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**REGULATIONS
OF THE CIVICA POWER EVENT
DISABILITY, ACCESSIBILITY AND DIVERSITY IN EDUCATION
AND RESEARCH & INCLUSION**

organised within the framework of the project

CIVICA 4All

**Inclusivity, Accessibility and Activity in European Universities
funded by the Polish National Agency for Academic Exchange (NAWA)
under the programme Support for European Universities**



Chapter 1 General Provisions

§1 The organiser of the event is the Warsaw School of Economics (hereinafter referred to as SGH).

§2 The composition of the Organising Committee is as follows:

1. dr Edyta Zduńska-Leseux - Chair,
2. dr Justyna Kapturkiewicz,
3. dr Magdalena Kocejko.

§3 The event shall take place on 24–25 November 2026 at the premises of SGH.

§4 On the first day of the event, i.e. 24 November, a conference shall be held, the rules of which are set out in Chapter 2 of these Regulations.

§5 On the second day of the event, i.e. 25 November, workshops shall be held, the rules of which are set out in Chapter 2 of these Regulations.

§6 The working language of the event shall be English and/or Polish.

§7 The event shall be organised in accordance with the principles of equality and non-discrimination, as well as accessibility requirements, as specified in Chapter 4 of these Regulations.

§8 Participants in the event, including speakers, may only be persons representing universities affiliated with the CIVICA consortium:

1. Bocconi University,
2. Central European University,
3. European University Institute,
4. Hertie School,



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5. IE University,
6. National University of Political Studies and Public Administration,
7. Sciences Po,
8. Warsaw School of Economics,
9. Stockholm School of Economics,
10. The London School of Economics and Political Science.

Chapter 2

Rules for the organisation of the conference, selection of speakers, and organisation of workshops

§9 Conference speakers may only be persons referred to in §8.

§10 The composition of the Programme Committee of the conference is as follows:

1. prof. Paweł Kubicki,
2. prof. Ewelina Szczech-Pietkiewicz,
3. prof. Violetta Korporowicz,
4. dr Izabela Grabowska,
5. dr Rafał Towalski.

§11 Procedure for the selection of speakers and paper topics:

1. the selection of conference speakers and presented papers shall be conducted through a closed call procedure,
2. the Organising Committee shall be responsible for selecting speakers, determining the topics of presentations, and sending invitations to selected speakers,
3. the Organising Committee shall select speakers based on an assessment of their professional experience and/or academic achievements, as well as their ability to present good practices implemented within CIVICA institutions in relation to the subject matter of the event,
4. during the selection process, the Organising Committee may consult the Programme Committee,



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5. the opinion of the Programme Committee shall be advisory in nature,
6. the final decision on the selection of speakers shall be made by the Chair of the Organising Committee.

§12 Confirmation of participation with a presentation, including the proposed title and abstract, shall be submitted by 30 April 2026 via the application form.

§13 If confirmations, including proposed titles and abstracts, are not received from selected speakers within the deadline specified in §12, the Organising Committee may extend the submission deadline by publishing relevant information on the project website; such action shall not constitute an amendment to these Regulations.

§14 Papers shall be presented during two plenary sessions (no parallel sessions shall be organised).

§15 Participants in the conference and workshops may also include persons who do not deliver presentations.

§16 Participants attending without presenting a paper must meet the condition specified in §8.

§17 Registration forms for participation without a presentation shall be made available no later than two months prior to the event.

§18 Applications for participation without a presentation shall be accepted until 25 October 2026.

§19 If the required number of applications is not reached by the deadline specified in §18, the Organising Committee may extend the submission deadline. Information on such extension shall be published on the project website and shall not constitute an amendment to these Regulations.

§20 Acceptance of applications for participation without a presentation shall be determined on a first-come, first-served basis. Registration shall be closed once the limit of 40 participants has been reached.



Chapter 3

Funding of travel and accommodation costs for speakers

§21 Funding of travel and accommodation costs shall be granted exclusively to speakers who meet the condition specified in §8.

