

THE WARSAW UNIVERSITY OF TECHNOLOGY

Decision No. 93/2024 of the Rector of the Warsaw University of Technology of 17 May 2024

on the announcement of the third edition of the competition for funding initiatives supporting the development of student research groups at the Warsaw University of Technology

Pursuant to Article 23 section 1, in connection with Article 389 sections 1 and 2 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended) and in connection with Agreement No. 04/IDUB/2019/94 of 30 December 2019 concluded between the State Treasury represented by the Minister of Science and Higher Education and Warsaw University of Technology, it is resolved as follows:

§ 1

1. The third edition of the competition to fund the initiatives of student research groups operating at the Warsaw University of Technology in the years 2024-2025 is announced.
2. The initiatives mentioned in section 1 shall be financed by the “Excellence Initiative - Research University” programme.

§ 2

1. Funding shall be awarded for the organisation of conferences, summer schools, hackathons, workshop sessions, and national and international construction competitions and contests.
2. One student research group may be the beneficiary of funding for one initiative.

§ 3

1. Applications for initiative funding for the period 2024-2025, hereinafter referred to as “applications”, shall be evaluated by the Competition Committee, hereinafter referred to as “the Committee”, consisting of:
 - 1) Professor Mirosław Szyłak-Szydłowski – chairperson,
 - 2) Professor Jan Kindracki,
 - 3) Jakub Możaryn, PhD,
 - 4) Professor Tomasz Kobiela,
 - 5) Daria Grzesiek, MA – representative of the IDUB Project Office,
 - 6) Mateusz Hirny – representative of the Student Research Group Council,
 - 7) Paulina Chrobocińska, MSc – secretary of the Committee.
2. The basic criteria for the evaluation of the application are:
 - 1) the originality and interdisciplinarity of the initiative and its actions,
 - 2) the extent of the initiative’s impact (local, national, international),
 - 3) the executive potential of the initiative, the resources, and members of the implementation team,
 - 4) the outcomes of the initiative as measured by indices,
 - 5) justification for planned costs,
 - 6) previous experience of the implementation team in executing similar initiatives and performing similar actions.
3. Optional criteria for the evaluation of the application are:

- 1) cooperation in the implementation of the initiative with other student research groups at the Warsaw University of Technology,
 - 2) a contribution from the faculty to fund the initiative, amounting to at least 20% of the application budget.
4. When evaluating applications prepared in accordance with Annex No. 1 to the Decision, the Committee shall consider the previous participation of the Student Research Group in other IDUB competitions, specifically the correctness and timeliness of settling any competition-related matters.
 5. To be awarded funding by the Committee, a score of at least 60 points in the basic criteria is required.
 6. The Committee has the right to refuse to fund an application if it does not comply with the assumptions of the IDUB programme. An appropriate explanation shall be sent to the President/Chairperson of the Student Research Group.
 7. The Committee shall evaluate and opine on the eligibility of an application in accordance with the template attached as Annex No. 2 to this Decision within a maximum of 15 working days of the receipt of the application.
 8. The Committee shall take a decision and prepare a summary of the funding awarded for individual initiatives, and shall forward it to the IDUB Project Office for approval of the Head of the Management Team for the IDUB Project and to the attention of the Rector's Office, the Economic Department and the President of the Student Research Group Council. The Committee's decision shall be published on the website www.badawcza.pw.edu.pl
 9. An appeal to the Committee's decision may be submitted in writing within seven days to the Vice-Rector for Student Affairs, whose decision shall be final.

§ 4

1. The budget for the third edition of the competition planned for 2024-2025 is PLN 250,000.
2. Financing one application from IDUB funds as part of the competition may not exceed PLN 20,000.
3. A list of examples of eligible and ineligible costs is attached as Annex No. 3 to the Decision.
4. The start of the initiative shall depend on the conclusion of an Agreement with the Head of the Management Team for the IDUB Project, the template of which is attached as Annex No. 4 to the Decision.
5. The student research group implementing the initiative is required to promote the progress of the initiative actions, providing the title of the initiative funded, the competition, and the programme.
6. Recognition of learning outcomes for a course as a result of a student's participation in an initiative whose actions are at least on a national level requires the confirmation of the student's actions by the head of the initiative, but no earlier than the date of the evaluation of the report mentioned in the § 5 section 4.
7. The student research group supervisor, who is also the head of the initiative, is responsible for the correct implementation of the initiative based on the assumptions of the application.

§ 5

1. A call for applications as part of the third edition of the competition shall be conducted on an ongoing basis until the funds are exhausted; however, no later than 31 March 2025.
2. The president/chairperson of the student research group shall forward the application to joanna.gruszka@pw.edu.pl titled: Competition for student research groups initiative.

