

WARSAW UNIVERSITY OF TECHNOLOGY

**Regulation No. 133 /2022
of the Rector of the Warsaw University of Technology
of 25 May 2022**

amending Regulation No. 102/2021 of the WUT Rector on the launch of the teacher grant programme as part of the implementation of the “Excellence Initiative – Research University” project at the Warsaw University of Technology and announcing a competition within this programme

Under Article 23 section 1, pursuant to Article 389 sections 1 and 2 of the Act - Law on Higher Education and Science of 20 July 2018 (Journal of Laws of 2022 item 574, including later amendments) and following Agreement No 4 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 it is resolved as follows:

§ 1

Appendix to Regulation No. 102/2021 of the WUT Rector of 17 May 2021 on the launch of the teacher grant programme as part of the implementation of the “Excellence Initiative – Research University” project at the Warsaw University of Technology and announcing a competition within this programme shall read as the appendix to this Regulation.

§ 2

The Regulation enters into force upon signing.

RECTOR

Professor Krzysztof Zaremba, PhD, DSc

REGULATIONS FOR THE COMPETITION FOR TEACHER GRANTS

§ 1

1. Competition for teacher grants is conducted as part of the implementation of the “Excellence Initiative – Research University” project, hereinafter referred to as the “IDUB project”.
2. The competition aims:
 - 1) to create new course content and teaching methods and practical implementation of such innovations.
 - 2) to increase opportunities for professional development for all active academic teachers.
 - 3) to stimulate the exchange of good teaching practices.
 - 4) to activate students’ participation in classes.
 - 5) to enhance the quality of teaching and learning through the promotion of individual learning pathways and the introduction of new methods of evaluation of the achievement of learning outcomes
3. Maximum funding for one teacher grant shall be no higher than PLN 100,000.
4. The scope of supported initiatives shall include:
 - 1) the start of new study programmes (majors and specialisations), specifically linked thematically to POB and implemented within the inter-faculty or inter-university interdisciplinary formula,
 - 2) devising and applying in practice innovative methods of learning based on teamwork and solving project problems,
 - 3) conducting new interdisciplinary classes, particularly for the second-cycle degree studies,
 - 4) the development of infrastructure by introducing unique equipment for conducting new classes,
 - 5) supporting student mobility, including short-term trips abroad, for newly created classes, including pilot activities of the ENHANCE programme,
 - 6) conducting classes at WUT by teachers invited from abroad.

§ 2

1. The applicant in the project may be an academic teacher employed at the Warsaw University of Technology as the primary place of employment.
2. The applicant may submit only one application for grant funding.
3. The applicant shall not be a laureate in an ongoing edition of the competition.
4. The application prepared following the template constituting Appendix 1 to these Regulations shall be submitted in an electronic format through an online form available on the website www.badawcza.pw.edu.pl. Only fully completed applications shall be evaluated.
5. The closing date for applications shall be specified in the competition announcement.
6. The head of the project shall conduct the activities specified in the project within the period of grant implementation.

§ 3

1. The competition proceedings and evaluation and approval of the project shall be conducted by the Centre for Advanced Studies, in which the competition committee appointed by the Rector in a separate regulation shall operate. Competition committee members may not be applicants for the competition.
2. The chairperson of the competition committee shall select at least two reviewers for the evaluation of the application from the members of the competition committee.
3. The reviewers of applications shall be appointed to avoid the conflict of interests and ensure an objective and unbiased evaluation.
4. The evaluation of the submitted applications may consist of two stages. In the second stage, the competition committee may arrange hearings for applicants.
5. The criteria for the evaluation of the application include:
 - 1) being in line with the main aim of the competition,
 - 2) innovativeness of the effects of proposed actions,
 - 3) justification for the grant implementation,
 - 4) the possibility of achieving the anticipated grant outcomes,
 - 5) the rationality of planned costs of the project implementation.
6. Based on the evaluations of applications, the competition committee shall prepare their ranking list.
7. Applications with the highest rating in the ranking shall be eligible for funding, depending on the resources allocated for the competition.
8. Upon their request, the applicant may receive a justification for the evaluation of the submitted application.
9. A list of applications eligible for funding (including the applicant's name and surname, the unit in which the applicant is employed, the project title, and the amount of funding) shall be published on the websites www.csz.pw.edu.pl and www.badawcza.pw.edu.pl within 2 months following the closing date for applications.

