

**Regulations of the project
“International summer school of the Warsaw University of Technology”**

§ 1.

General Information about the Project

1. The present Regulations define the recruitment and participation rules for foreign and polish PhD students joining the project “International Summer Schools of the Warsaw University of Technology”, hereinafter referred to as “Project”.
2. The project is subsidised by the National Agency for Academic Exchange, within the framework of the STER – Internationalization of doctoral schools PROGRAMME.
3. This project shall be fulfilled basing on a grant agreement No. PPI/STE/2020/1/00018/U/00001 dated 21 December 2020 concluded between the Polish National Agency for Academic Exchange and the Warsaw University of Technology.
4. The project shall be fulfilled from 12.9.2022 to 16.9.2022.
5. The main goal of the Project is to increase the scope of the internationalization 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 and polish PhD students, who shall receive support by means of being included in the Programme, as well as the rules governing Project participation and payments.
2. 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.
3. The Programme Director is responsible for making administrative decisions regarding the activities carried out at the summer school.
4. Information about the Project as well as the description of the summer schools and the rules of recruitment are made available on the website www.cezamat.eu

§ 3.

Conditions of Project Participation

1. Project participation is available to foreign and polish PhD students, holding a document certifying the doctoral student status from the home university which confirms the doctoral student status both at the time of entering into the Project and its termination, including:
 - 1) foreign doctoral students studying at foreign universities,
 - 2) foreign doctoral students studying at the Warsaw University of Technology or another higher school in Poland,
 - 3) Polish doctoral students studying at the Warsaw University of Technology.

2. A foreign student is understood as a foreigner within the meaning of the Act of July 20, 2018 – the Law on Higher Education and Science (Journal of Laws of 2022, item 574 as amended).
3. The recruitment for 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. Qualification to the Project shall be available to the candidates who get acquainted with the Regulations, fulfil the conditions set out in § 3, Section 1 and supply the required documents, listed in § 4, Section 1, Point 1) and 2).
6. The project participation is free of charge.

§ 4.

Recruitment rules

1. The following criteria play a decisive role in qualifying participants for the Project:
 - 1) formal criteria:
 - a) submitting appropriately completed registration form (online);
 - b) selecting that the candidate has got acquainted with the Regulations and shall abide by their terms (online);
 - c) submitting a document confirming the doctoral student status in accordance with § 3, Section 1;
 - 2) merit-based criteria:
submitting an abstract (online) aligned with the thematic scope of project: *Photonic, Wearable electronics and Bioengineering*.
2. Applications not fulfilling the formal requirements indicated in § 4, Section 1, Point 1) and 2) shall not be considered.
3. Applications sent after the recruitment termination shall not be considered with the exception of applications sent as a part of complementary recruitment.

§ 5.

Recruitment stages

1. Applicants interested in participating in the Project apply by completing the online registration form and the abstract referred to in § 4, Section 1, Point 1) and 2) of the Regulations, made available on the Project webpage after its announcement, within the time specified on the Project webpage.
2. The document referred to in § 4, Section 1, Point 1), letter c) should be sent to the following email address: seed.mail@pw.edu.pl within the time specified on the Project webpage.
3. The Recruitment Committee performs the verification of applications on a formal and subject-matter level, drawing up a preliminary list of potential participants for the Programme (summer school), together with the reserve list.
4. The candidates chosen to participate in the Programme are obliged to sign and submit the following documents on the opening day of the Project:
 - a) The Declaration of Project Participant,
 - b) Additional Consent of The Project Participant.

5. Failing to submit the required documents listed in § 5 Section 4 is tantamount to resigning from the Programme and removing from the list of participants of the Programme.
6. All doctoral students shall be informed about being qualified to the Programme by the Director of the Programme via email.
7. All doctoral students who have been qualified for the reserve list shall be admitted to participate in the Programme if a previously qualified candidate to the Programme files his/her resignation or is removed from the list in accordance with § 5, Section 5.
8. In case of an insufficient number of applications, participant rotation or another grounded reason, complementary recruitment may be initiated.
9. Doctoral students qualified to participate in the Programme are granted the status of a Project participant.
10. After the completion of the Project, the participants are obliged to fill out an evaluation form/survey.

§ 6.

