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Regulations for the recruitment of course participants IMPK SGH. FutureLeaders.Bridge

implemented by the Warsaw School of Economics as part of the NAWA SPINAKER –
Intensive International Education Programs program

§ 1. General

1. The Intensive International Education Program "IMPK SGH. FutureLeaders.Bridge" is a project implemented by the Warsaw School of Economics as part of the SPINAKER program financed by the National Agency for Academic Exchange (NAWA, NRUMER UMOWYBPI/SPI/2024/1/00033/U/00001), co-financed by the European Social Fund Plus (FERS) under the European Funds for Social Development 2021–2027 Program.
2. The project is organized by the Warsaw School of Economics with its registered office at Al. Niepodległości 162, 02-554 Warsaw, NIP: 525-000-84-07.
3. The course is offered in two distinct editions. Each edition consists of a pre-arrival online simulation followed by intensive on-site classes at the Warsaw School of Economics:

a) Edition I

Online Business Simulation: 18 May – 22 May 2026

Duration: 24 hours (approx. 5 hours/day)

On-site Classes (Warsaw): 8 June – 19 June 2026

Schedule: Monday to Friday (80 teaching hours total)

b) Edition II

Online Business Simulation: 22 June – 26 June 2026

Duration: 24 hours (approx. 5 hours/day)

On-site Classes (Warsaw): 6 July – 17 July 2026

Schedule: Monday to Friday (80 teaching hours total)

c) Regardless of the edition chosen, the total workload is 150 hours, including: 80 hours at the Warsaw School of Economics, 24 hours simulation game, 46 hours of own work - equivalent to 6 ECTS points.

4. The organization of the course entitled "IMPK SGH. FutureLeaders.Bridge" serves the following purposes:
 - a. development of leadership and social competences of participants
 - b. strengthening intercultural awareness
 - c. development of skills to work in an international team,
 - d. Preparing for leadership roles in a global environment.

§ 2. Definitions

1. The terms used in the Terms and Conditions shall have the following meanings:
 - a. Regulations – this document defining the rules of participation in the IMPK SGH course. FutureLeaders.Bridge.
 - b. Projekt – „IMPK SGH. FutureLeaders.Bridge”.
 - c. Organizer – Warsaw School of Economics (SGH).
 - d. Candidate – a person applying to participate in the course.
 - e. Participant – a person qualified to participate in the course.
 - f. Instructor – an expert conducting classes as part of the course.
 - g. Website – the official website of the course available at futureleaders.sgh.waw.pl

§ 3. Rights and obligations of the Organizer

1. The tasks of the Organizer are in particular:
 - a. organization of the course in accordance with the provisions of these Regulations;
 - b. appointment of the Program Team responsible for the substantive side of the course;
 - c. appointment of the Recruitment Committee responsible for the recruitment process and qualification of participants;
 - d. appointment of an Organization Team responsible for logistical issues, communication with participants and promotion of the course;
 - e. providing the financial resources necessary for the implementation of the course;
 - f. supervising the correct implementation of the program and the evaluation of learning outcomes.
 - g. Granting micro-credentials for course completion.

§ 4. Rights and obligations of Participants

1. The course participant can be a student (aged 18-26), speaking English at least level B2, coming from the following countries: Group 2 (among others: Ukraine, Moldova, Bosnia and Herzegovina), Group 3 (among others: Turkey, Montenegro), Group 4 (among others: Morocco, Egypt, Georgia, Kazakhstan) and Group 6 (among others: Thailand, Mauritius, South Africa, Philippines). The country groups have been identified in accordance with Table 6.9.15 of the 'Beneficiary Manual. Programs for the NAWA Institution'.
2. Participation in the course is voluntary and free of charge.
3. The Participant is obliged to:



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- a. read and comply with the Terms and Conditions;
 - b. participation in classes in the remote and stationary part;
 - c. active participation in classes, workshops and simulation games;
 - d. provide the required documents (declaration of participation, data form, GDPR statements, confirmation of student status 14 days before the start of the online part of the course);
 - e. filling out evaluation questionnaires after classes.
4. The Project Participant undertakes to complete the evaluation questionnaire on time and on the terms specified in the Program.
 5. The participant receives a certificate of completion of the course or a micro-certificate confirming the acquired competencies.
 6. The participant has the opportunity to receive a micro-certificate confirming the acquired competencies, in case of meeting the requirements for the implementation of min. 80% of the tasks covered by the course.

