**RULES FOR RECRUITMENT AND PARTICIPATION
in Project No. POWR.03.03.00-00-M141/16 “International Education Program in the specialty of Geodesy and Geoinformatics at the UWM
in Olsztyn”**

**§ 1**

**GENERAL PROVISIONS**

1. These Rules constitute an internal legal act specifying principles of recruitment and participation in Project No. POWR.03.03.00-00-M141/16 “International Education Program in the specialty of Geodesy and Geoinformatics at the UWM in Olsztyn”.
2. The Project is co-financed with the EU funds under the European Social Fund, Operational Programme Knowledge Education Development 2014-2020, Priority Axis III, Higher education for economy and development, Measure 3.3 Internationalization of higher education.
3. The main aim of the project is to improve the availability of the international education program (IEP) for students from Poland and abroad, by adjusting the study offer for the needs of the national and international labour market and implementation of the IEP in second degree studies in the specialty of Geodesy and Geoinformatics at the University of Warmia and Mazury in Olsztyn (UWM), addressed to 20 students from Poland and abroad.
4. The project is carried out at the University of Warmia and Mazury in Olsztyn from 01.10.2017 to 30.09.2019.
5. The project office is located in Olsztyn (Kortowo) at ul. Heweliusza 5, 10-724 Olsztyn, Institute of Geodesy.
6. The procedures regulated by these Rules are not governed by the provisions of the Code of Administrative Procedure Act (consolidated text in Dz. U. of 2016 item 23 as amended).

**§ 2**

**DEFINITIONS**

The terms used in these Rules shall have the following meaning:

1. Candidate - a student applying to be qualified to participate in the Project according to principles specified in the Rules;
2. Intermediate Body - National Centre for Research and Development
3. Project - Project titled “International Education Program in the specialty of Geodesy and Geoinformatics at the UWM in Olsztyn”;
4. SL2014 - main application of the central IT system;
5. UWM - University of Warmia and Mazury in Olsztyn;
6. Participant - a person qualified to participate in the Project, who submitted the required documents and satisfied specific eligibility criteria;
7. Graduate - a person who obtained a professional title of a master.

**§ 3**

**PROJECT PARTICIPANTS**

1. The project is addressed to students of the first degree studies or uniform master-degree studies in the field of geodesy or related, from Poland and abroad who want to continue their education in the second-degree studies in the specialty of Geodesy and Geoinformatics. The project will include 20 persons: 15 Polish students (PS) and 5 foreign students (FS), 7 women and 13 men.
2. In case of a lower number of interested foreign students, Polish students will be recruited in their place; in case of a larger number of interested foreign students satisfying recruitment criteria, their number in the project will be increased, and the number of Polish students reduced, respectively.

 **§ 4**

**EDUCATIONAL PROGRAM IN THE PROJECT**

1. Project Participant will take part in the educational program, which will cover:
2. Lectures and workshops including specialist courses not conducted so far in the Faculty of Geodesy, Geospatial and Civil Engineering, presenting the latest methods for acquiring data with the use of advanced measurement sensors. New courses make it possible to use unmanned aerial vehicles (UAV), ground-penetrating radar and integration of obtained results with available products derived from international Earth observation missions. The project provides for completion of the entire educational cycle - 3 semesters of studies:

I semester - 225 h of tutorials; 188 h of lectures,

II semester - 295 h of tutorials (including 15 h by a visiting professor), 120 h of lectures (including 30 h by a visiting professor),

III semester - 255 h of tutorials (including 30 h by a visiting professor), 124 h of lectures (including 45 h by a visiting. professor (30 h of lectures and 15 h of diploma theses consultations).

1. International Summer School (ISS):

1. integration activities: “Following Copernicus’’, Museum in Malbork and Kętrzyn; a cathedral complex in Frombork with the Copernicus Museum;

2. Day 1 of classes - GNSS positioning - 8h/day (scope: contemporary techniques in satellite geodesy and GNSS positioning);

3. Day 2 of classes - Basic UAV operation - 8h/day (scope: construction of unmanned aerial vehicles and fundamentals of their safe use in geodesy);

4. Day 3 of classes - Bhatymetric measurements - 8h/ day (scope: setting up and operating the Integrated Bhatymetric System, performing direct measurements in a selected lake body);

5. Day 4 of classes - Basic GPR measurements - 8h/ day (scope: setting up and operating the ground-penetrating radar);

6. Days 5, 6, 7 - practical preparation of the GIS project on the basis of previously conducted field activities. Each student individually works on GIS project and Cloud GIS tasks.

III. Studies end with a diploma examination (defence of a thesis) and obtaining a master's degree.

**§ 5**

**ELIGIBILITY CRITERIA TO PARTICIPATE IN THE PROJECT**

1. A condition to participate in the Project is satisfying a formal criterion, which includes:

a) completion of higher studies confirmed with a diploma or another document considered as equivalent to a respective Polish diploma, or a certificate proving completion of studies;

b) knowledge of spoken and written English at the minimum level of B2 proved by a certificate or an interview.

