



European Funds
for Social Development



Republic
of Poland

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REGULATIONS FOR ORGANIZING AND PARTICIPATING IN REMEDIAL CLASSES IN THE ACADEMIC YEAR 2025/2026

§ 1. General Provisions

1. These Regulations define the rules for organizing and participating in remedial classes conducted at SGH Warsaw School of Economics (hereinafter: 'SGH') as part of the 'Stay@SGH' project, financed by the European Funds for Social Development (FERS).
2. The purpose of remedial classes is to support SGH students in addressing educational gaps and mastering material from selected core subjects necessary for further learning and achieving positive academic results.
3. Remedial classes are offered in the following subjects:
 - a) Mathematics,
 - b) Microeconomics I,
 - c) Statistics.
4. Classes are conducted by SGH academic staff.
5. Classes are held in person on SGH premises.
6. Participation in remedial classes is free of charge.
7. Attendance does not result in a grade included in the grade average.
8. No ECTS credits are awarded for participation.

§ 2. Purpose and Scope of Remedial Classes

1. Remedial classes are extracurricular sessions in selected core subjects taught in SGH undergraduate programs.
2. The objectives of remedial classes are:
 - a) Eliminating educational gaps from previous stages of student education,
 - b) Supporting students in overcoming difficulties in mastering the subject material.
3. Classes are conducted in groups of up to 6 participants.
4. Each cycle consists of 30 teaching hours in the given subject.
5. The detailed program is determined by the instructor in consultation with the subject coordinator.

§ 3. Participants of the classes

1. Remedial classes are open to SGH first-cycle (undergraduate) students who commit to attending the full cycle and taking diagnostic tests.

2. In particular, participation is intended for students who:
 - a) Experience difficulties understanding the subject material,
 - b) Have gaps in knowledge required for their studies.
3. Participation in remedial classes:
 - a) Is voluntary,
 - b) Is possible only through application,
 - c) After meeting the conditions specified in §§ 4 and 5.

§ 4. Application Process

1. Recruitment for remedial classes is conducted openly among SGH students eligible for the project.
2. Information about recruitment is published on the SGH website.
3. Any SGH undergraduate student (full-time or part-time studies, Polish or English program) may apply, provided that:
 - a) They hold SGH student status at the time of recruitment;
 - b) They are enrolled in the subject for which remedial classes are offered during the semester.
4. Applicants may only apply for classes conducted in the language of their study program.
5. Applications are submitted via the online form available on the SGH website.
6. Registration for each semester is separate. For Winter semester recruitment takes place between November 18 and 23. For Summer semester recruitment takes place between 17 and 26 March.
7. Organizers reserve the right to change the dates referred to in paragraph 6.

§ 5. Qualification Rules for the classes

1. If the number of applications exceeds available places, qualification is based on:
 - a) in Winter semester:
 - Lowest score in the extended matura exam in mathematics or physics (first-category subject in SGH admission),
 - In case of equal scores, the lowest result in the first in-semester test (if conducted before recruitment).
 - b) Summer semester:
 - Grade in the mathematics exam obtained in the first semester at SGH,
 - In case of equal grades, the lowest result in the first in-semester test (if conducted before recruitment).
2. If candidates meet the above criteria at the same level, the order of applications decides.
3. A reserve list is created for non-qualified candidates.
4. The recruitment committee makes qualification decisions.
5. The recruitment committee as provided for in section 4 of the Regulations, it will include at least the following persons: the Project Manager, Task Coordinator,

Disability Support Officer, and a representative of the Undergraduate Dean's Office.

6. After analyzing the applications, detailed participant forms are sent to the participants selected for the classes. The condition for taking part in the remedial classes and the project will be completing these forms and submitting the declarations required in the project, including providing your personal data. The scope of the data is listed in Annex No. 1 to the regulations.
7. Information on personal data processing:
 - a) By SGH - is included as Annex No. 2 to the regulations, and it is also available in the form for registering interest in remedial classes;
 - b) By NCBiR - is included as Annex No. 3 to the regulations;
 - c) By the Minister responsible for regional development - is included as Annex No. 4 to the regulations.
8. Students qualified for classes must take an initial diagnostic test in the subject.
9. An accepted participant is considered to be a person who has been qualified and has completed the detailed form and diagnostic test, and submitted them to the organizers within the specified deadline and in the prescribed form.
10. If the qualified person fails to submit the detailed form or diagnostic test by the specified deadline, the next person on the waiting list will be eligible to participate in the classes.

