

REGULATIONS OF SPINAKEER SWITCH RECRUITMENT

WINTER ON-LINE

§1

General provisions

Recruitment procedure concerns the recruitment of participants to SPINAKEER program – intensive international education programme: “Summer and Winter Schools within International teaching Programmes in remote and blended mode. (SWITCH)”

1. To the course can apply foreign students and PhD students from higher educational institutions in Asia, from countries such as India, Vietnam, Taiwan, China, and in Europe such as Ukraine, Bielarus, France, Germany and others.
2. The recruitment of the participants will be carried out according to the rules of equal chances and non-discrimination, including accessibility for people with disabilities and rules of fair chances of women and men as part of EU funds.
3. Recruitment will be carried out in remote and blended form.
4. The number of participants is limited. For each of one of four remote courses there are 10 seats.
5. The recruitment for the course is carried out with the use of application form on the website: <https://summerschools.pwr.edu.pl/>.
6. Candidate fills out the application form with attachments via website: www.summerschools.pwr.edu.pl.
7. Candidates selected for the programme are obliged to fill the required documents uploaded form the website www.summerschools.pwr.edu.pl. The documents have to be printed out and signed and then sent by traditional mail to the address of Wrocław University of Science and Technology, respecting the deadlines determined by NAWA. Scans of the documents are accepted as alternative on tentative basis, until further notice.

§2

Recruitment Commission

1. To carry out the admission to the SPINAKEER program, The Head of International Relations Office establishes Recruitment Commission.
2. Recruitment Commission:
 - a. provides information about the terms of recruitment,
 - b. carries out the recruitment process according to the criteria determined by regulations,



- c. informs qualified and unqualified candidates,
- d. prepares a protocol of the recruitment process.

§3

Documents

Documents required during the recruitment process:

Selected candidates are obliged to provide:

1. Declaration of participation in the project (Annex 1 to the Guidelines)
2. Participant personal data form (Annex 2 to the Guidelines),
3. Declaration of the project participant (Appendix nr 3 to the Guideline), printed from the website www.summerschools.pwr.edu.pl and confirmed by candidate's signature,
4. Declaration of the project participant (Appendix nr 4 to the Guideline), printed from the website www.summerschools.pwr.edu.pl and confirmed by candidate's signature,
5. Additional consent to process data of the candidate, printed from the website www.summerschools.pwr.edu.pl and confirmed by candidate's signature,

§4

General rules of recruitment

1. Selected candidates for SPINAKER program courses send filled out and signed recruitment documents by traditional mail or tentatively scanned documents by e-mail at: events@pwr.edu.pl.
2. Recruitment Commission accepts only documents signed by the candidate
3. The announcement of the results will be carried out on the date established by Recruitment Commission.
4. Not submitting any of the documents determined in §3 within the given deadline, will result in not allowing the candidate in the recruitment process.
5. Submitting original documents or tentatively scanned documents within the deadline given is the basis for putting the candidate on the admission list of the Summer/Winter School course.
6. The number of accepted candidates is determined by the request to the project.

§5

Precedence in the acceptance to Summer School

1. In case of bigger number of candidates than the number of vacancies, it will be taken into account:
 - Meeting the prerequisites defined in the announcement of the selected course



- arithmetic average from the current degree of studies, in a scale 2,0-5.5 or from previous degree (in case of candidates who have started education on the second degree of studies meaning until the second semester inclusive);

§6

Condition for the participation in the programme

1. Only candidates selected by the Recruitment Commission can participate in the programme.
2. Submission of all documents defined in §3.

§7

Final Comments

1. Decision about accepting the candidate is made by the Recruitment Commission.
2. Points of disagreement are solved by the Head of the project.
3. Decision made by the Head of the project is final.
4. In all of the cases not covered by presented terms the decision is made by Recruitment Commission approved by the Head on the project.
5. Personal data of accepted candidates gathered in order to proceed the recruitment process and the documentation of the recruitment process will be stored for a period of time necessary to achieve the aim of processing, until the obligation to store data expires resulting from legal provisions.
6. Personal data of unaccepted candidates gathered in order to proceed the recruitment process are stored for a year.
7. Data will be processed in the collections of data administrators:
 - a. National Agency for Academic Exchange,
 - b. Minister responsible for regional development, acting as the Managing Authority for the Operational Program Knowledge Education Development 2014-2020.
8. Personal data is processed within the collections: a. „Operational Program Knowledge Education Development”, b. „Central ICT system supporting realisation of operation programs”.
9. The legal basis for processing personal data is article 6 act 1 point C and article 9 act 2 general regulation on the protection of personal data (RODO).