

# Terms and conditions of students' recruitment to SPOT project study visits at the Polytechnic of Leiria (Portugal)

## 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 could be considered, in the case of superior approval, as an optional course for Polytechnic of Leiria (IPLEIRIA) master students rewarded by 2 ECTS extracurricular credits. This applies for students of Tourism and Environment, Sustainable Tourism Management, Tourism Marketing and Promotion, or Hotel Management.

## 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 Polytechnic of Leiria (described in detail below) comply with the provisions of [the Erasmus Charter for Higher Education](#).

§5. Students of the following master programmes at the School of Tourism and Maritime Technology at Polytechnic of Leiria (hereinafter named **Applicants**) are allowed to apply for the SPOT project study visits:

1. Tourism and Environment,
2. Sustainable Tourism Management,
3. Tourism Marketing and Promotion,
4. Hotel Management.

§6. 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,

§7. 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 IPLEIRIA 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 IPLEIRIA 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 IPLEIRIA and Partners,
5. the using of the image of the Applicants settled in pictures and movies in dissemination and marketing activities conducted by the IPLEIRIA and Partners,
6. the participating in the questionnaire evaluation study carried out during the SPOT project study visits.

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

## Organization of selection process

§9. The selection process for IPLEIRIA students will be carried out in following steps:

1. The Dean of the School of Tourism and Maritime Technology - IPLEIRIA, upon a request from the SPOT Project Manager will establish a Recruitment Committee at IPLEIRIA (hereinafter named **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 ESTM - Polytechnic of LEIRIA, 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, the date of the personal interviews for selected Applicants, and the dates of Applicants' notification.
3. Application in the form of cover letter in paper version shall be submitted to the School of Tourism and Maritime Technology IPLEIRIA, located in Campus 4, Rua do Conhecimento, n. 4, 2520 – 614 Peniche.
4. 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 can be selected for personal interviews.
5. Personal interviews will take place at the IPLEIRIA and will consist of Applicants' presentations and a meeting with the Recruitment Committee. 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.

6. 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.

§10. 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

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

a)  $[0.7 \times Af + (0.3 \times (DG + Bonus) / 200)] \times 200$ , where:

- Af: Affinity is a coefficient in the range [0,1], which assesses the affinity of the undergraduate degree or a similar degree with the master's degree candidates are applying to;

- GD: Final degree grade represents the final grade of the undergraduate degree or a similar degree, in a numerical scale ranging from 0 to 200;

- Bonus reflects a relevant scientific or professional curriculum, in a numerical scale ranging from 0 to 50.

b) The final grade will have a value between 0 and 200 points.

c) In the event of an equal ranking, the tiebreaker will be a personal interview conducted by the Recruitment Committee.

§12. The successful Applicants will be expected to:

1. be the students of the following master programmes offered by the ESTM - IPLEIRIA: Tourism and Environment, Sustainable Tourism Management, Tourism Marketing and Promotion and Hotel Management.
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

§13. The IPLEIRIA 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 IPLEIRIA to provide all current students with equal opportunities to participation in teaching process, without discrimination in any way or on any basis.

§14. 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

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

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

§17. The IPLEIRIA 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 IPLEIRIA will inform via email and / or website.

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