



Regulations of awarding funds under the InterDocSchool project

Task 3. "International summer/winter schools for WUST doctoral students."

§ 1

1. Funds are awarded under the InterDocSchool project implemented as part of the NAWA STER program, to organise a summer / winter school, the participants of which will be doctoral students of the Doctoral School of the Wrocław University of Science and Technology.
2. The purpose of granting the funds under the InterDocSchool project is to increase the internationalisation of the Doctoral School of the Wrocław University of Science and Technology, increase the didactic offer in English for doctoral students of the Wrocław University of Science and Technology Doctoral School and increase the number of foreign supervisors.

§ 2

Funds to organise a summer / winter school for doctoral students of the Doctoral School of Wrocław University of Science and Technology may be granted only if all lecturers of the summer / winter school, hereinafter referred to as "Lecturers", have submitted a declaration that they are ready to deliver a lecture as part of the summer / winter school.

§ 3

1. Summer / winter school should include 30 hours of lectures given by 5 foreign Lecturers.
2. Each Lecturer should deliver 6 hours of lectures.
3. The Lecturer should have extensive research achievements and experience in educating doctoral students.
4. Summer / winter school must be in English.
5. The following participants may attend the summer / winter school:
 - 1) up to 20 doctoral students of the Doctoral School of Wrocław University of Science and Technology, and
 - 2) a maximum of 20 doctoral students from outside the Doctoral School of the Wrocław University of Science and Technology.
6. Participants of the summer / winter school will not be charged for attendance. Participants from outside Wrocław University of Science and Technology must pay their travel and accommodation costs themselves.
7. In addition to 30 hours of lectures, the summer / winter school may include other activities, e.g. a poster session of participants, additional workshops.



§ 4

1. There will be 4 competitions for the organisation of summer / winter schools:
 - 1) June, 2021, school planned for the winter semester 2021/2022.
 - 2) December, 2021 school planned for the summer semester 2021/2022.
 - 3) June, 2022, school planned for the winter semester 2022/2023.
 - 4) December, 2022 school planned for the summer semester 2022/2023.
2. In each competition, funding will be awarded to organise one summer / winter school.
3. If all available funds are not allocated in a given competition, the unused funds will be included in the next competition.
4. Grounds for awarding funds for the organisation of a summer / winter school are: the scientific achievements and experience of the Lecturers, the rank of the scientific institutes in which the Lecturers work, a description of the proposed summer / winter school and the opinion of the Council of Doctoral Students on the proposed summer / winter school.

§ 5

1. Financial support for the organisation of a summer / winter school includes:
 - 1) Remuneration for the Lecturer for preparing and delivering a 6-hour lecture as part of the summer / winter school.
 - 2) Funds for providing the catering for summer / winter school participants (coffee break and lunch each day, one gala dinner).
2. The amount of remuneration for the Lecturer is determined pursuant to applicable laws, regulations of the Wrocław University of Science and Technology, the rules of the NAWA STER competition and the rate specified in the InterDocSchool project application.
3. The amount of remuneration for the Lecturers within the summer / winter school may vary depending on their experience and the scientific level represented by Lecturers, but the total amount allocated to all Lecturers within the summer / winter school may not exceed the amount specified in the InterDocSchool project application.
4. The InterDocSchool project does not cover Lecturers' travel and accommodation expenses.
5. The amount of funds for providing the catering for one summer / winter school is PLN 18,000.

§ 6

Financial resources to organise summer/winter school for doctoral students of the Doctoral School of Wrocław University of Science and Technology are granted by a three-person Committee consisting of members of the Doctoral School Council and appointed by the Dean of the Doctoral School, hereinafter referred to as the "Committee".



§ 7

1. The application for having financial funds awarded to organise a summer / winter school for doctoral students of the Doctoral School of the Wrocław University of Science and Technology, prepared according to the form set out in Appendix 1, is submitted by an employee of the Wrocław University of Science and Technology, hereinafter referred to as the "School Chair", within the time limit set by the InterDocSchool Project Manager.
2. The application must be accompanied by:
 - 1) scientific profiles of Lecturers (CV) with a description of experience in preparing and conducting courses for doctoral students (doctoral schools, summer / winter schools for doctoral students, tutorials, etc.),
 - 2) initial declarations that Lecturers are ready to prepare and deliver the course.
3. Applications submitted after the deadline shall be left unconsidered.
4. The submitted applications are assessed according to the criteria specified in Appendix 2. The Committee awards points on a scale of 0-10 for each criterion. The final results a weighted sum taking into account the weights applied to individual criteria.

§ 8

The Committee only considers applications submitted in accordance with the procedure specified in § 7, which meet the conditions referred to in § 2-4. Within four weeks after the expiry of the deadline for submitting the applications referred to in § 7, the Committee shall evaluate the submitted applications in accordance with the weights and scores given in Appendix 2 and make decisions on granting scholarships. Decisions are taken by an absolute majority of votes of the appointed members of the Committee. The decisions of the Committee are final.

§ 9

Information on granting funds for the organisation of a summer / winter school for doctoral students of the Doctoral School of Wrocław University of Science and Technology is posted on the InterDocSchool project website and is forwarded electronically to the School Chair.

