

Regulations for admission, organisation, participation and terms and conditions of financing another form of education at Białystok University of Technology - Summer School (2024)

Chapter I. General information

§ 1

1. The Regulations specify the conditions of participation, admission process, organisation and terms of financing of the participation in the Summer School organised by the Department of International Projects Erasmus+ and NAWA of the Białystok University of Technology with the support of other departments of the Białystok University of Technology involved in the substantive execution of the course.
2. The main objective of the course is to increase the internationalisation of the Białystok University of Technology (BUT) through the realisation of a separate Curriculum Programme (CP) carried out on a full-time or mixed basis during the planned Summer School.
3. The Summer School is organised on the campus of the university or at a location designated by the organiser.
4. Detailed information on the schedule of the Summer School will be published and updated on the website <https://pb.edu.pl/iros/en/summer-schools> prior to the commencement of the course.
5. 45 participants - students of foreign universities - are assumed to participate. The minimum number of participants is 15. If the indicated number of candidates is not achieved, the Summer School will not take place.
6. An Admission Committee will be responsible for the admission process. The AC will be composed of 4 persons (BUT teachers and Administrative Coordinators).
7. The organisation and execution of the Summer School in Białystok will be the responsibility of the Head of the Summer School and the Administrative Coordinator.
8. Participation in the Summer School shall be financed from the participant's own funds or from the funds of the sending institution.

§ 2

Whenever these Regulations refer to:

1. the Organiser - should be understood as the Erasmus+ International Projects Department and NAWA, 45A Wiejska Street, 15-351 Białystok, room 1C;
2. programme - it should be understood as the Curriculum Programme (CP), which will be implemented during the Summer School course;
3. the Regulations - it shall be understood to mean the present document;
4. Summer School (SS)- should be understood as another form of education - in the form of a training course, dedicated to foreign students in July 2024 and organised by the Erasmus+ International Projects Department and NAWA with the support of the teaching staff of the Faculty of Civil Engineering and Environmental Sciences, Faculty of Architecture and other lecturers from foreign universities;
5. course participant - should be understood as a person who has successfully passed the admission process and has been qualified to participate in the Summer School;
6. website - should be understood as the website <https://pb.edu.pl/iros/en/summer-schools>.

Chapter II. Admission process for participants in the Summer School

§ 3

1. Admissions of candidates to participate in the Summer School will start on 29 April 2024. The main admission period will last for 33 calendar days - until 31 May 2024. In case of vacancies, the admission process will be extended and will continue until the places are exhausted.

2. Information about the Summer School and the Application Form will be posted on the website <https://pb.edu.pl/iros/en/summer-schools>.

§ 4

1. The following are eligible to participate in the Summer School:
 - a) foreign students who have completed at least two semesters in the fields of environmental engineering, civil engineering, energy studies, architecture or related fields.
 - b) have been informed by a member of the Admission Committee of their acceptance to the course.
 - c) have paid the participation fee for the chosen course by 15.06.2024
2. Persons listed in paragraph 1 may participate in the Summer School if they:
 - d) have completed the form to be placed on the website <https://pb.edu.pl/iros/en/summer-schools>
 - e) have sent confirmation of payment for the course by 15.06.2024 to the following e-mail address: izabela.karpinska@pb.edu.pl.

§ 5

1. Admission process will be conducted in the following order:
 - a) candidates wishing to participate in the admission process fill in the Application Form in the form of an electronic form placed on the website <https://pb.edu.pl/iros/en/summer-schools> (appendix no. 1 to the Regulations);
 - b) on the basis of the documents submitted, the organisers verify the candidates in terms of meeting the eligibility criteria and qualify them for participation in the Summer School;
 - c) the participants qualified to participate in the Summer School will be notified of the results of the admission process by email no later than 05.06.2024;
 - d) Candidates will have the right to appeal the decision of the committee to the Vice-Rector for International Cooperation (3 days) until 08.06.2024;
 - e) the final list of qualified participants will be announced on 16.06.2024;
 - f) Qualified participants are required to complete and deliver to the organiser the Summer School Participant Form (appendix no. 2 to the Regulations).

