

REGULATIONS

of recruitment and participation in Task 11: "PW Makers - improving competencies in carrying out projects with implementation potential among students."

"NERW 2 PW Science - Education - Development - Cooperation."
POWER.03.05.00-00-Z307/18

§ 1. General Information

1. Project "NERW 2 PW. Science - Education - Development - Cooperation", hereinafter referred to as the "Project", co-financed from the European Social Fund under the Knowledge Education Development Operational Programme 2014-2020, Priority Axis III, Higher education for Economy and Development, Measure 3.5 Comprehensive university Programmes, implemented in the period between 1.03.2019 and 31.01.2023 based on grant agreement number: POWER.03.05.00-00-Z307/18.
2. The main objective of the Project is to improve the quality of functioning of the Warsaw University of Technology, both in terms of education and management and to adapt the university's educational offer to the needs of the labour market through the implementation of a comprehensive Programme of measures for the delivery of student-centred education. Implementing the Projects will contribute to the development of training using practical elements of teaching combined with scientific research.
3. Task 11, entitled "PW Makers - improving competence in carrying out projects with implementation potential among students", aims to provide an opportunity to acquire or improve professional, communication and interpersonal competencies and is addressed to students carrying out their practical projects. The competencies acquired or improved are expected to increase the chances of commercialising and implementing the current or future projects.
4. Task 11, entitled: "PW Makers - improving competence in carrying out projects with implementation potential among students", is coordinated by the Department of Young Researchers' Innovation Development at the Centre for Innovation and Technology Transfer Management of the Warsaw University of Technology.

§ 2. Explanation of terms and abbreviations

The following terms and expressions used in these Regulations shall have the following meanings:

- 1) Project** - Project: "NERW 2 PW. Science - Education - Development - Cooperation", hereinafter referred to as the "Project", co-financed from the European Social Fund under the Knowledge Education Development Operational Programme 2014-2020, Priority Axis III, Higher education for economy and development, Measure 3.5 Comprehensive university Programmes, implemented in the period between 1.03.2019 and 31.01.2023 based on grant agreement number: POWER.03.05.00-00-Z307/18,
- 2) Programme** - Task No. 11 entitled: "PW Makers - improving competence in carrying out projects with implementation potential among students."
- 3) Participant** - a student of the Warsaw University of Technology (hereinafter: WUT) of the last four semesters of full-time first or second-cycle degree programmes, including students with

disabilities, who, having met all the requirements set out in the Regulations, have been qualified to participate in the Programme,

4) Recruitment documents – shall mean the application form, the Project Participant's declaration regarding the processing of personal data,

5) Tutor - a person from the Warsaw University of Technology or outside of it who runs workshops aimed at improving the competencies specified in the Programme,

6) Programme Coordination Team - the staff of the WUT's Department of Young Researchers' Innovation Development at the Centre for Innovation and Technology Transfer Management involved in the development and implementation of the Programme,

7) Task Manager - the person who supervises the implementation of the Programme,

8) Beneficiary - Warsaw University of Technology,

9) Competency Audit - a survey conducted by CZLiTT PW's Research and Analysis Department to determine the level of competencies of Programme Participants before and after providing support,

10) CZLiTT PW - the Centre for Innovation and Technology Transfer Management of Warsaw University of Technology,

11) Module Rules - terms and conditions of one of the Programme modules.

§ 3. General Provisions

1. These Regulations set out the rules for recruitment, implementation and participation in the Programme.
2. The Programme consists of class modules covering five areas: 3D printing, electronics, tailoring, entrepreneurship and carpentry.
3. Information about the Programme is available on the Project's website, www.nerw.pw.edu.pl.
4. The number of workshops within each module depends on the Participants' interest in the subject area offered in the Programme.
5. Both practical classes and those related to the ability to present and commercialise the solution will be in the form of workshops. Each of them will be carried out in groups using the knowledge acquired by the Participants and the infrastructure provided by CZLiTT PW.
6. All activities in the Programme will be performed in line with the gender equality and non-discrimination principles, as stated in Order No. 176/2020 of 22 December 2020 of the Rector of the Warsaw University of Technology on counteracting mobbing and discrimination at the Warsaw University of Technology.

§ 4. Recruitment

1. Potential participants in individual modules will be recruited on the dates specified in an announcement on the Project website, www.nerw.pw.edu.pl.
2. Participating in the Programme is free of charge.
3. The interested persons should correctly fill in, by the date and under the terms specified in the announcement, the electronic recruitment form available on the Project website, www.nerw.pw.edu.pl.