§ 4

1. Principles governing the use of funding awarded for the project implementation are specified in Appendix 2 to these Regulations.
2. Activities under the teacher grant may not be funded from other sources.
3. The project implementation shall commence upon signing the Agreement following the template in Appendix 3 to these Regulations.
4. The Agreement with implementing units shall be prepared by the IDUB Project Office.

§ 5

1. The final report prepared in compliance with the template in Appendix 4 to these Regulations shall be submitted to the Centre for Advanced Studies within 30 days of completing the grant implementation.
2. During the grant implementation, a stage reporting seminar shall be organised, and at the end of the implementation – a final seminar.
3. Grant implementors shall present the materials documenting the implementation progress and final outcomes of the grant.
4. The project execution shall be evaluated by the competition committee. The result of the evaluation shall be recorded in compliance with the template in Appendix 5 to these Regulations.
5. To receive approval of the executed project which aims to devise a new study programme, it is indispensable to conduct formal opinion proceedings for the changes in the programme content for learning in a given area of study during the stage of at least a positive opinion of the unit

- board and to send the documentation of introduced changes for further opinions at the University.
6. To receive approval of the executed project which aims to devise new classes or the implementation of a new learning method, it is indispensable to have a positive opinion of the committee of a competent unit for teaching or quality of learning.
 7. When the need arises, upon the request of the Head of Management Team of the IDUB project, the projects may be audited on an ad hoc basis by submitting additional explanations/reports on the compliance of the grant implementation with the approved application for funding, and the provisions specified in the Agreement on the project implementation.
 8. All matters unregulated herein shall be settled by the Vice-Rector for Academic Affairs.

§ 6

Under Article 13 of the Regulation (EU) 2016/679 of the European Parliament and of the European Council of 27 April 2016 on the protection of natural persons concerning the processing of personal data and the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation, Journal of Laws EU L 119/1 of 4 May 2016), hereinafter referred to as "GDPR", the Warsaw University of Technology announces the following:

1. The administrator of your personal data is the Warsaw University of Technology with its registered seat at pl. Politechniki 1, 00-661 Warsaw.
2. The Administrator has appointed the Inspector for Data Protection (IOD - Inspektor Ochrony Danych), who ensures that the data are processed lawfully, and can be contacted via email: iod@pw.edu.pl; iod@pw.edu.pl.
3. The Administrator shall process the personal data included in the application for the project and final report on the project implementation.
4. Your personal data shall be processed by the Administrator to fund the project in the competition for teacher grants, in compliance with Article 6 section 1 point f) of GDPR.
5. The Warsaw University of Technology shall not transfer your data outside the European Economic Area.
6. You shall have the right to access your personal data, the right to request the correction or deletion of the data, the right to request a restriction to process your personal data, and object to processing your data. Since the data are not processed based on your consent, the right to data portability does not apply.
7. Your personal data shall not be disclosed to any other entities (administrators) except for the entitled entities, in compliance with generally applicable laws.
8. Entities (processing entities) commissioned by the Warsaw University of Technology to perform actions that may relate to personal data processing may have access to your personal data.
9. The Warsaw University of Technology shall not subject you to automated decision-making, including your profiling.
10. You shall provide your personal data voluntarily. Nevertheless, failure to do so renders it impossible to participate in the competition for teacher grants.
11. Your personal data shall be processed during the implementation of the IDUB project and for perpetual archiving.
12. If you think your data protection rights as specified in GDPR have been breached, you have the right to lodge a complaint to a supervising body – the Polish Data Protection Commissioner.

APPLICATION WITHIN THE COMPETITION FOR TEACHER GRANTS

A. KEY DATA

1. Personal data of the applicant (head of the project)
- *First name and surname, title/academic degree, position, place of employment, represented academic discipline, personal SAP number*
2. Academic programme /specialisation to which the project applies.
3. Project title (*in Polish and English*):
4. Project summary in Polish (*up to 400 words*):
5. Project summary (*up to 400 words*):

B. PROJECT DESCRIPTION

OBJECTIVES AND JUSTIFICATION FOR THE GRANT	
1	The objective of grant implementation and its compliance with the competition objectives
2	Interdisciplinarity, innovativeness and teaching and learning value of the outcomes of the project implementation, inter-faculty, and inter-university collaboration with external entities
3	Anticipated project outcomes and justification for the need for outcomes, the durability of project outcomes
4	Justification for project implementation cost estimate

