

Una Europa General Assembly in Kraków

Regulations Governing Participation

Regulations

Una Europa Team at Jagiellonian University

11/03/2025

§ 1 Date and Duration

1. These Regulations define the rights and obligations of participants of the Una Europa General Assembly: *Re-Inventing the University of the Future: Imagine – Design – Create* (hereinafter referred to as the "General Assembly" or the "Event"), which will be held between 26 and 28 May 2025, in a hybrid format: in-person in Kraków at the Jagiellonian University premises, and simultaneously online via the Microsoft Teams Platform (hereinafter referred to as the "Platform"), enabling live streaming of the Event. The term "Event" shall be understood as meaning the entire General Assembly as well as any individual event within it – depending on the context. The term "live streaming" shall be understood as meaning solely the possibility of participating online in real time via the Platform.
2. The organizer of the General Assembly is the Jagiellonian University, located at Gołębia 24, 31-007 Krakow (hereinafter referred to as the "Organizer" or "JU"). The General Assembly is coordinated by the Vice-Rector for University Development and Rector's Proxy for Cooperation within the Framework of Una Europa. The Organizer designated the following university units to organize the General Assembly: The Office of the Rector's Proxy for Cooperation within the Framework of Una Europa, the Una Europa division within the International Relations Office, the Future UniLab and the Department of University Events.
3. A participant of the General Assembly is any adult with legal capacity, representing one of the Una Europa partner universities (Freie Universität Berlin, Alma Mater Studiorum Università di Bologna, University College Dublin, University of Edinburgh, Helsingin yliopisto / Helsingfors universitet, Universiteit Leiden, Jagiellonian University in Krakow, KU Leuven, Universidad Complutense de Madrid, Université Paris 1 Panthéon-Sorbonne, Universität Zürich), Una Europa vzw, Una Europa Universities-related members or participating in the General Assembly as invited speakers and guests, who has registered for the General Assembly no later than 11 April 2025, as stated in Section 2 of the Regulations and accepted the rules of participation in the General Assembly as specified in the Regulations (hereinafter referred to as the "Participant").
4. The Regulations are available to Participants in English and may be downloaded from the General Assembly Website, unaeuropa-ga.confer.uj.edu.pl (hereinafter referred to as the "Website").
5. Acceptance of the Regulations allows participation in the General Assembly and access to the buildings and area of the Event.
6. Detailed information about the Event and the programme thereof shall be provided to Participants in email correspondence, on the Website or in the official invitation.
7. The Organizer reserves the right to amend the Regulations due to changes in generally applicable legal regulations and the necessity to adjust the Regulations to those changes, especially to adapt the format of the General Assembly to the restrictions, orders, and prohibitions in force during its course related to the introduction of a pandemic, and consequently, to increase safety measures during the General Assembly. The amendment to the Regulations shall enter into force within 7 days of its publication on the Website. Regarding Participants who accepted the Regulations before the amendment, the change shall be enacted within 7 days of informing Participants of the amendment to the Regulations via email and not receiving any objections from Participants to this change within the aforementioned period.

8. The Organizer reserves the right to amend the Regulations in case of a change to the Regulations that does not negatively affect the rights of Participants or a change in correcting obvious typographical errors and editorial mistakes. In such a case, the amendment to the Regulations may enter into force within a shorter period than 7 days, but not shorter than 3 days of informing Participants of the amendment to the Regulations via email and not receiving any objections from Participants to this change within the aforementioned period.
9. The Organizer reserves the right to change the date and format of the General Assembly in a situation where its conduct on the date and in the form referred to in Section 1 above will be impossible or excessively difficult due to reasons beyond the Organizer's control, particularly due to restrictions, orders, and prohibitions related to the imposition of a pandemic state. The General Assembly's change of date and/or format will be immediately announced on the Website.
10. The Organizer reserves the right to make amendments to the General Assembly programme, including the right to change the schedule and sequence of events. In case of amendments, the Organizer shall inform about this promptly on the General Assembly Website. The change to the General Assembly programme does not constitute an amendment to the Regulations.

