



Annex to Decision No. 346/2023
of WUT Rector
“Annex to Decision No. 65/2022
of WUT Rector

Regulations for the competition for funding the participation in overseas training, courses and other forms of educational services enhancing competences of the academic staff at the Warsaw University of Technology in the implementation of modern teaching methods

§ 1

GENERAL PROVISIONS OF THE COMPETITION

1. The competition for funding participation in overseas training, courses and other forms of educational services enhancing the competences of the academic staff at the Warsaw University of Technology in the implementation of modern methods of education is announced as part of the implementation of the “Excellence Initiative - Research University” programme, hereinafter referred to as the “IDUB programme”, at the Warsaw University of Technology.
2. These Regulations set out the principles of the competition for funding the participation in overseas training, courses and other forms of educational services, including study visits, enhancing the competences of the academic staff in the implementation of modern methods of education.
3. The Centre for Development Projects, hereinafter referred to as the “CPR”, shall conduct the competition.
4. The competition aims:
 - 1) to enable the WUT academic staff to participate in overseas training, courses and other forms of educational services enhancing teaching and/or research competences in the use of modern methods and forms of education for students and doctoral students, specifically in Research Based Education;
 - 2) to use modern methods and forms of education in the educational process at WUT, including research based education, specifically in the context of key fields of study for the development of WUT as research university;
 - 3) to disseminate good practices by sharing the knowledge and experience of the Participants with other members of the WUT academic staff in the application of innovative methods and forms of education, including those based on the implementation of projects and problem-solving, whose topics are related to conducted research work at WUT;
 - 4) to enhance the quality of education for students and doctoral candidates, particularly in fields and scientific disciplines related to the priority research areas, including the need to engage students and doctoral students into conducting scientific research.
5. Funding shall be available for overseas training, courses and other forms of educational services enhancing the competences of the academic staff, hereinafter referred to as “educational services”, which will be positively evaluated (recommended for funding) by the competition committee evaluating the applications, hereinafter referred to as the “Committee”.
6. The competition may finance overseas educational services provided:
 - 1) on-site outside Poland;
 - 2) using remote learning techniques (hybrid mode) requiring a trip abroad;



- 3) using remote learning techniques (synchronous, asynchronous) not requiring a trip abroad.
7. Funding for an educational service requiring a trip abroad may be granted as part of the conducted recruitment process for a trip of no more than 30 days.
8. If more than one application is received from candidates who are employed in the same internal organisational unit (e.g. institute, division) and who have indicated the same or converging educational services, the Committee shall select one of them for funding, and the Committee may select more than one such application only in cases duly justified.

§ 2

PRINCIPLES OF CANDIDATE RECRUITMENT

1. Applicants, hereinafter referred to as “Candidates”, are recruited from among the academic staff of WUT who have submitted an application for funding for overseas training, courses or other educational services, hereinafter referred to as the “application”, in accordance with the template constituting Annex No. 1 to the Regulations, meet the requirements set out in these Regulations and teach students and/or doctoral students.
2. The Candidate should be employed at PW as his/her primary place of employment based on a job contract or appointment letter concluded for a period covering at least the period of use of the educational service, as well as the period of two full semesters that will commence after the end of participation in the educational service. For a contract concluded for a shorter period, the Commission will consider the Candidate’s case on a case-by-case basis and decide whether to allow further evaluation of the application.
3. The improvement of the Candidate’s competences through participation in an overseas educational service must result from the development needs of WUT in terms of enhancing the quality of the education process for students and doctoral students or other forms of education, e.g. open teaching activities at WUT.
4. The selection of Candidates shall be conducted by means of a competition and shall be open, i.e. all Candidates meeting the requirements set out in these Regulations may participate in the competition. To take part in the competition, candidates shall complete and submit the application form referred to in section 1. This application may concern a maximum of one Candidate.
5. The application referred to in section 1 shall have the programme of the educational service attached as defined by the Provider or agreed with the Provider of the educational service.
6. The award of funding is determined by the outcome of the application evaluation by the Committee appointed by the Rector of WUT. The evaluation of the application is based on the documents submitted by the Candidate. Each application is considered on a case-by-case basis.
7. Candidates may submit an application in each launched edition of the competition, but may only make one application per competition edition, i.e. apply for funding for one educational service.
8. As part of a given edition of the competition, priority of receiving funding is given to Candidates who have not received funding in previous editions of the competition.
9. The application is submitted electronically (sent to dkp.cpr@pw.edu.pl) or on paper to CPR.
10. The application submitted electronically shall be sent from the Candidate’s work email address. After formal verification, the CPR will ask the Candidate to provide the final version of the application along with the signatures of the Candidate and the Candidate’s immediate superior or the head of the WUT organisational unit relevant to the Candidate.
11. Under the competition, funding may be awarded:



