

Rules for Issuing Micro-credentials for Participants of the Summer School of Preventive Medicine

Medical University of Warsaw

§ 1

General Provisions

The present document defines the rules for awarding micro-credentials to participants of the project implemented by the Medical University of Warsaw – Department of Social Medicine and Public Health, under the SPINAKER Programme – Intensive International Education Programmes – 2024 call, entitled: “Summer School of Preventive Medicine” (hereinafter: SSPM).

§ 2

Definitions

1. **Micro-credential** – digital proof of acquiring knowledge, skills, and social competences within a micro-programme.
2. **Micro-programme** – a defined educational module entitled: “Summer School of Preventive Medicine” with a specified number of hours and learning outcomes.
3. **Participant** – a person qualified to participate in SSPM.
4. **Issuer of the Micro-credential** – Medical University of Warsaw (MUW).
5. **Odznaka+ Application** – a web application enabling the issuance, phased collection, storage, and sharing of digital badges and micro-credentials.
6. **Operator of the Odznaka+ Application** – Educational Research Institute – National Research Institute (ERI-NRI) (Instytut Badań Edukacyjnych – Państwowy Instytut Badawczy) with its registered office in Warsaw, ul. Górcewska 8, 01-180 Warsaw, entered into the Register of Entrepreneurs of the National Court Register maintained by the District Court for the M.St. of Warsaw, 13th Commercial Division of the National Court Register under KRS number 0000113990, holding NIP number 525-000-86-95 and REGON number 000178235.

§ 3

Requirements for Obtaining a Micro-credential

1. The condition for obtaining a Micro-credential is the joint fulfillment of the following requirements:
 - a) Active participation in scheduled on-site and online classes amounting (online format only or hybrid format - online + on-site) to 150 academic hours, including 100 hours of lectures, 30 hours of seminars, and 20 hours of practical classes.
 - b) Passing all scheduled forms of verification of learning outcomes (e.g., tests, projects, presentations).



c) Creating an account in the Odznaka+ Application.

2. If a participant fails to meet the requirements specified in section 1, the micro-credential shall not be issued.
3. Upon the participant's request, the issuer shall provide information regarding the reason for non-issuance of the micro-credential.

§ 4

Scope of the Micro-credential

1. Prevention of infectious diseases.
2. Prevention of non-communicable diseases.
3. Patient communication and communication within an interdisciplinary team regarding preventive procedures in infectious and non-communicable diseases.

§ 5

Form and Content of the Micro-credential

1. The form and content of the micro-credential comply with the Odznaka+ standard (ERI-NRI).

§ 6

Issuance Process of the Micro-credential

1. The micro-credential is issued in digital form by the Issuer, represented by the Rector of the Medical University of Warsaw, upon the request of the head of the unit implementing the SSPM programme, provided that the Participant meets the conditions specified in § 3.
2. The micro-credential is issued in Polish and English.
3. The unit implementing the SSPM programme is responsible for issuing micro-credentials.
4. Micro-credentials are stored in the Odznaka+ Application.
5. The maximum time for the Issuer to issue a micro-credential is 14 days from the date of submission of the application by the head of the implementing unit.

§ 7

Period of Validity

1. The micro-credential does not expire unless otherwise specified in the Regulations of the “Summer School of Preventive Medicine” programme.
2. In the event of a programme update, a new version of the micro-credential may be issued.
3. A participant of the “Summer School of Preventive Medicine” programme downloads the Micro-credential from the Odznaka+ System, where it is stored indefinitely.

§ 8

Protection of Personal Data (GDPR)

1. The controller of personal data of participants of the “Summer School of Preventive Medicine” programme is the Medical University of Warsaw (hereinafter: MUW) with its registered office in Warsaw (02-091), ul. Żwirki i Wigury 61.
2. Participants' personal data will be processed:
 - a) for the purpose of implementing the programme,
 - b) for the purpose of issuing micro-credentials and their archiving,
 - c) for reporting and audit purposes within the SPINAKER Programme.
3. The legal basis for processing personal data is Art. 6(1)(c) and (e) of the GDPR (legal obligation of the controller and performance of a task carried out in the public interest).
4. Personal data of participants may be shared with authorized institutions under provisions of law, including NAWA – Polish National Agency for Academic Exchange, as well as project partners to the extent necessary to achieve the programme's purpose.
5. Data will be stored for the period required by law and in accordance with the university's document archiving rules.
6. The participant has the right to access, rectify, or restrict the processing of their data, as well as the right to lodge a complaint with the President of the Personal Data Protection Office.
7. Providing personal data is voluntary, but necessary for the implementation of the programme and the issuance of the micro-credential.
8. MUW entrusts the Educational Research Institute – National Research Institute (hereinafter: ERI) with the processing of personal data under the terms, scope, and purpose specified in Pilot Agreement No. 105/2025/B, and ERI undertakes to process the entrusted personal data in accordance with the GDPR and other applicable legal provisions protecting the rights of data subjects, as well as in accordance with the Agreement.
9. MUW entrusts ERI with the processing of ordinary personal data of adult individuals in the scope of: first name, surname, email address, telephone number, name, organization.
10. The purpose of processing is the performance of the Agreement concluded between the Parties within the scope specified in § 2 of the Agreement.
11. Processing is continuous and conducted electronically via the Odznaka+ Application.
12. Data processing operations consist of operations or sets of operations such as recording, storage, consultation, and erasure, to the extent necessary to fulfill the purpose of cooperation between the Parties.
13. Personal data entrusted for processing will be processed for the duration of the Agreement, and upon its completion, will be deleted along with all existing copies within 30 days from the end of service provision, unless Union or Member State law requires storage of personal data. The Parties allow for the possibility of determining,



by way of a separate agreement in writing or documentary form, a different timeframe for deleting the personal data entrusted for processing.

14. In relation to ERI, upon the issuance of a micro-credential by MUW, ERI becomes the controller of personal data of the Individual User who creates an individual account in the application. The Operator also remains the Controller in connection with an already existing Individual User account in such a case – i.e., upon issuance of a micro-credential – processing personal data for purposes related to account registration and maintenance and enabling the use of Application functionalities.
15. MUW declares that the personal data entrusted to ERI for processing was obtained and is processed in accordance with applicable legal regulations, taking into account that according to the purpose of micro-credentials, MUW acts as an organizer of educational forms allowing the confirmation of specific learning outcomes both in terms of acquiring new skills and expanding previously acquired ones.
16. Taking into account the risk of infringement of the rights and freedoms of natural persons, as well as state-of-the-art technical knowledge, implementation costs, scope, nature, context, and purposes of processing personal data, ERI declares that pursuant to Art. 32 of the GDPR, it has implemented appropriate technical and organizational measures to secure the data. A list of minimum technical and organizational measures is available on the website <https://odznakaplus.ibc.edu.pl/>.

§ 9

Final Provisions

1. The Regulations may be updated by the Medical University of Warsaw.
2. Any disputes shall be resolved by the Rector of MUW.