C. TIMETABLE OF GRANT IMPLEMENTATION

TIMETABLE OF GRANT IMPLEMENTATION		
No.	Task title	Period of implementation
1		
2		
3		

D. COST ESTIMATE OF THE PROJECT

No.	Planned costs	20.... (year)	20.... (year)	Total
I.	Total direct costs	0.00	0.00	0.00
1	Fixed assets	0.00	0.00	0.00
	including			
	with a value from PLN 3,500 to 10,000	0.00	0.00	0,00
	with a value exceeding PLN 10,000	0.00	0.00	0,00
2	Remuneration and related items	0.00	0.00	0.00
3	Other direct costs	0.00	0.00	0.00
II.	Indirect costs (15%)	0.00	0.00	0.00
III.	Total costs	0.00	0.00	0.00

Justification for individual items in the cost estimate:

.....
(Applicant)

.....
(Bursar's Proxy)

.....
(Dean of Faculty)

.....
(Director of Institute *if applicable*)

By submitting this application, I accept that if funding is granted, the name and surname of the head of the project, as well as the project title and the amount of awarded funding will be published in the information on the competition and its results.

PRINCIPLES FOR FUNDING TEACHING PROJECTS

1. The funding granted for the project may be used for:
 - 1) Fixed assets (telematic, communicative, and physical infrastructure)
 - 2) Remuneration:
 - a) Remuneration for conducting new classes by the employees of the Warsaw University of Technology may be paid under an employment contract or as an allowance in projects paid by the hour or in a lump sum, in compliance with Remuneration Regulations applicable at the Warsaw University of Technology.
 - b) Remuneration for increased labour input to creating new concepts and preparation of classes by employees of the Warsaw University of Technology may be paid as an allowance in projects paid by the hour or in a lump sum, in compliance with Remuneration Regulations applicable at the Warsaw University of Technology.
 - c) Remuneration for persons unemployed at the Warsaw University of Technology shall be paid under a civil-law contract.
 - 3) Other costs:
 - a) materials and reagents, small laboratory equipment, external services, etc.,
 - b) and other costs justified by the scope of the project.
2. No new positions shall be created as part of the project implementation.
3. Indirect costs shall amount to 15% of direct costs, including 5% of general costs and 10% of faculty costs, following the WUT Rector's Regulation No. 12/2019 on the principles, methodology, and indices used in clearing total and faculty costs at the Warsaw University of Technology, excluding equipment with an individual value over PLN 10,000.
4. Amendments to the cost estimate of the project:
 - 1) If it is necessary to amend the costs within the categories of the cost estimate of the project, the amount of awarded funding may not be increased.
 - 2) Any transfers of funding between the categories of the costs planned in the Application up to the total amount of 15% of "Total direct costs" as compared to the initial value specified in the cost estimate shall not require the consent of the chairperson of the competition committee.
 - 3) Amendments not requiring the consent of the chairperson of the competition committee shall be reported to the IDUB Project Office in writing or in an electronic format.
 - 4) Any transfers of funding between the categories of the costs planned in the Application exceeding the total amount of 15% of "Total direct costs" as compared to the initial value specified in the cost estimate shall require the consent of the chairperson of the competition committee and preparation of an appendix to the agreement on the scope of the cost estimate of the project constituting Appendix No. 2 to the Agreement.
 - 5) Amendments to the material scope of the project implementation shall require the consent of the chairperson of the competition committee each time.

**AGREEMENT No. (number given by the IDUB Project Office)
on funding a project in the competition for teacher grants within the “Excellence
Initiative– Research University” project
implemented at the Warsaw University of Technology**

concluded on (date) between:

Professor Małgorzata Lewandowska, PhD, DSc – **Head of Management Team of the
“Excellence Initiative– Research University” project at the Warsaw University of
Technology,**

hereinafter referred to as “Head of IDUB””

and

«Name of unit », represented by:

«Head of unit» - «Function of the head of unit»,

hereinafter referred to as “Implementing unit”.

