Annex No. 1 to the Regulations of the competition for funding the participation in training, courses and other forms of educational services abroad enhancing the competences of academic teachers of the Warsaw University of Technology   
in terms of implementing modern educational methods

|  |  |  |  |
| --- | --- | --- | --- |
| Application No: |  | Submission date: |  |

**Application for funding for training, course or another educational service abroad**

1. **Applicant**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name, surname: |  | | | |
| e-mail: |  | Phone number: | |  |
| Organizational unit: |  | | | |
| SAP number: |  | | | |
| Position of an academic teacher: | professor  associate professor  visiting professor  assistant professor  assistant | | senior assistant  teacher  instructor  senior certified curator  certified curator | |
| Staff group: | research  research and teaching  teaching | | | |
| Scientific discipline: |  | | | |
| Employment contract of specified duration[[1]](#footnote-1)/ unspecified duration or nomination act: |  | | | |

1. **Applicant’s justification of the scope of selected themes of educational service and need to enhance competences in the selected scope[[2]](#footnote-2)**

|  |  |
| --- | --- |
| 1. Service in the scope of competence: | research  modern forms of education  other: …............... |
| 1. Type of service: | training  course  study visit  other: ….. |
| 1. Manner of service provision: | in-class outside the borders of Poland  utilizing the techniques of remote teaching (hybrid mode) requiring a trip abroad  utilizing the techniques of remote teaching (synchronic and a-synchronic modes) not requiring a trip abroad |
| 1. Justification of the choice of the thematic scope of educational service and the need to enhance competence in a selected scope: |  |

1. **Declaration of the Applicant on the planned period and manner of utilizing the acquired competences**

|  |
| --- |
| 1. Declaration: |
| I declare that if I receive funding in compliance with this application, I plan to use the acquired competences during the summer/winter[[3]](#footnote-3) term in the academic year …………………… in accordance with the practical application of the acquired competences proposed below. |
| 1. Description of the planned practical application of the acquired competences[[4]](#footnote-4): |
|  |

1. **Information about the selected service (Provider[[5]](#footnote-5) No. 1)**

|  |  |
| --- | --- |
| 1. Name of service: |  |
| 1. Type of service: | training  course  study visit  other: …………… |
| 1. Provider’s full name: |  |
| 1. Provider’s seat address: |  |
| 1. Provider’s Tax Identification Number (appropriate for a given country): |  |
| 1. Commencement date of service: | *[DD-MM-YYYY]* |
| 1. Completion date of service: | *[DD-MM- YYYY]]* |
| 1. Provider’s email address: |  |
| 1. Additional information: | *[optional]* |
| 1. Service programme | *Please attach to the Application* |

1. **Cost of selected service**

|  |  |  |  |
| --- | --- | --- | --- |
| Service value in foreign currency: | | | |
| Currency code: |  | Service value: |  |
| 2. Average NBP exchange rate[[6]](#footnote-6) from the day preceding completing the application form: | | | |
| Course date: | *[DD-MM- YYYY]* | Course value: |  |
| 3. Service value in PLN (service value x course value): | | |  |

1. **Planned travelling expenses[[7]](#footnote-7)**

|  |  |
| --- | --- |
| 1. Route: | *e.g. Warsaw (Poland) – San Francisco (USA) – Warsaw (Poland)* |
| 1. Means of transport: | *e.g. plane* |
| 1. Estimated cost of transport in PLN: |  |
| 1. Visa fee including currency code (if applicable): | *e.g. 160 USD* |

1. **Market analysis**
2. To prove that the price of the selected service (e.g. training, course) is a market price, please document the conducted market analysis by presenting two offers of other Providers that provide educational service with similar subject matter.
3. The Applicant specifies the value of the service based on all up-to-date documents containing information about the value (no older than 3 months), particularly such as:

1) catalogues

2) price lists

3) offers

4) print-outs of website with training/ course descriptions and price

1. The documents listed above (including the programme) shall be attached to the Application.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Name of service: | |  | | | |
| 1. Type of service: | | training  course  study visit  other: …………… | | | |
| 1. Provider’s full name: | |  | | | |
| 1. Provider’s seat address: | |  | | | |
| 1. Provider’s Tax Identification Number (appropriate for a given country): | |  | | | |
| 1. Commencement date of service: | | *[DD-MM-YYYY]* | | | |
| 1. Completion date of service: | | *[DD-MM- YYYY]]* | | | |
| 1. Provider’s email address: | |  | | | |
| 1. Additional information: | | *[optional]* | | | |
| 1. Service programme | | *Please attach to the Application* | | | |
| 1. Service value in foreign currency: | | |  | | |
| Currency code: |  | | | Service value: |  |
| 12. Average NBP exchange rate[[8]](#footnote-8) as of the day preceding completing the application form: | | | | | |
| Course date: | *[DD-MM-YYYY]* | | | Course value: |  |
| 13. Service value in PLN (service value x course value): | | | | |  |