§ 2 Registration for Participation in the General Assembly

1. Participation in the General Assembly is free of charge and requires prior registration through a registration form, prepared in Microsoft Forms (hereinafter referred to as the "Form"), available on the Website, in which a person delegated to participate in the General Assembly shall provide the following data: preferred salutation, first and last name, nationality, email address, professional or academic affiliation within the Una Europa partner universities, participation format (in-person or online), dietary restrictions and additional needs or access requirements, as well as accept the Regulations. In the Form Participants shall also select strategic and procedural meetings they will participate in.
2. Detailed registration procedure for participation in the General Assembly and registration deadlines shall be provided on the Website and in email correspondence related to the Event.
3. In case of resignation from participation in the General Assembly, the Participant is obliged to promptly inform the Organizer by sending relevant information to the email address: una.europa@uj.edu.pl.
4. The Event offers two formats of participation (hereinafter referred to as the "Participation Format"):
 - a. Online, in real time, through the Platform, to which the Participant receives access via email in a personal invitation (hereinafter referred to as the "Online Participation" or (accordingly) "Online Participant").
 - b. In-person, at the Jagiellonian University premises (hereinafter referred to as the "In-Person Participation" or (accordingly) "In-Person Participant").

The Participation Format is selected by the Participant in the Form.

5. In the Form, Participants shall also indicate their participation in accompanying events of the General Assembly, including the cultural programme, workshops and welcome dinner. Detailed information regarding these events will be provided on the Website and via email correspondence related to the Event. However, the Participant acknowledges that participation in the Event does not guarantee participation in all individual meetings and accompanying events. In particular, access to a given meeting/accompanying event may be conditioned by participation in a given Una Europa body, working group, etc. or limited by the number of places. Also in some cases a hybrid form is not foreseen, which by definition makes online participation impossible (in particular participation in the Una Europa Policy Discussion event [26 May 2025] and the Una Europa Talk event [27 May 2025], participation in accompanying events).
6. The Organizer shall not be liable for any incorrect or false data provided by the Participant during registration for participation in the General Assembly.
7. A maximum of 360 In-Person Participants can take part in the General Assembly, including representatives of Una Europa partner universities (Freie Universität Berlin, Alma Mater Studiorum Università di Bologna, University College Dublin, University of Edinburgh, Helsingin yliopisto / Helsingfors universitet, Universiteit Leiden, Jagiellonian University in Krakow, KU Leuven, Universidad Complutense de Madrid, Université Paris 1 Panthéon-Sorbonne,

Universität Zürich), Una Europa vzw, Una Europa Universities-related members and invited guests. The number of Online Participant is not limited. Each Una Europa partner university has the right to delegate academic and professional staff to participate in the General Assembly. In the event of more than 360 applications for In-Person Participation, the places at the General Assembly shall be allocated proportionally, so that each Una Europa Partner University is ensured participation for at least 30 Participants, and the Jagiellonian University (as Organizer) – for at least 60 Participants, inclusive of Event staff and invited guests. Further places (e.g. if the limit for representatives of a given University is not reached) will be allocated according to the order of applications and in consultation with representatives from the Una Europa partner universities. After completing the Form, Participants will receive an email from the Organizer, informing them of receiving their participation request. General information regarding the Event will then be provided by the Organizer to the registered Participants in email correspondence.

8. The participant limits indicated in Section 7 above may change due to the epidemiological situation that may occur during the General Assembly and due to related restrictions, orders, and prohibitions. The Organizer will immediately notify about the changes in limits on the Website and in email correspondence. Should a reduction of the number of General Assembly participants be required, the Organizer will adjust the number within the available limits, in consultation with the Una Europa partner universities, and facilitate online participation for the remaining participants.

9. Participation in the General Assembly in the Online Participation format requires the Participant to have an ICT system that meets the following minimum technical requirements:

- a. Internet access;
- b. An end device;
- c. Software enabling the reading of files in various formats (including text, audio, graphic, multimedia, video, etc.);

10. The Participant confirms his acquaintance with the Regulations and his acceptance of its provisions, which signifies granting permissions as specified in the Regulations. Participant's acceptance of the General Assembly's Regulations occurs at the moment of completing the Participant's data in the Form and submitting it through the registration system provided.

11. The Participant is entitled to participate in the General Assembly upon receiving confirmation of registration.

§ 3 General Rules of Participation in the General Assembly

1. Strategic and procedural meetings, cultural tours and workshops will take place during the General Assembly. The Event will be conducted in English. Detailed information and the programme of the General Assembly are available on the Website.

2. The course of the General Assembly, including both Online and In-Person Participation, will be documented through a photo report (hereinafter referred to as the "Photo Report") and short audio-video recordings. Additionally, the Una Europa Policy Discussion event (26 May 2025) and the Una Europa Talk event (27 May 2025) will be recorded. All recordings (both short audio-video recordings and the recording of the Una Europa Policy Discussion and the Una Europa Talk) will be collectively referred to as the "Recordings", and each of them individually as a "Recording". The Photo Report and the Recordings from the General Assembly will then be made available online (on social media platforms of JU, Una Europa and Una Europa partner Universities, such as Facebook, YouTube, X, TikTok, LinkedIn and Instagram, and on the Organizer's website, Una Europa website and the websites of Una Europa partner universities). They will be accessible on these platforms to an unlimited number of people until the end of 2026.