§ 6. Organization of Classes

1. Classes are held in person according to the schedule set by the instructor and approved by the project manager.
2. Classes are workshop-based, focusing on practical exercises and problem-solving.
3. Classes are conducted in Polish or English.
4. Any special needs regarding material adaptation should be reported when completing the detailed form.
5. The program corresponds to the syllabus of the core subject and is adjusted by the instructor based on group needs.
6. After completing the cycle, each participant takes a final diagnostic test and completes an evaluation survey.
7. Documentation of participation:
 - a) Attendance at remedial classes is confirmed by the participant's signature on the attendance list.
 - b) Results of diagnostic tests and documentation related to participation in classes are stored in accordance with the rules applicable to projects financed by FERS funds.
8. The participant of remedial classes is obliged to:
 - a) attend at least 80% of all classes,

- b) confirm their attendance each time in the form indicated by the organizers,
 - c) take both the initial and final diagnostic tests,
 - d) actively participate in the classes,
 - e) comply with SGH regulations, including academic ethics principles,
 - f) observe the principles of equal treatment and cooperate with other participants and the instructor.
9. Absences exceeding the permissible limit may result in removal from the list of participants.
10. The results of the initial and final diagnostic tests and other forms of progress assessment do not affect the grade for the subject taken as part of the study program.

Annex No. 1 to the regulations

Scope of Data on Project Participants and Entities Covered by Support Collected in CST2021

Participants:

- a) Participant data (citizenship, type of participant[1], name of institution[2], first and last name, PESEL number, age at the time of joining the project, gender, education level)
- b) Contact details (country, voivodeship, county, municipality, city/town, postal code, area of residence according to DEGURBA urbanization level, contact phone number, email address)
- c) Support details (start and end date of participation in the project, start date of participation in support, labor market status at the time of joining the project, planned date of completion of education at the educational institution where support was provided, situation after completing participation in the project, completion of participation according to the planned participation path, scope of support, type of support received, date of starting a business activity)
- d) Participant status (belonging to a national or ethnic minority, migrant status, foreign origin, homelessness and housing exclusion, disability)

Entities covered by support:

- a) Basic data (institution name, tax identification number [NIP], type of institution)
- b) Contact details (country, voivodeship, county, municipality, city/town, postal code, area of residence according to DEGURBA urbanization level, contact phone number, email address)
- c) Support details (start and end date of participation in the project, start date of participation in support, confirmation of employees of the institution being covered by support, scope of support, type of support granted)

[1] Type of participant – indicates whether the participant is joining the project on their own initiative or has been referred to the project by their employer.

[2] Name of institution – provided when the participant has been referred to the project by their employer. In such cases, the entity delegating the participant to the project is also covered by support.

Annex No.2 to the regulations

Information on processing of personal data

1. Controller

The controller of personal data is SGH Warsaw School of Economics with its seat in Warsaw, al. Niepodległości 162, hereinafter referred to as SGH.

2.Data Protection Officer

The controller has appointed a Data Protection Officer who can be contacted via email: iod@sgh.waw.pl.

3. The purposes and legal basis of processing of personal data

Personal data will be processed for the purpose of registering your willingness to participate in remedial classes and conducting them, based on Article 6(1)(e) of the GDPR* and the provisions of the Act of 20 July 2018 – Law on Higher Education and Science**. If you are accepted for the classes, your personal data will also be processed for the implementation of a project within the European Funds for Social Development for the years 2021-2027 programme, in particular to confirm the eligibility of expenses, provide support, monitor, fulfill reporting obligations, and undergo control or audit. Personal data will be processed based on Article 6(1)(c) GDPR, Article 9(2)(g) GDPR, and the provisions of the Act of 28 April 2022 on the principles of implementing tasks financed from European funds in the 2021–2027 financial perspective***.

4. The recipients of the personal data

- a. If you are accepted for the classes, your personal data will be disclosed to the National Centre for Research and Development as a separate data controller for the purpose of fulfilling reporting obligations and in case of control or audit.
- b. If the controller uses the services of other entities, personal data may be disclosed to them on the basis of contracts entrusting the processing of personal data, and these entities will be obliged to preserve the confidentiality of the data being processed.

5. Obligation to provide personal data

Providing data is a necessary condition for submitting an application and participating in the classes; refusal to provide data will result in the inability to participate in this project.