§ 6

1. The following admissions criteria shall be adopted in order:
 - a) eligibility of participants meeting the recruitment criteria for the Summer School will be determined by the order of application. Participants will be admitted to the Summer School on the basis of equal opportunities, including the principles of age and gender equality.
 - b) in order to ensure the multicultural character of the Summer School, a maximum of 6 people from one university will be qualified for the mail list first, and in the event of a larger number of applications, qualification will be possible after the completion of basic recruitment within the limits of available places,

§ 7

1. The detailed programme will be sent to participants no later than one week before the beginning of SS by e-mail.
2. During the Summer School, there will be specialist classes in the form of stationary classes with the participation of PB and foreign academics (lectures, workshops, panel discussions, educational excursions) as well as additional classes: cultural and sports workshops.
3. The full cycle of the Summer School will take place from 01.07 to 19.07.2024 and will be divided into 3 weeks:
 - a) Week 1 (T1) - from 01 to 05 July 2024

- b) Week 2 (T2) – from 08 to 12 July 2024
 - c) Week 3 (T3) – from 15 to 19 July 2024
4. An individual choice of the duration of a participant's participation in the Summer School (calculated in weeks) - from one to three weeks - is allowed. Information on the duration of participation in the Summer School is declared at the stage of candidate registration.
 5. Week 1 (T1) of the Summer School may be implemented as part of the Blended Intensive Programme (BIP) and financed within the framework of Erasmus+ (from the resources of the sending university). A declaration of the applicability of Erasmus+ funding for T1 is made by the candidate at the registration stage for the Summer School, and the candidate then takes part in the admission process available at the link https://irk2.uci.pb.edu.pl/en-gb/offer/BIP_2023_2024/programme/BIP_ESFSB_2023_2024/ or https://irk2.uci.pb.edu.pl/en-gb/offer/BIP_2023_2024/programme/BIP_EVC_2023_2024/ (possibility to choose course 1 or 2). If no funding is received, the candidate finances their participation in T1 on their own.
 6. Participation in Week 1 requires compulsory participation in remote classes that test the practical skills acquired by students, consolidating and extending the knowledge acquired during the on-site classes.
 7. The organiser reserves the right to organise the entire Summer School in a remote format if organisation in stationary form is not possible for pandemic reasons.

Chapter IV. Rules on financing of the Summer School

§ 8

1. The financial management of the SS is supervised by the Head of the Project Settlement Department of the Białystok University of Technology.
2. There is a fee for participation in the classes, and the price of the course depends on the period of the participant's participation in the course (calculated in weeks) declared during the admission process.
3. Candidates undertaking a course of study at the Summer School are required to pay one-off fees in accordance with the following prices by 15.06.2024:
 - a) participation in Week 1 - EUR 680,
 - b) participation in Week 2 - EUR 680,
 - c) participation in Week 3 - EUR 650.
4. Candidates are required to make payments to the bank account of the Białystok University of Technology, 40 1240 1154 1978 0010 1668 9197, held with BANK PEKAO S.A, swift number PKOPPLPW, and to include in the transfer description details enabling the identification of the candidate (name and surname) and the period of the student's stay at the Summer School, e.g. Week 1, Week 2.
5. The full course fee should be received in the University's account. Transaction fees and other costs charged by banks are covered by the sender of the transfer. After payment has been made, Summer School candidates send confirmation of payment to the following e-mail address: izabela.karpinska@pb.edu.pl.
6. Invoices for paid fees are generated upon request of the participant within 3 months counted from the date of receipt of the payment crediting the bank account of the Białystok University of Technology.
7. Lack of payment by a candidate of the Summer School within the established time limit results in his/her removal from the list of participants.

Chapter V. Rights and obligations of the participants of the Summer School

§ 9

1. Before the start of the Summer School, each participant will receive the necessary information on the organisation and course of the Summer School.

