

# Terms and conditions of students' recruitment to SPOT project study visits at the University of Lodz (Poland)

## General

§1. Study visits are part of the project entitled "SPOT. Sustainable Spatial Planning of Tourism Destinations" hereinafter named **SPOT project**. The SPOT project is led by the Faculty of Geographical Sciences, University of Lodz (hereinafter named **ULODZ**) in cooperation with Inland Norway University of Applied Sciences (Norway), Institute of Geography and Spatial Organisation of the Polish Academy of Science (Poland), Mersin University (Turkey), Politecnico di Torino (Italy), and Polytechnic of Leiria (Portugal), hereinafter named **Partners**. The SPOT project is funded under the Erasmus+ Programme (2019-1-PL01-KA203-064946). Detailed information about the SPOT project is available on [the SPOT project website](#). English is the official language of the SPOT project.

§2. The goal of the SPOT project study visits is to face with the challenges of tourism spatial planning through learning by doing on the spot.

§3. The SPOT project study visit is an intensive programme for higher education learners and will be considered as an optional course for ULODZ master students rewarded by 2 ECTS credits. This applies for students of spatial planning and organization programme. In terms of offering SPOT project study visit for students of tourism and recreation programme, completing the course is rewarded by 4 ECTS credits, as students are requested to achieve additional learning outcomes related to spatial planning.

## Selection process

### Transparency of the selection process

§4. Recruitment for the SPOT project study visits is a constant process. The recruitment procedures being applied at the ULODZ (described in details below) comply with the provisions of [the Erasmus Charter for Higher Education](#).

§5. Students of the following master programmes at the Faculty of Geographical Sciences ULODZ (hereinafter named **Applicants**) are allowed to apply for the SPOT project study visits:

1. spatial planning and organization,
2. tourism and recreation.

§6. Valid [EU Digital Covid Certificate](#) is a prerequisite for admission to the recruitment process. Applicants confirm that their EU Digital Covid Certificate is valid for two weeks beyond the date the Applicant will exit the country of study visit. The Applicant shall present the EU Digital Covid Certificate at the request of Recruitment Committee at ULODZ (hereinafter named **Recruitment Committee**).

§7. Information provided to the Applicants will include:

1. basic information about the SPOT project,
2. detailed information about the particular SPOT project visit (dates, location, purpose, financial conditions),
3. clear explanation of the evaluation process requirements and steps,
4. the procedure of notification of the results,

§8. In the case of successful application, the Applicants agree to:

1. the participating in the SPOT project study visit,
2. the refunding cancellation of participation costs covered by ULODZ till the moment of cancellation, this applies only when cancellation is not justified by any force majeure,
3. the processing of personal data of Applicants by the ULODZ and sharing of these data with the Partners and third parties (e.g. travel agencies, transportation companies, accommodation facilities), only for the organization of the SPOT project study visits purposes,
4. the using of any content generated by the participants, in the research, dissemination and marketing activities carried out by the ULODZ and Partners,
5. the using of the image of the Applicants settled in pictures and movies in dissemination and marketing activities conducted by the ULODZ and Partners,
6. the participating in the questionnaire evaluation study carried out during the SPOT project study visits.

§9. The selection process to SPOT project study visits is free of charge for Applicants.

## Organization of selection process

§10. The selection process for ULODZ students will be carried out in following steps:

1. The Dean of the Faculty of Geographical Science ULODZ, upon a request from the SPOT Project Manager will establish a Recruitment Committee, consisting of 3 persons who are the academic teachers chosen based on their scientific and mentoring expertise.
2. The open competition for the participation in the SPOT project study visit will be announced on [the webpage of the Faculty of Geographical Science at ULODZ](#), at the beginning of the academic semester when the study visit is organized. In the announcement the following dates shall be defined: the deadline for submitting the application through online application form, the date of the personal interviews for selected Applicants, and the dates of Applicants' notification.
3. Eligibility check and a detailed analysis of the received applications will be carried out by the Recruitment Committee based on the set evaluation criteria (see below). Short-listed Applicants with the highest score will be selected for personal interviews.
4. Personal interviews with Applicants conducted by the Recruitment Committee will take place at the ULODZ. The interviews will assess suitability of the candidates based on their knowledge and skills. Relevant research and work experience will be considered as an advantage.

5. The successful Applicants will be selected based on the total number of points obtained and with the positive opinion from the Recruitment Committee. The names of the successful Applicants will be announced to the public.

§11. Decisions of the Recruitment Committee will be taken by a simple majority. If parity is reached, the Recruitment Committee Chair will have the deciding vote.

## Evaluation criteria

§12. The applications will be evaluated according to the following criteria:

Criteria	Score	Recruitment step
Logic and coherence of arguments justifying student's willingness to participate in the study visit	0 – 5	Online application form
Compliance of the student's expectations with the proposed effects	0 – 5	Personal interview
The quality of English	0 – 2	
Maximum score available	12	All

§13. The successful Applicants will be expected to:

1. be the students of the following master programmes offered by the Faculty of Geographical Sciences ULODZ: spatial planning and organization, or tourism and recreation,
2. have strong interests in spatial planning, tourism studies and related social sciences,
3. be highly motivated (demonstrated via former education, additional courses completed, previous experience etc.),
4. know English (B1 level or higher).

## Equal opportunity

§14. The ULODZ is committed to equal participation opportunity and recognizes that effective and efficient teaching process requires the talents, skills and abilities of all available human resources. It is the official policy of the ULODZ to provide all current students with equal opportunities to participation in teaching process, without discrimination in any way or on any basis.

§15. The SPOT project recruitment procedure will be open, efficient, transparent, supportive and internationally comparable. The Recruitment Committee will be tailored to bring together diverse expertise and competences and a proper gender balance. Candidates will be informed prior to the selection about the recruitment process and selection criteria, and – after the selection – about the weaknesses and strengths of their applications. The recruitment procedure will take into consideration the overall potential and the whole range of experience of the candidates. Seniority, disability, gender, sexual orientation, nationality or religion will not be set as a barrier to entry into the recruitment process.

## Final provisions

§16. By submitting the application each Applicant agrees to all of these terms and conditions.

§17. The ULODZ is not responsible for the cancellation of the SPOT project study visit or changes in the schedule due to any reasons beyond its control.

§18. The ULODZ reserves the right to change these terms and conditions, provided that such change will not infringe on the acquired rights of the Applicants. About any changes the ULODZ will inform via the website.

§19. Matters not provided for in these terms and conditions shall be decided by the Recruitment Committee.