§ 5. Recruitment process

1. The Recruitment Committee appointed by the Project Manager is responsible for conducting the recruitment.
2. Recruitment is conducted in English, in a transparent and non-discriminatory manner, in accordance with the principles of equal opportunities and accessibility for people with special needs.
3. Selection criteria for participation in IMPK:
 - a. motivation to participate in the course
 - b. a proposal for the implementation of the effects of the course after its completion,
 - c. knowledge of English,
 - d. the ability to work in a team,
 - e. average grades from the previous semester of studies
 - f. additional achievements and activities
 - g. gender balance and cultural diversity.Criteria a, b and f should be addressed in the form of max. 2 min. self-presentation video
4. The recruitment process takes place in two stages:
 - a. Stage I – filling in the online application forms and sending a self-presentation video to the Organizers.
 - b. Stage II – assessment of achievements from point 3. b, c, d
5. For Stage I - the application form will be open until March 28
6. For Stage II – results will be announced to candidates until April 10
7. Application forms A-C will be available equally for all Candidates. Forms:
 - a. [form A](#): application for the program, basic personal and demographic data + max. 1.5 min video with self-presentation in English (elements: presentation of motivation to participate in the course, achievements and experience outside the university, understanding of leadership, planned use of



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- competencies strengthened by the course) + list of grades for the last semester + confirmation of student status
- b. [Form B](#): language competency test
 - c. [Form C](#): leadership competency test (twice – at the time of recruitment and after the course).
8. The maximum total number of participants in a single edition of the course is 30. The Recruitment Committee will also announce a reserve list. The decisions of the Recruitment Committee are final and the Candidates are not entitled to appeal against them.
 9. The decision on the final number of participants in each country group will be made by the Recruitment committee and will be consistent with the project proposal approved by NAWA. In the application form, the Candidate will have the option to select a reserve preference, which will be binding in the event that the Candidate does not qualify to participate in the Course on the basis of the first preference.
 10. If the reserve preference is not selected, a Candidate who does not pass the recruitment process based on the first preference will not be qualified for the Course.
 11. An application made in a manner inconsistent with the Regulations will not be accepted.
 12. Candidates who do not meet the conditions set out in § 4 section 1 will not be taken into account when evaluating applications by the Recruitment Committee.
 13. The Recruitment Committee is not obliged to provide the Candidates with a justification for the decision not to qualify for the course.

§ 6. Responsibilities of the participant before the start of the course

1. Qualified candidates are required to send a confirmation of student status to the Organizers up to 5 days before the start of the remote part of the course, to the following address: abieleck@sgh.waw.pl. A sample of the confirmation can be found in Appendix No. 3 to the Terms and Conditions.
2. Qualified candidates are obliged, within 3 days of the announcement of the recruitment results, to:
 - a. signing the agreement with the Warsaw School of Economics - Appendix No. 2 to the Regulations and sending it to the address: Instytut Przedsiębiorstwa, Al. Niepodległości 162, 02-554 Warsaw, Poland, with the annotation “NAWA SPINAKER”.
 - b. filling in the application in the NAWA system (<https://programs.nawa.gov.pl/applications/fers---projekt-nr-bpisp2024100033-2025-2026/new?fr-wizard-page=section-instructions>) and sending a confirmation (pdf with the submitted form generated from the NAWA system and confirmation of its submission - an e-mail automatically sent by the NAWA system to the person registering in the system) to abieleck@sgh.waw.pl).
3. In the event of failure to confirm the student's status or failure to meet the requirements described in paragraph 6 points 4-5, the qualified student will be deleted from the list of participants and the first candidate from the reserve list will be accepted in his place.



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4. Due to the rules of financing the project, course participants are obliged to pre-finance the costs of their trip. The lump sum payment to cover travel costs, in accordance with the amounts indicated in the table with lump sums for each group, will be made upon arrival at the SGH course. The Participant is obliged to send a confirmation of the purchased airline tickets by 30.05.2026 – I edition and by 30.06.2026 – II edition, to the following address: abieleck@sgh.waw.pl.
5. The organizers do not cover the cost of the visa. A student who comes from a country subject to the visa requirement is obliged to process such an application immediately, after obtaining confirmation of admission to the course.
 - a) Each participant is obligated to submit a formal declaration confirming the following:
 - i. Possession of a valid visa or equivalent permit entitling the individual to enter and reside in the territory of the Republic of Poland for the duration of the program;
 - ii. Final confirmation of participation;
 - iii. The scheduled date of arrival.
 - b) The declaration referred to in point (a) must be submitted to the designated administrative office (abieleck@sgh.waw.pl) by the following non-preparatory deadlines:
 - * Edition I: no later than 30 May 2026;
 - * Edition II: no later than 30 June 2026.

