Annex to Regulation No. 65 /2022

of WUT Rector

Regulations for the competition for funding the participation in training, courses, and other forms of educational services abroad which enhance the competence of academic teachers at the Warsaw University of Technology in terms of the implementation of modern teaching methods

§ 1

General provisions of the competition

1. Competition for funding the participation in the participation in training, courses and other forms of educational services abroad enhancing the competence of academic teachers at the Warsaw University of Technology in terms of the implementation of modern teaching methods is announced within the implementation of the “Excellence Initiative – Research University” programme at WUT, hereinafter referred to as the “IDUB” programme.
2. These Regulations shall lay down the principles of the competition for funding the participation in training, courses, and other forms of educational services abroad, including study visits, enhancing the competence of academic teachers at the Warsaw University of Technology in terms of the implementation of modern teaching methods.
3. The competition is conducted by the Department of Educational Support in the **Centre**for**Innovation**and**Technology Transfer Management**, hereinafter referred to as “DWE CZIiTT.”
4. The competition aims to:
	1. facilitate the participation of WUT academic teachers in training, courses and other forms of educational services abroad enhancing their teaching and/or research competences in terms of methods and forms of educating students and doctoral students, particularly Research Based Education.
	2. utilize modern teaching methods and forms in the educational process at WUT, including Research Based Education, specifically in the context of the fields of study which are key to the development of WUT as a research university.
	3. disseminate good practices through sharing knowledge and experience of the Participants with other WUT academic teachers in terms of innovative methods and forms of education, including those based on project implementation and solving problems whose topics are connected with the research conducted at WUT.
	4. enhancing the quality of educating students and doctoral students, particularly in the fields of study and scientific disciplines connected with priority research areas, including the need to involve students and doctoral students in conducting academic research.
5. Eligibility for funding includes training, courses and other forms of educational services abroad enhancing the competencies of academic teachers, hereinafter referred to as “educational services,” which will be approved (recommended for funding) by the competition committee evaluating the applications, hereinafter referred to as “Committee.”
6. The following educational services abroad may be funded within the competition:
	1. in-class outside the borders of Poland
	2. utilizing remote teaching techniques (hybrid classes), which require a trip abroad
	3. utilizing remote teaching techniques (synchronic and a-synchronic classes), not requiring a trip abroad
7. Funding for an educational service requiring a trip abroad may be awarded during the recruitment for a trip no longer than 30 days.

§ 2

Principles of recruiting candidates

1. Recruitment shall be conducted among the academic teachers at WUT, hereinafter referred to as Candidates, who have submitted an application for funding training, courses and other forms of educational services abroad, hereinafter referred to as “Application”, in compliance with the template in Annex No. 1 to these Regulations, and who meet the requirements specified in these Regulations and conduct classes with students and/or doctoral students.
2. The Candidate shall be employed at WUT as a primary place of employment based on an employment contract or nomination act, signed at least for the period of utilizing the educational service and the period of two full terms which will start after completing the participation in the educational service. If the contract period is shorter, the Committee shall individually decide on the Candidate’s case and the possibility to approve the application for further evaluation.
3. Enhancing the Candidate’s competences through participation in an educational service abroad must result from the development needs of WUT in terms of enhancing the quality of education of students and doctoral students or other forms of education, e.g. open teaching activity at WUT.
4. Qualifications of Candidates shall be conducted in a competitive procedure and shall be open, i.e. all candidates meeting the requirements specified in these Regulations may participate in the competition. To participate in the competition, the Candidate shall submit an application mentioned in section 1.
5. Please attach the programme of the educational service, specified by the Provider, or agreed on with the Provider of the educational service, to the application mentioned in section 1.
6. Eligibility for funding depends on the result of the evaluation of the application conducted by the Committee appointed by the WUT Rector. The evaluation of the application is conducted based on the documents submitted by the Candidate.
7. Candidates may apply in any launched edition of the competition, but they may submit only one application within a given edition of the competition, i.e., apply for funding for only one educational service.
8. Candidates who did not receive funding within previous editions of the competition are given priority.
9. The Application shall be submitted electronically (sent to an email address dwe.cziitt@pw.edu.pl) or in paper to DWE CZIiTT.
10. The Application submitted electronically shall be sent from a business email account of the Candidate. Upon formal verification, DWE CZIiTT shall request the Candidate to submit the final version of the application with the signatures of the Candidate and immediate superior of the Candidate or the head of organizational unit at WUT appropriate for the Candidate.
11. Funding within the competition may include:
	1. A fee for the educational service based on the analysis of the market
	2. Benefits involved with the trip abroad based on the referral in compliance with the Regulation of the Rector of the Warsaw University of Technology on referrals abroad of the employees, doctoral students, and students at the Warsaw University of Technology for teaching, learning and educational purposes.
	3. Other documented indispensable expenses approved by DWE CZIiTT and the Committee (i.e., the cost of training materials).