3. The Organizer will provide online participation to selected strategic and procedural meetings. The Organizer is responsible for providing on-site technical infrastructure and assistance necessary for delivering the hybrid meetings. The hybrid meetings shall not be recorded. However, the meeting chairperson may decide to record the meeting, solely for the purpose of preparing the minutes. Such recordings will not be made available anywhere.

4. By providing Participants with informational materials (hereinafter referred to as the "Informational Materials"), the Organizer of the General Assembly pays special attention to the need for Participants to respect intellectual property rights. Participants undertake to use the Informational Materials provided by the Organizer solely

for their personal use. Modifying, copying, transmitting, publicly reproducing, and any other use of these Informational Materials for commercial purposes requires prior written consent from the Organizer or other authorized entity. Participants bear full responsibility for any damages resulting from their activities contrary to this Section.

5. Participants accept the Regulations of the General Assembly and its programme and undertake not to influence its change or disrupt the course of the Event. The Organizer is entitled to exclude Participants from participating in the General Assembly if they violate the provisions of the Regulations, in particular:
 - a. disrupt the course of the General Assembly;
 - b. break the law, act against good manners, or violate the legitimate interests of third parties;
 - c. engage in actions aimed at circumventing or indicating an attempt to circumvent the Regulations or the rules of conducting the General Assembly;
 - d. engage in actions infringing the legitimate interests of the Organizer or harming its image.
6. The Organizer shall not be held liable for:
 - a. improper or defective functioning of the software used by the Participant;
 - b. lack of or interruptions in Internet access for reasons attributable to the Participant;
 - c. defects in the computer hardware used by the Participant;
 - d. improper handling of the Platform by the Participant;
 - e. other circumstances preventing or hindering participation in the General Assembly not caused by actions or omissions of the Organizer.

§ 4 Rights and Obligations of General Assembly In-Person Participants

1. Upon arrival at the location of the General Assembly, In-Person Participants are required to confirm their participation in the Event at the registration desk located in the Auditorium Maximum, Krupnicza 33.
2. Participants are obliged to adhere to safety regulations, health and safety provisions, and fire safety regulations applicable on the premises where the General Assembly is organized. Moreover, Participants are required to obey the sanitary regime rules in force at that time.
3. The Organizer is not liable for items left behind or lost during the General Assembly, nor for items left in clothing, backpacks/bags/suitcases, or other public areas on the premises of the General Assembly, of Jagiellonian University and *Stara Zajeżdźnia Kraków* where the welcome dinner will take place.
4. The provision of Section 3 above shall apply, respectively, to bicycles, cars, and other vehicles remaining at the JU premises.
5. JU shall be authorised to inspect luggage and use metal detectors to mitigate the risk of bringing dangerous tools to the Event premises. This right is intended to assure safety to Participants, and refusal of consent to JU to exercise this right with respect to a given person shall be equivalent to resigning from participation to the Event.
6. When participating to an Event, Participants cannot have or bring in the following to the Event and JU premises:
 - a. any weapons, ammunition, and items considered dangerous (e.g. knives),
 - b. explosive, flammable, and/or toxic materials or substances,
 - c. long umbrellas,
 - d. animals, except for guide dogs accompanying people with disabilities.
7. During Events, it is prohibited to manifest one's ideological views, particularly political views. JU prohibits any commercial, promotional, or advertising activities at the premises of an Event, except for situations where particular entities have obtained a separate permit from JU for such activities.
8. In the event of a Participant disrupting public order, being under influence of alcohol or drugs, behaving in a way that may pose a threat to the safety of other Participants and/or JU, distorting the agenda of the Event, violating generally accepted standards of behaviour in public places, or failing to comply with the Regulations or the sanitary regime rules in force during the General Assembly, the Event personnel are authorized to:
 - a. ask for the Participant's ID to determine one's identity,