§ 7. Course

1. Composition of the Course: The program is comprised of two mandatory components:
 - a. Remote Component: A business simulation conducted via electronic means of communication, totaling 24 didactic hours.
 - b. Stationary Component: A residency period in Warsaw, Poland, consisting of 80 didactic hours of lectures and workshops.
2. Prerequisites for Participation: Completion of the Remote Component (Business Simulation) is a mandatory condition for eligibility to participate in the Stationary Component of the program.
3. Curriculum Framework: The stationary component shall be delivered through lectures and workshops organized into the following thematic modules:
 - i. Modern Leadership
 - ii. Business Ethics and ESG for Future Leaders
 - iii. Global Business Context
 - iv. Innovative Investment Projects
 - v. AI in Business
4. Scheduling and Attendance:
 - a. Instructional activities shall be conducted on working days (Monday through Friday).
 - b. No didactic classes shall be scheduled on weekends (Saturday and Sunday).



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- c. Periods outside of the designated instructional hours and scheduled weekend days shall be considered the participants' own time, intended for individual study or local cultural engagement.
5. Following the conclusion of the substantive instructional period in the second week of the program, a formal Course Completion Ceremony shall be convened. Certificates of Completion shall be issued to participants who have fulfilled all academic and attendance requirements. Independent of the physical certificate, participants shall be awarded micro-credentials. These shall be issued exclusively as electronic documents and transmitted to the participant's registered email address following the formal conclusion of the course.
6. A detailed schedule of individual days of the Course will be made available on the event's website 7 days before the start of the event. The Organizer reserves the right to make changes to the schedule throughout the duration of the Course.

§ 8. Financing

1. The University will provide the Project Participant with funding for the implementation of the IMPK in the following form:
2. Scholarship in the amount of PLN 750 (10 days * PLN 75).
3. Lump sum for travel expenses, as set out in the table below;

Group ID	Countries	Travel costs
Gr.2	Ukraine, Moldova, Bosnia and Herzegovina	1500 PLN
Gr.3	Turkey, Montenegro	2000 PLN
Gr.4	Marocco, Egypt, Georgia, Kazakhstan	3000 PLN
Gr.6	Thailand, Mauritius, South Africa, Philippines	6500 PLN

4. A lump sum for the costs of living and accommodation in the amount of PLN 3,000 for the duration of the stay in Poland.
5. The above benefits are paid on the basis of an agreement concluded between the Organizer and the course participant.
6. The process of signing the agreement on the part of the Organizer will be finalized after the Participant sends the signed agreement in accordance with § 6 point 2a.
7. A template of the Agreement between the Organizer and the Course Participant is attached as Appendix No. 1 to the Regulations.
8. Each Participant receives a lump sum for the costs of living and accommodation in accordance with the Agreement between the Organizer and the Course Participant
9. Each Participant receives a lump sum for the costs of travel from or to Polish in accordance with the Agreement between the Organizer and the Course Participant
10. Each of the Participants is obliged to present to the Organizer an accident insurance valid in Polish territory before the start of the School.
11. In the event of resignation from participation in the Course after its commencement, the Participant is obliged to return the full amount of the scholarship paid.
12. In the event of cancellation after the start of the course, the participant is obliged to return the funds received, unless the reason for the cancellation was independent of the participant.



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§ 9. Partners and cooperation

1. The project partners may be universities, non-governmental organizations and institutions interested in cooperation in the promotion and implementation of the course.
2. Cooperation with partners is substantive and promotional and does not involve financial benefits.

§ 10. Final provisions

1. The Organizer reserves the right to make changes to the schedule or the content of the Regulations, of which the participants will be informed in advance.
2. The Regulations enter into force on the day of the announcement of the recruitment.
3. content on the Organizer's website, as long as the change does not violate the rights of the acquired Participants and does not affect their equal opportunities.
4. In matters not regulated by these Terms and Conditions, the NAWA, SPINAKER and FERS guidelines shall apply.



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Information on processing of personal data by the SGH Warsaw School of Economics

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 reviewing your application to participate in the course „IMPK SGH.FutureLeaders.Bridge”, 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 to participate in the course, 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***.

If an agreement on the co-financing of participation in the course is concluded, the data will be processed for the purpose of taking steps prior to entering into the agreement, concluding the agreement, performing it, settling it, and archiving it. The personal data will be processed on the basis of Article 6(1)(b) and (c) GDPR in connection with the applicable financial and accounting regulations arising from the Act of 29 September 1994 on Accounting****.

If you report specific accessibility-related needs, your personal data will be processed for the purpose of reviewing your request for architectural or information and communication accessibility, and for fulfilling the legal obligation imposed on the controller.