§ 3

Recruitment stages and work of the Competition Committee

1. The Committee shall evaluate the applications in the presence of at least half of the appointed Committee members.
2. Committee Members, who are simultaneously Candidates, shall not participate in the evaluation of applications within a given edition of the competition, in which they have submitted an application as Candidates. Additional Committee Members shall be selected if the number of the members who are simultaneously Candidates does not allow for maintaining the required number of decision-makers.
3. The recruitment process shall consist of the following stages:
	1. stage I: Candidate fills out and submits an application form to DWE CZIiTT, including the required attachments
	2. stage II: DWE CZIiTT’s employee formally checks and verifies the submitted applications, and then the competent proxy for public procurement gives an opinion on the applications. At this stage, the Candidate may supplement, modify, or withdraw the previously submitted application.
	3. stage III: The Committee performs a substantive evaluation of the applications which have been given positive formal evaluation. The Committee reserves the right to summon the Candidate to submit additional explanations or supplement the submitted application. Any significant modification requires another formal evaluation of the application.
	4. stage IV: The Committee selects the Candidates’ applications eligible for funding within a given edition of the competition. Depending on funds allocated for a given edition of the competition and the number of applications, the Committee may create a reserve list of the applications recommended for funding. Upon being awarded funding for the selected educational service, Candidates shall also be awarded funding for the benefits mentioned in § 2 section 11 items 2 and 3. Permission of the competent representative of the ordering party to award with a contract the provider selected by the Candidate in accordance with the application submitted by the Candidate is indispensable for awarding funding.
	5. stage V: A competent representative of the ordering party shall decide on awarding with a contract a selected provider of an educational service.
	6. stage VI: DWE CZIiTT informs the Candidates about the results of a given edition of the competition and coordinates the process of implementing the trips abroad.
4. A formal evaluation shall be conducted based on the criterion of fulfilling formal requirements for a Candidate defined in these Regulations and verification of documenting the selection of the educational service and market analysis conducted by the Candidate in terms of the selection of the provider of the educational service*.*
5. Substantive evaluation of the Committee shall apply to the two main criteria of the evaluation of applications, i.e.:
	1. The programme of the educational service
	2. The proposal for practical application of acquired competences
6. The evaluation within the criteria “programme of the educational service” shall be conducted based on the justification of themes of the educational service and the need to enhance the competence in the selected scope, the service programme attached by the Candidate to the Application (indicated as the service programme of Provider No. 1), as well as the result of the verification of aspects specified below:
	1. consistency of the proposed educational service with the selected or all competition objectives,
	2. scope and choice of modern educational methods and forms which are the subject matter of training,
	3. consistency of the proposal with the idea of education activating students and doctoral students.
7. Evaluation within the criterion “proposal of practical application of acquired competences” shall be conducted based on the Candidate’s declaration on the planned period and manner of applying the acquired competences, and the result of the verification of the aspects defined below:
	1. the possibility of applying the acquired competences in teaching in the fields of study connected with Priority Research Areas,
	2. Candidate’s willingness to share the acquired knowledge with other academic teachers,
	3. the possibility to adapt the solutions with reference to WUT.
8. Applications eligible for funding shall preferably:
	1. concern educational services in the scope of methods and forms of teaching used in Research Based Education,
	2. be oriented towards the development of the fields of study connected with the themes of Priority Research Areas,
	3. include the proposals of applying the acquired skills in the fields of study and scientific disciplines connected with Priority Research Areas.
9. Dates of recruitment shall be specified each time the competition is announced on the website of the programme: [www.badawcza.pw.edu.pl.](http://www.badawcza.pw.edu.pl/)
10. Persons interested shall submit the application to DWE CZIiTT in accordance with the time and principles stated in the announcement of the competition.
11. Notifications about the results of recruitment shall be sent to an email address provided by Candidates in the application.