2. The documents confirming satisfaction of the formal criterion should be attached to the recruitment application.

**§ 6**

**GENERAL PRINCIPLES OF RECRUITMENT**

1. The recruitment process will consist of three phases:
2. phase 1: preparation of the Rules for recruitment and participation and Rules concerning benefits in English - XI.-XII 2017;
3. phase 2: announcement and submission of applications - XII.2017-I.2018;
4. phase 3: carrying out the recruitment procedure and selecting 20 students
from Poland and abroad I-II.2018.
5. The information about starting recruitment to the Project will be published on the website of the Faculty of Geodesy, Geospatial and Civil Engineering.
6. Disabled students will be informed about the recruitment to the Project by the representative for the disabled persons.
7. During the recruitment of Candidates, the principle of equal chances
and non-discrimination will be followed, including accessibility for the disabled.
8. A condition to apply for participation in the Project is to submit a Recruitment Application by the Candidate, the form of which is set out in Schedule 1.
9. Rules for recruitment and participation in the Project, as well as other documents concerning the Project can be received in the Project Office or downloaded from the website of the Faculty <http://wgipb.uwm.edu.pl/>
10. Completed recruitment application with schedules should be submitted in the Project Office by the specified deadline and registration should be made in the system <https://irk.uwm.edu.pl/english/katalog.php?op=info&id=GK_ST_3_NSA&kategoria&lang=en>
11. By submitting a recruitment application, a Candidate acknowledges that he or she has read these Rules, accepts its provisions and agrees to follow them.
12. Submission of a Recruitment Application is not equivalent to qualifying to participate in the Project.
13. Recruitment Applications submitted after the deadline will not be processed.
14. Recruitment is carried out by the Recruitment Committee.
15. The tasks of the Recruitment Committee include in particular, in the first stage of recruitment:
16. To analyse documents in formal and substantive terms;
17. To carry out an interview with candidates who have no proof of their English skills.

If the number of submitted applications is equal to the number of places in the specialty, stage 1 ends the recruitment procedure. If the number of eligible persons exceeds the number of places, stage 2 of recruitment starts, where Candidates can obtain max. 20 pts:

a) degree on the diploma: max 10 pts;

b) knowledge of English: max 5 pts. (certificate or an interview);

c) competence and subject matter knowledge based on the interview - max 5 pts.

3) To prepare the main ranking list (first 20 persons with the highest total score will be qualified to the Project) and the reserve list (subsequent persons, ranked according to the number of score obtained, starting from the highest to the lowest, who passed the formal evaluation.

4) To provide information about qualification to participate in the Project.

13. The Candidates qualified to the Project will be personally informed about the recruitment results in the Project Office.

14. Verification of submitted documents and approval of the ranking list by the Recruitment Committee takes place within 7 working days as of the end of recruitment. The support within the Project can be granted to Candidates on the main ranking list.

15. Recruitment results are settled by a Decision of the Recruitment Committee (specified in Schedule 2).

16. Persons qualified to the Project are obliged, within the time limit specified, to sign an Agreement on Participating in the Project (set out in Schedule 3) and Schedules to the Agreement:

a) Declaration to participate in the Project set out in Schedule 1 to the Agreement;

b) Personal data form set out in Schedule 2 to the Agreement;

c) Declaration of the Project Participant set out in Schedule 3 to the Agreement;

d) Declaration of the place of residence set out in Schedule 4 to the Agreement;

e) Declaration of English language skills, set out in Schedule 5 to the Agreement;

f) Declaration of absence of medical contraindications set out in Schedule 6 to the Agreement;

17. A refusal to complete documents specified in par. 16 disqualifies a candidate from participation in the Project. Such a person is removed from the main ranking list, and his or her place is taken by a person from the reserve list.

18. Documents submitted by the Candidate are not returned.

19. In case of change of personal data, the Project Participant is obliged to update his or her data by completing and submitting anew the personal data form and/or declaration of a place of residence.

**§ 7**

**DETAILED PRINCIPLES OF RECRUITMENT**

1. Polish students (15 persons) and foreign students (5 persons) will be recruited to the project, including 7 women and 13 men.
2. Recruitment to the Project will be carried out separately for each sex.
3. Recruitment Committee is appointed and dissolved by the Project Manager.
4. The Recruitment Committee is composed of:
5. Project Manager - Head of the Committee
6. Coordinator for Education in the project
7. Representative of the faculty student self-government indicated by the Head.
8. Minutes will be taken from the meetings of the Recruitment Committee; the minutes will be signed by the members of the Recruitment Committee.
9. Formal requirements:

A condition to apply for participation in the Project is submission by the participant of a recruitment application referred to in §6. 5

1. Subject matter criteria: ranking lists of admitted persons will be prepared in an alphabetic order if the recruitment ends in stage 1. If the number of Candidates satisfying the formal criterion exceeds the number of participants eligible for receiving the support under the Project, it will be necessary to start stage 2 of the recruitment; ranking list will be prepared on the basis of the ranking of points:

- degree on a diploma: max 10 pts;

- knowledge of English: max 5 pts. (certificate or an interview);

- competence and subject matter knowledge based on the interview: max. 5 pts.

