

## Regulations for recruitment and participation in the project "International Summer Schools of the Warsaw University of Technology"

### § 1.

#### general project information

1. The Warsaw University of Technology is a beneficiary of the "SPINAKER" program - Intensive International Education Programs, hereinafter referred to as the Project, co-financed by the European Union under the European Social Fund, under the Knowledge Education Development Operational Program, Priority Axis III - Higher Education for the economy and development, action 3.3 as "Internationalization of Polish higher education".
2. The main goal of the Project is to increase the level of internationalization of the Warsaw University of Technology by developing programs of Intensive International Education Programs, hereinafter referred to as the Program, and implementing them in the form of:
  - 1) Summer school of the Faculty of Geodesy and Cartography entitled "Summer Schools of Geomatics", remote and stationary (blended learning),
  - 2) Summer School of the Faculty of Power and Aeronautical Engineering, entitled "Summer Schools of Aviation Engineering", remote and stationary (blended learning);each, two editions, in 2022 and 2023
3. The project is implemented on the basis of the grant agreement No. PPI / SPI / 2020/1/00051 / U / 00001 of September 8, 2021, concluded between the National Agency for Academic Exchange and the Warsaw University of Technology.
4. The project is implemented in the period from 01/01/2022 to 31/08/2023.

### § 2.

#### general provisions

1. Regulations for the recruitment and participation in the project "International Summer Schools of the Warsaw University of Technology", hereinafter referred to as the Regulations, define the rules for recruiting Participants to participate in the Program referred to in § 1 sec. 2.
2. As part of the Project, the participant may take part in only one edition of one summer school, i.e. in one Program.
3. Supervision over the implementation of a given Program and the recruitment of Participants is exercised by the appropriate Project Manager in an organizational unit of the Warsaw University of Technology, hereinafter referred to as the Program Manager, understood as the head of a given summer school.
4. Information about the Project and a description of the Summer School Programs and admission rules are available on the website - [www.summerschools.spinaker.edition1.pw.edu.pl](http://www.summerschools.spinaker.edition1.pw.edu.pl).
5. Recruitment of Participants for each edition of the summer school will be conducted in an impartial, open, transparent and equal manner for all candidates.

6. Participants will be recruited with respect to the principle of equal opportunities and non-discrimination, including accessibility for people with disabilities and the principle of equal opportunities for men and women.
7. Recruitment will be based on the application documents submitted by the Participant, on the basis of:
  - 1) "Guidelines for the implementation of the principle of equal opportunities and non-discrimination, including accessibility for people with disabilities and the principle of equal opportunities for women and men under EU funds for 2014-2020"
  - 2) "Accessibility Standards for Cohesion Policy 2014-2020 (Annex 2 to the Guidelines)",
  - 3) "Guide on the principles of equal opportunities for women and men in EU funds for 2014-2020" and based on the provisions of these Regulations

### § 3.

#### **conditions for participation in the project**

1. Participants of the summer school programs may be students who are foreigners, studying:
  - 1) 1st degree, who have completed at least the first 4 semesters,
  - 2) 2nd degree,
  - 3) uniform master's degree,
  - 4) doctoral studies, holding a certificate from the home university confirming the status of a student or doctoral student both on the day of joining the Project and on the day of termination of participation in the Project.
2. A foreign student / doctoral student within the meaning of the Act on Higher Education and Science is considered to be:
  - 1) student/ doctoral student at a foreign university;
  - 2) foreign student / doctoral student studying at the Warsaw University of Technology or another Polish university.
3. Only persons who who read the Regulations and meet the requirements described in § 3 sec. 1. and provide the required documents, listed in § 4 sec. 11. will be qualified to the Project.
4. Participation in the Project is free of charge.

