

**Terms and Conditions of Enrollment and
Participation
in the Modernized Curriculum of the
Graduate Studies in Psychology
at the University of Economics and Human
Sciences
in Warsaw**

**within the framework of the “Vizja przyszłości” (Vision of the Future) project
POWR.03.05-00-00-Z036/18**

03.11.2020 updated version

§ 1

General provisions.

1. Terms and Conditions set out the rules for enrollment and participation in the modernized curriculum of studies in Psychology within the “Vizja przyszłości” (Vision of the Future) project POWR.03.05.00-00-Z036/18 implemented by the University of Economic and Human Sciences in Warsaw.
2. The project is financed by the European Union, under the European Social Fund, and implemented under the Operational Programme Knowledge Education Development, Priority Axis III Higher education for economy and development, Action 3.5 Comprehensive higher education programmes, on the basis of the agreement on co-financing of the project’s implementation no. POWR.03.05.00-00-Z036/18 with the National Centre for Research and Development
3. The project is implemented by the University of Economics and Human Sciences in Warsaw, ul. Okopowa 59, 01-043 Warsaw. Project implementation period: 01.04.2019 – 31.03.2023.
4. The Project Office is located in Warsaw 01-030, ul. Okopowa 59, room 615. The Project Office is open on working days (Monday to Friday) from 8am to 4pm.
5. The main aim of the Project is to increase the management effectiveness and quality of education by the University of Economics and Human Sciences in Warsaw. This objective will be achieved through several different activities undertaken within the framework of this Project, in Warsaw in the span of 4 years (4.2019 - 3.2023).
6. The specific objective is, among others, improving the key competencies of students of the University of Economics and Human Sciences in Warsaw from the perspective of the labor market economy, society, and development of the country for a minimum of 230 students through education in a modernized course of study - Psychology, full-time and part-time:
 - a) The modernized curriculum of Psychology includes students of the University in the 4th and 5th year of the long-cycle Master's degree programme and graduate study programme, both full time and part-time.
 - b) Student support within the framework of the modernized program includes lectures and tutorials in a given subject conducted in the period 10.2019-09.2022 by qualified educators.
7. The Project Promoter shall be responsible for the implementation of the Project.
8. Information on the Project is available on the Project's website: vizjaprzyszlosci.vizja.pl and in the Extranet system.

9. The project will respect the principle of equal opportunity and non-discrimination, including accessibility for people with disabilities and equal opportunities for women and men.

§ 2

Glossary

Whenever referred to in the Terms and Conditions:

1. **Project Office** – the registered office of the University of Economics and Human Sciences in Warsaw, ul. Okopowa 59, 6th floor, room 615, 01-043 Warsaw.
2. **Application Form** – application form for Psychology students at University of Economics and Human Sciences in Warsaw (full-time and part-time).
3. **Promoter** – European Projects Department at the University of Economics and Human Sciences in Warsaw.
4. **Project Promoter** – University of Economics and Human Sciences in Warsaw
5. **Disability degree certificate** – a certificate of the degree of disability within the meaning of the Act of 27 August 1997 on Vocational and Social Rehabilitation and Employment of Persons with Disabilities (i.e., Dz.U. z 2018 r. poz. 511 [Journal of Laws of 2018, item 511]) or a certificate or other document referred to in the Act of 19 August 1994 on Mental Health Care (i.e., Dz.U. z 2018 r. poz. 1878 [Journal of Laws of 2018, item 1878]).
6. **Improvement of key competencies of students** – obtaining credit for the course (based on: obtained university diploma, competencies of the participant, evaluation surveys) documented by a grade book credit. Course credit varies based on requirements.
7. **OP WER** - Operational Programme Knowledge Education Development 2014-2020.
8. **Project** – the „Vizja przyszłości” (Vision of the Future) project no. POWR.03.05.00-00-Z036/18 financed by the European Union, under the European Social Fund and implemented under the Operational Programme Knowledge Education Development, Priority Axis III Higher education for economy and development, Action 3.5 Comprehensive higher education programmes.
9. **Terms and Conditions of Enrollment and Participation** – Terms and Conditions of Enrollment and Participation in the Modernized Curriculum of the Graduate Studies in Psychology at the University of Economics and Human Sciences in Warsaw *under the Project “Vizja przyszłości” (Vision of the Future) POWR.03.05.00-00-Z036/18.*
10. **The Extranet system** – an internal IT system used to exchange information between students, lecturers and employees of the University of Economics and Human Sciences in Warsaw.
11. **University, AEH** – the University of Economics and Human Sciences in Warsaw, ul. Okopowa 59, 01-043 Warsaw.
12. **Project Participant** – a student of the University in the 4th and 5th year of the long-cycle Master's degree programme or graduate study programme, both full-time and part-time, in: Psychology at the

University of Economics and Human Sciences, who after meeting all the requirements set out in the Terms and Conditions of Enrollment and Participation, were qualified to participate in the Project.