§ 10

1. Payments of funds for Lecturers are prepared by the Dean's Office of the Doctoral School pursuant to the legal regulations in force at Wrocław University of Science and Technology and the regulations of the STER program.
2. The Dean's Office of the Doctoral School covers catering expenses for participants of the Doctoral School pursuant to the legal regulations in force at Wrocław University of Science and Technology and the regulations of the STER program.



§ 11

1. The School Chair is responsible for submitting an application for having financial funds awarded to organise a summer / winter school for doctoral students at the Doctoral School of Wrocław University of Science and Technology. In the case of differentiation of the remuneration for Lecturers within the summer / winter school, as referred to in § 5 sec. 3, the School Chair should present a proposal of the amount of remuneration for Lecturers along with a justification.
2. The School Chair supports the Dean's Office of the Doctoral School in contacts with the Lecturers.
3. The School Chair is responsible for booking the appropriate lecture rooms for the summer / winter school. If the delivery of lectures require the use of teaching methods and techniques, the School Chair is responsible for providing technical information enabling participation in the lectures.
4. The School Chair is responsible for the preparation and maintenance of the summer / winter school website.
5. The School Chair is responsible for the recruitment of summer / winter school participants in accordance with the rules developed by the Doctoral School Council and available on the InterDocSchool website.
6. Within 30 days of the end of the summer / winter school, the School Chair is required to submit to the InterDocSchool Project Manager a summary report in accordance with the form available on the InterDocSchool project website.

§ 12

1. The School Chair or another person indicated by him/her, hereinafter referred to as the Attendant, is responsible for assisting the Lecturers during their stay at Wrocław University of Science and Technology.
2. After the summer / winter school is completed, the Attendant receives remuneration.
3. The amount of remuneration for the Attendant for assisting one Lecturer is determined in accordance with the applicable regulations (including those relating to social security contributions on the part of the employer) based on the gross / gross amount of PLN 800 specified in the InterDocSchool project application.
4. Payments of funds for the Attendant are prepared by the Dean's Office of the Doctoral School pursuant to the legal regulations in force at the Wrocław University of Science and Technology and the regulations of the STER program.

§ 13



In justified cases (including due to a pandemic and travel restrictions), the summer school may be partially or fully conducted using distance learning methods and techniques with the direct participation of the Lecturer and doctoral students.



Appendix 1. Application form

I. Applicant (School Chair):

1. Full name:
2. Grade / Title:
3. University unit (Faculty / Department):
4. Position held:
5. E-mail address:

II. Description of the summer / winter school

1. Summer / winter school name:
2. Planned school program.
3. Description of the courses conducted within the school, taking into account the form (lectures / workshops / seminars) and such aspects as: topicality of the subject, practical character, interdisciplinarity.
4. The mode of conducting classes (remote / hybrid / traditional).
5. The teaching tools used.
6. Description of materials that will be developed for the courses (e.g. script, multimedia presentations, video materials).
7. Additional activities within the summer / winter school (apart from lectures).

III. Lecturers (to complete for each Lecturer)

1. Full name:.....
2. Research institute / company:
3. The position of the research institute employing the Lecturer in the current international Shanghai ranking. In the case of employment in a company, provide R&D experience and number of patents taken out in the last 10 years.
4. CV (attachment to the application).
5. Experience in preparing and conducting courses for doctoral students (doctoral schools, summer / winter schools for doctoral students, tutorials, etc.).
6. Does the applicant (the School Chair) have a Lecturer's declaration that he is ready to deliver a lecture: Yes/ No

.....

(Date)

(signature of the Applicant (the School Chair))

Appendix 2. Application evaluation criteria

1. Admission Criteria

The candidate must comply with all admission criteria.

No	Assessment criterion	Rating
1	Initial declaration of summer / winter school Lecturers stating that they are ready to deliver the lecture	Yes/No

2. Detailed application evaluation criteria

The Committee awards points on a scale of 0-10 for each criterion. The final result is a weighted sum taking into account the weights applied to individual criteria.

No	Assessment criterion	Weight
1	Topics and description of the proposed summer / winter school (topicality, practical nature, interdisciplinarity)	3
2	The form of running a summer / winter school (lectures / workshops / seminars), the mode of conducting courses (remote / hybrid / traditional) and the use of modern teaching techniques	1
3	Materials for summer / winter school (script, multimedia presentations, video materials, etc.)	2
4	Additional activities within the summer / winter school (apart from lectures)	2
5	Assessment of summer / winter school Lecturers (list of the most important publications over the period of the last 10 years, H index (according to Scopus database), invited lectures, participation in conferences, participation in national and international projects, cooperation with the social and economic communities, supervision of doctoral dissertations)	2
6	Experience of summer / winter school lecturers in preparing and conducting courses for doctoral students (doctoral schools, summer / winter schools for doctoral students, tutorials, etc.)	2



7	<p>The rank of the research institute in which the lecturers work. Research units are assessed on the basis of the current international Shanghai ranking http://www.shanghairanking.com</p> <p>The position of the University in the world:</p> <p>1-100 - 10 points</p> <p>101-200 - 8 points</p> <p>201-300 - 6 points</p> <p>301-500 - 4 points</p> <p>501-1000 - 2 points</p> <p>Companies - experience in R&D and the number of patents taken out in the last 10 years - 1-10 points.</p>	2
8	Opinion of the Council of Doctoral students	2