3. The completion date for the initiative is 14 November 2025.
4. Within 15 working days of the deadline for completion of the project, but no later than 2 December 2025, the President/Chairperson of the Student Research Group shall submit a report on the implementation of the initiative in accordance with the template constituting Annex No. 5 to the Decision. The report is submitted to the unit implementing the initiative.
5. Approval of the results of the initiative is granted by an approval committee appointed by the head of the basic organisational unit in which the initiative is implemented, with one of the Committee's members being a representative appointed by the Vice-Rector for Student Affairs.
6. The approval committee shall give its opinion on the report mentioned in section 4, considering:
 - 1) the implementation of the planned activities under the initiative in terms of content,
 - 2) the outcomes achieved in the implementation of the activities as part of the initiative and the compliance of their implementation with the assumptions,
 - 3) the settlement of expenses incurred.
7. Record of evaluation and approval shall be prepared by the Committee in accordance with the template attached as Annex No. 6 to the Decision and forwarded to the Team for Research by 19 December 2025. The second copy of the record, together with an account of the expenses incurred and the content report prepared by the head of the initiative, shall remain in the unit where the initiative was implemented. In the case of a negative evaluation of the report, the receiving committee forwards an additional copy of the record to the IDUB Project Office.
8. A summary of settled initiatives is forwarded by the Team for Research to the Rector's Office, the IDUB Project Office, the Economic Department, and the Chairperson of the Student Research Groups Council of WUT.
9. In any matters unregulated herein and contentious the Vice-Rector for Student Affairs shall make decisions.

§ 6

The Decision enters into force upon signing.

RECTOR

Professor Krzysztof Zaremba

Rector of the Warsaw University of Technology
.....

Application for awarding funding for an initiative in 2024-2025

1. Name of the student research group and the faculty where it operates:
.....
2. Title of initiative:
3. First name and surname, title, and academic degree of the student research group supervisor:
.....
4. List of implementers, indicating the organisational unit (members of the team implementing the initiative with assignment of tasks and experience in the implementation of corresponding measures and initiatives)¹:
5. Topics of the initiative:
 - 1) substantive justification (objective, need for implementation),
 - 2) the extent of the initiative's impact (local, national, international),
 - 3) the target group of the initiative (university students, secondary school students, others),
 - 4) planned actions,
 - 5) anticipated outcomes of the implementation of the initiative (What will be the measurable, documented effect of the implemented initiative? e.g.: the number of institutions participating in the conference/competition, number of conference publications, number of participants in the summer school/training/conference/hackathon/contest, number of certified training courses, other as determined by the head of the initiative).
6. Period and timetable of the initiative implementation:
7. Planned forms of initiative promotion:
8. Were/Are actions as part of the initiative financed by other sources? (Please provide the sources and amount):
9. Has the student research group implemented projects/grants under the IDUB programme? If so, have they been correctly and timely implemented? If not, please provide the reasons.....
.....
10. Budget of the initiative:

1)	Direct costs of the initiative implementation, including:	PLN
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¹ Student research group supervisor may not be the initiative implementer.

a)	Costs of purchasing materials:	PLN
b)	Costs of promotional actions:	PLN
c)	Costs of training/expert services:	PLN
d)	Other costs indispensable for the initiative implementation:	PLN
2)	Indirect costs (15% of direct costs)	PLN
3)	Total cost of funding under IDUB (items 1+2)	PLN
4)	Contribution of the unit funds to financing the initiative	PLN
5)	Total cost of initiative (items 3+4)	PLN

11. Type and justification for planned costs.

head of initiative

president/chairperson
of student research
group

Bursar's representative

head of basic
organisational unit

.....
(signature)

.....
(signature)

.....
(signature)

.....
(signature)

Application evaluation sheet:

1. Title of the initiative:

.....

2. Evaluation of the application:

Basic criteria:	Score:
Originality and interdisciplinarity of initiative (0-30 points)	
Extent of the initiative's impact (local, national, international) (0-20 points)	
Executive potential of the initiative, resources, and members of the implementing team (0-20 points)	
Outcomes of the initiative as measured by indices (0-15 points)	
Justifiability of planned costs (0-10 points)	
Previous experience of the implementing team in conducting corresponding initiatives and actions (0-5 points)	
Optional criteria:	Score:
Cooperation of the initiative with other student research groups of the Warsaw University of Technology (0-20 points)	
Contribution of faculty funds to financing the initiative, amounting to at least 20% of its budget (0-10 points)	
TOTAL:	

Additional information: participation of the Student Research Group in other IDUB competitions, including correctness and timeliness of settlement of any competition-related matters:

3. Opinion of the Competition Committee: The application shall/shall not* be granted funding as part of the IDUB programme.

