

Regulations of recruitment, participation, payment of scholarships in the project “International summer schools of the Warsaw University of Technology”

§ 1.

General Information about the Project

1. These Regulations define the recruitment and participation rules for foreign students of first-cycle, second-cycle or long-cycle Master's study and foreign PhD students joining the International Intensive Curricula as well as the rules of granting scholarships within the project “International Summer Schools of the Warsaw University of Technology”, hereinafter referred to as “Project”.
2. The project is subsidised by the European Union from the European Social Fund, within the framework of the Operational Programme Knowledge Education Development, Priority Axis 3 Higher Education for Economy and Development, Action No. 3 Internationalization of Polish Higher Education.
3. This project shall be realized basing on a grant agreement No. PPI//SPI/2020/1/00076/U/00001 dated 7 July 2021 entered into between the Polish National Agency for Academic Exchange and the Warsaw University of Technology.
4. The project shall be realized from 01.10.2021 to 31.08.2023.
5. The main goal of the Project is to increase the scope of the internationalization of the Warsaw University of Technology through the development of five International Intensive Curricula, hereinafter jointly referred to as “Programme”, and through their implementation in the form of summer schools by the Faculty of Electrical Engineering, the Faculty of Physics, the Faculty of Transport, the Faculty of Mechanical and Industrial Engineering and the Faculty of Management of the Warsaw University of Technology.

§ 2.

General Provisions

1. These Regulations, hereinafter referred to as the “Regulations”, define the recruitment rules binding upon foreign students of first-cycle, second-cycle and long-cycle Master's study and foreign PhD students, who shall receive support by means of being included in the Programme, as well as the rules governing Project participation, and those binding upon scholarship grants and payments.
2. The scope of the Project provides for the organisation of 5 Programmes realized in the form of a summer school, undertaken by five organisational units of the Warsaw University of Technology:
 - 1) Summer school of the Faculty of Electrical Engineering entitled “Modern electrical engineering”, online,
 - 2) Summer school of the Faculty of Physics entitled “Photonics”, onsite and online (blended learning),
 - 3) Summer school of the Faculty of Physics entitled “Photovoltaics”, onsite and online (blended learning),
 - 4) Summer school of the Faculty of Transport and the Faculty of Mechanical and Industrial Engineering entitled “Modelling and improvement of processes in supply chains”, onsite and online (blended learning),
 - 5) Summer school of the Faculty of Management entitled “Process Modelling”, onsite and online (blended learning).

3. Under the Project, it is possible to take part only in one summer school, that is in one Programme.
4. The supervision over a given Programme is performed by the relevant Project Director in a basic unit of the Warsaw University of Technology, hereinafter referred to as the "Programme Director", understood as the director of a given summer school.
5. Information about the Project as well as the description of the summer schools and the rules of recruitment are made available on the website <https://summerschools.spinaker.pw.edu.pl/>.

§ 3.

Conditions of Project Participation

1. Project participation is available to foreign students enrolled for the first-cycle degree studies or a long-cycle Master's programme, who have completed at least 4 semesters of studies, or enrolled for second-cycle studies and for PhD students, holding a certificate from the home university which confirms the student status both at the time of entering into the Project and its termination (Annex no. 6), including:
 - 1) foreign students/PhD students studying at foreign universities,
 - 2) foreign students/PhD students studying at the Warsaw University of Technology or another higher school in Poland.
2. A foreign student is understood as a foreigner within the meaning of the Law on Higher Education¹.
3. The recruitment for each edition of the summer school shall be conducted in an impartial, open, transparent way and uniform for all of the candidates.
4. The recruitment of participants shall take place with respect for the principle of equal opportunities and non-discrimination, including the accessibility for people with impairments as well the principle of chance equality for men and women.
5. Recruitment and payment of scholarships, referred to in Art. 6 of the Regulations, shall be performed basing on the application documents and on the basis of:
 - a. "Guidelines concerning the realization of the principle of chance equality and non-discrimination, including accessibility for people with impairments and the principle of chance equality for men and women within the European Funds for the years 2014-2020".
 - b. "Tutorial on equal opportunities for women and men in the European funds for the years 2014-2020".
6. Qualification to the Project shall be available to the candidates who get acquainted with the Regulations, fulfil the conditions set out in Art. 3, Section 1 and supply the required documents, listed in Art. 5, Section 4.
7. The project participation is free.