13. University authorities – single or multi-person bodies authorized to make decisions on behalf of AEH.

14. Modernized Curriculum of Studies in Psychology – modernized courses aimed at psychology students. The support will be provided to the 4th and 5th year students of the long-cycle Master's degree programme and graduate study programme in Psychology, both full-time and part-time, who will continue their studies in the 5th year of studies:

a. The modernized curriculum includes four courses: ¹

1) Neurophysiology and Neuropsychology,

2) Developmental disorders in children and adolescents,

3) E –terapia wykorzystanie narzędzi informatycznych w terapii psychologicznej,

4) Psychotherapy.

b. For each course for the mode of study:

1) 30 teaching hours for full-time studies

2) 20 teaching hours for part-time studies

c. The number of groups with full-time and part-time classification, is defined in paragraph 3.

§ 3

Terms and conditions of enrollment

1. Students included in the modernized curriculum of the Psychology course shall submit the following documents to the Project Office:

1) Application form for psychology students of the University of Economics and Human Sciences in Warsaw (Appendix no. 1 to the Terms and Conditions of Enrollment and Participation in the Modernized Curriculum of the Graduate Studies in Psychology) The form can be filled in on-line on www.extranet.vizja.pl or in person at the Project Office. Refusal to provide personal data deems the applicant ineligible for support under the Project.

2) Declaration of participation in the Project (Appendix no. 2 to the Terms and Conditions of Enrollment and Participation)

3) Declaration of the Project Participant on personal data processing

(Appendix no. 3 to the Terms and Conditions of Enrollment and Participation)

4) For persons with disabilities (Appendix no. 4 Questionnaire on the needs of participants with disabilities)

¹ The completion date (i.e., academic year, semester) and the number of courses (items 1-4) in a given semester will be adjusted to the groups individually, with particular emphasis on the specialization and the Rector's decision.

If the documents are filled in digitally, the student is obliged to immediately deliver them to the Project Office, printed out and signed. Submitted application documents will not be sent back and cannot be returned.

2. The Terms and Conditions are available:

- 1) In the Project Office,
- 2) In digital form, on the Project website www.vizjaprzyszlosci.vizja.pl under the “Modernized Curriculum of Studies in Psychology” tab and on the website www.extranet.vizja.pl.

§ 4

Terms and conditions of participation

1. In order to participate in the project, the applicant must:

- 1) be a student of (access criterion):
- Psychology at the University, full-time or part-time, in the 4th and 5th year of the long-cycle Master's degree programme or graduate study programme.
 - 2) read, accept, and agree to comply with the Terms and Conditions of Enrollment and Participation;
 - 3) complete the application form for Psychology students at University of Economics and Human Sciences in Warsaw;
 - 4) complete the Declaration of Participation in the Project;
 - 5) agree to the processing of personal data for the needs of the Project by signing and submitting, along with the Application Form, the “Declaration of the Project Participant on personal data processing” (Refusal to provide personal data deems the applicant ineligible for support under the Project);
2. An Agreement on Participation in the Project (Appendix no. 5 to the Terms and Conditions of Enrollment and Participation), which sets the terms and conditions of participation in the modernized curriculum of studies in Psychology, will be concluded between the Project Participant and the Project Promoter.

§ 5

Forms of support

1. The project aims to implement the following courses in Psychology:

- 1) Course: **Neurophysiology and Neuropsychology**. The course will be conducted in the Neurolaboratory, and will cover practical aspects. This will enable students to acquire practical knowledge and experience in measuring and interpreting the EEG signal, which makes them eligible for employment in facilities such as: public health and private medical institutions; specialized private diagnostic laboratories providing

neuropsychological diagnostics; companies in the area of personal development offering EEG biofeedback (also known as neurofeedback), neuropsychological rehabilitation institutions, entities servicing, operating and distributing EEG equipment, or research laboratories