6. The period for which the personal data will be processed

Personal data will be processed for the duration of storing project-related documentation for archival purposes in accordance with applicable regulations and project rules.

7. The rights of data subject

You have the right to access your data, rectify it, erase it in cases provided by law, and restrict processing. Additionally, if personal data is processed based on Article 6(1)(e) GDPR, you have the right to object to processing for reasons related to your particular situation. No automated decision-making, within the meaning of Article 22 GDPR, will be conducted based on your personal data.

8. Right to lodge a complaint

You have the right to lodge a complaint with the supervisory authority, which is the President of the Personal Data Protection Office, if you consider that the processing of your personal data infringes upon GDPR.

* 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) (OJ L 119, 4 May 2016, p. 1, as amended).

** Consolidated text: Journal of Laws of 2024, item 1571, as amended.

*** Journal of Laws of 2022, item 1079, as amended.

INFORMATION CLAUSE

OF THE NATIONAL CENTRE FOR RESEARCH AND DEVELOPMENT

Pursuant to Articles 13 and 14 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 (hereinafter: the “**GDPR**”), I hereby inform you that:

- 1) the controller of your personal data is the **National Centre for Research and Development** (hereinafter: the “**NCBR**”), with its registered office in Warsaw (00-801), ul. Chmielna 69;
- 2) the Data Protection Officer (DPO) may be contacted via e-mail at iod@ncbr.gov.pl or by post at the NCBR correspondence address indicated above, with the note “Data Protection Officer”;
- 3) personal data are processed for the purpose of implementing the project Stay@SGH. A comprehensive programme for preventing the interruption of higher education, carried out under the European Funds for Social Development Programme 2021–2027 (“**FERS**”), in particular for the purpose of project assessment and selection, concluding the co-financing agreement, supervision over project implementation, reporting, communication, publication, evaluation, financial management, verification and control, audit, assessment of information and promotion activities, project acceptance, evaluation and financial settlement, for determining participant eligibility, and for the possible establishment, exercise or defence of claims;
- 4) personal data are processed due to the purpose indicated above, i.e. processing is necessary for the performance of a task carried out in the public interest (Article 6(1)(e) GDPR), and the NCBR is authorised to process your personal data under the Act of 30 April 2010 on the National Centre for Research and Development in connection with the performance of the tasks set out therein, as well as under the Act of 28 April 2022 on the rules for implementing tasks financed from European funds in the 2021–2027 financial perspective, in particular Chapter 18 of that Act (Article 6(1)(c) GDPR);
- 5) personal data have been obtained directly from you or from public registers, or from institutions and entities involved in the implementation of the project, in particular from applicants, beneficiaries and partners;
- 6) the NCBR processes your personal data included in the application for co-financing or provided in the course of implementing the tasks indicated in point 3 of this clause;
- 7) the provision of personal data is necessary for the achievement of the above-mentioned purpose. Refusal to provide such data is equivalent to the inability to undertake the relevant actions;
- 8) personal data will be processed for the period necessary to achieve the purpose specified in point 3, and subsequently for archiving purposes for a period compliant with the NCBR’s filing instruction and the Uniform List of Files;

- 9) the recipients of personal data will be public authorities and entities performing public tasks or acting on behalf of public authorities, within the scope and for the purposes arising from legal provisions, as well as entities providing services necessary for the performance of tasks by the NCBR. In particular, NCBR+ sp. z o.o. supports the performance of these tasks. The data may also be transferred to IT partners, entities providing technical or organisational support, document archiving and destruction, postal, courier, payment services, and marketing support;
- 10) you have the following rights in relation to the NCBR: the right to request access to your personal data, their rectification, erasure, restriction of processing, as well as the right to object to the processing of your personal data. To exercise these rights, you may contact the Data Protection Officer using the e-mail address provided in point 2 above;
- 11) you also have the right to lodge a complaint with the President of the Personal Data Protection Office;
- 12) personal data will not be subject to automated decision-making, including profiling;
- 13) your personal data will not be transferred to a third country.

Annex No. 4 to the Regulations

Information Clause of the Minister Competent for Regional Development

For the purpose of fulfilling the obligation laid down in Articles 13 and 14 of the GDPR^[1], in connection with Article 88 of the Act on the rules for implementing tasks financed from European funds in the 2021–2027 financial perspective^[2], we hereby inform you of the principles governing the processing of your personal data:

I. Controller

A separate controller of your data is:

- I. the Minister of Funds and Regional Policy^[3], with the registered office at ul. Wspólna 2/4, 00-926 Warsaw.

