



## UNIC Ambassador Rules and Regulations

### 1. Organiser of the Programme

1. The organiser of the UNIC Ambassador Programme (hereinafter referred to as "the Programme") is the University of Lodz with its registered office at Narutowicza 68 in Lodz (hereinafter referred to as the "Organiser").

2. Before recruitment, each Candidate has a chance to read the terms and conditions of the Programme, provided in the form of these Rules and Regulations.

Accepting the present Rules and Regulations is necessary to proceed with the recruitment.

### 2. Objective and subject of the Programme

The main objective of the Programme is to promote UNIC to the university community, local residents and participate in local and international activities organised within UNIC.

### 3. Programme participants

1. A UNIC Ambassador shall be **a second-year student** of full-time bachelor's degree studies at the University of Lodz, **a first-year student** of full-time master's degree studies at the University of Lodz, or **a second-year student** of full-time unified master's degree studies at the University of Lodz, who is involved in the life of the University, for instance, through activities in student associations or study groups and is active and efficient in social media;

2. A UNIC Ambassador shall be actively involved in the UNIC Student Board activities and develop initiatives within UNIC;

3. The Ambassador shall develop and promote the UNIC mission within the University;

### 4. Duration of the Programme



The programme is continuous. Each edition runs from November of a given calendar year to October of the following calendar year.

## **5. UNIC Ambassador tasks**

1. Participating in meetings with the Organiser related to the preparation and progress of the Programme;
2. Representing the University in the UNIC Student Board;
3. Attending UNIC Student Board meetings, UL UNIC team meetings and meetings of relevant UNIC working groups;
4. Representing UNIC at local and international events and conferences;
5. Collecting and providing the Organiser with feedback from students and ensuring active student participation and their visibility in all UNIC activities;
6. Providing the Organiser with photos and videos taken at various events - to use on the UL social media;
7. Searching for and reaching out to the UL students, postgraduates and employees (lecturers, administrative staff and others) conducting various types of activities within UNIC and providing information to the Organiser;
8. Interviewing a student/staff member, making a video, taking photos, etc. (to be agreed upon with the Organiser in each case). The realisation and submission of the materials will take place according to a schedule agreed upon with the Organiser;
9. Supporting the Organiser in UNIC's organisational and promotion activities;
10. Moderating content on the university's servers on the Discord platform;
11. Documenting and reporting on an ongoing basis the activities undertaken as part of the Programme;
12. Participating in the recording of University-related content and content for University's social media channels (greetings, TikTok, Instagram, Facebook);



13. Participating in photo shoots and sharing physical likeness for the needs of the Organiser (the University's social media, the University's website, promotion materials - leaflets, posters, etc.);
14. Participating in conceptual meetings - submitting ideas on how to promote the Programme;
15. Keeping in regular contact with the Organiser;
12. Reporting on their own activities at the UL or events held at the UL as indicated by the Organiser (in specific and pre-arranged cases agreed upon with the Organiser, the UNIC Ambassador gets direct access to the UL channels);
13. The total number of hours devoted to the programme activities shall not be less than 10 hours per month and shall not exceed 30 hours per month.

## **6. UNIC Ambassador benefits**

1. The Organiser signs a contract of mandate with the UNIC Ambassador as part of the Programme for a period of 6 months;
2. The renewal of the contract for a further period is possible if both parties agree to it and the UNIC Ambassador completes all the assigned tasks and formalities required by law.
3. Within the abovementioned contracts, the UNIC Ambassador receives a remuneration of PLN 800 gross per month, which will be paid once a month, after the required documents have been submitted on time. Persons over 26 will have to pay the taxes.
4. The UNIC Ambassador receives a dedicated package of promotional items.
5. The UNIC Ambassador receives a certificate confirming their ambassador activities at the University of Lodz.
6. The UNIC Ambassador shall attend trips abroad, gain experience in an international student government environment and participate in the implementation of a major



international project; travel costs are covered from the UNIC project budget.

## **7. Recruitment**

Recruitment for each edition of the Programme involves two stages:

Stage One - filling in the application form at [www.uni.lodz.pl](http://www.uni.lodz.pl), and sending a short self-presentation video;

Stage two - an interview and performance in front of a camera (recording of a sample video). Interviews with Candidates selected in the first stage will be held in stage two. During the second stage, the Organiser reserves the right to contact selected candidates. The deadlines for filling in the application form will be announced each time on social media along with the announcement of the next edition of the Programme.

## **8. Selection of a UNIC Ambassador**

1. An evaluation committee consisting of selected representatives of the Organiser, will make a content-related assessment of the applications and interviews in order to select the persons who will be awarded the title of UNIC Ambassador.

2. In assessing the applications and the interview, the Committee shall consider the candidate's qualifications to act as a UNIC Ambassador, including experience and the following competencies:

- knowledge of English that allows for free communication and understanding of the topics discussed at UNIC Student Board meetings;
- involvement in the life of the University (activities in student organisations, study groups, etc.);
- communication skills;
- creativity;
- free operation in the social media environment;
- commitment;
- diligence and punctuality;



3. The announcement of the selected Ambassadors of each edition will take place one week before the start of the next edition. The selected UNIC Ambassadors will also be informed about the Committee's decision via e-mail address indicated in the application form (e-mail addresses in the domain edu.uni.lodz.pl should be provided in applications).
4. The decision and assessments made by the Organiser cannot be appealed against and are therefore final.
5. The candidate has the right to withdraw their application at any stage of the recruitment process - by informing the Organiser via e-mail.
6. In the event of a student resigning from the recruitment or participation in the Programme during its course, the Organiser may continue to recruit new persons.