- 1) to pay the fee for the educational service based on conducted market research;
 - 2) to cover benefits related to a trip abroad based on a referral (application for sending abroad called WWS) in accordance with the Regulation of the Rector of the Warsaw University of Technology on sending employees, doctoral students, and students at the Warsaw University of Technology abroad for research, teaching and training purposes;
 - 3) to cover other indispensable documented expenditures, accepted by the CPR and the Committee (e.g. the cost of training materials).
12. In the case of an application whose funding is significantly higher than the costs of commonly available educational services, the Candidate, in agreement with his/her superior or head of unit, may propose to co-finance specifically indicated cost item(s) from other funds. Such information must be included in the justification. The initiative to co-finance the application may also be recommended by the Committee. In this case, the Committee will place the application on a reserve list, specifying the conditions it must fulfil in order to be co-financed in the competition.

§ 3

RECRUITMENT STAGES AND WORK OF THE COMPETITION COMMITTEE

1. The Committee shall evaluate the applications in the presence of at least half of its appointed members.
2. The Committee members who are at the same time Candidates shall not take part in the evaluation of applications in the given edition of the competition in which they themselves have submitted applications as Candidates. The composition of the Committee shall be supplemented if the number of Committee members who are also 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: The Candidate completes and submits an application to the CPR with the required annexes.
 - 2) Stage II: A CPR employee checks and verifies the submitted applications in terms of formality. At this stage, the Candidate has the possibility to supplement, modify or withdraw a previously submitted application.
 - 3) Stage III: The Committee substantively evaluates the applications that have passed a formal evaluation and verifies the convergence and identity of educational services selected by candidates in the given edition of the competition. The Committee reserves the right to call the Candidate to submit additional clarifications or to supplement the submitted application. Any significant modification of the application entails the necessity of its formal re-evaluation.
 - 4) Stage IV: The Committee shall select Candidates' applications that are eligible for funding under the given edition of the competition. Depending on the funds allocated to the action in the given budget year and the number of applications, the Committee may create a reserve list of applications recommended for funding. Candidates receiving funding for the selected educational service shall also receive funding for the benefits referred to in § 2 section 11 items 2 and 3. Funding is contingent upon the opinion of the CPR's Proxy for Public Procurement and the approval of the relevant contracting authority's representative to award the contract to the provider selected by the Candidate in accordance with the Candidate's application.
 - 5) Stage V: A competent representative of the contracting authority shall decide on the award of the contract to the selected provider of the educational service.



- 6) Stage VI: The CPR informs candidates of their results in the competition and coordinates the payment and delivery of overseas educational services.
4. The formal evaluation shall be made based on the criterion of meeting the formal requirements set out in these Regulations for the Candidate and verification of the Candidate's documentation of the choice of the educational service and the conduct of market research for the selection of the educational service provider.
5. The Commission's substantive evaluation shall address two main criteria for the evaluation of the applications, i.e.:
 - 1) the educational service programme,
 - 2) proposals for the practical use of acquired competences.
6. The evaluation as part of the criterion "programme of the educational service" shall be made based on the justification for the choice of the subject matter of the educational service and the need to enhance the competencies in the selected area. The programme of the service attached by the Candidate to the application (indicated in the application as the programme of the service Provider No. 1), as well as the result of the verification of the aspects specified below:
 - 1) the consistency of the educational service proposal with the selected or all the objectives of the competition;
 - 2) the range and selection of modern methods and forms of education covered;
 - 3) the compliance of the proposal with the idea of active learning for students and doctoral students.
7. The evaluation under the criterion of "proposal for the practical use of the acquired competences" shall be made on the basis of the Candidate's declaration on the planned period and manner of use of acquired competences, which shall be agreed upon with the unit providing education, as well as the result of the verification of the following aspects:
 - 1) the possibility of using the acquired competences in education in fields of study linked to the Priority Research Areas;
 - 2) the Candidate's willingness to share the acquired knowledge with other members of the academic staff;
 - 3) the adaptability of solutions in relation to WUT;
 - 4) the rationality of the spending of the resources allocated to the action, i.e. the possibility of obtaining the best results from the given inputs and the possibility of optimal selection of methods and means for achieving the assumed goals.
8. Preference for funding shall be given to applications:
 - 1) concerning educational services regarding the methods and forms of education used in Research Based Education;
 - 2) focused on the development of fields of study related to the themes of the Priority Research Areas;
 - 3) including proposals for the use of the acquired skills in the fields of study and scientific disciplines related to the Priority Research Areas;
 - 4) proposing the development of learning methods, forms of teaching or other educational activities that contribute to a qualitative change in the learning process.
9. Recruitment shall take place on dates set out in the competition announcement available on the programme website: www.badawcza.pw.edu.pl.
10. If you are interested, you shall submit an application to the CPR by the closing date and in accordance with the principles specified in the competition announcement.
11. Candidates shall be informed of the results of the recruitment process by e-mail to the e-mail address provided in the application form.