§ 4.

Recruitment rules

1. The following criteria play a decisive role in qualifying participants for the Project:
 - 1) formal criteria (fulfils/does not fulfil):

¹ Journal of Acts of 2022, item 574 as amended, Law on Higher Education and Science of 20 July 2018: <https://isap.sejm.gov.pl/isap.nsf/download.xsp/WDU20180001668/U/D20181668Lj.pdf>

a) appropriately completed the application form (online) as well as submitted completed and signed application documents, in accordance with Art. 5, section 2 and section 4 of the Regulations,

b) holds the student status in accordance with the description in Art. 3, Section 1 and Section 2.

2) merit-based criteria:

a) submitting a motivation letter containing:

- the description of scientific interests and scientific activities of a candidate in line with the subject-matter of a selected Programme (e.g. hitherto achievements, participation in student research groups, projects, scientific research, publications, etc.)

- candidate's motivation for acquiring new knowledge which falls within the domain of the programme of the selected summer school,

- information on the grade average from the completed semesters of studies.

The motivation letter should bear the signature and stamp of a person employed at the University holding a scientific degree, e.g., tutor of the year, Dean, the candidate's supervisor or promotor.

b) knowledge of the English language at a minimum B2 level confirmed by appropriate certificate or equivalent document (e.g. a certificate issued by the candidate's home university, a certificate issued by a language school, etc.),

c) pursuing current degree-courses in scientific fields related to the domains of a selected summer school:

- Summer school of the Faculty of Electrical Engineering entitled "Modern electrical engineering" - scientific fields: Applied Automation and Robotics; Electromobility; Electrical Engineering; Applied Computer Science.
- Summer school of the Faculty of Physics entitled "Photonics" - scientific fields: physics, photonics, optics, electronics, electrical engineering, mechatronics.
- Summer school of the Faculty of Physics entitled "Photovoltaics" - scientific fields: physics, photonics, optics, electronics, electrical engineering, mechatronics.
- Summer school of the Faculty of Transport and the Faculty of Mechanical and Industrial Engineering entitled "Modelling and improvement of processes in supply chains" - scientific fields: Transport, Production Engineering, Logistics and related fields, Supply chain management, Transport Engineering.
- Summer school of the Faculty of Management entitled "Process modelling" – scientific fields: Management, Business Management, Management and Production Engineering, Production Engineering, Manufacturing and Production Engineering, Industrial engineering, Economy, Finance, Marketing.

d) membership of the home university in the ENHANCE Alliance.

2. The ranking list shall be drawn up basing on the total number of points for the following:

a) evidence of pursuing the field of study the scientific domain of which is related to a chosen summer school (5 points),

b) having an English certificate or an equivalent document confirming the knowledge of English: at B2 level (1 point), at C1 level (3 points), at C2 level (5 points),

c) grade for the motivation letter, including interests and scientific activity in line with the programme of a chosen school (maximum 5 points),

d) membership of the home university in the consortium ENHANCE (2 points).

The maximum number of points is 17.

3. If the number of applications exceeds the limit specified in the Project, a reserve list for each Programme (summer school) shall be drawn up.