### § 4.

#### **recruitment rules**

1. The recruitment process of Participants for the Project will be carried out on the basis of the schedule included in the recruitment announcement for a given year.
2. The following criteria determine the selection of candidates for the Project:
  - 1) formal: stage I
    - a) a correctly completed application form and sending completed and signed application documents, indicated in point 2. of these Regulations,
    - b) the status of a student / doctoral student as described in §3 section 1 and 2,
  - 2) substantive: stage II
    - a) for 1st and 2nd degree students:
      - a cover letter including a description of the candidate's research interests and research activity consistent with the subject of the selected Program (e.g. achievements to date, participation in research clubs, projects, research, publications, etc.), should be signed and stamped by the University professor or academic tutor, or candidate's promoter;
      - grade point average from completed semesters of study - minimum 3.5;

- the number of completed ECTS points at the level of at least 120 points;
  - knowledge of English at the minimum level of B1;
  - preferred fields of study depending on the selected summer school (completed at least 4 semesters):
    - mechanical and aerospace engineering, machine building, automation and control,
    - geodesy, geodesy and cartography, geomatics, geoinformatics, geodesy and geoinformation,
    - and other majors in the field of civil engineering.
- b) for PHD Students:
- description of the candidate's research interests and research activity consistent with the subject of the selected Program (e.g. achievements to date, participation in research clubs, projects, research, publications, conferences, etc.), should be signed and stamped by the University professor or research supervisor or supervisor candidate;
  - knowledge of English at the minimum level of B1;
  - preferred fields of study depending on the selected summer school (completed at least 4 semesters):
    - mechanical and aerospace engineering, machine building, automation and control,
    - geodesy, geodesy and cartography, geomatics, geoinformatics, geodesy and geoinformation, other courses in the field of civil engineering.
3. The ranking list will be created based on the sum of the points obtained, taking into account:
- 1) for 1st and 2nd degree students:
    - a) average grade for completed semesters of study (5 points),
    - b) study in the field of study preferred for the selected summer school (5 points),
    - c) assessment of interests and scientific activity consistent with the program of the selected school (maximum 5 points),
    - d) possession of an English language certificate at the C1 level (3 points), at the C2 level (5 points)

*A total of 20 points can be obtained.*
  - 2) for PHD students:
    - a) study in the field of study preferred for the selected summer school (5 points)
    - b) assessment of interests and scientific activity
    - c) possession of an English language certificate at the C1 level (3 points), at the C2 level (5 points).

*A total of 15 points can be obtained.*
4. In the event of the occurrence of the application, the application exceeds the limit in the Project, a reserve list will be created for each Program (summer school).
  5. Sending the application is not equivalent to qualifying the candidate to participate in the selected Program.
  6. Applications that do not meet the formal conditions specified in § 4 sec. 2 will not be taken into account.
  7. Applications received after the recruitment is closed will not be considered. The exceptions are applications made as part of supplementary recruitment.
  8. In order to conduct the recruitment procedure for participation in a selected Program (summer school), a Management Team will be appointed by the dean of the faculty in each organizational unit of the WUT responsible for the implementation of a given Program, with the support of deputy deans for teaching or deputy deans for student affairs
  9. The tasks of the Management Team include conducting the recruitment procedure, which is understood as:

- 1) formal verification of documents submitted by candidates interested in participating in a selected IMPK - stage I of recruitment,
  - 2) substantive evaluation of submitted documents - stage II of recruitment,
  - 3) informing candidates about the recruitment results.
10. The Management Team has the right to verify the information provided by the candidates in the application form. For this purpose, members of the Team may contact the candidate's home university, which has confirmed the candidate's status.
  11. Potential Participants, within 14 days of being informed of the initial qualification for the selected Program, are required to complete, sign and send the following application documents in the manner indicated in the enrollment form appropriate for a given Program (summer school):
    - 1) declaration of joining the Project (Annex 1),
    - 2) Project Participant's personal data form to be entered into the NAWA ICT system in terms of monitoring of Project Participants (Annex 2),
    - 3) a declaration of the Project Participant regarding personal data RODO POWER (Annex 3),
    - 4) declaration of the Project Participant regarding the personal data of the RODO NAWA (Annex 4),
    - 5) additional consent of the Project Participant to the processing of personal data (Annex 5)
    - 6) English language certificate,
    - 7) original confirmation of the status of a doctoral student? issued by the home university,
    - 8) original candidate's cover letter,
    - 9) a declaration of having read these Recruitment Regulations.
  12. Failure to provide the required documents within the prescribed period means the Participant's resignation from participation in the selected Program and deletion from the list of potential Participants of a given Program.
  13. About qualifying candidates to participate in the selected Program will be informed by the Head of the selected Program (summer school) via e-mail.
  14. Candidates those qualified for the reserve list will be allowed to participate in the selected Program in the event of resignation from participation in a given Program by the previously qualified Participant or removal from the list of Participants in accordance with section 6.
  15. In the absence of a sufficient number of applications, rotation among Participants or for any other justified reason, supplementary recruitment may be started.
  16. Candidates qualified to participate in the Program receive the status of Project Participant.
  17. After completing their participation in the Project, Participants are required to complete an evaluation questionnaire / survey.