§ 4

Participation in educational services abroad

1. The candidate whose application is approved and deemed eligible for funding shall become a participant of educational service, hereinafter referred to as “Participant,” upon submitting a declaration on familiarizing with these Regulations. The template of a declaration is Annex No. 2 to these Regulations.
2. To leave abroad, the Participant shall complete and submit an appropriate referral for a trip abroad (WWS), which is an annex to the Regulation of the Rector of the University of Technology on referrals of employees, doctoral students, and students at the Warsaw University of Technology for academic, teaching and training purposes.
3. The Participant shall obtain a written document confirming using the funded educational service, including information on the actual commencement and completion date of the educational service (i.e. a certificate confirming completing the training). The document or the copy of the document shall be submitted to DWE CZIiTT.
4. International public transport tickets shall be purchased in accordance with the principles applicable at the Warsaw University of Technology.
5. The trip is settled based on the report on the results achieved in the implementation of the objectives of the trip abroad, a document certifying the completion of the educational service and travel expenses settlement in accordance with the procedure applicable at the Warsaw University of Technology. The participant shall submit a report to DWE CZIiTT within 14 days of completing the trip.
6. The Participant who has failed to use the opportunity for participating in an educational service abroad or has failed to complete the formalities arising from these Regulations may not be considered in subsequent competitions for educational services abroad.

§ 5

Requirement of the practical application of acquired competences

1. The Participant who will take part in an educational service abroad shall practically use the acquired competences within two terms, including terms beginning after completing the educational service and also share the knowledge and experience with other academic teachers at WUT.
2. A practical application of the acquired competences shall mean conducting classes with students and/ or doctoral students, as well as classes conducted as part of other forms of education, e.g., open educational activity at WUT.
3. Sharing the knowledge and experience with other academic teachers shall mean:
	1. exchanging experience through participation as a speaker or panelist in faculty or university meetings.
	2. using the acquired knowledge during work on the modification of the already existing or creation of new fields of study and specializations.
	3. giving an interview about educational services that the Participant used, to be published e.g. in the WUT Bulletin or on the website of the IDUB programme
	4. creating University or inter-faculty educational programmes for students and/ or doctoral students, utilizing the acquired competences.
	5. other proposals presented by the Participant which comply with the competition objectives.

§ 6

Under Article 13 of the Regulation (EU) 2016/679 of the European Parliament and of the European Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) (Journal of Laws EU L 119/1 of 4 May 2016), hereinafter referred to as “GDPR”, the Warsaw University of Technology announces that:

1. The Administrator of your personal data is the Warsaw University of Technology with its registered seat at pl. Politechniki 1, 00-661 Warszawa.
2. The data administrator has appointed an Inspector for Data Protection (IOD - Inspektor Ochrony Danych) who ensures that the data is processed lawfully and can be contacted via email: iod@pw.edu.pl.
3. The Administrator shall process your personal data in the scope of the application for funding for training, course, or another educational service abroad

enhancing the competences of academic teachers in terms of the implementation of modern educational methods and documents connected with the implementation and settlement of the trip abroad when funding is awarded.

1. Your personal data shall be processed by the Administrator for the purposes connected with the participation in the competition for funding the participation in training, courses and other forms of educational services enhancing the competences of academic teachers in the implementation of modern educational methods – in compliance with Article 6 section 1 point b) and f) of GDPR.
2. The Warsaw University of Technology shall not transfer your data outside the European Economic Area.
3. You shall have the right to access your personal data and the right to request correction and deletion, limitation of or object to processing your data. Since the data is not processed based on your consent, you shall not have the right to transfer your personal data.
4. Your personal data shall not be disclosed to any other subjects (administrators) except for the subjects entitled, in compliance with generally applicable laws.
5. Subjects (processing subjects) commissioned by the Warsaw University of Technology to perform actions that may relate to personal data processing may have access to your personal data.
6. The Warsaw University of Technology shall not subject you to automated decision-making, including your profiling.
7. You provide your personal data voluntarily. Nevertheless, failure to do so renders participation in the aforementioned competition impossible, as well as in training, course, or another educational service abroad.
8. Your personal data shall be processed for a period of implementation of the IDUB programme and perpetual archiving.
9. If you think your data protection rights have been breached, you have the right to lodge a complaint to a supervising body – the Polish Data Protection Commissioner.

§ 7

Final provisions

All disputable matters and unregulated herein shall be settled by the Vice-Rector for Academic Affairs.