4. Sending an application is not tantamount to the candidate's qualification for the chosen Programme.
5. Applications not fulfilling the formal requirements indicated in Art. 4, Section 1, shall not be considered.
6. Applications sent after the recruitment termination shall not be considered with the exception of applications sent as a part of complementary recruitment.
7. In order to conduct the recruitment proceedings for the participation in a chosen Programme (summer school), in every organizational unit of WUT, responsible for the realization of a given Programme, a Recruitment Committee shall be set up by the Dean of a given Faculty at the Warsaw University of Technology.
8. Supervision over the work of a given Recruitment Committee shall be performed by the Project Director.
9. The Committee is responsible for conducting the recruitment proceedings, which are understood as follows:
 - a) formal verification of documents submitted by the candidates interested in participation in chosen International Intensive Curricula - the first stage of recruitment,
 - b) merit-based evaluation of the submitted documents - the second stage of recruitment,
 - c) informing the candidates about the recruitment outcomes.
10. The Committee holds the right to verify the information given by the participants in the application form. To this end, the Committee may contact the candidate's home university, which confirmed the student status.
11. The Director of a given Programme (summer school) holds the right to conduct the ultimate selection of the participants for a given Programme, after the receipt of the documents referred to in Art. 5 Section 4.

§ 5.

Recruitment stages

1. The recruitment process of Project Participants shall be performed basing on the schedule posted in the recruitment notice for a given year.
2. Applicants interested in participating in the project apply by submitting an application form, made available in the announcement on the Project webpage, within a specified time, supplying following attachments:
 - a) motivation letter written in accordance with the guidelines specified in Art. 4, Section 1, point 2, letter a) of the Regulations,
 - b) certificate or equivalent document validating the level of the English language,
 - c) confirmation of student status issued by the home university (Annex no. 6), in accordance with Art. 3, Section 1 of the Regulations.
3. The Recruitment Committee performs the verification of applications on a formal and subject-matter level, basing on the received application form, together with application documents, drawing up a preliminary list of potential participants, for each Programme (summer school) separately, together with the reserve list.
4. Potential participants, within 14 days of receiving information about being shortlisted for the chosen Programme, are obliged to fill in, sign (if applicable) and send to the address indicated in the recruitment form, appropriate for a given Programme (summer school), the following application documents:
 - a) declaration of entering into the Project (Annex no. 1),
 - b) personal data form of the Project Participant to be entered into the IT system of the NAWA Agency for the purposes of Project participants monitoring (Annex no. 2),

- c) declaration of the Project Participant concerning personal data GDPR POWER (Annex no. 3),
 - d) declaration of the Project Participant concerning personal data GDPR NAWA (Annex no. 4),
 - e) additional consent of the Project Participant concerning personal data processing (Annex no. 5),
 - f) English language certificate or equivalent document,
 - g) original document confirming the student status issued by the home university (Annex no. 6),
 - h) original motivation letter of a candidate,
 - i) the signed Regulations of recruitment.
5. Application documents can be signed with a qualified electronic signature; in that case the candidate is not obliged to submit these documents in the paper version.
 6. Failing to deliver the required documents in a specified time is tantamount to resigning from the programme by a candidate and removing him/her from the list of potential participants in a given Programme.
 7. Foreign students shall be informed about being qualified to a given Programme by the Director of a given Programme via email.
 8. Foreign students who have been qualified for the reserve list shall be admitted to participate in a chosen Programme if a previously qualified candidate to a given Programme files his/her resignation or is removed from the list in accordance with Art. 6.
 9. In case of an insufficient number of applications, participant rotation or another grounded reason, complementary recruitment may be initiated.
 10. Students qualified to participate in the Programme are granted the status of a Project participant.
 11. After the completion of the Project, the participants are obliged to fill in an evaluation form/survey.

§ 6.