2. Each participant has the right to receive support from the organiser should any problems or questions concerning the course arise.
3. The organiser will provide the participants of the Summer School with accommodation in single, double and triple rooms, and full board.
4. Participants are obliged to inform the organiser of the course immediately of any change in the personal data entered in the participation documents for the Summer School.
5. Upon completion of the Summer School activities, an evaluation will be conducted.
6. At the end of the Summer School the participant will receive a certificate of participation with a specified number of points - 3 ECTS.
7. The participant shall be obliged to have an insurance policy covering the costs of medical treatment, medical interventions, transport to hospital, costs of repatriation and accident insurance during travel and stay in Poland, and to submit it for inspection before the beginning of the Summer School.
8. The participant is obliged to participate in the programme activities of the Summer School except in justified cases reported to the Head of the Summer School.
9. The participant is obliged to take care of his or her own safety and health, including long-term or periodic medical treatment, allergies, etc.
10. The participant is obliged to behave in a manner that does not endanger their own health and life or that of other participants.
11. Any and all damages incurred during the Summer School (including damage to property) will be the responsibility (including financial) of the persons who caused them.

Chapter VI. Rules on cancellation of participation in the Summer School

§ 10

1. Cancellation of participation in the Summer School is possible in justified cases.
2. In the event of the cancellation of participation in the Summer School, participants shall be obliged to submit a written statement of the reasons for the cancellation.
3. Cancellation by a participant during their participation in the Summer School shall not give rise to a refund of the payment by the organiser.
4. Cancellation of a student's participation in the Summer School after the payment of the course fee within the period from 15.06.2024 (2 weeks before the beginning) to 01.07.2024 (the day of the beginning of the Summer School cycle), involves financial consequences in the form of deduction of all costs incurred by the organiser in connection with the planning of the student's participation in the course and may amount up to 30% of the paid fee.

Chapter VII. Final provisions

§ 11

1. In the event that the number of applications exceeds the number of available places in the Summer School, a reserve list will be established.
2. In the event of a lower than anticipated number of applications, the organiser will conduct an additional intake immediately after the main admission process until the number of places is exhausted.
3. Information on the additional intake will be posted on the website <https://pb.edu.pl/iros/en/summer-schools> and sent by e-mail to foreign universities.
4. In organisational matters requiring individual contact with candidates or course participants, the organisers of the Summer School will communicate mainly by e-mail at the address provided by the candidate in the Form.
5. The Organiser reserves the right to amend these Regulations without stating reasons.

6. The current content of the Rules and Regulations for admission and organisation of the Summer School is available on the website of the Erasmus+ International Projects Department and NAWA <https://pb.edu.pl/iros/en/summer-schools>.
7. The Head of the Summer School, the Administrative Manager, the Deputy Administrative Manager, and the Admission Committee are authorised to process the personal data of the candidates and course participants to the extent necessary to perform the tasks arising from their functions.
8. The Head of the Summer School, the Administrative Manager, the Deputy Administrative Manager and the Admission Committee are obliged to maintain the confidentiality of personal data and to protect it against unauthorised access, unwarranted modification or destruction, unlawful disclosure, and to keep it properly secured, as well as to use it only for activities necessary for the performance of their functions.
9. Doubts arising from the application of these Rules and Regulations and matters not covered by these Rules and Regulations shall be resolved individually by the Head of the Summer School. In exceptional justified situations, the Head of the Summer School may issue instructions and organisational guidelines to be followed by the participants.
10. These Regulations shall enter into force on the date of commencement of admissions.