II. Purpose of data processing

Personal data will be processed in connection with the implementation of FERS, in particular for the purposes of monitoring, reporting, communication, publication, evaluation, financial management, verification and audits, as well as for determining participant eligibility.

Providing data is voluntary, but necessary for achieving the above-mentioned purpose. Refusal to provide such data is equivalent to the inability to undertake the relevant actions.

III. Legal basis for processing

We will process your personal data because:

1. We are required to do so by **law** (Article 6(1)(c), Article 9(2)(g) and Article 10^[4] GDPR):
 - Regulation (EU) 2021/1060 of the European Parliament and of the Council of 24 June 2021 laying down common provisions on the European Regional Development Fund, the European Social Fund Plus, the Cohesion Fund, the Just Transition Fund and the European Maritime, Fisheries and Aquaculture Fund, as well as financial rules for those funds and for the Asylum, Migration and Integration Fund, the Internal Security Fund and the Instrument for Financial Support for Border Management and Visa Policy,
 - Regulation (EU) 2021/1057 of the European Parliament and of the Council of 24 June 2021 establishing the European Social Fund Plus (ESF+) and repealing Regulation (EU) No 1296/2013 (OJ EU L 231 of 30.06.2021, p. 21, as amended),
 - the Act of 28 April 2022 on the rules for implementing tasks financed from European funds in the 2021–2027 financial perspective, in particular Articles 87–93,
 - the Act of 14 June 1960 – Code of Administrative Procedure,
 - the Act of 27 August 2009 on public finance.

IV. Method of data collection

Data are obtained directly from the individuals to whom they relate, or from institutions and entities involved in the implementation of the Programme, including in particular applicants, beneficiaries and partners.

V. Access to personal data

Employees and collaborators of the controller have access to your personal data. In addition, your personal data may be entrusted or disclosed to:

1. entities to which we have assigned tasks under FERS,
2. bodies of the European Commission, the minister competent for public finance, and the President of the Social Insurance Institution,
3. entities providing services for us related to the operation and development of ICT systems and the provision of connectivity, e.g. IT solution providers and telecommunications operators.

VI. Data retention period

Personal data are stored for the period necessary to achieve the purposes specified in point II.

VII. Rights of data subjects

You have the following rights:

1. the right to access your data and receive a copy thereof (Article 15 GDPR),
2. the right to rectify your data (Article 16 GDPR),
3. the right to erase your data (Article 17 GDPR) – if none of the circumstances referred to in Article 17(3) GDPR applies,
4. the right to request that the controller restrict the processing of your data (Article 18 GDPR),
5. the right to data portability (Article 20 GDPR) – if processing is carried out on the basis of a contract: for the purpose of its conclusion or performance (within the meaning of Article 6(1)(b) GDPR), and in an automated manner^[5],
6. the right to lodge a complaint with the supervisory authority – the President of the Personal Data Protection Office (Article 77 GDPR) – if you consider that the processing of your personal data infringes the GDPR or other national data protection provisions applicable in Poland.

VIII. Automated decision-making

Personal data will not be subject to automated decision-making, including profiling.

IX. Transfer of data to a third country

Your personal data will not be transferred to a third country.

X. Contact with the data controller and the Data Protection Officer

If you have any questions regarding the processing of personal data by the minister competent for regional development, please contact the Data Protection Officer (DPO) as follows:

- by traditional post (ul. Wspólna 2/4, 00-926 Warsaw),
- electronically (e-mail address: IOD@mfi.pr.gov.pl).

^[1] 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 (OJ EU L 119 of 4 May 2016, pp. 1–88).

^[2] Act of 28 April 2022 on the rules for implementing tasks financed from European funds in the 2021–2027 financial perspective (Journal of Laws 2022, item 1079), hereinafter referred to as the “implementation act”.

^[3] That is, the minister competent for regional development. The Minister of Funds and Regional Policy heads the government administration department – regional development – pursuant to § 1(2) of the Regulation of the Prime Minister of 18 December 2023 on the detailed scope of activities of the Minister of Funds and Regional Policy (Journal of Laws, item 2711).

^[4] Applies exclusively to projects activating persons serving a custodial sentence.

^[5] The automation of personal data processing is already fulfilled when such data are stored on a computer drive.