



## **Selection Rules to CIVICA Ambassadors Program at SGH Warsaw School of Economics**

### **I. GENERAL INFORMATION**

1. The organizer of the CIVICA Ambassadors Program is the CIVICA consortium - The European University for Social Sciences (hereinafter: CIVICA), which includes the following universities: Bocconi University (Italy), Central European University (Austria), European University Institute (Italy), Hertie School (Germany), IE University (Spain), National University Of Political Studies And Public Administration (Romania), Institut D`Etudes Politiques De Paris - Sciences Po (France), Stockholm School Of Economics (Sweden), SGH Warsaw School of Economics (Poland), The London School Of Economics And Political Sciences (UK).
2. The consortium operates under the CIVICA project of the European Commission - The European University of Social Sciences, co-financed under the Erasmus+ program.
3. The university coordinating the CIVICA Ambassadors Program within the CIVICA consortium is SGH Warsaw School of Economics (hereinafter: SGH).
4. Each university that is referred to in paragraph I. point 1. selects candidates for the CIVICA Ambassadors Program following its internal procedures. These Rules apply to selection to the CIVICA Ambassadors Program at SGH Warsaw School of Economics.
5. Each university selects the number of CIVICA Ambassadors, proportionally to the number of students and doctoral students. SGH has the right to nominate two CIVICA Ambassadors for a given academic year.

### **II. DEFINITIONS**

1. Program: CIVICA Ambassadors Program.
2. Program organizer: CIVICA - The European University for Social Sciences.
3. Program Coordinator: SGH Warsaw School of Economics.
4. Candidate for the Program: student, a doctoral student who meets the conditions for participation in the Program set out in these Rules.
5. CIVICA Ambassador: Candidate for the Program selected for the CIVICA Ambassadors Program.
6. Program Supervisors: representatives of the CIVICA Secretariat and SGH Warsaw School of Economics responsible for the implementation of the Program.

### **III. PURPOSE OF THE PROGRAM**

The Program aims to cooperate with selected students and doctoral students of SGH Warsaw School of Economics, intended for the disseminating knowledge about the areas of CIVICA's activity, in particular initiatives and programs dedicated to students and doctoral students, and

building a positive image of CIVICA in accordance with the CIVICA mission attached to these Principles.

#### **IV. CANDIDATES FOR THE PROGRAM**

1. The program is addressed to SGH students and doctoral students of all years of study.
2. A candidate for the Program in the given academic year cannot be selected for exchange programs in the same academic year in which he or she would be holding, if qualified, the function of the CIVICA Ambassador.

#### **V. PRINCIPLES OF COOPERATION**

1. The program will be carried out by CIVICA Ambassadors based on the Candidate's application sent to the International Center of SGH Warsaw School of Economics.
2. The Organizer and the Program Coordinator reserve the right to:
  - a. publish the names of the CIVICA Ambassadors;
  - b. publish photos, biography and e-mail address in the domain of SGH, as well as other information related to participation in the Program and CIVICA projects, as well as interviews with it;
  - c. free use of the Ambassador's image on the Internet for purposes related to the implementation and promotion of the Program.
3. Listed in point 2, information about CIVICA Ambassadors may be published on the website [www.civica.eu](http://www.civica.eu), SGH websites, and in social media (such as Twitter, Facebook, Instagram, and LinkedIn).

#### **VI. PROGRAM DURATION**

1. Each edition of the Program is carried out annually, in a cycle coinciding with the academic year.
2. The edition of the Program at SGH runs from October 1 to September 30 of the following calendar year.

#### **VII. TASKS FOR CIVICA AMBASSADORS**

1. The tasks of CIVICA Ambassadors will include:
  - a. promoting CIVICA (its mission, activities and events) among students, doctoral students and graduates at the home university and within CIVICA;
  - b. cooperation with CIVICA Ambassadors at other universities of the CIVICA Consortium, referred to in par. 1 point 1;
  - c. initiating and implementing projects under CIVICA, in cooperation with other CIVICA Ambassadors and with the support of the Program Supervisors;
  - d. sharing information on projects organized by CIVICA on social media;
  - e. cooperation with student organizations and research clubs at your university;
  - f. participation in the monthly (online) meetings of CIVICA Ambassadors organized by CIVICA universities;
  - g. participation in the annual meeting of CIVICA Ambassadors (face-to-face meeting);
  - h. participation in civic and dissemination activities and occasional participation in meetings of project teams as part of Working Packages in order to introduce the perspective of a student and doctoral student

- i. support for CIVICA events organized at home universities;
- j. informing interested students and doctoral students about the activities of CIVICA;
- k. constant contact with the Program Supervisors and other CIVICA Ambassadors.