The legal basis for the processing of personal data for this purpose is Article 6(1)(c) of the GDPR, and, in the case of personal data belonging to special categories (e.g., information concerning health), also Article 9(2)(b) GDPR in connection with the Act of 19 July 2019 on Ensuring Accessibility for Persons with Special Needs*****.

4. The recipients of the personal data

- a) If you are accepted for the project, your personal data will be disclosed to the Polish National Agency for Academic Exchange 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 course; 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.



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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.

**** Journal of Laws of 2021, item 217.

***** Journal of Laws of 2024, item 1411.



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Appendix No. 1 to the Regulations

AGREEMENT BETWEEN THE BENEFICIARY AND THE PROJECT PARTICIPANT

Concluded on _____¹ in **Warsaw**, hereinafter referred to as the "Agreement", between:

Warsaw School of Economics, address: **al. Niepodległości 162, 02-554 Warsaw**, NIP: 525-000-84-07, REGON: 000001502, hereinafter referred to as the "University", being the Beneficiary within the meaning of the agreement for the implementation and financing of the project entitled **IMPK SGH. FutureLeaders.Bridge** (hereinafter referred to as the Project) under the SPINAKER (Intensive International Education Programmes) Programm (hereinafter referred to as the Programme), concluded with the National Agency for Academic Exchange, hereinafter referred to as the "Agreement with the University".

and

Mrs. / Mrs.: _____, Passport No. _____, address: _____, hereinafter referred to as the "Project Participant".

The Parties have agreed on the following terms of the Agreement:

§ 1 – SUBJECT OF THE AGREEMENT

1. The Parties mutually decided to participate in the Course under the Programme in compliance with the provisions of the Agreement with the University.
2. The Project Participant declares and confirms that he/she has read the documentation of the Programme and the obligations imposed on him in the Agreement with the University and the documents listed therein and accepts them.
3. The University will provide the Project Participant with funding for the implementation of a short form of education (in accordance with paragraph 8 of the **Regulations for the Recruitment of Participants of the IMPK SGH Course. FutureLeaders.Bridge**), entitled "**IMPK SGH. FutureLeaders.Bridge**", hereinafter referred to as the "Action", which will take place from xxxx to xxxxx. The first part of the Course will take place in the form of remote e-learning. The second part of the School will be held stationary at the **Warsaw School of Economics**. During both parts, the Participant will participate in workshops on various topics conducted by experts from the **Warsaw School of Economics**.

¹ Please do not fill in the date; it will be completed when signed by SGH.



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4. The Project Participant accepts the funding and undertakes to implement the Activity referred to in paragraph 3.
5. The Project Participant declares that he/she has read and accepted the terms of the Agreement. Any changes to the Agreement must be made in writing under pain of nullity.

§ 2 – DURATION OF THE AGREEMENT

1. The agreement enters into force on the day of its conclusion, i.e. after it is signed by the last of the parties.
2. The activity will start on _____² and end on _____³.

§ 3 – FINANCING

3. The co-financing of costs related to the Action consists of:
 - a. Scholarship in the amount of PLN 750 (10 days * PLN 75);
 - b. Lump sum for travel expenses, as set out in the table below;

Group ID	Countries	Travel costs
Gr.2	Ukraine, Moldova, Bosnia and Herzegovina	1500 PLN
Gr.3	Turkey, Montenegro	2000 PLN
Gr.4	Marocco, Egypt, Georgia, Kazakhstan	3000 PLN
Gr.6	Thailand, Mauritius, South Africa, Philippines	6500 PLN

- c.
 - d. Lump sum for the costs of living and accommodation in the amount of PLN 3,000 for the duration of the stay in Poland.

§ 4 – PAYMENTS TO THE PROJECT PARTICIPANT

1. Within 3 working days from the arrival to the Course, a payment in the amount in accordance with § 3 point 1 will be ordered to the Project Participant.
2. Payments will be made in Polish currency in form of cash/ bank transfer⁴_____

§ 6 – APPLICABLE LAW AND JURISDICTION

1. The granting and payment of funding under the Programme is made on the basis of the provisions of the Agreement, taking into account the provisions of the Agreement with the University. Any disputes related to the Agreement shall be resolved in accordance with Polish legislation.

² dd-mm-rrrr

³ dd-mm-rrrr

⁴ the method of payment to the Project Participant should be indicated, in the case of bank transfer indicate the account number in IBAN format (with country code, e.g. PL, DE) and the bank's BIC/SWIFT code.)



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§ 7 - FINAL CONDITIONS

1. The court competent to settle any disputes arising from the implementation of the Agreement will be the Court competent for the University.
2. This Agreement is drawn up in two identical copies, one for each of the Parties.

Project Participant

For the University

Name

Name and Function

Signature

Signature

Place and date

Place and date

University Seal