1. The Head of IDUB shall transfer funds for implementing teacher grants amounting to PLN «Total amount» (in words PLN «Amount in words») to the Implementing unit, in compliance with the list in Appendix No. 1 to the Agreement.
2. The Implementing unit shall implement actions specified in applications constituting an integral part of this Agreement in compliance with:
 - 1) generally applicable laws,
 - 2) provisions of this Agreement,
 - 3) principles arising from the competition documentation including terms and conditions of the competition for teacher grants,
 - 4) the information included in the application,
 - 5) internal regulations applicable at the Warsaw University of Technology.
3. The Parties shall accept (date) as the commencement date of the implementation of the project(s), and the last day of classes in the academic year/.....as the completion date.
4. The cost estimate of the project(s) under this Agreement shall be Appendix No. 2 to this Agreement.
5. Funding awarded for the implementation of the project shall be at the disposal of the head of the Implementing unit in agreement with the head of the project.
6. The Implementing unit shall make available any items of property of the unit indispensable for the implementation of the project and shall provide administrative and accounting services.
7. The Implementing unit shall keep separate accounting records for the project.
8. Funding transferred to the Implementing unit and unused until the completion of the project/individual projects shall return to the Head of IDUB.
9. The final approval of the implementation outcomes shall be given by the competition committee in a manner specified by the Regulations for the competition.
10. Any amendments to this Agreement shall require an annex in writing.
11. Appendices to this Agreement shall constitute its integral part.
12. This Agreement has been executed in two counterparts, one for each Party.

Appendices:

- 1) A list of research projects eligible for funding
- 2) Cost estimates of projects (2.1 Cost estimate of a project No. 1, 2.2 Cost estimate of a project No. 2, ...)

3) Applications for funding (3.1 Application for funding of a project No. 1, 3.2 Application for funding of a project No. 2, ...)

Head of IDUB

Implementing unit

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

.....
(stamp of the unit)

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

.....
(stamp and signature of the head of unit)

.....
(stamp and signature of the Bursar's Proxy)

.....
(stamp and signature of the Bursar's Proxy)

List of projects eligible for funding (under the Agreement)

No.	Applicant (title/degree, first name and surname)	Faculty/Institute	Project title	Budget
1.				
2.				

.....
signature of the
chairperson of the competition committee

COST ESTIMATE OF THE PROJECT

title:
headed by:

No.	Planned costs	20... (year)	20... (year)	Total
I.	Total direct costs	0.00	0.00	0.00
1	Fixed assets	0.00	0.00	0.00
	including			
	with a value from PLN 3,500 to 10,000	0.00	0.00	0,00
	with a value exceeding PLN 10,000	0.00	0.00	0,00
2	Remuneration and related items	0.00	0.00	0.00
3	Other direct costs	0.00	0.00	0.00
II.	Indirect costs (15%)	0.00	0.00	0.00
III.	Total costs	0.00	0.00	0.00

Head of IDUB

Implementing unit

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

.....
 (stamp and signature of the head of unit)

.....
 (stamp and signature of the Bursar's Proxy)

.....
 (stamp and signature of the Bursar's Proxy)

Declaration of the head of project

I hereby agree to implement the project in compliance with the description and timetable included in the submitted Application within the competition for teacher grants, constituting an integral part of this Agreement, the aforementioned cost estimate, and other provisions of this Agreement.

.....
 (signature of the head of project)

FINAL REPORT
on the project implementation

title:

headed by:

1. The description of the completed work:

2. Planned and incurred costs

Cost category	20..... (year)		20..... (year)		Total	
	Planned	Incurred	Planned	Incurred	Planned	Incurred
I. Total costs, including:						
1. Fixed assets						
including						
with a value from PLN 3,500 to 10,000						
with a value exceeding PLN 10,000						
2. Remuneration and related items						
3. Other direct costs						
II. Mark-ups (15%)						
III. Total costs						

3. List of implementors' names

Implementor (name and surname, title/academic degree, position, place of employment)	SAP Number
1	
2	
3	

.....
(date)

.....
(signature of the head of project)

.....
(Dean of Faculty)

.....
(stamp and signature of the Bursar's Proxy)

.....
(Director of Institute – *if applicable*)

RECORD OF EVALUATION AND APPROVAL OF THE PROJECT

title:

headed by:

Planned costs (PLN):	
Incurred costs (PLN):	
Committee:	
Chairperson: Members: 1. 2. 3.	
The Committee hereby declares that the project	
<input type="checkbox"/> has been correctly implemented. <input type="checkbox"/> has been partially implemented. <input type="checkbox"/> has been incorrectly implemented.	
Comments of the Committee:	
The Committee shall request:	
<input type="checkbox"/> the total settlement of the project, i.e. PLN <input type="checkbox"/> the return of funding, i.e. PLN, in compliance with §8 of the Agreement	
Date:	
Signature of the Chairperson of the Committee:	
Stamp and signature of Head of IDUB:	

Appendices:

- final report on the project implementation ”