above information is found to be false or untrue, I am aware that I may be held legally responsible.

In accordance with the Personal Data Protection Act of 29 August 1997 (Journal of Laws of 2016, item 922, as amended), I consent to the processing of my personal data for the purposes of the project recruitment process and my participation in the project.

The administrator of your personal data within the meaning of the above Act is the Narodowy Instytut Architektury i Urbanistyki (National Institute of Architecture and Urban Planning), registered at Foksal 4, Warsaw 00-366. Your personal data will be processed for purpose of recruitment to the “Urban Summer School: Open Form” project, and it will be kept for the duration of the project.

You have the right to access your data and the right to rectify, delete, limit processing, the right to data transfer, the right to oppose, the right to withdraw consent at any time, without affecting the lawfulness of processing (*if processing takes place based on consent) that was made on the basis of consent before its withdrawal.

I declare that I have read the Recruitment Regulations.

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Date, signature

Please attach the following documents with your application:

1. **CV**
(one A4 page)
2. Motivation letter, explaining your experiences and motivations to take part in the **NIAIU Open Form Summer School – Lublin 2018**
3. (one A4 page of maximum 1500 characters)
4. **Essay “Open Form: Flexibility of Space, Actions of People**
(one A4 page of maximum 1500 characters)

All documents must be submitted in English.