

REGULATIONS OF SPINAKEER SWITCH SUMMER SCHOOL RECRUITMENT AND PARTICIPATION

§1

General provisions

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

1. To the course can apply foreign students and PhD students from higher educational institutions from different countries, in particular from Asia Europe and other.
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 blended courses there are 6 seats.
5. The recruitment for the course is carried out with the use of application form on the website: summerschools.pwr.edu.pl.
6. Candidate fills out the application form with attachments via website: summerschools.pwr.edu.pl.
7. Candidates will be selected based on meeting entry requirements and motivation.
8. Candidates are selected by the Recruitment Commission.
9. Candidates selected for the programme are obliged to fill the required documents uploaded from the website 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 (National Agency for Academic Exchange). Coloured scans of the documents are accepted as alternative on tentative basis, until further notice.

§2

Recruitment Commission

1. To carry out the recruitment to the SPINAKER programme, the Head of International Relations Office (Project Manager) establishes the Recruitment Commission.
2. The Recruitment Commission:
 - a. provides with information about the terms of recruitment,
 - b. carries out the recruitment process according to the criteria determined by regulations,
 - c. announces the list of qualified candidates,
 - d. announces the list of accepted candidates,
 - e. 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 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 summerschools.pwr.edu.pl and confirmed by candidate's signature,
5. Additional consent to process data of the candidate, printed from the website summerschools.pwr.edu.pl and confirmed by candidate's signature.

§4

General rules of recruitment

1. Selected candidates for SPINAKER programme courses send filled out and signed recruitment documents by traditional mail or tentatively scanned documents by e-mail at: events@pwr.edu.pl.
2. The Recruitment Commission accepts only documents signed by the candidate.
3. The announcement of the results will be carried out on the date established by the Recruitment Commission at summerschools.pwr.edu.pl.

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 recruitment list of SWITCH Summer School course.
6. The number of accepted candidates is determined by the request to the project.

§5

Precedence in the acceptance to SWITCH Summer School

1. In case of a 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,
 - Motivation,
 - Academic results.

§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.
3. Signing the agreement between Wrocław University of Science and Technology and the Participant.

§7

Scholarship

1. The successful participant will receive a scholarship. The amount of the scholarship is respectively:
 - a) for students of European universities: 4200PLN gross,
 - b) for students of non-European universities: 5000PLN gross.
2. The scholarship will be paid only after arrival to Wrocław for the on-site part of the Summer School.
3. The condition for payment is a valid signed agreement between Wrocław University of Science and Technology and the selected Participant.
4. The condition for payment is minimum 80% attendance during on-line and on-site parts of the Summer School.

§8

Completion of the Summer School

1. Upon completion the Participant receives a certificate.
2. The condition to complete a course is minimum 80% attendance and completion of the task required (if applicable).
3. The participation in both: on-site and on-line module is compulsory.

§9

Final Comments

1. Decision about accepting the candidate is made by the Recruitment Commission.
2. Points of disagreement are solved by the Project Manager.
3. Decision made by the Project Manager is final.
4. In all of the cases not covered by presented terms the decision is made by the Recruitment Commission approved by the Project Manager.
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).