- b. inspect the Participant's luggage and clothing, particularly if they suspect the person may hold items referred to in Section 6,
 - c. appeal to the Participant to display appropriate behaviour;
 - d. demand from the Participant to leave the premises of the General Assembly;
 - e. summon the relevant authorities if the Participant's behaviour requires such intervention, particularly if the behaviour poses a threat to other participants or General Assembly personnel, or the Organizer's property.
9. The Organizer is not liable for incidents resulting from participants' non-compliance with the Regulations, failure to follow the Organizer's recommendations, or instructions from the General Assembly personnel and security services.
10. Participants shall be fully liable for damage to property and injury to persons being employees, collaborators, and subcontractors of the Organizer, as caused by themselves or persons remaining under their custody. The same liability as above shall be applicable with respect to other Participants.
11. To ensure safety on the premises of the General Assembly, the Organizer may use the monitoring covering the entire area of the Event, as well as its sections. The rules for the use of the monitoring by the Organizer are defined in JU Rector's Regulation No. 34, dated May 16, 2019, regarding the Regulation of video surveillance at Jagiellonian University, with subsequent amendments, available in the Public Information Bulletin of Jagiellonian University.
12. Smoking and consuming alcohol or using drugs at the JU premises is strictly prohibited.
13. In the event of a threat to the life and health of participants, participants are obligated immediately to inform the General Assembly personnel.

§ 5 Image

1. The Organizer will document the course of the General Assembly using devices recording images and sound, respectively in the form of the Photo Report and Recordings, and process it as part of Una Europa Talk and Una Europa Policy Discussion recordings – under §3 Section 2 of the Regulations, for educational, didactic, informational, documentary, reporting, advertising, and promotional purposes of the Organizer, the General Assembly and the Una Europa Alliance.
2. Turning on the end device's camera online by the Online Participant is tantamount to granting the Organizer unlimited consent in terms of time, territory, quantity and quality to transmit their image in real time using live streaming of the Event via the Platform and to record this image as part of the Photo Report – on the terms referred to in sec. 3 item b) below (with limitation to Photo Report), without the right to remuneration for the above, for the purposes indicated in Section 1 above.
3. By declaring their intention to participate in the General Assembly in the Form, the In-Person Participant expresses unlimited, temporally, territorially, quantitatively, and qualitatively consent to the use of their image for the purposes specified in Section 1 above, without any right to compensation related thereto, in particular by:
 - a. transmitting their image in real time for the purposes of conducting the Event in the hybrid form, via the Platform, using live streaming,
 - b. saving the image of the Participant in the Photo Report and/or in Recordings and using, processing, reproducing, and multiply disseminating the image of the Participant without the need for their approval each time, on the General Assembly Website, the Organizer's and Una Europa Websites, on the Organizer's and Una Europa social media platforms and the Organizer's internet platforms, at promotional events of the Organizer and the Una Europa Alliance.
4. The Participant is aware that the Photo Report and Recordings from the General Assembly will be available online and accessible on the Website to an unlimited number of people until the end of 2026.
5. Due to the use of the Participant's image, the Participant will not exercise the right to control and individual approval of the use of their image, including the right to approve the final form of the Photo Report and/or Recordings in which it has been used and the right to be identified each time as the person depicted in the Photo Report and/or Recordings, particularly by name and surname.

6. The Event may only be recorded in audio-video format for the purpose of a Recording and photographed in the form of a Photo Report by the Organizer. Participants are prohibited from recording and taking photographs during the Event without the prior consent of the Organizer.
7. The Organizer has the right to authorize other entities to use the image on the terms specified in this permission.

§ 6 Personal Data Processing

Pursuant to Article 13 of the 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"), the Jagiellonian University informs that:

