

**RULES AND REGULATIONS
OF THE CONTEST FOR A GRAPHIC DESIGN
OF THE ENGLISH-LANGUAGE INTERNATIONAL STUDENT GUIDE
OF THE ACADEMY OF FINE ARTS IN GDAŃSK**

§ 1. General provisions

1. The Rules and Regulations define the terms and conditions of holding and participating in the contest for a graphic design of the English-language International Student Guide (henceforth: Guide) of the Academy of Fine Arts in Gdańsk (henceforth: Contest).
2. The aim of the Contest is to design a guide for international students which would serve to promote and provide information about the Academy of Fine Arts in Gdańsk.
3. The Contest is organised by the Academy of Fine Arts in Gdańsk (henceforth: Organiser, ASP).
4. The Rules and Regulations are available in the Organiser's registered office.
5. The Contest is part of the project "Going International – supporting the potential of the ASP to service foreigners by improving the competencies of its academic and administrative employees and preparing it organisationally" co-financed from the European Social Fund under the Operational Program Knowledge Education Development, a non-competition project entitled "Increasing competencies of the academic staff and the institutions' potential to receive people from abroad – Welcome to Poland" implemented as part of the Activity specified in the application for co-financing of the project no. POWR.03.03.00-00-PN 14/18.

§ 2. Conditions of participation

1. The Contest is a closed one and consists of one stage.
2. All students of the ASP may take part in the Contest.
3. Those who finished their BA, MA, long-cycle MA, and doctoral programmes at the ASP in 2020 may also participate in the Contest.
4. Students of partner academies who studied at the ASP in the academic year 2019/2020 as part of student exchange programmes may also participate in the Contest.
5. Projects may be submitted individually or by teams. If a team wins the Contest, they receive one award. The value of the award does not increase. The award is divided equally between the members of the team.
6. One contestant may submit no more than three projects to the Contest.

§ 3. Description of the object of the Contest

1. The graphic design of the Guide must:
 - a. be an original, authorial graphic work and reflect the unique character of the project,
 - b. be a digital publication (PDF file with an interactive table of contents),
 - c. be ready to be made available to potential users, e.g. on the website or social media accounts of the ASP,
 - d. incorporate the basic logo of the ASP, the logo of the European Funds with the name of the Programme, the logo of the European Union with the name of the European Social Fund, and the logotype of the NAWA (all required logotypes constitute Attachment 2 to these Rules and Regulations and must not be modified),
 - e. should allow for the modification of particular fragments of text in case they are no longer valid without the need to change the whole.
2. The graphic design of the Guide must include the graphic design of:
 - a. the title page with the English title of the Guide (International Student Guide) and the English name of the Academy (Academy of Fine Arts in Gdańsk),
 - b. the final page with the set of logotypes constituting Attachment 2 to these Rules and Regulations including the following information: “The programme is co-financed from the European Social Fund under the Operational Program Knowledge Education Development, a non-competition project entitled ‘Increasing competencies of the academic staff and the institutions’ potential to receive people from abroad – Welcome to Poland’ implemented as part of the Activity specified in the application for co-financing of the project no. POWR.03.03.00-00-PN 14/18”,
 - c. the table of contents,
 - d. suggestions for marking chapters and sub-chapters,
 - e. suggestions of infographics in particular chapters (examples of data for the infographics constitute Attachment 3 to these Rules and Regulations),
 - f. at least ten versions of pages in the Guide (e.g. a page with text, a page with text and photos, a page with illustrations or photos – examples of fragments of the Guide constitute Attachment 4 and a set of suggested photos constitutes Attachment 5 to these Rules and Regulations).
3. The table of contents of the Guide:

