

***Regulations for the Staff Week „Supporting those who support others – taking care of wellbeing and professional skills of experts” 05-07.05.2026, Lodz***

**I GENERAL PROVISIONS**

1. 'We are UNIC!' is an initiative of the University of Lodz (UL) aimed at developing multidimensional cooperation with partner universities within the UNIC alliance. It is implemented under the programme of the Polish National Agency for Academic Exchange called 'Support for European Universities,' financed under the European Funds for Social Development 2021–2027 (FERS).
2. The Organiser of the Staff Week „Supporting those who support others – taking care of wellbeing and professional skills of experts” hereinafter referred to as the Staff Week, is International Centre of the University of Lodz, with its registered office at 68 Narutowicza Street, Lodz, hereinafter referred to as the "Organiser". The Staff Week is organised in the buildings of the University of Lodz: Training and Conference Centre at 16/18 Kopcińskiego Street, Lodz, University of Lodz Main Library, 32/38 Matejki Street, Lodz, University of Lodz Rectorate building, 68 Narutowicza Str.
3. The Staff Week will be held on 05-07 May 2026, in an offline mode. The language of the Staff Week is English.
4. The provisions of these Regulations are an integral part of the application for participation in the Staff Week and apply to all Participants.
5. The act of submitting a participation application to the Organiser of the Staff Week is equivalent to the Participant explicitly consenting to abide by the regulations set forth in these Regulations.
6. The Organiser reserves the right to modify the program and Regulations of the Staff Week, as well as the discretion to alter the Staff Week date or cancel it altogether.
7. In case of Staff Week cancellation, the Organiser commits to informing registered Participants via email no less than 7 days prior to the scheduled commencement of the Staff Week.

**II TERMS OF PARTICIPATION**

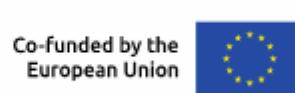
1. The Staff Week welcomes administrative staff who are part of the UNIC expert groups and specialists from other fields performing administrative functions at the university in areas key to cooperation within the UNIC alliance (international cooperation, student services, academic support, career support for students and graduates at the university, etc.), being specialists in their area of expertise.
2. To attain the status of a Staff Week Participant, the following conditions must be collectively fulfilled:



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- a) apply for participation via an electronic registration: [Staff Week UniLodz 2026 registration – Wypełnij formularz](#)
- b) receive an e-mail from the Organiser confirming participation.

3. The Organiser will issue a certificate of participation in the Staff Week for all Participants.

### III RULES OF THE EVENT

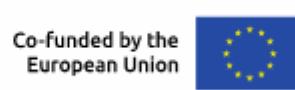
1. The deadline for registration to attend the Staff Week is **29<sup>th</sup> of March 2026**. After this date, registration will be unavailable unless the Organiser extends the registration deadline, which will be communicated via relevant website.
2. The Organiser establishes the Staff Week programme and holds the authority to make modifications, even on the day of the Staff Week.
3. The Organiser assumes no responsibility for technical or organizational issues faced by Participants in relation to their Staff Week participation, when such issues arise due to circumstances beyond the Organiser's control.
4. The Participant agrees to adhere to these Regulations, social norms, instructions, and the Organiser's organizational and technical guidelines.
5. The Participant is obliged to take part in ex-ante and ex-post evaluation of competences gained due to trainings held during the event.
6. The Participant is obliged to register on the NAWA platform and share the confirmation of registration with the Organizer.
7. The Organiser reserves the right to exclude Participants from participating in the Staff Week if they breach the provisions of the Regulations, specifically:
  - a) disrupt the Staff Week;
  - b) take actions that are unlawful, against good morals or that harm the legitimate interests of third parties;
  - c) take actions aimed at violating or indicating an attempt to violate the Regulations of the Staff Week;
  - d) take actions that violate the legitimate interests of the Organiser or harm its image.
8. The Participants are obligated to adhere to the safety rules, health and safety regulations, as well as fire regulations in effect at the premises where the Staff Week takes place.
9. The Organiser bears no responsibility for any items left or lost during the Staff Week, including those left in clothing, backpacks, bags, or suitcases deposited at the checkroom, as well as in other public areas of the Staff Week and the University of Łódź.
10. In the event of a disturbance of public order by a Participant, the personnel of the Staff Week Organiser are authorized to:
  - a) calling on the Participant to behave accordingly;
  - b) requesting the Participant to leave the Staff Week area;



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c) summoning the appropriate services in a situation where the Participant's behaviour qualifies for such intervention, including when it poses a threat to other Participants or the Staff Week staff or the Organiser's property.