## **9. UNIC Ambassador title**

1. The Organiser will select the students who will be awarded the title of UNIC Ambassador from among the Candidates who successfully completed Stages One and Two.
2. The Organiser reserves the right to withdraw the title of UNIC Ambassador during the period for which it was awarded, if the Ambassador's activities negatively affect the image or activities of the University of Lodz or in the event that the Ambassador fails to meet the requirements set out in the present Rules and Regulations.
3. If the UNIC Ambassador's title is taken away in accordance with point 9.2 of these Rules and Regulations, the person also loses the right to the Ambassador's benefits indicated in point 6 of these Rules and Regulations. If the ambassador's title is taken away during the course of the Programme, remuneration is paid for the last completed month.



4. The UNIC Ambassador has the right to resign from the Programme and their role as an Ambassador. In the event of resignation from the Programme during its course, remuneration will be paid for the last completed month.

## **10. Other provisions**

1. The Organiser may exclude the participant from the Programme, if the participant violates the provisions of these Rules and Regulations or fails to fulfil the tasks set out in these Rules and Regulations. If an Ambassador is removed from the Programme during its course, remuneration will be paid for the last completed month.

2. The Organiser is not responsible for events disrupting the proper implementation of the Programme or its next edition, which the Organiser was not able to foresee or prevent. In such case, new tasks for the #UniLodz Ambassadors and a new course of the Programme or its next edition will be established individually.

3. The Organiser reserves the right to make reasonable changes to the provisions of these Rules and Regulations at any stage of the Programme, including changes to the dates of its implementation, etc.

4. In all matters not regulated by these Rules and Regulations and in matters arising during the Programme or its next edition, the final decision shall be taken by the Organiser.

5. In matters not regulated by these Rules and Regulations, the relevant provisions of the applicable law, in particular the Civil Code, shall apply.

6. The Rules and Regulations of the Programme are available at the Organiser's registered office as well as at: [www.uni.lodz.pl](http://www.uni.lodz.pl).

## **11. Use of likeness**

1. The UNIC Ambassador agrees that their physical likeness may be used, free of charge, in connection with their role as an Ambassador in promotion activities of the University.



2. The consent applies in particular to the use of the likeness in promotion materials, on the website, on posters, in brochures, promotional videos and University social media accounts.

3. The consent for the use of likeness, as defined in these Rules and Regulations, remains entirely voluntary, but is necessary to implement the provisions of these Rules and Regulations. The need to obtain a relevant consent results from the provisions of the law.

4. An appropriate consent form for the use of physical likeness will be signed with the Ambassador.

## **12. Copyright – licence**

1. The UNIC Ambassador, acting as a co-author or creator of the materials generated within the Programme, shall grant the Organiser a non-exclusive licence, unlimited in terms of time or territory, to use and distribute the abovementioned materials produced within the Programme in all fields of exploitation, defined in Article 50 of the Act of 4 February 1994 on copyright and related rights.

2. In particular, the UNIC Ambassador will grant a licence to publish the material or its parts on the Internet, social media and information materials, in such a way that anyone can access it at any time and place, for purposes related to the promotion of the University of Lodz activities including the Programme.

3. In relation to the licence - the Ambassador declares that they are the creator of the materials produced during the Programme, the materials do not infringe anyone's rights, including intellectual property rights, and do not require any consent from third parties.

4. A licensing agreement will be concluded with the Ambassador.

## **13. Data protection**



Pursuant to Article 13(1)(2) 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 (General Data Protection Regulation, hereinafter referred to as “GDPR”), we would like to inform you that:

1. The Controller of your personal data is the University of Lodz with its registered office at Narutowicza 68, 90-136 Łódź.

2. In any case, the Data Protection Officer may be contacted at the abovementioned mailing address with a note: Data Protection Officer, or by e-mail at: [iod@uni.lodz.pl](mailto:iod@uni.lodz.pl)

3. Your personal data will be processed for the purpose of recruitment for the Programme.

4. Your personal data will be processed on the basis of:

a) Art. 6(1)(a) GDPR - your consent given while applying for the Programme;

b) Art. 6(1)(b) GDPR - as it is necessary to execute the agreement whose party is the data subject or to take steps at the data subject request prior to concluding the agreement;

c) Art. 6(1)(c) GDPR - in relation to the applicable provisions of the law and internal regulations of the University of Lodz.

5. Personal data will be kept for the period necessary to fulfil the purpose for which they were collected, i.e. to organise and carry out the recruitment:

a) for the period of 3 months after the recruitment is completed, if the candidate resigns from the recruitment process or is refused admission to the Programme;

b) for the period of 5 years, if the candidate is accepted to the Programme.

6. Recipients of your personal data will be entities authorised under the law or entities to which the Controller entrusted the processing of personal data on the basis of an agreement.

7. You have the right to:

a) access the content of your data;





- b) rectify your data when they are not accurate;
- c) erase, limit the processing and transfer your data – in cases provided for by law;
- d) object to the processing of your personal data;
- e) withdraw your consent at any time without affecting the lawfulness of the processing that was carried out before the withdrawal of consent;
- f) lodge a complaint to the supervisory authority, which is the President of the Personal Data Protection Office, based in Warsaw at Stawki 2.

8. The provision of personal data is voluntary but necessary for the purpose referred to in section 3.