§ 4

PARTICIPATION IN FOREIGN EDUCATIONAL SERVICES

1. By submitting a declaration of being familiar with the content of these Regulations, the Candidate whose application is positively evaluated and eligible for funding becomes a participant in the educational service, hereinafter referred to as the “Participant”. The template of the declaration is specified in Annex No. 2 to the Regulations.
2. In order to go abroad, a participant shall fill in and submit the appropriate application for sending abroad (WWS), which constitutes the Annex to the Regulation of the Rector of the Warsaw University of Technology on sending employees, doctoral students, and students at the Warsaw University of Technology abroad for research, teaching and training purposes.
3. The participant is required to obtain a written document confirming that the funded educational service was provided, including information on the actual start and end date of the educational service (e.g. a certificate confirming the completion of the training). The document or a copy of the document must be submitted to the CPR.
4. The purchase of tickets for international means of transport is conducted in accordance with the rules in force at the Warsaw University of Technology in this respect.
5. The trip shall be settled based on a report on the outcomes achieved in the realisation of the goals of the trip abroad, a document confirming the completion of the educational service and the settlement of the costs of the trip abroad in accordance with the procedure in force at the Warsaw University of Technology. Within 14 days of the trip completion, the participant shall submit a report to the CPR.
6. A participant who has ineffectively used the opportunity to participate in an overseas educational service or who has not complied with the formalities of these Regulations may not be considered for subsequent competitions for overseas educational services.

§ 5

REQUIREMENT TO PUT ACQUIRED COMPETENCES INTO PRACTICE

1. A participant who takes part in the overseas educational service shall use the acquired competences in practice within two semesters including the semesters starting after the end of the educational service, as well as to share their knowledge and experience with other members of the academic staff at WUT.
2. The practical use of the acquired competences shall be understood as teaching classes with students and/or doctoral students, as well as classes conducted as part of other forms of education, e.g. open teaching activities at WUT.
3. Sharing knowledge and experience with other members of the academic staff is understood as:
 - 1) the exchange of experience through participation as a speaker or panellist in faculty or university-wide meetings;
 - 2) the use of acquired knowledge in the course of work on the modification of existing or creating new fields of study and specialisations;
 - 3) giving an interview on the educational service used by the Participant, for publication, e.g. on the PW intranet or the IDUB programme website;
 - 4) the creation of university-wide or inter-faculty educational programmes for students and/or doctoral students using the acquired competences;
 - 5) other proposals presented by the Participant that fit in with the objectives of the competition.



§ 6 GENERAL PERSONAL DATA REGULATION CLAUSE

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 concerning 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 Warsaw.
2. The Administrator has appointed the Inspector for Data Protection (IOD - Inspektor Ochrony Danych), who ensures that the data are processed lawfully, and who can be contacted via email: iod@pw.edu.pl.
3. The Administrator shall process the personal data included in the application for funding foreign training, courses or other educational services enhancing the competences of academic staff in the implementation of modern teaching methods and documents related to the realisation and settlement of a trip abroad when funding is awarded.
4. Your personal data shall be processed by the Administrator for the purposes related to the participation in the competition for funding the participation in foreign training, courses and other forms of educational services enhancing the competences of academic staff in the implementation of modern teaching methods – the basis for personal data processing is Article 6 section 1 points b) and f) of GDPR.
5. The Warsaw University of Technology shall not transfer your data outside the European Economic Area.
6. You shall have the right to access your personal data, the right to request the correction or deletion of the data, the right to request a restriction to process your personal data, and object to processing your data. Since the data are not processed based on your consent, the right to data portability does not apply.
7. Your personal data shall not be disclosed to any other entities (administrators) except for the entities entitled, in compliance with generally applicable laws.
8. Entities (processing entities) commissioned by the Warsaw University of Technology to perform actions that may relate to personal data processing may have access to your personal data.
9. The Warsaw University of Technology shall not subject you to automated decision-making, including your profiling.
10. You shall provide your personal data voluntarily. Nevertheless, failure to do so shall prevent you from participating in the aforementioned competition, and, consequently, in foreign training, course or other educational service.
11. Your personal data shall be processed for the period of the implementation of the IDUB programme and for perpetual archiving.
12. If you think your data protection rights as specified in GDPR have been violated, you have the right to lodge a complaint to a supervising body – the Polish Data Protection Commissioner.



§ 7 FINAL PROVISIONS

In all matters of dispute and not regulated by these Regulations, the Vice-Rector for Academic Affairs shall make decisions.”.