8. A reserve list will be created, containing the persons capable of joining the Project when the participant from the main ranking list resigns (for the reasons out of the control of the Applicant). The selection will be based on the number of points from the ranking list.

9. In case the number of recruited candidates is lower than assumed at stage 2, the University of Warmia and Mazury will undertake the following activities:

a) extensive promotional and informational action: publications in professional Polish and foreign press, action in social media, meetings with representatives of academic circles at universities conducting studies in the field of Geodesy;

b) promotion of the International Education Program among foreign universities with which the Faculty has signed cooperation agreements;

c) involvement of a professional entity dealing with foreign student recruitment.

After carrying out the above mentioned activities, stage 3 of the recruitment will be carried out, which means additional call for students.

10. The recruitment will be carried out respecting the principle of equal opportunities, the principle of non-discrimination on the ground of gender, religious identity or disability.

**§ 8**

**PROCEDURE FOR RESIGNING FROM PARTICIPATING IN THE PROJECT**

1. Resignation from participating in the Project is possible only in justified cases, resulting from health reasons (e.g. prolonged illness) or as a result of an individual unforeseen event, which could not have been known to the Participant at the moment of starting to participate in the Project.
2. The resignation takes place by submitting a written statement containing a relevant explanation for the reason for resigning from participating in the Project.
3. The Participant is obliged to a minimum of 80% attendance rate in the classes.
In case of exceeding the limit of 20% absence rate, the Project Owner reserves the right to remove the Participant from the list of participants.
4. In case of resigning or removing the Participant from the list of persons qualified to participate in the Project, his or her place is to be taken by the first person on the reserve list.
5. The Project Manager is authorized to remove the Project Participant from the list in case of breaching these Rules, in particular in case of exceeding the limit of acceptable absence level, and infringement of other obligations referred to in § 10 of the Rules.
6. The decision of the Project Manager concerning the removal from the list is final.
7. After a removal from the list, the Participant cannot apply again to qualify for participate in the Project.

 **§ 9**

 **APPEALS**

1. A negative decision of the Recruitment Committee concerning the results of the recruitment process of Candidates who have not been qualified to participate in the Project can be appealed against.
2. The appeal concerning non-qualification to the Project should be submitted to the Project Office in writing within three days as of receiving the decision.
3. The appeal should contain the first name, the surname, the full address and the grounds for the appeal.
4. The appeal will be examined by the Project Manager within five working days as of submitting.
5. The Participant will be informed in writing about the result of the appeal procedure in a form of a decision.
6. The decision of the Project Manager is final and not subject to appeal.

**§ 10**

**RIGHTS AND OBLIGATIONS OF PROJECT PARTICIPANTS**

1. The Project Participant has the right to participate, free of charge, in the educational program specified in §4.
2. The Project Participant is obliged to:
3. obey the terms and conditions specified in these Rules;
4. complete tasks specified by trainers and the Project Team under the Project;
5. participate in the required number of hours of the teaching programme under the Project;
6. confirm participation in lectures, workshops on the list of attendance;
7. complete evaluation and monitoring surveys during and after the Project;
8. comply with generally accepted norms and rules, including taking good care of equipment and teaching aids used during the Project realization;
9. provide valid and true personal data;
10. notify about all changes to personal data not later than within 7 days as of the change;
11. submit all documents required during and after Project implementation;
12. provide information concerning the career of the graduate after the end of participation in the Project, pursuant to requirements specified in guidelines for monitoring of Project Participants.
13. The absence of the Participant on a specified date in lectures, workshops is acceptable only in emergency cases, i.e. in case of an illness or other unforeseeable events and requires an excuse in writing.
14. The attendance rate of the Project Participant in the educational program cannot be lower than 80%.
15. Absence from classes exceeding the limit specified in par. 4 means resignation from participation in the Project and the loss of status of a Project Participant in the understanding of these Rules.
16. If the Project Participant does not fulfil his or her duties specified in par. 2-4 or loses the status of a Project Participant, he or she may be requested to reimburse the costs incurred, which may be imposed on the UWM by the Intermediate Body or authorized auditing entity.

**§ 11**

 **FINAL PROVISIONS**

1. Any matters not regulated in these Rules shall be settled by the Project Manager.
2. The decisions of the Project Manager are final and not subject to appeal.
3. Any amendments to the Rules must be made in writing and are effective as of the day of signing.
4. The Rules are available at [www.bip.uwm.edu.pl](http://www.bip.uwm.edu.pl) and http://wgipb.uwm.edu.pl/
5. The Rules apply for the entire period of Project implementation.

 **Schedules**

1. **Recruitment application**
2. **Decision of the Recruitment Committee**
3. **Agreement for participation in the project**