

Regulations for the training service
on testing materials and bioactive substances with potential industrial applications

I

GENERAL PROVISIONS

1. The organiser of on-site training courses on testing materials and bioactive substances with potential industrial applications, hereinafter referred to as the "Training Courses", is the University of Lodz, hereinafter referred to as the "Organiser". The Training Courses are organised under the project "Multifunctional biologically active composites for applications in regenerative medicine of the skeletal system" (POIR.04.04.00-00-16D7/18) of the Intelligent Development Operational Programme TEAM-NET of the Foundation for Polish Science, financed by the European Union from the European Regional Development Fund, hereinafter referred to as the "Project".
2. The Training Courses shall be held cyclically on the dates indicated on the website <https://www.uni.lodz.pl/biosafety-courses> and shall be conducted on site in the premises of the Department of Immunology and Infection Biology where the Project is implemented. The language of the Training Course is Polish.
3. The provisions of these Regulations constitute an integral part of the registration for participation in the Training Course and are binding on all Participants.
4. Submitting a registration for participation in the Training Course to the Organiser shall be deemed equivalent to the Participant's acceptance of the provisions of these Regulations.
5. The Organiser reserves the right to introduce changes to the programme and the Regulations of the Training Course, as well as the right to change the date of the Training Course or cancel it.
6. In the event of cancellation of the Training Course, the Organiser undertakes to notify the registered Participants thereof by e-mail no later than 7 days before the scheduled date of commencement of the Training Course.

II

CONDITIONS OF PARTICIPATION

1. Participants in the Training Course may only be adults, in particular employees of scientific institutions, industrial plants, students, doctoral candidates and individual clients, who have jointly met all the conditions specified in point 2 below. The number of Participants is limited to 6 persons per group.
2. Submitting a registration does not mean that the Participant has been accepted. Admission to the Training Course shall be determined by the order of registrations. A Participant for whom there is no place available in the training course shall be informed thereof by e-mail immediately after the Organiser receives the registration. The Participant may decide whether they wish to be placed on the waiting list or choose another training date. In the event that a place becomes available, the Participant shall be added to the list of participants and shall receive a confirmation e-mail.
3. The Organiser reserves the right to cancel the training course or postpone its date in the event of an insufficient number of Participants. The Organiser undertakes to notify the registered Participants thereof by e-mail no later than 7 days before the scheduled commencement date of the Training Course.
4. Obtaining the status of a Participant in the Training Course requires joint fulfilment of the following conditions:

- a. submission of a registration via the electronic registration form, the address of which has been made available on the website: <https://www.uni.lodz.pl/biosafety-courses>
 - b. receipt from the Organiser of an e-mail confirming registration. If no registration confirmation is received within 48 hours from the submission of the registration, the Participant should contact the Organiser by sending a message to the following e-mail address: biosafety-courses@biol.uni.lodz.pl
 - c. payment of the training fee in the amount indicated on the website <https://www.uni.lodz.pl/biosafety-courses>
5. The only form of participation in the Training Course is active participation. The Participant must have jointly met all the conditions of participation specified in point 4 above. Active participation entitles the Participant to on-site attendance at the Training Course, a certificate, and the possibility of testing a biomaterial sample during the training course.
 6. The details for the certificate received by the Participant are taken from the registration form.
 7. If the Participant wishes to have samples tested during the Training Course, they are obliged to submit data concerning the sample via the electronic registration form, the address of which has been made available on the website: <https://www.uni.lodz.pl/biosafety-courses>
 8. Completing the form is a necessary condition for accepting samples for testing.
 9. The intention to have samples tested during the training course, together with their description, must be submitted at least 14 working days before the Training Course takes place.
 10. The Organiser reserves the right to refuse acceptance of samples for testing and shall inform the Participant thereof within 7 working days from receipt of the completed form.
 11. The Training Courses and training materials are protected under the provisions of the Act of 4 February 1994 on Copyright and Related Rights (consolidated text: Journal of Laws 2021, item 1062, as amended).
 12. The Participant is not entitled to record or otherwise register the course of the Training Course unless prior written consent of the Organiser has been obtained.
 13. The Participant is not entitled to copy, reproduce, distribute or otherwise use the training materials.

III

RULES OF THE TRAINING COURSE

1. The registration dates for the Training Course shall comply with the schedule made available on the website <https://www.uni.lodz.pl/biosafety-courses>. If all places have been filled, the Organiser reserves the right to close registration before the Training Course date.
2. Detailed information on each Training Course, such as the programme, duration, exact class dates, venue, price, details of the trainers, and the link to the registration form, is available on the website <https://www.uni.lodz.pl/biosafety-courses>
3. The Organiser determines the programme of the Training Course and has the right to make changes thereto, including changes to the timetable, informing the Participants of the Training Course thereof by electronic means.
4. The Organiser shall not be liable for technical or organisational problems of Participants related to participation in the Training Course arising from causes beyond its control.
5. The Participant undertakes to comply with these Regulations, social rules, instructions, health and safety regulations, and the Organiser's organisational and technical instructions.