## § 5.

### **principles of granting and paying scholarships**

1. Project participants qualified for the Project will be granted residence scholarships in the amount of PLN 4 170.50, subject to sec. 2. The scholarship is intended to cover the costs of travel, accommodation, subsistence and insurance for the period of stay in Poland.
2. The scholarships referred to in para. 1. are entitled to Project Participants during their stay in Poland only in connection with participation in the stationary part of a given Program, which is carried out in the formula including stationary and remote learning (blended learning).
3. Project Participant staying in Poland for a purpose other than participating in the Program, whose stay in Poland is financed under another project financed from public funds (both domestic and EU), e.g. a student implementing the Erasmus program and receiving a scholarship or funds to cover costs maintenance, may not be entitled to the scholarship referred to in paragraph 1.

4. Each Project Participant who will be awarded a scholarship is obliged to conclude an Agreement specifying, in particular, information on the amount of the scholarship, the period and terms of its payment. The specimen of the Agreement constitutes Annex 6 to the Regulations.
5. The scholarship will be paid out as soon as possible after your arrival and completion of all necessary formalities.
6. Payments will be made by bank transfer to the bank account indicated by the Project Participant or in cash.
7. In the event that the Participant stops attending classes during the Program and such resignation would be related to the decision of the Polish National Agency for Academic Exchange on the eligibility of expenses related to his participation, the Organizer is to require the Participant to reimburse the scholarship paid.

#### § 6.

##### **principles of resignation from participation in the Project**

1. Resignation from participation in the Program is allowed only in justified cases.
2. Resignation from participation in the Program must be due to health reasons or force majeure.
3. The Project Participant is obliged to inform the Program Manager in writing about the resignation from participation in the Program and the reasons for resignation, in exceptional cases it is possible to inform by e-mail.
4. Unjustified resignation of the Project Participant from participation in the Program before the end of participation in the Program may have financial consequences described in § 5 sec. 7.

#### § 7.

##### **rights and obligations of the Project Participant**

1. The Project Participant has the right to:
  - 1) free participation in one selected Program (summer school), referred to in § 2 para. 2, after meeting the conditions referred to in these Regulations;
  - 2) receipt of a certificate confirming completion of participation in the Project;
  - 3) view and update your personal data.
2. The Project Participant is obliged to:
  - 1) submit a written statement that you have read and comply with the Regulations;
  - 2) providing the completed and signed application documents in the paper version, necessary to monitor his participation in the Project, as well as expressing the appropriate consents for the processing of such data (Annexes 1-5 to the Regulations);
  - 3) informing about any changes to the data (especially data regarding the change of name, place of residence, contact telephone number, e-mail address) provided in the recruitment documentation, no later than within 7 days from the date of their creation;
  - 4) take part in an evaluation survey / survey after the end of participation in the Project;
  - 5) providing other additional documents necessary for the implementation of the task / school, at the request of the Program Manager (head of the selected summer school);
  - 6) regular and active participation in the Program implemented under the Project;
  - 7) signing the attendance lists kept, if applicable;
  - 8) take part in min. 80% of classes as part of a given Program (summer school),

- 9) take part in tests, exams or perform project work to verify the competences acquired during the classes under the implemented Program.

#### § 8.

#### **final provisions**

1. In matters not covered by the regulations, the relevant rules and principles resulting from the Knowledge Education Development Operational Program, as well as the provisions resulting from the relevant acts of Community and national law, apply.
2. The right to amend these Regulations is reserved if it is necessary due to the change in the terms of the Project implementation, as well as in the case of a recommendation to introduce certain changes by the Polish National Agency for Academic Exchange.
3. Disputes are settled by the Project Manager.
4. The decision of the Project Manager may be appealed against to the Vice-Rector for Studies at the Warsaw University of Technology.