

Rules of participation in ONLINE SCHOOL - CRUISE MANAGEMENT COURSE in the project “JOHANNA”

definitions

Whenever referred to in the Regulations:

- 1. Participant Online School/ Student-** this means a student who has met the formal criteria, submitted all required recruitment documents on time and has been positively assessed in the recruitment process and qualified to participate in the Online School Cruise Management Course;
- 2. University/Organizer Online School** – this means Gdynia Maritime University, Morska street 81-87, zip code 81-225 Gdynia;
- 3. Project** - this means the project JOHANNA- Joint staff Qualification in SB Destinations to increase the skilled workforce in the SBS and by that ensure a sustainable SCS development in the SBS STHB.04.01.00-DE-0146/18-00
- 4. Online School** - this means the Online School Cruise Management Course

§1

General

1. These terms and conditions define:
 - how the Online School is to be organized,
 - the conditions for participation, including: criteria for participation in Online School,
 - general rules for recruitment to the Online School,
 - rules for the settlement and cancellation of participation in Online School.
2. The implementation of the Online School is held by Ph D. Maciej Matczak with the Gdynia Project Team and Partners cooperation. The contact details can be found on the Project's website Gdynia Maritime University (<https://umg.edu.pl/en/johanna>).

§2

General objective and principles

1. The aim of the Online School is to acquire and improve professional competences, acquire practical skills in the use of knowledge and professional experience by students.
2. The scope of the Online School takes into account, among others, learning outcomes in the fields of study and gives the opportunity to take practical actions during the tasks performed by students.
3. It will be implemented in October and November 2021. The Online School will be provided virtually at web platform according to the attached Program Online School Cruise Management Course (Annex).

4. All information on the recruitment, dates and recruitment rules will be posted on the Gdynia University Maritime website (<https://umg.edu.pl/en/johanna>) in the JOHANNA project tab.

§3

Conditions for participation and cancellation

1. The Online School Course is open to students of second-cycle studies (M. Sc.) and the last year of first-cycle, full-time and part-time studies, majors related to the broadly understood maritime economy. The offer is also addressed to students with disabilities.
2. Online School participants are expected to have sufficient command of English to be active during classes.
3. Participants must have access to the appropriate computer hardware to participate in online meetings, including audio and video streaming.
4. The order of applications decides about granting participation in the Online School, in the event that the admissible number of candidates is exceeded, the Organizer reserves the right to select Participants on the basis of the criterion of the field of study. Preferred fields of study are: Management, Economics, Transport & Logistics, Navigation, Tourism Management and similar.
5. Participation resignation form of the Online School training / course should be reported to the Organizer in writing via e-mail: centerem@umg.edu.pl, no later than October 12, 2021.

§ 4

Recruitment process

1. Application for participation in the Online School can be sent to the Organizer by filling in the application form located at Gdynia University Maritime website, tab the project JOHANNA, latest by 12 of October 2021. Along with the required documents according to the list (est. 2).
2. By October 12, 2021, the Organizer will qualify and confirm the participation of individual people in the Online School and provide Participants with detailed organizational information to the e-mail address provided in the application form.

§ 5

Organization of Online School

1. The organizer provides the online platform which will be use to give lectures of Online School.
2. Participation in Online School is free.
3. Each participant receives a set of training materials. Training materials provided to the Participant as part of the course are content protected by intellectual property law. Copying for purposes other than those related to the implementation of the course or public playback of the content provided without the consent of the Organizer is prohibited, unless it results from separate agreements or separate provisions of law.
4. For Participants who have completed the appropriate course certificate of course completion will be issued. The Organizer may refuse to issue a certificate of completion of the course to a participant who would be not present at least 50% of the classes.

5. The organizer reserves the right to cancel or postpone the starting date of the course if the minimum number of participants is not reached or for other important reasons. In this case, the Organizer will inform the course participants at least two weeks before the planned start.
6. In special cases, the Organizer reserves the right to change the lecturer who conducts the course. In such situation, the lecturer carrying out the course as a replacement will have the appropriate qualifications, knowledge and experience to ensure the appropriate substantive level of the issues discussed.
7. The organizer of the Online School does not transfer, sell or lend the collected personal data of Participants to other persons or institutions. Personal data provided by the Participant (name and surname, address, telephone number, e-mail address) are treated as confidential information and are used only for the purposes of communication between the Participant and the Online School Organizer and for sending information about the Organizer's activities.
8. Online School participants consent to the processing of personal data in the Organizer's database for the purposes of the course and for marketing purposes in accordance with the provisions of art. 6 sec. 1a and 1b 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 (GDPR) and for receiving commercial information from the Organizer within the meaning of the Act of 18 July 2002 on the provision of electronic services (Journal of Laws No. 144, item 1204, as amended). For this reason, participants have the right to access and correct their own personal data.
9. The obtained data will not be disclosed and transferred to third parties, except when the provision of data is required by law.
10. During some classes as part of the Online School, photo documentation may be made, which may be used as part of the Organizer's promotional activities, including posting on the website or social media. The participants have the right to refuse to publish their image.

Attachments:

Annex 1. Programme: Online School Cruise Management Course;

Annex 2. List of required documents:

- certificate of completion of studies (university, field of study),
- Copy of ID (passport, ID card),

Application form

PARTICIPANT DATA			
1.	Name (names)		
2.	Surname		
3.	Sex	<input type="checkbox"/> Female	<input type="checkbox"/> Male
4.	ID no / passport		
5.	Studies (university, field of study, degree, year of study)		
6.	A person with disabilities	YES	NO
CONTACT DETAILS			
6.	Street		
7.	House / building number		
8.	Number		
9.	City		
10.	Zip code		
11.	Country		
12.	Telephone number		
13.	Address e-mail		

I declare, that:

1. the data contained in this document are true,
2. I have been informed about the co-financing of the Project by the European Union within the funds; from the European Regional Development Fund,
3. I have read the Regulations for Participation in the Online School Cruise Management Course,
4. I would like to participate in the Online School Cruise Management Course.
5. I consent to the processing of my personal data to the extent indicated in the Regulations for participation in the Online School.
6. I agree to the publication of my image, (Photos taken during the classes as a photo documentation of the Online School Cruise Management Course)