

WARSAW UNIVERSITY OF TECHNOLOGY

Regulation No. 151 /2022 of the Rector of the Warsaw University of Technology of 6 June 2022

amending Regulation No. 217/2021 of the WUT Rector on the launch of the Mobility PW programme and announcement of the first competition under the programme

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 2022 item 574, including later amendments) 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 the Warsaw University of Technology, Agreement No. PPI/STE/2020/1/00018/U/00001 of 16 November 2020 concluded by the Polish National Agency for Academic Exchange and the Warsaw University of Technology and Agreement No. PPI/PRO/2019/1/00013/U/00001 of 31 October 2019 concluded by the Polish National Agency for Academic Exchange and the Warsaw University of Technology, it is resolved as follows:

§ 1

Appendix “Regulations for competition under the Mobility PW programme”, which is an appendix to Regulation No. 217/2021 of the WUT Rector of 1 September 2021 on the launch of the Mobility PW programme and announcement of the first competition under the programme, shall read as the appendix to this Regulation.

§ 2

This Regulation enters into force upon signing.

RECTOR

Professor Krzysztof Zaremba, PhD, DSc

REGULATIONS FOR COMPETITION UNDER THE MOBILITY PW PROGRAMME

§ 1

General information on the Mobility PW programme

1. The objective of the competition is:
 - 1) to improve the competence of doctoral students and employees of the Warsaw University of Technology through participation in international activities hereinafter referred to as “mobilities.”
 - 2) to stimulate the exchange of experience through visits of international guests.
2. Under the Mobility PW programme, mobilities shall be financed, i.e., internships and study visits, trips related to learning how to use unique research equipment, trips related to conducting scientific research for a doctoral thesis, participation in summer/winter schools, courses, and workshops, lasting no shorter than five working days and no longer than 12 months.
3. Mobilities may be funded under the principles for a given programme, specifically by the resources of:
 - 1) the IDUB PW programme (competition of the Ministry of Science and Higher Education, Agreement No. 04/IDUB/2019/94)
 - 2) the SEED project (competition NAWA STER, Agreement No. PPI/STE/2020/1/00018/U/00001)
 - 3) the PROM PW2 project (competition NAWA PROM, Agreement No. PPI/PRO/2019/1/00013/U/00001).

§ 2

Information on competitions implemented under the Mobility PW programme

1. The participants of the Mobility PW programme shall be selected from among the persons who have submitted their applications in a university-wide competition procedure.
2. The competition procedure shall be conducted by CSZ (Eng. CAS), within which the competition committee appointed by the Rector operates.
3. Detailed principles and the scope of the competition shall be defined each time in the competition announcement.
4. WUT units responsible for individual funding programmes shall service the mobilities of the participants of the Mobility PW programme.
5. Information on the competitions shall be distributed by forwarding it to all faculty boards at the Warsaw University of Technology, scientific boards of disciplines, board of doctoral students, Department for Doctoral Students Service, among others, and by an announcement on the websites of CSZ and WUT units responsible for individual funding programmes.
6. Call for applications for the Mobility PW programme shall be open.
7. Candidates must not be discriminated against because of their gender, age, nationality, beliefs and sexual orientation, disability and religious beliefs. In the case of special needs of the

disabled under support, WUT shall do its best to eliminate all potential barriers and inconveniences.

§ 3

Principles for selecting the participants in the Mobility PW programme and granting funding