I Academy of Fine Arts in Gdańsk

1. Why study here?
 - a) General information (history, location, strengths)

- b) Facts and figures
 - c) Campus – buildings
 - d) Faculties and courses
2. International Relations Office
- a) Buddy programme
 - b) Orientation meeting
3. Organisational matters
- a) The Academic year calendar
 - b) Course registration and courses in English
 - c) Examination and grading scheme
 - d) Student ID
 - e) Library & Wi-Fi
 - f) Akademos System
 - g) Insurance & healthcare
 - h) Principles of studying in Poland for foreigners
 - i) Tuition fees
 - j) Recognition of foreign school certificates and diplomas in Poland

II The city of Gdańsk

1. How to get to Gdańsk?
2. Part of Tri-city – a few words about local history and geography
 - a) Getting around, worth visiting in Tri-city
3. Budget
 - a) Shopping
 - b) Eating out
 - c) Accommodation
4. Legalisation of stay
5. General medical help
6. Emergency numbers
7. Public transport
8. Other practical information (post office, banking, internet, mobile phone networks)

III Poland

1. Cultural shock!
2. Climate in Poland
3. Short history
4. Basic safety rules in Poland
5. Useful words and phrases

IV Contact details and opening hours

§ 4. Important dates

1. Announcement of the Contest – 27 July 2020
2. Submission of projects – 4 September 2020
3. Jury session – 5–20 September 2020
4. Announcement of the results – 21 September 2020

§ 5. Conditions for submitting a project

1. The project saved as a PDF file meeting the requirements specified in § 3 of these Rules and Regulations must be emailed to the Office for Cooperation and Internationalisation of the ASP (international@asp.gda.pl).
2. Additionally, the statement constituting Attachment 1 to these Rules and Regulations must be printed out and included in the Contest set (a scan or a photo must be emailed with the PDF files; the original must be posted to: Office of Cooperation and Internationalisation, ASP Gdańsk, ul. Targ Węglowy 6, 80-836 Gdańsk).
3. For teams, the project must bear the names of all team members. Each team member must sign the statement referred to above.
4. The person who receives the Contest set (projects and statement) assigns the same number to the project and the statement, writing the number on the statement and putting a sticker with the number on the printed PDFs.
5. Until the conclusion of the Contest the statements are kept in envelopes.

§ 6. Other conditions for participation

1. By submitting a project for the Contest, the contestant affirms that the project does not violate the rights of third parties, in particular their property rights, copyrights, and personal rights.
2. If a third party makes a legal claim based on such violation, the contestant whom the claim concerns will compensate the Organiser, as exclusively responsible, for the costs incurred in relation to the claim.

3. Projects submitted after the deadline will not be considered by the jury.
4. The winner of the Contest is obligated to prepare a project with the final text of the Guide within 30 days from the announcement of the results, as well as to take part in consultations and corrections of the final version of the Guide within the deadlines specified by the Organiser.
5. The winner of the Contest will not make any legal claims against the Organiser for reasons related to using the project, not using the project, or using the project in a limited way.

§ 7. Awards

1. The Contest Committee (henceforth: Committee) awards a main prize of 4,000.00 PLN (four thousand złoty 00/100) gross and may award one distinction award of 1,000.00 PLN (one thousand złoty 00/100) gross.
2. If the chosen project was prepared by a team, the main prize of 4,000.00 PLN or the distinction prize of 1,000.00 PLN is awarded to the team as a whole. Tax is deducted from the prize in accordance to the provisions of the law.
3. The winner of the Contest is contacted by phone or email. If the Committee awards a distinction prize, the recipient is contacted by phone or email.
4. The prize or prizes are paid out after concluding an agreement to transfer the copyright to the chosen graphic project to the Organiser. The prize is transferred to the bank account specified by the recipient within 14 days from the conclusion of the agreement.