1. The Administrator of the Participant's personal data is the Jagiellonian University, located at Gołębia 24, 31-007 Kraków, represented by the JU Rector.
2. Jagiellonian University has appointed a Data Protection Officer, Czapskich 4, 31-110 Kraków. The Data Protection Officer can be contacted via email: iod@uj.edu.pl or by phone at 12 663 12 25, Monday to Friday from 8:00 to 15:00.
3. The personal data of the Participant will be processed for the purpose of:
 - a. executing the agreement, the subject of which is participation in the Una Europa General Assembly, as well as for registering participation in the General Assembly, i.e., based on Article 6(1)(b) of the GDPR, based on the agreement concluded by accepting these Regulations. The General Assembly is organized from 26 to 28 May 2025 by the Jagiellonian University, in-person, with selected meetings held in a hybrid format;
 - b. conducting the Photo Report and Recordings of the General Assembly, as well as recordings of the Una Europa Policy Discussion and of the Una Europa Talk as an accompanying event for documentary, informational, educational, didactic, reporting, advertising, and promotional purposes of the Organizer, partner universities of Una Europa (Freie Universität Berlin, Alma Mater Studiorum Università di Bologna, University College Dublin, University of Edinburgh, Helsingin yliopisto / Helsingfors universitet, Universiteit Leiden, Jagiellonian University in Kraków, KU Leuven, Universidad Complutense de Madrid, Université Paris 1 Panthéon-Sorbonne, Universität Zürich), and the General Assembly itself and archiving – regarding the personal data of Participants in the form of images – based on Article 6(1)(e) of the GDPR, i.e., the public interest in organizing this type of event;
 - c. ensuring the safety of the Event under the applicable regulations at Jagiellonian University regarding video surveillance available at <https://bip.uj.edu.pl/> and the obligation to inform about the processing of images in video surveillance available at <https://iod.uj.edu.pl/> – about monitoring data.
4. Providing personal data by the Participant as mentioned in point 3(a) above is necessary to conclude an agreement of participation in the General Assembly. Providing personal data in the scope of the image as mentioned in point 3(b) above is voluntary. However, regarding the data as mentioned in point 3(c) above is voluntary, the failure to provide such data – due to the obligation to ensure the safety of the Participants – will result in the inability to participate in the Event.
5. The Participant's personal data in the form of an image may be transferred to Una Europa VZW – a non-profit association based in Belgium, based on the Interinstitutional Cooperation Agreement concluded on July 22, 2024, of which UJ is a party, authorized to receive and process personal data in accordance with applicable law, for the purpose specified in Section 8 below.
6. Recipients of Participants' personal data are Una Europa partner universities (Freie Universität Berlin, Alma Mater Studiorum Università di Bologna, University College Dublin, University of Edinburgh, Helsingin yliopisto / Helsingfors universitet, Universiteit Leiden, KU Leuven, Universidad Complutense de Madrid, Université Paris 1 Panthéon-Sorbonne, Universität Zürich), as well as entities providing IT and organizational support during the preparation of the General Assembly – including the entity providing software for registration for the General Assembly, for online participation via the Platform and for recording of the Una Europa Policy Discussion and the Una Europa Talk.

7. Personal data of Participants will not be transferred to third countries (outside the European Economic Area) or to international organizations.
8. Personal data of Participants will be stored for the duration of the organization of the General Assembly and until the final settlement will be done that will close the General Assembly, as well as until the expiration of claims that may arise from the execution of the agreement referred to in point 3(a), until such time as an objection is lodged. Video surveillance data shall be processed for a maximum period of three months.
9. Personal data provided in the Form will be made available to partner universities of Una Europa involved in the process of reviewing the list of delegates who registered via the Form based on the concluded agreement i.e. acceptance of the Regulations, based on Article 6(1)(b) of the GDPR.
10. Personal data in the form of image may be preserved in photos from the General Assembly and used to create a Photo Report and Recording of the Event and processed on the General Assembly Website, on the Organizer's website and social media platforms (especially Facebook, YouTube, X, TikTok, LinkedIn, Instagram), on the Una Europa website (<https://www.una-europa.eu/>), and social media platforms (especially Facebook, YouTube, X, TikTok, LinkedIn, Instagram), and on websites and social media platforms of Una Europa partner universities (Freie Universität Berlin, Alma Mater Studiorum Università di Bologna, University College Dublin, University of Edinburgh, Helsingin yliopisto/ Helsingfors universitet, Universiteit Leiden, Jagiellonian University in Kraków, KU Leuven, Universidad Complutense de Madrid, Université Paris 1 Panthéon-Sorbonne, Universität Zürich) based on the concluded agreement i.e. acceptance of these Regulations, based on Article 6(1)(b) of the GDPR, in a way that allows access by third parties, for informational, documentary, educational, didactic, reporting, advertising, and promotional purposes of the Organizer, Una Europa and Una Europa Partners, as well as the General Assembly itself and archiving, including for the purpose of reporting on the General Assembly – in accordance with the GDPR Regulations.
11. The Participant has the right to: obtain information about processing personal data and the rights according to the GDPR, access to the content of their data and possibilities to correct it, as well as the right to delete personal data from the administrator's collections (unless further processing is necessary to fulfil a legal obligation or to establish, assert or defend claims), and the right to limit processing, data transfer, object to processing – in cases and on terms specified in the GDPR.
12. The personal data of the Participant will not be subject to automated decision-making or profiling.
13. The Participant has the right to lodge a complaint with the President of the Personal Data Protection Office in the event of violation of the provisions of the GDPR during processing their personal data.

§ 7 Final Provisions

1. These Regulations are made available to Participants on the Website and come into effect on the date of its publication on the website mentioned above.
2. In the event of cancellation of the General Assembly, the Organizer shall immediately inform on the Website. The Organizer shall not be liable to Participants for any compensation or damages arising for this reason nor for the reimbursement of costs incurred for participating in the Event.
3. Matters not regulated by these Regulations shall be governed by the generally applicable provisions of Polish law.
4. Any disputes shall be subject to the jurisdiction of the Polish common courts of general jurisdiction.