1. Funds for mobilities are granted based on the candidate's application for funding submitted in compliance with the template in Appendix to these Regulations including other required appendices, at a place and time specified in the competition announcement. Any incomplete applications, not fulfilling the formal requirements and submitted after the closing date shall not be evaluated.
2. Candidates may submit one application for one mobility in each competition.
3. Applications shall be evaluated by the committee. A ranking list shall be created based on the evaluated applications. Funding is granted to the most highly evaluated applications, considering the resources available under the Mobility PW programme for individual mobility types. Funding is granted in the form and amount specified by the principles for a given programme and calculated by the unit servicing the mobility in the Mobility PW programme.
4. In the case of re-entering the programme, the candidate shall provide information about funding awarded in previous editions of Mobility PW and related projects.
5. In the case of financing trips of doctoral students and academic teachers from abroad, the application shall be submitted on their behalf by a WUT employee with at least a doctor's degree. The application must be confirmed by the head of the WUT unit and include the justification for the mobility.
6. Candidates shall receive the information on the result of the competition via email. The list of participants of the Mobility PW programme under a given competition shall be placed on the CSZ website.
7. The application shall be submitted in electronic form or on paper with the signature of the academic supervisor (for doctoral students) and the head of the WUT unit.
8. The application may be withdrawn at any stage of the competition procedure upon a written request of the candidate. The request for withdrawing the application may be submitted in electronic form or on paper.
9. All matters unregulated herein shall be settled by the Vice-Rector for Research.
10. The committee may shorten the time of the mobility proposed by the candidate in the application, excluding the mobilities whose time is specified in advance by the organisers (e.g., conferences, workshops, summer schools).
11. Documentation related to the task implementation under the Mobility PW programme, particularly, information on the competition announcement, competition applications, candidates' and participants' personal data, evaluations of competition applications conducted by the committee, resolutions of the competition, and reports and evaluation feedback forms of the participants of the Mobility PW programme shall be stored by competent units servicing the participant's mobility.

§ 4

Evaluation criteria for the quality of applications

1. The evaluation of the application for funding for the mobility implementation shall specifically include:

- 1) submitting an application in English;
 - 2) the level of conducted scientific research;
 - 3) previous scientific achievements resulting from the conducted research (publications, conference communications, lectures, patents, awards, etc.) including the stage of the academic career;
 - 4) the scientific rank of the event in which the candidate wishes to participate (conference, summer/winter school, training, courses, workshops, etc.);
 - 5) the scientific rank of the unit in which the scientific activity shall be conducted (internship, measurements utilising unique equipment/research infrastructure, etc.);
 - 6) a description of planned scientific and research activities and anticipated outcome of the entire conducted scientific and research work;
 - 7) the method of publicising research results and the possibility of their utilising;
 - 8) the impact of the implementation of scientific activity on the development of a candidate's career;
2. During the evaluation, the committee shall consider the candidate's participation in previous editions of the Mobility PW competition and related projects completed with awarding funding. Specifically, the kind of mobility and substantive and financial settlement of the activity shall be verified.
 3. Additionally, supplementary data shall be required for every type of mobility, e.g., information on the type and rank of a conference and confirmation of eligibility of a lecture/poster, description of previous collaboration with a target foreign centre, confirmation of admission to internship/research and a plan of stay approved by the receiving unit.
 4. Candidates' applications that are preliminarily approved for funding by the committee and do not include the confirmations listed in section 3 due to no fault of the candidate shall be placed on the so-called "standby list". Candidates shall receive the ultimate confirmation of being granted funding after submitting the required supplementary data.

§ 5

Benefits for participants

1. The participants of the Mobility PW programme shall receive the following benefits:
 - 1) a lump sum for travelling expenses, health insurance, civil liability insurance, insurance against accidents, visa, and legalising the stay (depending on the distance between the place of residence and the host institution);
 - 2) a lump sum to cover the cost of living;
 - 3) the reimbursement of fees related to conferences, training, courses, and workshops the mobility involves;
 - 4) other benefits defined by the principles for a given programme.
2. Anticipated rates of a lump sum and other benefits are/shall be calculated each time in the competition announcement.
3. Funding specified in section 1 shall be paid under the provisions set forth in the agreement signed, depending on the source of funding, by a person with written proxies granted by the Rector and the participants of the Mobility PW programme.
4. The costs specified in section 1 item 3 shall be reimbursed upon presentation of accounting documents (invoices or other documents with an equivalent evidential value) confirming these costs were incurred.