### **VIII. APPLICATION PROCEDURE FOR THE PROGRAM**

1. Selection for a given academic year takes place in accordance with the qualification schedule (Appendix 1 to the Rules of Selection).
2. Students and doctoral students of SGH Warsaw School of Economics apply to the Program by filling in the on-line application form by the Candidate for the Program. In addition, Candidates for the Program send a short video in which they present their motivation to participate in the Program.
3. The evaluation criteria include:
  - a. confirmed knowledge of the English language at the level of min. B2. The list of recognized confirmations of English language proficiency is included in Annex 2 to the Selection Rules;
  - b. activity in student organizations, research clubs or other student entities;
  - c. personal motivation to participate in the Program.
4. To evaluate and select Candidates for the Program, a Selection Commission (hereinafter: the Commission) is established, composed of:
  - Vice-Rector for International Relations,
  - Representative of the Chancellor of SGH Warsaw School of Economics,
  - CIVICA SGH Project Manager,
  - Representative of the International Center of SGH Warsaw School of Economics
  - Supervisor of the CIVICA Ambassadors Program,
  - A representative of the Students' Student Union of SGH Warsaw School of Economics
  - Secretary of the Committee - a representative of the International Centre or another person appointed by the Vice-Rector for International Relations.
5. The decision of the Commission referred to in Art. 4 may be appealed against to SGH Rector of SGH within 3 working days from the announcement of the selection results.

### **IX. BENEFITS OF PARTICIPATION IN THE PROGRAM**

Participation in the CIVICA Ambassadors Program generates the following benefits for its participants:

- a. the possibility of cooperation with the employees of the CIVICA Secretariat and SGH Warsaw School of Economics in the implementation of initiatives and projects;
- b. the opportunity to participate in events dedicated to Ambassadors and, if possible, in other events organized by the Warsaw School of Economics as part of the CIVICA Consortium;
- c. the opportunity to gain experience in project management;
- d. participation in the meetings of CIVICA Ambassadors - financing participation in the meeting on site;
- e. direct contact with students and doctoral students of other universities included in the CIVICA Consortium referred to in par. I point 1;
- f. obtaining a certificate of participation in the Program;

- g. the possibility of obtaining, if necessary, opinions on involvement in the implementation of the Program for scholarship or recruitment to programs for studies in the country and abroad.

#### **X. PROCESSING OF PERSONAL DATA**

1. Personal data of Program Candidates and CIVICA Ambassadors appointed by SGH will be processed under the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals concerning the processing of personal data and on the free the flow of such data and the repeal of Directive 95/46 / EC (general regulation on the protection of personal data) (Journal of Laws UE.L.2016.119.1 and Journal of Laws UE.L.2018.127.2), hereinafter: GDPR.
2. SGH processes the personal data of Candidates to select for the Program and selected CIVICA Ambassadors for purposes related to participation in the Program (including for publishing data, as referred to in paragraph V of the selection rules and making data available to other universities belonging to CIVICA ) based on consent to the processing of personal data. A declaration of consent may be submitted via the application form. Expressing consent is voluntary, however, refusal to express it or withdrawal will result in the inability to participate in the Program.
3. Information on the processing of personal data specified in art. 13 of the GDPR constitutes Annex 3 to the selection rules, and in addition, they are included in the application form to enable Candidates to read them when providing personal data.

#### **XI. FINANCIAL ISSUES**

1. CIVICA Ambassadors do not receive any remuneration.
2. CIVICA Ambassadors may receive funding for participation in the annual meeting of CIVICA Ambassadors if the meeting is held at a CIVICA university in a country other than Poland.
3. Except for co-financing the participation in the annual meeting of CIVICA Ambassadors, SGH shall not incur any additional costs of participation in the Program by CIVICA Ambassadors.

#### **XII. FINAL PROVISIONS**

1. The Organizer and the Program Coordinator reserve the right to change these Rules to the extent necessary for the proper conduct of the Program.
2. The Program Supervisors decide in all matters not regulated in these Rules.