|  |  |  |  |  |  |
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| **Provider No. 3:** | | | | | |
| 1. Name of service: | |  | | | |
| 1. Type of service: | | training  course  study visit  other: …………… | | | |
| 1. Provider’s full name: | |  | | | |
| 1. Provider’s seat address: | |  | | | |
| 1. Provider’s Tax Identification Number (appropriate for a given country): | |  | | | |
| 1. Commencement date of service: | | *[DD-MM-YYYY]* | | | |
| 1. Completion date of service: | | *[DD-MM- YYYY]]* | | | |
| 1. Provider’s email address: | |  | | | |
| 1. Additional information: | | *[optional]* | | | |
| 1. Service programme | | *Please attach to the Application* | | | |
| 1. Service value in foreign currency: | | |  | | |
| Currency code: |  | | | Service value: |  |
| 12. Average NBP exchange rate[[9]](#footnote-9) as of the day preceding completing the application form: | | | | | |
| Course date: | *[DD-MM-YYYY]* | | | Course value: |  |
| 13. Service value in PLN (service value x course value): | | | | |  |

1. **Justification of the choice of Provider**

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| --- |
| 1. Please justify the choice of Provider: |
|  |
| 1. If the selected offer is more expensive than others, please justify the choice of the more expensive offer: |
|  |
| 1. If no additional offers are available or only one offer is presented, please justify the choice of Provider: |
|  |

1. **Attachments:**

|  |  |
| --- | --- |
| Attachment No. 1: | Offer of Provider No. 1 *[shall apply to the selected service]* |
| Attachment No. 2: | Service Programme of Provider No. 1 *[shall apply to the selected service]* |
| Attachment No. 3: | Offer of Provider No. 2 |
| Attachment No. 4: | Service Programme of Provider No. 2 |
| Attachment No. 5: | Offer of Provider No. 3 |
| Attachment No. 6: | Service Programme of Provider No. 3 |

1. **Applicant’s signature**

|  |  |
| --- | --- |
|  |  |
| date | Applicant’s signature |

1. **Signature of the Applicant’s immediate superior or the head of WUT organizational unit appropriate for the Applicant**

|  |  |
| --- | --- |
|  |  |
| date | signature |

***To be completed by Organizer:***

1. **Confirmation of secured funding**

|  |  |
| --- | --- |
| 1. Source of funding: | „Excellence Initiative – Research University” programme, 504/04496/2340 |
| 1. Amount which the Ordering Party allocates for implementing the order: |  |
|  |  |
| date | name, surname, signature of Bursar’s Proxy |

1. **Opinion of the Public Procurement Proxy**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. CPV code and its description: | | 80430000-7 Educational services for adults on academic level | | |
| 1. Number of item in Public Procurement Plan: | | | |  |
| 1. Mode of proceedings: | | | | |
|  | Law on Public Procurement does not apply under Article 2 section 1 item 1 of this Act | | | |
|  | Contract shall be awarded in compliance with the provisions of Chapter VI of Regulations for Awarding Public Procurement of the Warsaw University of Technology, whose value is lower than PLN 130 000. | | | |
|  | | |  | |
| date | | | name, surname, signature of Public Procurement Proxy | |

1. **Evaluation of the Application by the Competition Committee evaluating the applications**

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| --- | --- |
| Competition Committee[[10]](#footnote-10):  selects this application for funding.  places this application on a reserve list of applications recommended for funding if funding is available in a given edition of the competition.  does not recommend this application for funding. | |
| *On behalf of the Competition Committee* | |
|  |  |
| date | name, surname, signature of Chairperson of Competition Committee |

1. **Decision of Director of CZIiTT PW on awarding the contract**

|  |  |
| --- | --- |
| I consent to award the contract in the aforementioned public procurement procedure under conditions stipulated in this application / I do not consent to award the contract[[11]](#footnote-11). | |
|  |  |
| date | name, surname, signature of Director of CZIiTT PW |

1. For a contract for unspecified duration, please write the date of contract completion. [↑](#footnote-ref-1)
2. Evaluation of the application will be conducted based on the indicated information as part of the criterion “programme of the educational service”, as well as premium crietria (see § 3 sections 6 and 8 of the Regulations of the Competition). [↑](#footnote-ref-2)
3. Choose as appropriate. [↑](#footnote-ref-3)
4. Evaluation of the application will be conducted based on the indicated information within the criterion “proposed practical application of the acquired competences”, as well as premium criteria (see § 3 sections 7 and 8 of the Regulations of the Competition). [↑](#footnote-ref-4)
5. Organizer of the training, course or other educational service [↑](#footnote-ref-5)
6. According to the archived average foreign currency NBP exchange rate – table A, table B <https://www.nbp.pl/home.aspx?f=/statystyka/kursy.html> [↑](#footnote-ref-6)
7. Please ignore if the service is provided in a manner not requiring a trip abroad [↑](#footnote-ref-7)
8. According to archived average foreign currency NBP exchange rate – table A, table B <https://www.nbp.pl/home.aspx?f=/statystyka/kursy.html> [↑](#footnote-ref-8)
9. According to archived average foreign currency NBP exchange rate – table A, table B <https://www.nbp.pl/home.aspx?f=/statystyka/kursy.html> [↑](#footnote-ref-9)
10. Choose as appropriate [↑](#footnote-ref-10)
11. Delete as appropriate [↑](#footnote-ref-11)