The rules for granting and payment

Foreign doctoral students who have been qualified for the Project shall cover by themselves: the travel cost from the country of the Project participant, as well as the costs of insurance for the time of their stay.

§ 7

The rules of resignation from the Project

1. The resignation from the Programme participation is possible only in justified cases.
2. The resignation from the Programme should arise from health reasons or force majeure.
3. The Project Participant is obliged to inform the Programme Director about his/her resignation in writing to the following email address: seed.mail@pw.edu.pl.

§ 8.

The rights and obligations of the Project Participant

1. The participant of the Project has the right to:
 - a) take part in all of the activities offered by the summer school;
 - b) to participate in the project “International Summer Schools of WUT”;
 - c) receive a certificate confirming the Project completion;
 - d) receive 2 ECTS credits;
 - e) access and update personal data.
2. The Project Participant is obliged to:
 - a) submit the documents mentioned in § 5, Section 4;
 - b) supply information on all data changes, especially data concerning the change of name, place of residence, telephone number, email address;
 - c) fill out an evaluation form/survey after the completion of the project;
 - d) supply other additional documents indispensable for the completion of the summer school, at the request of the Programme Director;
 - e) participate regularly and actively in the Programme fulfilled under the Project;
 - f) sign the attendance lists, if applicable;

g) take part in a minimum of 80% of classes within the Programme.

§ 9.

Personal Data processing information clause

1. Politechnika Warszawska declares that it is the Controller of personal data within the meaning of Article 4(7) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 Apr 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) ("GDPR") in relation to the personal data of Participants.
2. In matters concerning the processing of personal data and the exercise of rights in relation to the processing of data, the data subject may contact the Controller via email address: iod@pw.edu.pl or in writing to the Controller's registered office address indicated in § 1 of the Regulations.
3. The Organiser declares that the personal data shall be processed in order to:
 - carry out the Summer School,
 - inform the media about the progress of the school and publish personal data of the participants, including their image, for the purpose of carrying out promotional and informational activities concerning the school, and protect and handle claims arising from the implementation of the school.
4. The legal basis for the Personal Data processing is the following:
 - participation in the Event - Article 6(1)(b) of the GDPR,
 - handling claims and contacting participants - Article 6(1)(f) of the GDPR,
 - use of image - Article 6 (1) (a) of the GDPR, in conjunction with Article 81 (1) of the Act of 4 Feb 1994 on Copyright and Related Rights (Journal of Laws of 2021, item 1062 as amended).
5. The Personal Data shall be processed for the following periods until 31 December 2028.
6. Personal data may be transferred to entities processing personal data on behalf of the Controller, among others to marketing and event agencies - and such entities shall process data on the basis of a contract with the Controller and only in accordance with the Controller's instructions.
7. Personal data shall not be transferred to recipients located in countries outside the European Economic Area.
8. Each data subject whose data are processed by the Organiser in connection with the Event and on the terms and conditions specified in these Regulations has the right to: access to his or her personal data and request a copy thereof,

rectify his or her personal data, request the restriction of processing of his or her data, and have his or her data erased if no other purpose of the processing is pursued.

9. In order to exercise the above rights, please contact the Controller. The contact details are indicated in paragraph 2 above.
10. To the extent that personal data processing is based on consent, the data subject shall have the right to withdraw the consent. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.
11. A data subject whose data are processed by the Organiser in connection with the Event and on the terms and conditions specified in these Regulations also has the right to lodge a complaint to the supervisory authority, i.e. the Personal Data Protection Authority, ul. Stawki 2, 00-193 Warsaw.
12. No decisions concerning persons whose data are processed by the Organiser in connection with the implementation of the Educational Programme shall be made by the Organizers in an automated manner, including profiling.

§ 10

Final provisions

1. To all matters not settled herein, the appropriate rules and regulations arising from the 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 fulfillment conditions, or if the introduction of the specified changes is recommended by the Polish National Agency for Academic Exchange.
3. All decisions concerning the Programme and disputes are settled by the Project Director.
4. The decisions of the Project Director may be appealed against to the WUT Vice-Rector for Research.

Sprawdzono pod względem formalno-prawnym,
zatwierdzam r.pr. Tomasz Szołucha /podpis/