§ 8. Judgement

1. The projects are judged by the Committee.
2. The members of the Committee are appointed by the Rector of the ASP.
3. The Committee is comprised of five members, including the Rector or the Vice-Rector for cooperation and promotion of the ASP and four employees of the ASP.
4. The Committee chooses one best project and may award one distinction prize.
5. The projects are judged for their aesthetic and functional value as well as their compliance with the requirements set out in § 3.
6. The decisions of the Committee are made by simple majority. If the votes are evenly divided, the Head of the Committee has a decisive vote.
7. The decision of the Committee is final and may not be appealed against.
8. A protocol is made of the conclusion of the Contest and signed by all members of the Committee participating in the session.

§ 9. Property right and right to use the winning project

1. The author(s) of the winning project(s) are, in return for the prize, obligated to transfer to the Organiser all copyrights and the exclusive right to grant permission to exercise derivative copyrights and to exercise personal rights and transfer to other people the above rights as well as property rights to the copies of the project(s). To that end the author(s) of the winning project(s) concludes an agreement with the Organiser thus giving the Organiser the right to use the project(s) for the purposes of the operations of the ASP in all fields of exploitation known at the date of the conclusion of the agreement and the right, unrestricted temporarily or geographically, to use and dispose of the project(s), including the right to:
 - a. use the project(s) in all promotion, advertising and information activities,
 - b. record and multiply the project(s) using any and all graphic techniques,
 - c. multiply the project(s) by saving copies of it on electronic devices,
 - d. publicly display the project(s) at all open and closed events,
 - e. broadcast the project(s) *via* wired or wireless vision and satellite,
 - f. introduce the project(s) into the market,
 - g. publish and disseminate all printed, informational, promotional and other materials which include the project(s),
 - h. introduce the project(s) into computer memory and upload it to the Internet,
 - i. loan, lease and lend the project(s) free of charge.
2. The Organiser may ask the author of the winning project to modify it with respect to its original form.
3. All contestants grant the ASP a free, unexclusive and unrestricted temporarily or geographically licence to the submitted projects for the purposes related to their publication, multiplication, dissemination and promotion, including with the use of electronic channels.

§ 10. Personal data processing

1. The personal data controller is the Organiser – Academy of Fine Arts in Gdańsk, ul. Targ Węglowy 6, 80-836 Gdańsk, NIP 583-000-93-46, REGON 000275820, phone (58) 301 28 01.
2. Data Protection Inspector at the ASP may be contacted:
 - personally or by post: ul. Targ Węglowy 6, 80-836 Gdańsk,
 - electronically: iod@asp.gda.pl,
 - by phone: (58) 301 28 01 ext. 18.
3. The personal data of the contestants will be processed for the purposes of organising and holding the Contest, publishing information about the winner(s)

(name, surname, faculty, year of studies) and their work(s) on the website of the ASP and social media and in thematic and other publications; to assert, exercise or defend legal claims in case a third party makes a legal claim based on the violation of their rights; for the purposes of keeping records and accountability as required by law; and for the purposes of concluding the agreement referred to in § 9.

4. The personal data will be processed by the Organiser based on Art. 6(1)f of General Data Protection Regulation (GDPR) – to pursue a legitimate interest which is to make it possible for the contestants to take part in the Contest and for the Organiser to hold it, publish information about the winner(s), as well as assert, exercise or defend legal claims; based on Art. 6(1)b of GDPR – to execute the agreement whose party is a person whom the data concerns or to take action at the request of the person whom the data concerns before the conclusion of the agreement (if the agreement referred to in § 9 is to be concluded); and based on Art. 6(1)c of GDPR – to fulfil the legal obligation of the data controller, in particular with relation to the provisions of the Act of the 14th of July 1983 on the national archival resource and archives (Journal of Laws 2019, item 553, as amended), Act of the 4th of February 1994 on copyright and related rights (Journal of Laws 2019, item 1231, as amended), and the Act of the 26th of July 1991 on income tax from natural persons (Journal of Laws 2019, item 1387, as amended).
5. The data will be processed during the Contest and for the legally required archiving period according to the applicable archival category, in accordance with the provisions on the classification and qualification of documentation, transferring archival material to the national archive, and disposal of non-archival documentation, as well as when asserting, exercising or defending legal claims.
6. The personal data will be received by entities contracted by the ASP to perform activities which require the processing of data based on a concluded data processing agreement or another legal instrument (in particular in the scope of hosting and IT services) as well as entities entitled to receive personal data based on the provisions of the law.
7. The personal data may be transferred outside the European Economic Zone. The data may be processed by Google, provider of the G Suite service, with which the data controller concluded a data processing agreement, in Google Data Centres (<https://www.google.com/about/datacenters/locations/>). The data will be protected by the Privacy Shield approved by the European Commission (<https://www.privacyshield.gov/welcome>).
8. In accordance with GDPR, the contestants have the right to:
 - access their personal data,