- 2) **Course: Developmental disorders in children and adolescents.** The Participants will focus on communication with children with developmental problems and sensory integration (SI). The course will involve all necessary tools and materials. This will allow the Participants to acquire the competencies desired in the labor market.
- 3) **Course: E-therapy - using IT tools in psychological therapy** The Participants will focus on improving their practical skills in using new technologies when working with patients. This will help the Participants acquire a unique combination of psychological competencies (working with patients) and IT skills (using applications, VR headsets, augmented reality). Tablets will allow the Participants to familiarize themselves with the iOS environment, which is as popular as Android, but differs significantly. The environments will feature applications to support treatment of, for example, anxiety disorders. This will enable the Participants to learn about the therapy-supporting tools. Thus, they will be fully prepared to work with patients.
- 4) **Course: Psychotherapy** (The program involves familiarizing the Participants with the skills necessary for psychologists, such as: psychological interview, case studies, working with dysfunctional intermediate beliefs, conceptualization, genogram, etc. This will allow to equip Participants with skills crucial in working with patients and increase the competencies desired on the labor market.
The psychotherapy room will be furnished with a sofa, table, and armchairs, to reflect the working environment. The room will feature a one-way mirror to separate the viewers in the other room, in order not to disturb the interaction with the patient. The aim is to equip the Participants with practical skills to implement when working with patients, which will improve the competencies desired on the labor market.

§ 6

Support organization

1. Support organization, detailed schedule of courses within the modernized curriculum of Psychology will be announced through the Extranet system and on the project website.
2. The Project Promoter will ensure that the courses are conducted by qualified educators with practical experience in the particular, modernized subjects.
3. Courses will be divided into lectures and tutorials, in accordance with the schedules for each mode of studies in Psychology:
 - 1) from Monday to Friday for full-time studies,
 - 2) from Saturday to Sunday (in exceptional cases - on Fridays) for part-time studies.

4. All planned activities provided for in the Project will take place in Warsaw.
5. The Participants will receive teaching materials during the courses. The materials will be made available to the Students through the Extranet system or in the form of print-outs, if necessary, they will be adapted for persons with disabilities (for instance, an enlarged font will be implemented for the visually impaired).
6. The Project Promoter reserves the right to make changes, in special cases, in the curriculum and course schedule during the Project.
7. The Project Promoter reserves the right to change the date and place of the courses.
8. Participation in lectures and tutorials, which are conducted within the framework of the modernized courses, is obligatory.
9. Project participants are required to complete a test and the Competencies of the Participant form before starting and after finishing each modernized course.
10. The maximum permissible limit of unjustified absences within the modernized curriculum of the Psychology in each subject is 20% per course, that is:
 - 1) 6h for full-time studies,
 - 2) 4h for part-time studies.
11. Participant's exceeding the 20% limit of absence (including absences due to illness) does not exempt the Student from the obligation to obtain credit for a given course implemented in the modernized curriculum of Psychology.
12. It is possible to make up for the lost attendance by attending a different group of the same course in the modernized curriculum in Psychology with the prior consent of the Lecturer in consultation with the Project Promoters.
13. Course credit varies based on requirements of the course, as well as on the basis of verification of attendance lists, completed test and Competencies of the Participant form before and after the completion of the course.
14. If the Student is referred to a conditional retake of the academic year caused by failure to obtain credit for the modernized course, the Student has the right to participate, free of charge, in courses in the modernized curriculum with the next academic year supported under the Project, no later than in the 2021/2022 Academic Year.

§ 7

Final provisions

1. The Terms and Conditions shall enter into force on **29 October 2020**.
2. The Participant is obliged to inform the Project Promoter about any changes in their contact details, status and other information affecting their participation in the Project.

3. The Project Promoter reserves the right to change the Terms and Conditions at any time, about which the Project Participant will be immediately informed via the website. The amendments shall enter into force on the date of publication of the amended Terms and Conditions on the Project website and shall apply to new Participants joining the Project after the date of entry into force of the amended Terms and Conditions.
4. The Terms and Conditions apply for the entire duration of the Project.
5. The Terms and Conditions are available on the Project's website and in the Project Office.
6. The Project Promoter is responsible for general supervision over the implementation of the Project, as well as resolving issues that are not regulated by these Terms and Conditions.

Appendices to the Terms and Conditions:

1. Application form for psychology students of the University of Economics and Human Sciences in Warsaw (full-time and part-time) (Appendix no. 1)
 - 1.1 Competencies of the Participant (Appendix no. 1A)
2. Declaration of participation in the Project (Appendix no. 2)
3. Declaration by the Project Participant on personal data processing (Appendix no. 3)
4. Questionnaire on the needs of Participants with disabilities (Appendix no. 4)
5. Model agreement on participation in the project (Appendix no. 5)