§22 The Organiser reserves the right to cover travel and/or accommodation costs for a maximum of six participants from abroad who declare such a need.

§23 A speaker wishing to benefit from the organisation and financing of travel and/or accommodation by the Organiser shall provide, by email to a member of the Organising Committee mkocej@sgh.waw.pl, the following information:

1. the means of transport (airplane or train – other forms of transport shall not be financed),
2. preferred connections (travel date, departure location and time, and arrival location and time),
3. the number of overnight stays in Warsaw (maximum of 2 nights between 23 and 26 November 2026),
4. other data necessary for booking and purchasing tickets.

§24 Travel and accommodation costs shall be financed from funds of the Polish National Agency for Academic Exchange (NAWA), which entails the obligation for SGH to comply with strict public finance discipline, in particular:

1. speakers shall make all reasonable efforts to participate in the event in accordance with the agreed schedule,
2. if a speaker is unable to attend the event and does not travel in accordance with the agreed schedule, the Organiser reserves the right to request reimbursement of incurred travel and accommodation costs to the extent that such costs are non-refundable and could not reasonably be mitigated,
3. reimbursement shall not be required if the inability to travel results from force majeure, provided that the Organiser is notified without undue delay and the circumstances are duly documented,



4. for the purposes of these Regulations, “force majeure” shall mean an external, unforeseeable and unavoidable event beyond the reasonable control of the speaker, including in particular serious illness confirmed by medical documentation, an accident, a natural disaster, significant transport disruptions such as flight cancellation by the carrier, or travel restrictions imposed by public authorities,
5. speakers shall provide appropriate documentation confirming the circumstances referred to in point 4 at the earliest possible date.

Chapter 4

Principle of equality and non-discrimination and accessibility requirements

§25 The Organiser shall organise the conference and workshops in accordance with [the guidelines on the implementation of equality principles under EU funds for the years 2021–2027](#), including accessibility, based on [Annex No. 2: Accessibility Standards for Cohesion Policy 2021–2027](#).

§26 The Organiser declares knowledge and application of accessibility requirements for services and products in relation to the conference and workshops, in particular the training accessibility standard, the information and promotion standard, and the digital accessibility standard.

§27 The conference and workshops shall be organised and conducted in accordance with the principle of equal opportunities and non-discrimination, as well as respect for diversity, ensuring equal access to participation for all persons regardless of gender, age, origin, skin colour, language, religion, beliefs, political views, membership of a national minority, socio-economic status, disability, or other differentiating characteristics.

§28 The Organiser shall ensure compliance with the principle of gender equality at all stages of the organisation and implementation of the conference and workshops.



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§29 The conference and workshops shall be organised in a manner enabling the participation of persons with disabilities and persons with specific needs, in particular by ensuring architectural, information and communication, and digital accessibility, as well as other forms of accessibility support (e.g. personal assistance), depending on the individual needs reported and the Organiser's capacity.

§30 Individual specific needs should be reported in advance in order to enable the Organiser to provide the most appropriate form of support.

§31 The wording used in announcements and all documents related to participant recruitment shall comply with the principles of equality and diversity.

Chapter 5

Supplementary Provisions

§32 Information about the event shall be published through SGH communication channels accessible to all potentially interested persons, including on the CIVICA 4All project website: <https://www.sgh.waw.pl/civica-4all-inkluzywnosc-dostepnosc-i-aktywnosc-w-universytetach-europejskich> and its English-language version: <https://www.sgh.waw.pl/en/civica-4all-inclusivity-accessibility-and-activity-european-universities>.

§33 In matters not regulated by these Regulations, the Organising Committee may, in the implementation of the event, apply relevant provisions of SGH internal legal acts, in particular those set out in:

1. the Internal Anti-Discrimination and Anti-Mobbing Policy of SGH,
2. the Accessibility Strategy of SGH,
3. the Gender Equality Plan of SGH.

§34 Participants shall respond without undue delay to emails sent by the conference organisers. Communication difficulties may result in the removal of a paper from the conference programme and/or the cancellation of funding for travel and/or accommodation.