- transfer their data, if the transfer it made based on a contract as specified by Art. 6(1) b,
 - demand that the data controller corrects their incorrect personal data,
 - demand that the data controller immediately removes their personal data when it is no longer needed for the purposes for which it was collected or otherwise processed; the person whom the data concerns raises an objection based on Art. 21(1) of GDPR to the processing of data and there are no overriding legitimate grounds to demand that the data controller limits the processing of data – for the period allowing the data controller to confirm the correctness of the data; the processing of data is illegal and the person whom the data concerns objects to the removal of the data, demanding instead that the use of the data is limited; the data controller no longer needs the data for the purpose of processing it but the person whom the data concerns needs it to assert, exercise or defend a legal claim; the person whom the data concerns has raised an objection based on Art. 21(1) of GDPR to the processing of data – until it is established whether the legitimate grounds of the data controller override the grounds for the objection,
 - object to the processing of their data – for reasons related to the specific circumstances of the persons whom the data concerns,
 - file a complaint to the President of the Data Protection Office (ul. Stawki 2, 00-193 Warsaw) if they believe that the processing of their data violates the provisions of GDPR.
9. The contestants' personal data is not subject to automated decisions, including profiling.
10. The provision of personal data is voluntary, but necessary for the Organiser to organise the Contest. The provision of personal data required for taxation purposes is obligatory and results from the provisions on the income tax from natural persons.
11. Without the contestants' personal data the Organiser will be unable to achieve the objective set out in § 10 point 3.

§ 11. Final provisions

1. By submitting a project, the author accepts these Rules and Regulations.
2. The Organiser may exclude a contestant who does not comply with these Rules and Regulations.
3. The Organiser is not responsible for any problems related to the impossibility of contacting the winner of the Contest.

4. The Organiser is not responsible for incomplete, damaged or delayed submission of projects to the Contest.
5. Winners and contestants have the right to use the information about winning or participating in the Contest for promotional purposes.
6. There are two language versions of these Rules and Regulations: Polish and English. In case of any discrepancy in meaning, the Polish version is legally binding.
7. In matters not provided for in these Rules and Regulations, relevant provisions of the law are applicable, in particular the Act of the 4th of February 1994 on copyright and related rights (Journal of Laws 2019, item 1231, as amended) and the Act of the 23rd of March 1964 – Civil code (Journal of Laws 2019, item 1145, as amended).

Attachment 1 to the Rules and Regulation of the contest for the graphic design of an English-language International Student Guide of the Academy of Fine Arts in Gdańsk

.....
(name and surname)

.....
(place and date)

.....
(faculty and year of studies)

.....
(number of transcript)

.....
(phone number)

.....
(email)

STATEMENT

I hereby declare that I fulfil all requirements of the participation in the Contest organised by the Academy of Fine Arts in Gdańsk for a graphic design of the International Student Guide and that I accept the Rules and Regulations of the Contest.

.....
(contestant's signature)

Attachment 2: Set of logotypes to be used in the project.

Attachment 3: Suggested data to be used in the infographics in the Guide.

Attachment 4: Fragments of the text of the Guide.

Attachment 5: Set of photos to be used in the Guide.