§ 6

Obligations of the participants of the Mobility PW programme

1. The anticipated outcome of the mobilities financed under the Mobility PW programme is to enhance the level of scientific research documented by international scientific publications (in journals listed in JCR), conference communications and lectures, and preparation and submitting international scientific and research projects.
2. The beneficiaries of the Mobility PW programme shall specifically:
 - 1) sign an agreement with the person with a written proxy of the Rector, as specified in § 5 section 3, on transferring funds for the implementation of international mobility.
 - 2) confirm the implementation of the mobility in a form specified in the agreement concluded by WUT with the participant of the Mobility PW programme.
 - 3) collect original accounting documents (invoices or other documents with an equivalent evidential value) confirming the costs incurred (fees for conferences, participation in summer/winter schools, training, courses, workshops, internships) based on which costs incurred due to participation in mobilities or other expenses shall be reimbursed to the participant, in compliance with the principles for a given programme, and forward these documents to competent units servicing the mobility.
 - 4) prepare and submit a substantive report on the implemented mobility by a date specified by the unit servicing the mobility. The report shall refer to the anticipated scientific outcomes described in the candidate's competition application.
 - 5) complete evaluation feedback forms both during the Mobility PW programme and after its completion to monitor its course and outcomes. These feedback forms shall be submitted at a place and time specified by CSZ or the unit servicing the mobility. The committee may ask the participant to supplement the data provided in the feedback form. If it is necessary to supplement the given information, the participant shall make the required corrections within seven calendar days of reporting such a necessity.
 - 6) participate in evaluation meetings.
 - 7) mark all prepared work, materials, and documents made available to the public and created under or in connection with the Mobility PW programme with suitable logotypes and information on funding. The participants shall receive detailed information on this issue from competent units implementing the given mobility, after concluding an agreement with WUT.
 - 8) inform the unit servicing the mobility and CSZ on the loss of the WUT doctoral student's/employee's status within seven calendar days of the existing situation.
 - 9) update the unit servicing the mobility and CSZ on any circumstances which may have an impact on the correct implementation of the provisions of the Regulations and Agreement.
 - 10) follow all other provisions of the Regulations and Agreement.

§ 7

Pursuant to Art. 13 of the Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons regarding the processing of personal data and to the free flow of the data and repealing Directive 95/46/EC (Journal of Laws EU L 119/1 of 4 May 2016), hereinafter referred to as GDPR, the Warsaw University of Technology hereby informs that:

- 1) The administrator of your personal data is the Warsaw University of Technology, with the official seat at pl. Politechniki 1, 00-661 Warsaw.

- 2) The administrator has appointed the Data Protection Inspector (IOD) to supervise the processing of personal data. The Inspector can be contacted at the email address: iod@pw.edu.pl.
- 3) The administrator shall process your personal data to the following extent: your data included in the application for the Mobility PW programme and individual and final reports on the programme implementation.
- 4) Your personal data shall be processed by the administrator to finance the application in the competition under the Mobility PW programme – the legal basis of the processing of your personal data is Art. 6 section 1 items b) and c) of GDPR.
- 5) The Warsaw University of Technology has no intention of transferring your data outside the European Economic Area.
- 6) You are entitled to access your personal data and you have the right to correct the data, the right to demand to delete them, limit the processing of the data, and the right to object to the processing of the data. Since the processing of your data is not based on your consent, you are not entitled to transfer the data.
- 7) Your personal data shall not be made available to other entities (administrators) except for entities authorised following legal regulations.
- 8) Access to your personal data may be granted to entities (processing entities) that may be given tasks related to the processing of personal data by the Warsaw University of Technology.
- 9) You shall not be subjected to automated decision-making, including your profiling, by the Warsaw University of Technology.
- 10) Providing your personal data is not obligatory; however, unless you provide your personal data, you will not be granted the funding.
- 11) Your personal data shall be processed during the implementation of the IDUB programme, SEED, and PROM PW2 projects and for perpetual archiving.
- 12) You are entitled to make a complaint to the supervisory authority - the President of the Office for Personal Data Protection if you find that the processing of your personal data violates the provisions of the GDPR Regulation.