

THE WARSAW UNIVERSITY OF TECHNOLOGY

Decision No. 63/2024 of the Rector of the Warsaw University of Technology of 4 April 2024

on the organisation of summer and winter schools as part of the implementation of the “Excellence Initiative – Research University” programme at the Warsaw University of Technology

Under Article 23 section 1, pursuant to Article 389 sections 1 and 2 of the Law on Higher Education and Science of 20 July 2018 (Journal of Laws of 2021 item 742, as amended), according to Agreement No. 04/IDUB/2019/94 of 30 December 2019, concluded by the State Treasury represented by the Minister of Science and Higher Education and the Warsaw University of Technology, it is resolved as follows:

§ 1

1. As part of the implementation of the “Excellence Initiative - Research University” programme, hereinafter referred to as “IDUB”, at the Warsaw University of Technology, summer and winter schools shall be organised as part of Action 20 “Simulating internationalisation of doctoral schools”.
2. The summer and winter schools referred to in section 1 shall be organised in accordance with the rules specified in the Regulations for the organisation of summer and winter schools for doctoral students at the Doctoral School of the Warsaw University of Technology, which are annexed to the Decision.
3. The organiser of the summer and winter schools referred to in section 1 shall be the Doctoral School of the Warsaw University of Technology.

§ 2

The Decision enters into force upon signing.

RECTOR

Professor Krzysztof Zaremba

**Regulations for the organisation of summer/winter schools
for doctoral students at the WUT Doctoral School**

1. The duration of both the summer and winter school is approximately five full days.
2. The number of doctoral students from the WUT Doctoral School participating in a given summer school or winter school shall be between 15 and 30.
3. The place of organisation of the school is the premises of the Warsaw University of Technology, including one of the leisure or training and leisure centres of the Warsaw University of Technology.
4. Classes at the summer or winter school are conducted in English.
5. More than half of the classes in the summer or winter school must be conducted by visiting instructors from abroad.
6. Persons invited to teach shall be proposed through a form in accordance with the template annexed to the Regulations.
7. Instructors shall be provided with:
 - 1) Reimbursement of:
 - a) the cost of a trip from/to Warsaw, and if the school is organised outside Warsaw, to the destination from/to Warsaw;
 - b) food;
 - c) accommodation in single rooms.
 - 2) Remuneration for teaching at the rate of PLN 300.00 for each lesson hour of instruction.
8. The programme may cover:
 - 1) classes conducted by instructors from Poland and abroad;
 - 2) a mini-symposium at which doctoral students can present their achievements;
 - 3) an excursion;
 - 4) celebratory dinner.
9. The doctoral school shall cover the costs of organisation and provide full organisational and administrative support, except for the initial invitation of instructors.
10. SDPW doctoral students are provided with:
 - 1) free participation in the classes and all activities planned in the programme;
 - 2) food;
 - 3) accommodation;
 - 4) transport from/to Warsaw if the school is organised outside Warsaw.
11. Each school shall have one or a maximum of two leading themes.
12. The school programme is the responsibility of the persons submitting the topics.
13. Persons who have an idea for a summer/winter school topic shall:
 - 1) ensure a full complement of instructors;
 - 2) support the substantive work, including scientific supervision of the mini-symposium and appropriate promotion of the school among SDPW doctoral students.
14. The person referred to in item 13 shall receive an organisational and motivational allowance of PLN 2 000.00 for the realised summer/winter school.
15. The topics for schools should be submitted to the Director of the WUT Doctoral School no later than 30 September for winter schools and 30 April for summer schools, on the forms annexed to these Regulations.
16. The doctoral school shall reserve the right to select the topics. The selection of topics shall be decided no later than 10 October for the winter school or 10 May for the summer school.
17. The full programme, including a confirmed list of instructors and class topics, must be submitted to SDPW no later than 20 November for winter school or 20 June for summer school.
18. In matters not regulated herein, the Vice-Rector for Academic Affairs shall decide.

19. The cooperation on the protection of personal data, in connection with the realisation of the summer and winter school, is subject to the generally applicable legislation on the protection of personal data, in particular the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of natural persons in relation to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC. Applicants are required to comply with the information obligation towards the instructors proposed to conduct classes.

Annex to the Regulations for the organisation of summer/winter schools
for doctoral students at the WUT Doctoral School

The proposing person from WUT	
Title and degree	
First name and surname	
Faculty	
Mail in WUT domain	
Phone number	

General description of the proposal	
Proposed topic or leading topics for School	
Proposed disciplines	
Proposed date	
Suggested location (Warsaw or outside)	
General description of School (5-10 lines)	

Proposal of classes (please repeat for each class)				
Title				
Type of classes	Lecture	Tutorials	Project classes	Laboratory classes
Number of hours				
Description of classes (5-10 lines)				
Instructor:				
Title and degree				
First name and surname				
Exact affiliation				
Email address				
Description of achievements (5-10 lines)				

A detailed proposal for the school's timetable is annexed.