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# REGULATIONS FOR ORGANIZING AND PARTICIPATING IN THE NAWIGATOR TUTORING PROGRAMME IN THE FRAME OF THE PROJECT 'STAY@SGH. KOMPLEKSOWY PROGRAM PRZECIWDZIAŁANIA PRZERYWANIU EDUKACJI WYŻSZEJ' IN THE ACADEMIC YEAR 2025/26

## § 1. General Provisions

1. These Regulations define the rules for organizing and participating in the NAWIGATOR tutoring programme (hereinafter: 'Programme' or 'NAWIGATOR') conducted at the SGH Warsaw School of Economics (hereinafter: 'SGH') as part of the project 'Stay@SGH. Kompleksowy program przeciwdziałania przerywaniu edukacji wyższej', the European Funds for Social Development 2021–2027 programme, co-financed by the European Funds for Social Development.
2. The NAWIGATOR programme is organized in the form of individual consultations for students, conducted by the SGH academic staff members.
3. The purpose of the Programme is to support SGH students in creating individual plan of their development path at SGH, taking into account:
  1. classes taken and activities implemented to date;
  2. educational and career plans;
  3. opportunities for further development based on SGH educational and extracurricular offers.
4. The Programme constitutes a development support beyond the syllabus and is not a part of the studies programme.
5. Participation in the Programme is voluntary and free of charge.
6. Attendance in the Programme:
  1. does not result in a grade;
  2. does not result in awarding ECTS credits.

## § 2. Scope and Form of the Programme

1. The Programme is organized in the form of individual consultations with a tutor.
2. Each single consultation meeting lasts one teaching hour (45 minutes).
3. Consultations may be held:
  1. on-site – on SGH premises or
  2. online – with the use of SGH accounts via MS Teams.
4. Consultations are provided in Polish or English.
5. The substantive scope of tutoring includes in particular:
  1. conducting an analysis of the course of studies to date;



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2. discussing the difficulties concerning the choice of subjects and activities;
3. supporting the process of planning the sequence of subjects and activities;
4. finding a link between educational and career plans;
5. identifying development opportunities within SGH offer, particularly the second-cycle studies.

### § 3. Tutors and their support

1. Consultations are provided by SGH academic staff members – the tutors.
2. Tutors are recommended for this task by the Faculties' Curriculum Boards.
3. Before starting the consultation process, tutors take part in an obligatory introductory meeting, which form and scope are defined by the Programme organisers in consultation with the Vice Rector for Teaching and Student Affairs.
4. Tutors' activities may be supported by the students of the last semesters of studies, who have experience in creating their own development path at SGH.
5. The supporting students' role includes in particular:
  1. sharing their student experience with younger students who need support and inspiration;
  2. supporting interactions between students and tutors, e.g. by promoting the Programme among students or providing tutors with information about academic activities co-organised by the students;
  3. cooperating with tutors regarding a better understanding of students' dilemmas.

### § 4. Participants in Programme

1. The Programme is intended for undergraduate (1<sup>st</sup> to 4<sup>th</sup> semester) and graduate (1<sup>st</sup> and 2<sup>nd</sup> semester) SGH students, who on the day of enrolment in the Programme hold the active student status and are not in the procedure of removal from the student list.
2. During the studies at a given level (first-cycle or second-cycle studies) a student can participate in:
  1. max. **5 meetings with one tutor** (a Programme participant decides about the number of meetings);
  2. meetings with max. **3 tutors**.

### § 5. Application Rules and Organization of the Programme

1. The Programme organisers publish on the NAWIGATOR's website the tutors' profiles and the scope of their support, including:
  1. the field of study they can provide support in;
  2. the language of consultations;



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3. possible forms of support.
2. Applications to the Programme are submitted during the application rounds specified by the Programme organisers.
3. The organisers decide on and publish the dates of an application round not later than 3 (three) days before its beginning.
4. Applications to the Programme, within the application round deadlines specified in paragraph 3, require submitting a form available on the Programme website – separate for consultations provided in Polish and separate for consultations in English.
5. Filling in the form once means applying to one tutor. Within one application round a student may submit several applications.
6. A necessary condition for being accepted into the Programme is submitting a duly completed form.
7. If the number of students applying to a tutor exceeds the number of available places, the order of applications decides if a student will be accepted to NAWIGATOR within a given application round.
8. Not later than within ten (10) days after the application round is closed candidates are informed about the tutors they are assigned to and they are sent a detailed participant form. Filling in the form within the deadline and in the manner specified by the organisers is the condition to be accepted to the Programme. The scope of the data to be provided in the form is listed in Annex No. 1 to the Regulations.
9. Information on personal data processing by:
  1. SGH – is included as Annex No. 2 to the Regulations, and it is also available in the application form to the Programme;
  2. NCBiR – is included as Annex No. 3 to the Regulations;
  3. the Minister responsible for regional development – is included as Annex No. 4 to the Regulations.
10. Students who fail to complete the form will be replaced by subsequent candidates on the list.
11. If a student applies to more tutors than specified in § 4 (3), the student will be qualified to a smaller number of tutors, respectively. The organisers reserve the right to decide, to which tutors the student will be assigned to.



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12. After completing the form, students accepted to the Programme are sent a confirmation of assignment to the tutors, and tutors are informed about the students they are assigned to.
13. Within seven (7) days after the receipt of information about being accepted to the Programme students contact the assigned tutors individually – using SGH-domain email account – in order to schedule consultations.
14. If the student fails to contact the tutor within the time limit referred to in paragraph 13, organisers may offer his/her place to another student who submitted application to the Programme.
15. If the student withdraws from the consultations, he/she shall immediately inform the tutor, and his/her place may be offered to another student who submitted application to the Programme.
16. If – without prior notice – the student fails to attend a scheduled meeting with the tutor, the organisers reserve the right to deny the student further support within the Programme and to offer the place to another student.



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## Annex No. 1

### 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.



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## Annex No. 2

### Information on processing of personal data by SGH

#### 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](mailto: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 interest in participating in the NAWIGATOR tutoring programme and organising it, including providing the tutor with your data (first name, last name, information about your field and level of study, mode of study, the language in which the form was completed, and your expectations), 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 Programme, 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



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Providing data is a necessary condition for submitting an application and participating in the Programme; 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.



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## Annex No. 3

### 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](mailto: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;



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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.



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## Annex No. 4

### 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<sup>[1]</sup>, in connection with Article 88 of the Act on the rules for implementing tasks financed from European funds in the 2021–2027 financial perspective<sup>[2]</sup>, 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<sup>[3]</sup>, 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<sup>[4]</sup> 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



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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<sup>[5]</sup>,
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**



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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@mfipr.gov.pl](mailto:IOD@mfipr.gov.pl)).

<sup>[1]</sup> 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).

<sup>[2]</sup> 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”.

<sup>[3]</sup> 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).

<sup>[4]</sup> Applies exclusively to projects activating persons serving a custodial sentence.

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