The proposed amount of funding PLN

.....

* Delete as appropriate

A list of examples of eligible and non-eligible costs

1. Costs eligible for funding:

- 1) the purchase of materials directly related to the implementation of the initiative,
- 2) training and workshops (external trainer/expert service),
- 3) promotion (announcements, flyers, posters, printing of conference materials); up to a maximum of 30% of direct costs,
- 4) transportation to the training/workshop venue,
- 5) rental of premises outside the University,
- 6) other expenses necessary for the implementation of the initiative, to be detailed in the application and approved by the Committee.

2. Costs non-eligible for funding:

- 1) rental of premises inside the University,
- 2) catering,
- 3) the remuneration for staff, students, and doctoral students at the Warsaw University of Technology.

AGREEMENT No.

on the execution of an initiative titled “.....”
 by (name of the student research group) operating at the Faculty of

concluded on between:

Professor Małgorzata Lewandowska – Head of the Management Team for the “Excellence Initiative – Research University” project at the Warsaw University of Technology, hereinafter referred to as “Head of IDUB”

and the Faculty where the initiative is implemented

.....
 represented by

and – head of the initiative

1. The head of the initiative undertakes to implement the initiative in accordance with the description and timetable included in the application constituting an annex to this Agreement.
2. The Head of IDUB shall transfer funds in the amount of PLN (in words PLN: 00/100) to the basic organisational unit for the implementation of the initiative according to the following cost estimate.

1)	Direct costs of the initiative implementation, including:	PLN
a)	Costs of purchasing materials:	PLN
b)	Costs of promotional actions:	PLN
c)	Costs of training/expert services:	PLN
d)	Other costs indispensable for the initiative implementation:	PLN
2)	Indirect costs (15% of direct costs)	PLN
3)	Total cost of funding under IDUB (items 1+2)	PLN
4)	Contribution of the unit funds to financing the initiative	PLN
5)	Total cost of initiative (items 3+4)	PLN

3. The date of commencement of the initiative is agreed by the Parties as the date of the conclusion of this Agreement. The completion date for the initiative is agreed to be 14 November 2025.

4. The basic organisational unit shall provide the necessary resources to implement the initiative, including administrative and accounting services.
5. The funds assigned to the initiative shall be at the disposal of the head of the basic organisational unit in agreement with the head of the initiative.
6. The basic organisational unit shall keep separate accounting records for the initiative.
7. The approval of the results of the initiative is granted by the approval committee. In the case of a negative evaluation, the basic organisational unit will return the assigned funds to the Head of the Management Team for the IDUB project.
8. Funds transferred to the basic organisational unit and not used by 14 November 2025 shall return to the Head of the Management Team for the IDUB project.
9. The agreement has been executed in three counterparts, one for each Party.

Head of IDUB

basic organisational unit

.....
(stamp of IDUB Project Office)

.....
(stamp of unit)

.....
(stamp and signature of Head of IDUB)

.....
(stamp and signature of basic organisational unit)

.....
(stamp and signature of Bursar's representative)

.....
(stamp and signature of Bursar's representative)

.....
(stamp of head of initiative)

Report on the implementation of the initiative

1. Title of the initiative:

.....

Name of student research group implementing the initiative:

.....

2. First name and surname of the head of the initiative, academic title, and degree:

.....

3. Members of the team implementing the initiative:

No.	Implementer's first name and surname	Faculty	Role in the initiative
1.			
2.			
....			

4. Tasks planned under the initiative with numerical indices:

5. Tasks performed under the initiative with numerical indices:

6. Have the tasks planned in the application been conducted in full? If not, please provide an explanation and state the measures taken.

7. Forms of promotion of the initiative (e.g. links, posters, files, etc.)

8. Budget of the initiative:

Amount awarded [PLN]	Amount used [PLN]

head of initiative

president/chairperson of student research group

Bursar's representative

head of basic organisational unit

.....
 (signature)

.....
 (signature)

.....
 (signature)

.....
 (signature)

Record of evaluation and approval of the report

Members of the approval committee:

- 1. – chairperson
- 2.
- 3.
- 4.
- 5.

- 1. Evaluation of the Approval Committee:
- 2. Justification for the evaluation:
- 3. Comments and recommendations:
- 4. Does the report need to be supplemented/amended? yes/no*
- 5. The report is evaluated positively/with comments/negatively. *

Signatures:

- 1. – chairperson
- 2.
- 3.
- 4.
- 5.

Date

To the attention of:

- 1. Team for Research
- 2. Basic organisational unit where the initiative is implemented
- 3. IDUB Project Office
- 4. Chairperson of the Student Research Group Council

* Delete as appropriate