4. The Warsaw University of Technology students are allowed to take a given class module only once.
5. The recruitment forms will be subject to formal and substantive evaluation, which is the responsibility of the Programme Coordination Team. The evaluation criteria for each module will be posted on the Project website, www.nerw.pw.edu.pl.
6. Formal criteria (meets/does not meet):
 - a. Correctly completed application form submitted by the set deadline.
 - b. the status of a full-time student as described in §2(3)
 - c. the student has not benefitted from support in previous editions of the workshops within a given module.
7. Substantive criteria – a priority for participation in the Programme is given respectively to:
 - a. Group I: students involved in scientific/research projects carried out as part of their current activities in any WUT Student Research Group,
 - b. Group II: students who do not belong to any WUT Student Research Group but are involved in scientific/research projects at the University/Department/Unit/Other entity,
 - c. Group III: other students who do not belong to any Student Research Group and do not carry out any scientific/research projects but will justify the need to improve their competencies in the indicated area.
8. Those in Group II will be qualified for the Programme if the number of places is not exhausted by students from Group I.
9. Those in Group III will be qualified for the Programme if the number of places is not exhausted by students from Group I and Group II.
10. Substantive evaluation will also cover the reasons a given person would like to participate in the course according to the score: 0 points - no reasons indicated, 1 point - reasons indicated, 2 points - ample reasons marked with additional information.
11. In the event that the number of applications exceeds the limit specified in the Programme, a reserve list will be created.
12. If a student qualified for participation in the Programme resigns, before the start of the Programme, from participating in it, a person from the reserve list will be offered support.
13. Sending an application is not equivalent to qualifying a candidate for participation in the Programme.
14. Applications not meeting the formal requirements specified in § 4 (6) will not be considered.
15. Students interested in participating in the Programme will be informed about the recruitment process results through an e-mail sent to the e-mail address provided in the recruitment form.
16. It is the Task Manager who will take the final decision on the student's eligibility for the workshops.
17. Signing the recruitment documents is tantamount to accepting the provisions of these Regulations and means joining the Programme.

§ 5. Programme Participant's rights and obligations

1. Every student of the Warsaw University of Technology of the last four semesters of full-time first or second-cycle degree programmes is entitled to participate in the Programme free of charge after fulfilling the conditions in these Regulations.
2. The Programme participant shall:

- a. read and adhere to these Regulations, the Module Rules for individual modules, the Rules and Regulations of the laboratories where the workshops are to be conducted, as well as the health and safety rules,
 - b. provide personal data necessary to monitor their participation in the Programme, as well as the consent to the processing of such data,
 - c. take part in the Competency Audit survey (before and after support is provided),
 - d. supply other additional documents at the request of the Task Manager,
 - e. take part in min. 80% of classes in at least one of the areas of support confirmed by signing the attendance lists.
3. In exceptional cases it is possible to legitimise additional absences with the Task Manager.

§ 6. Rules of withdrawal from the Programme

1. The Task Manager has the right to ask the Participant to leave the class in case of:
 - a. the failure to comply with the provisions of these Regulations,
 - b. the violation of the rules and regulations of laboratories and workrooms, in particular their health and safety rules,
 - c. the use of the equipment provided for purposes not related to the project implemented under the Programme.
2. The participant who withdraws from the Programme in case of expressing his/her desire to obtain support in another module will be entered on a reserve list.

§ 7. Completion of the Programme

1. The procedure for completing a given module is in the Module Rules.
2. Completion of activities within a module means:
 - a. taking part in min. 80% of the classes within the module,
 - b. taking part in the Competency Audit survey at the end of the Project,
 - c. meeting the successful completion criteria specified in the Module Rules.
3. After fulfilling all the requirements set for a given class module and completing all classes, the Participant will receive a respective module completion certificate.

§ 8. Beneficiary's rights and obligations

1. The Beneficiary reserves the right to:
 - a. change the dates of the forms of support in justified cases,
 - b. monitor the participant's progress in the forms of support offered.
2. The Beneficiary shall:
 - a. ensure professional staff qualified in the subject matter of the classes to be conducted,
 - b. provide technical resources, including materials for prototyping, necessary audio-visual aids and premises,
 - c. acquaint the Participants with the rules and regulations of the laboratories used and their health and safety rules,
 - d. respect in the recruitment process the principle of equal opportunities, including gender equality, and adapt the offered forms of support to the needs of persons with disabilities,
 - e. issue documents confirming the forms of support received under the Programme.

§ 9. Personal data protection

1. Students qualified for participation in the Programme will be given a relevant information clause on personal data protection, attached hereto as Appendix 1.
2. Before joining the Programme, students must submit a written declaration giving their consent to have their data processed and receiving a relevant information clause (the template is attached hereto as Appendix 1), as referred to in § 4 (16).

§ 10. Final Provisions

1. The Project Manager shall resolve any matters not regulated herein, and any disputable matters in line with the provisions of the applicable law, including regulations stemming from the Knowledge Education Development Operational Programme, relevant acts of EU and national law, as well as internal rules and orders in force at the Warsaw University of Technology.
2. The Project Manager's decision may be appealed against in writing within 14 days to the Director of the Centre for Innovation Management and Technology Transfer of the Warsaw University of Technology - in the first instance, and in the second instance to the Vice-Rector for Academic Affairs of the Warsaw University of Technology, also in writing, within 14 days.

Appendices:

1. Appendix 1 - Project Participant's Declaration