11. The Organiser bears no responsibility for incidents arising from Participants' non-compliance with the Regulations, failure to follow the Organiser's recommendations, or disregard for the instructions provided by the Staff Week staff and security services responsible for maintaining order and security.

12. To uphold security within the Staff Week premises, the Organiser may utilize surveillance monitoring that encompasses the entire Staff Week area, including its specific sections.

13. If a Participant becomes aware of any potential risks or hazards that could endanger the life and well-being of fellow Participants, it is their obligation to promptly notify the Staff Week staff without delay.

#### IV FINANCIAL ARRANGEMENTS

1. Participation in the Staff Week is free of charge. Breakfast, coffee breaks and lunches will be covered by the Organiser, unless it is stated differently in the programme of the Staff Week.
2. Costs of accommodation and travel will be covered by the Participants.

#### V CANCELLATION OF PARTICIPATION IN THE EVENT

To cancel participation in the Staff Week, the Participant must send the necessary information to the e-mail address: [unic@uni.lodz.pl](mailto:unic@uni.lodz.pl).

#### VI IMAGE

The Organizer reserves the right to capture photographs and videos during the Staff Week, which may be utilized for promotional purposes in printed and digital publications, as well as on social media platforms affiliated with the organizational units of the University of Lodz. In accordance with Article 81(2)(2) of the Law of 4 February 1994, on Copyright and Related Rights, the dissemination of a person's image that is only a detail of a whole, such as a gathering, landscape or public event, does not require their permission.

#### VII PROTECTION OF PERSONAL DATA

According 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 "GDPR" and with Article 26 GDPR we inform that:

1. The Controller of your personal data is the University of Lodz with its registered office in Lodz at Narutowicza 68, 90-136 Lodz;
2. The Data Protection Officer at the University of Lodz may be contacted in any case:
  - a. via post to the above postal address, with the following reference on top: 'Inspektor Ochrony Danych' or
  - b. via e-mail at [iod@uni.lodz.pl](mailto:iod@uni.lodz.pl)
3. Your personal data will be processed for the purposes of registration, organization, communication and conducting the Staff Week event organized on May 5<sup>th</sup> – 7<sup>th</sup>, 2026 by International Centre.
4. Your personal data will be processed on the basis of:
  - a. *art. 6(1)(e) GDPR in conjunction with Art. 2 and 11 of the Act of 20 July 2018, Law on Higher Education and Science (as it is necessary for the performance of tasks carried out in the public interest or while exercising official authority given to the controller in connection with the mission of the higher education and science system with regard to science, research activities, shaping citizenship and participation in social development and contribution to innovation-based economy);*
  - b. *Art. 6(1)(b) GDPR (as it is necessary to execute the contract whose party is the data subject or to take steps at the data subject request prior to concluding the contract);*
  - c. *Art. 6(1)(c) GDPR (in accordance with legal requirements and internal legal acts of the UL);*
  - d. *Art. 6(1)(a) GDPR on the basis of your consents for personal data processing (in the case of authorisation to reproduce physical likeness or receiving information on future conferences and events);*
5. When personal data is processed on the basis of consent, you have the right to withdraw your consent at any time without affecting the lawfulness of processing based on consent before its withdrawal.
6. Recipients of your personal data shall include entities authorised by law or relevant agreements concluded with the University of Lodz.
7. Your personal data will be stored in accordance with the regulations on the national archival resources and state archives, other legal regulations and the University's internal regulations.
8. You have the right to:
  - a. access your personal data,
  - b. request correction of your personal data, if it is not accurate,
  - c. delete, restrict processing and transfer data – in cases provided for by law,
  - d. object to the processing of personal data,
  - e. lodge a complaint to the supervisory body, which is the President of Personal Data Protection Office with based at Stawki 2.
9. Providing personal data is voluntary, but necessary to fulfill the purpose(s) mentioned in item 3.



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## VIII FINAL PROVISIONS

1. Any disputes arising from participation in the Staff Week will be resolved by a court having jurisdiction over the registered office of the Organizer.
2. All matters not governed by these Regulations shall be governed by provisions of Polish law.
3. The Regulations come into force on **16.02.2024**.



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