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§35 Questions regarding the conference may be addressed to all members of the Organising Committee, in particular:

1. dr Edyta Zduńska-Leseux - all substantive and organisational matters, eleseux@sgh.waw.pl,
2. dr Justyna Kapturkiewicz - accessibility matters jkaptur@sgh.waw.pl,
3. dr Magdalena Kocejko - travel and accommodation funding mkocej@sgh.waw.pl.

Chapter 6

Final Provisions

§36 These Regulations shall enter into force on the date of their publication and shall remain in effect until 25 November 2026 or until amended or repealed.

§37 The Organiser reserves the right to amend these Regulations.

§38 In the event of disputes, the decision shall be made by the Chair of the Organising Committee, who may, if necessary, consult the Programme Committee.

§39 Persons submitting papers and all participants in the conference and workshops shall be obliged to familiarise themselves with these Regulations and to submit a declaration confirming their acceptance of its provisions.



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Information on the Processing of Personal Data of Participants in the Conference and Workshops by the Warsaw School of Economics

1. Data Controller

The controller of personal data is the Warsaw School of Economics, with its registered office at al. Niepodległości 162, 02-554 Warsaw, hereinafter referred to as "SGH".

2. Data Protection Officer

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

3. Purpose and Legal Basis for the Processing of Personal Data

Personal data shall be processed for the purpose of considering your application for participation in the event (conference and workshops), on the basis of Article 6(1)(e) of the GDPR and the provisions of the Act of 20 July 2018 - Law on Higher Education and Science¹.

If you are qualified for participation in the event, personal data shall be processed for the purpose of organising the event and implementing the project under the "Support for European Universities" Programme, financed from the European Funds for Social Development 2021–2027, in particular for the purpose of confirming the eligibility of expenditures, providing support, monitoring, fulfilling reporting obligations, and undergoing control or audit. Personal data shall be processed on the basis of Article 6(1)(c) of the GDPR and the provisions

¹ T.j. Dz. U. z 2024 r. poz. 1571 z późn. zm.



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of the Act of 28 April 2022 on the principles of implementation of tasks financed from European funds in the financial perspective 2021–2027².

Personal data may also be processed for the purpose of considering your request concerning the provision of architectural or information and communication accessibility and fulfilling the related legal obligations incumbent on the controller. The legal basis for processing personal data is Article 6(1)(c) of the GDPR, and in the case of providing information concerning health – also Article 9(2)(b) of the GDPR, in connection with the provisions of the Act of 19 July 2019 on ensuring accessibility for persons with special needs³.

4. Information on Recipients of Personal Data

a) Personal data shall be made available to the Polish National Agency for Academic Exchange as a separate data controller for the purpose of fulfilling reporting obligations and in the event of control or audit.

b) Where the controller uses the services of other entities, personal data may be disclosed to them on the basis of personal data processing agreements, and such entities shall be obliged to maintain the confidentiality of the processed data.

5. Obligation to Provide Personal Data

Providing personal data is a necessary condition for submitting an application and participating in the conference and workshops, and refusal to provide such data will result in the inability to participate in this project.

² Dz.U. z 2022 r. poz. 1079 z późn. zm.

³ T.j. Dz.U. z 2024 r. poz. 1411 z późn. zm.



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6. Data Retention Period

Personal data shall be processed for the period of storage of documentation concerning the project for archival purposes, in accordance with applicable regulations and project rules.

7. Rights Related to the Processing of Personal Data

You have the right to access your personal data, to rectify it, to erase it in cases provided for by law, and to restrict its processing.

Furthermore, where personal data are processed on the basis of Article 6(1)(e) of the GDPR, you have the right to object to the processing on grounds relating to your particular situation.

On the basis of the data made available, no decisions will be taken in an automated manner within the meaning of Article 22 of the GDPR.

8. Information on the 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 personal data violates the GDPR.

Furthermore, we inform you that, for the purpose of documenting the event, photographs will be taken during the event, which will be published on SGH websites.