IV
PAYMENTS

1. Participation in the Training Course is payable to bank account no. 86 1240 3028 1111 0000 2822 2488 of the University of Lodz, with its registered office at ul. Narutowicza 68, 90-136 Lodz, NIP 7251952859.
2. An invoice shall be issued exclusively to the Payer's details (the holder of the bank account from which the payment was made). In the event of VAT exemption, a relevant statement should be sent electronically to: biosafety-courses@biol.uni.lodz.pl
3. The transfer title should include the Participant's first name and surname.

V
WITHDRAWAL FROM PARTICIPATION IN THE CONFERENCE

1. Withdrawal by the Participant from participation in the Training Course may take place only by sending relevant information to the following e-mail address: biosafety-courses@biol.uni.lodz.pl
2. The Participant has the right to withdraw from participation in the Training Course. The Participant is obliged to inform the Organiser thereof by e-mail to biosafety-courses@biol.uni.lodz.pl no later than 14 days before the commencement of the Training Course. In such a case, the Organiser shall refund the full training fee to the payer's account.
3. Failure to notify the Organiser of the withdrawal no later than 14 days before the commencement of the training course shall result in the inability to obtain a refund of the costs incurred.

VI
PERSONAL DATA PROTECTION

Pursuant to Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), hereinafter referred to as the "GDPR", we hereby inform you that:

1. The controller of personal data is the University of Lodz, with its registered office in Lodz, ul. Narutowicza 68, 90-136 Lodz.
2. In each case, you may contact the Data Protection Officer at the above correspondence address with the note: Data Protection Officer of the University of Lodz, or by e-mail at: iod@uni.lodz.pl
3. The personal data including: first name(s) and surname, e-mail address, telephone number, Institution/Company details necessary for issuing a VAT invoice, including NIP, and the name of the Institution/Company, shall be processed for the following purposes:
 - registration of participation and organisation and conduct of the Training Course by the Organiser at the Department of Immunology and Infection Biology of the Faculty of Biology and Environmental Protection of the University of Lodz;
 - communication with Participants in matters related to the Training Course and documentation of its course, including, among other things, preparing the list of Participants and issuing certificates of participation.
4. Personal data shall be processed on the basis of:
 - Article 6(1)(e) of the GDPR in connection with Articles 2 and 11 of the Act of 20 July 2018 – Law on Higher Education and Science (as this is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller in connection with the mission of the higher education and science

- system in the field of education, scientific activity, shaping civic attitudes, as well as participation in social development and the creation of an innovation-based economy);
- Article 6(1)(b) of the GDPR (because this is necessary for the performance of a contract to which the data subject is a party or in order to take steps at the request of the data subject prior to entering into a contract);
 - Article 6(1)(c) of the GDPR (in connection with the requirements of legal provisions and internal legal acts binding at the University of Lodz);
 - Article 6(1)(a) of the GDPR on the basis of your consent to the processing of personal data.
5. Where the processing of personal data is carried out on the basis of consent, you have the right to withdraw your consent at any time without affecting the lawfulness of processing carried out on the basis of consent before its withdrawal.
 6. Recipients of personal data shall be entities authorised under the law or entities to whom the Controller has entrusted the processing of personal data under an agreement.
 7. Personal data shall be stored for the period necessary to achieve the purposes referred to in point 3, and for the period of retention of financial and accounting documentation within the Project (up to 5 years after its completion) and by the University of Lodz. In situations provided for by law, personal data may also be processed for the period necessary to establish and pursue possible claims.
 8. You have the right to:
 - 1) access the content of your data,
 - 2) rectify your data when it is inconsistent with the actual state of affairs,
 - 3) erasure, restriction of processing, as well as data portability – in cases provided for by law,
 - 4) object to the processing of data,
 - 5) lodge a complaint with the supervisory authority, i.e. the President of the Personal Data Protection Office, with its registered office in Warsaw, ul. Stawki 2.
 9. Providing your personal data is voluntary, but necessary for the implementation of the purposes referred to in point 3.

VII FINAL PROVISIONS

1. Any disputes arising from participation in the Training Course shall be resolved by the court having jurisdiction over the Organiser's registered office.
2. In matters not regulated by these Regulations, the provisions of Polish law shall apply.
3. These Training Regulations are published on the website and may also be provided to the Participant free of charge by electronic means at their request, or downloaded independently by the Participant.
4. These Regulations shall enter into force on 18 October 2022.

Training Courses implemented under the project "Multifunctional biologically active composites for applications in regenerative medicine of the skeletal system" (POIR.04.04.00-00-16D7/18) implemented under the TEAM-NET measure of the Intelligent Development Operational Programme of the Foundation for Polish Science, financed by the European Union from the European Regional Development Fund.