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Terms of Participation in Face-to-Face Sessions in Poland 2nd edition

The “E-Platform for Neighbourhood” project includes 5 days’ long, free of charge face-to-face sessions (further: the Sessions) organised in Poland by the College of Europe Natolin Campus (further: CoEN) for the best performing online courses users from ENP countries.

The first edition of the Sessions took place from 29.08. till 02.09.2016 in Lodz, Poland.

The second edition of the Sessions is addressed to qualified participants-citizens of ENP-South countries.

This document covers the organisation and qualification rules of the second edition of the Sessions.

1. The Sessions will take place in Lodz, Poland in late November 2016. The CoEN will inform of the exact dates of the Sessions by 15 October 2016.
2. The Sessions will consist of workshops carried out by the CoEN experts and authors of the online E-Platform courses. The agenda of the Sessions will be provided by 15 November 2016.
3. The CoEN will cover the following costs of participating in the Sessions:
 - a. Airfare to and from Poland – tickets will be purchased by the CoEN;
 - b. Transfer from and to the airport in Poland;
 - c. Local transportation costs in Poland when the cost is related to the implementation of the Sessions;
 - d. Full board and lodging for the duration of the Sessions;
 - e. Teaching materials.
4. The CoEN will not provide any pocket money or per diem allowances for the Participants. All extra expenses in Poland will be covered by the Participants.
5. The Participant will cover the cost of the Polish visa and medical insurance policy.



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6. The CoEN will provide a letter of support for the Polish (Schengen) visa applications of E-Platform users qualified for the Sessions. The CoEN does not guarantee, and takes no responsibility for, the result of the visa application process.
7. If the user who is qualified for the Sessions resigns from the Sessions or does not arrive at the Sessions, the CoEN will not cover any costs related to the Sessions.
8. To be eligible for participation in the face-to-face Sessions, the E-Platform user must meet the following conditions:
 - a. s/he has to be born before 1 January 1999;
 - b. s/he has to be citizen of an ENP South country: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Tunisia;
 - c. s/he has to provide personal data listed in Attachment 1 in an online form available in the user profile on E-Platform (further: the Profile);
 - d. s/he has to permit the CoEN to process his/her data for the purpose of qualification for, and organisation of the Sessions by ticking the appropriate box in the Profile;
 - e. s/he has to agree to this Terms of Participation in Face-to-Face Sessions (this document) by ticking the appropriate box in the Profile;
 - f. s/he has not participated in the first edition of the sessions which took place in 29.08.-02.09.2016;
 - g. s/he has not resigned from participation in the first edition of the sessions after his/her airfare to and from the sessions was paid by the CoEN.
9. The data included in 8c and the permission and acceptance included in 8d and 8e must be provided before the final qualification for the Sessions.
10. The personal data provided by the E-Platform user are protected in compliance with the *Act of 29 August 1997 on the Protection of Personal Data*, in force in the Republic of Poland.
11. Maximum 54 eligible users will be qualified for the Sessions. The following country-specific quotas apply:
 - a. Algeria - 6 users,



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- b. Egypt - 6 users,
 - c. Israel - 6 users,
 - d. Jordan - 6 users,
 - e. Lebanon - 6 users,
 - f. Libya - 6 users,
 - g. Morocco - 6 users,
 - h. Palestine - 6 users,
 - i. Tunisia - 6 users.
12. To be qualified for the Sessions, the eligible user must complete at least 1 course from the 'Knowledge about the EU' group and at least 1 course from the 'Skills-building' group.
13. Eligible users will be qualified to participate in the Sessions based on the point scores they obtain for the courses they complete. The scoring rules are included in Attachment 2.
14. The CoEN will qualify users for participation in the Sessions. The qualification will be based on the ranking of total scores obtained before the deadline: 30 October 2016, 23:59 (Warsaw time).
15. The qualification procedure will consist of two steps:
- a. eligible users from each ENP South country will be qualified within the limit of the country quota; for every country the CoEN will qualify the users who are the citizens of this country and who obtain the best scores i.e. highest number of points obtained before the deadline set in point 14 above,
 - b. if, after the above step, fewer than 6 users are qualified in any respective country, the CoEN will then qualify those eligible users who obtained the best scores i.e. highest number of points (before the deadline set in point 14 above), disrespective of their ENP-South country of citizenship.
16. If the lowest qualifying score is achieved by more than one eligible user, the following rules will apply:
- a. First, the user with the higher number of completed courses will qualify,



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- b. Second, if the number of completed courses is also equal, the user who obtained the final score on the earlier date and time will qualify.
17. If a qualified user resigns from participating in the Sessions before the Sessions start, the CoEN may decide to qualify another eligible user with the highest score from the non-qualified group of each ENP South country or, in case second step given in Clause 15 applies, from among all the eligible users. In the event that more than one user from the non-qualified group achieved an identical highest score, the rules given in Clause 16 will apply.
18. The CoEN will publish weekly rankings of eligible users on the E-Platform. The first ranking will be published 3 weeks before the qualification date.



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Terms of Participation in Face-to-Face Sessions

Attachment 1

Personal data to be provided to be eligible for the Sessions

- First name - provided as spelled in Latin letters in the passport
- Middle name/Initial - if and as spelled in Latin letters in the passport
- Surname - provided as spelled in Latin letters in the passport
- Gender – male/female
- Date of birth
- Citizenship
- Passport number
- Address including: street, number, city/town, zip code/postal code, country
- Address for correspondence if different from above
- Phone number - in the form: +country code – area code – number



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Attachment 2

The rules of calculating a user's score

The total score

The user scores points for every course s/he is enrolled in. The total score is the sum of the scores obtained for each course.

The score for the course

The score for the course (sc) is the sum of:

- Score obtained for the test - st
- Score obtained for the final test – sft.

$$sc = st + sft$$

The scores for the tests

Score for the test – st

- user obtains points only in the first two attempts to pass the test; the total number of attempts is unlimited, but starting from the third attempt the user obtains no points
- user obtains
 - 10 points for the full correct answer to the question
 - 5 points for the partially correct answer to the question
 - 0 points for incorrect answer to the question
- the number of points obtained in the first attempt is the sum of points obtained for every question in the test
- the number of points obtained in the second attempt is the sum of points obtained for every question in the test and then multiplied by 0.8
- the overall score for the test is the higher score obtained among the two attempts



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Score for the final test – sft

- user obtains points only in the first two attempts to pass the final test; the total number of attempts is unlimited, but starting from the third attempt the user obtains no points
- user obtains
 - 20 points for the full correct answer to the question
 - 10 points for the partially correct answer to the question
 - 0 points for incorrect answer to the question
- the number of points obtained in the first attempt is the sum of points obtained for every question in the final test
- the number of points obtained in the second attempt is the sum of points obtained for every question in the final test and then multiplied by 0.8
- the overall score for the final test is the higher score obtained among the two attempts

The rules of classifying answers in the tests' questions

- multiple choice question
 - correct answer – user marked the right answer
 - partially correct answer – not applicable in this type of question
 - incorrect answer – user marked incorrect answer
- multiple answer question
 - correct answer – user marked all the right answers and did not mark any incorrect answer
 - partially correct answer – user marked at least one right answer and did not mark any incorrect answers
 - incorrect answer – user marked at least one incorrect answer