The rules for granting and payment of scholarships

1. Foreign students of academic exchange who have been qualified for the Project are granted residential scholarships in the amount of PLN 4230,00, with the reservation of Art. 2. The scholarship shall cover: the purchase of airline ticket from the country of the Project participant, the cost of accommodation, the cost of meals for the period of the participant's stay in Poland, as well as the costs of insurance for the time of his/her stay.
2. Scholarships referred to in Art. 6, section 1 shall be granted to the Project participants only in connection with their participation in the onsite part of a given Programme, which is realized in the formula comprising both onsite and online mode (blended learning).
3. A Project Participant residing in Poland for another purpose than his/her participation in the Programme, whose stay is financed within the framework of another project supported by public funding (both national and EU funding), e.g. a student on Erasmus exchange, receiving scholarship or resources covering the cost of living, is not eligible for the scholarship referred to in Art. 6, Section 1.
4. Each Project Participant who has been granted a scholarship is obliged to sign the Agreement specifying among others the information about the amount of the scholarship, the period and conditions of its payment. The agreement is Annex no. 7 to the Regulations.
5. The scholarships shall be paid to the bank account of the Project participant, indicated in the Agreement referred to in Art. 6, section 4 or in cash.

6. Scholarships shall be paid no later than 5 days after the Participant's arrival for attending onsite classes in the summer school.
7. If the student ceases to attend the classes during the operation of the Programme and this resignation would entail the Polish National Agency for Academic Exchange taking a decision not to qualify the expenses related to his participation, the organizational unit of WUT responsible for the realization of a given programme has the right to make a request to the participant for the return of the scholarship.

§ 7

The rules of resignation from the Project

1. The resignation from Programme participation is only possible in justified cases.
2. The resignation from the Programme must arise from health reasons or force majeure.
3. The Project Participant is obliged to inform the Programme Director about his/her resignation in writing, in exceptional cases the possibility of informing by email is allowed.
4. Unjustified resignation of the Project participant from the Programme before the Programme termination may result in financial consequences described in Art. 6, Section 7.

§ 8.

The rights and obligations of the Project Participant

1. The participant of the Project has the right to:
 - a) gratuitous participation in a selected Programme (summer school) referred to in Art. 2, Section 2 upon fulfilling the conditions set out in the recruitment Regulations and to participation in the project "International Summer Schools of WUT";
 - b) a certificate confirming the Project completion;
 - c) access and update personal data.
2. The participant of the Project who has been qualified to the Programme conducted in the onsite and online mode (blended learning) has the right for a scholarship granted on terms and conditions specified in the Regulations which shall cover the period of his/her time spent in Poland for the purpose of realizing the onsite part of the programme.
3. The Project Participant is obliged to:
 - a) confirm in writing that he/she has got acquainted with the Regulations and shall abide by their terms;
 - b) send completed and signed application documents in the paper version to the address indicated in the recruitment procedure or signed electronically in accordance with Art. 5, Section 5, which are indispensable to monitor his/her participation in the Project, as well as give relevant consents for data processing (Annexes 1-5 to the Regulations);
 - c) supply information on all data changes, especially data concerning the change of name, place of residence, contact telephone number, electronic mail address, provided in recruitment documents, no later than 7 days of their coming into existence;
 - d) fill in an evaluation form/survey after the completion of the project;
 - e) supply other additional documents indispensable for realization of the task/school, at the request of the Programme Director (the director of a chosen summer school);
 - f) participate regularly and actively in the Programme realized under the Project;
 - g) put a signature on the attendance lists, if applicable;

- h) take part in a minimum of 60% of classes within a given Programme. In the case of a lower than required level of attendance, the participant is obliged to make up the missing classes. The final decision on the form in which this will take place rests with the lecturer conducting the given subject;
- i) take part in tests, exams or perform a project work, verifying competences acquired during classes completed within the realized Programme.

§ 9.

Final provisions

1. To all matters not settled herein, the appropriate rules and regulations arising from the Operational Programme Knowledge Education Development, as well as regulations arising from relevant acts of the European Union and Polish law shall apply.
2. The right is reserved to introduce changes to these Regulations if necessary owing to the change of the Project realization conditions, or if the introduction of the specified changes is recommended by the Polish National Agency for Academic Exchange.
3. All disputes are settled by the Project Director.
4. The decisions of the Project Director may be appealed against to the WUT Vice-Rector for Academic Affairs.

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PLACE AND DATE

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LEGIBLE SIGNATURE OF THE PROJECT PARTICIPANT