Attachments:

No. 1 - Application Form

No. 2 - Summer School Participant Form

**Head of Department
of International Projects
Erasmus+ and NAWA**


**MSc
Agata Dziekońska**

**VICE-RECTOR
for International Cooperation**


Assoc. Prof. Dorota Anna Krawczyk, DSc, PhD, Eng.
BIAŁYSTOK UNIVERSITY OF TECHNOLOGY

SUMMER SCHOOL PARTICIPANT FORM

I declare my participation in the Summer School:

IN THE PERIOD*	WEEK 1/	WEEK 2/	WEEK 3
I WILL BE USING BIP PROGRAMME FUNDING FROM MY HOME UNIVERSITY TO FINANCE WEEK 1*	YES/ NO		

Personal details:

NAMES: as spelled in your identity document	
SURNAME: as spelled in your identity document	
UNIVERSITY: as spelled in English	
DATE OF BIRTH:	
NATIONALITY:	
GENDER:	

Contact details:

CONTACT NUMBER:	
E-MAIL ADDRESS:	

I request an invoice for my participation in the Summer School: YES/ NO

NAME OF ORGANISATION FINANCING PARTICIPATION IN THE SUMMER SCHOOL**	
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.....
PLACE, DATE

.....
LEGIBLE SIGNATURE

* -- please delete if not applicable

** -- fill in if applicable

I declare that I have read and understood Regulations for admission, organisation, participation and terms and conditions of financing another form of education at Bialystok University of Technology - Summer School (2024) available at <https://pb.edu.pl/iros/en/summer-schools> and I undertake to abide by its provisions.

.....
PLACE, DATE

.....
LEGIBLE SIGNATURE

1. The administrator of your personal data is the Bialystok University of Technology, 45A Wiejska St, 15-351 Bialystok (hereinafter referred to as the University), tel: 85 746 90 00, www.bip.pb.edu.pl, e-mail: rektorat@pb.edu.pl.
2. The Administrator, in accordance with Article 37(1)(a) of the RODO, has appointed a Data Protection Officer with whom you can contact by e-mail at: iod@pb.edu.pl.
3. Your personal data will be processed for the participation, organisation and settlement of the Summer School - on the basis of Article 6(1)(b) and (c) of the RODO.
4. The recipients of your personal data will be the administrator's IT service providers, and persons or entities authorised by law.
5. Your personal data will be stored for the periods necessary to achieve the purposes specified above and for the period resulting from the legal provisions on archiving.
6. You have the right of access to the content of your data and, subject to the provisions of the law, you have the right to:
 - a. rectification of your data;
 - b. erasure of the data;
 - c. restriction of data processing;
 - d. data portability;
 - e. to object to the processing of your personal data.
7. You have the right to lodge a complaint to the supervisory authority - the President of the Office for Personal Data Protection, if you consider that the processing of personal data violates the generally applicable regulations in this regard.
8. The provision of personal data is voluntary, but necessary in order to participate in the Summer School. The consequence of not providing the data will be that you will not be able to participate in the Summer School.
9. The University does not process the personal data provided in a manner based on automated processing, including profiling.

* – please delete if not applicable

** -- fill in if applicable

APPLICATION FORM

I would like to apply for admission to the Summer School organised by the Bialystok University of Technology:

IN THE PERIOD*	WEEK 1/	WEEK 2/	WEEK 3
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Personal details:

NAMES: as spelled in your identity document	
SURNAME: as spelled in your identity document	
UNIVERSITY: as spelled in English	
FIELD OF STUDY: as spelled in English	
COUNTRY OF ORIGIN: as spelled in English	

Contact details:

CONTACT NUMBER:	
E-MAIL ADDRESS:	

.....
PLACE, DATE

.....
LEGIBLE SIGNATURE

* -- please delete if not applicable

I declare that I have read and understood Regulations for admission, organisation, participation and terms and conditions of financing another form of education at Bialystok University of Technology - Summer School (2024) available at <https://pb.edu.pl/iros/en/summer-schools> and I undertake to abide by its provisions.

.....
PLACE, DATE

.....
LEGIBLE SIGNATURE

- 1) The administrator of your personal data is the Bialystok University of Technology, 45A Wiejska St, 15-351 Bialystok (hereinafter referred to as the University), tel: 85 746 90 00, www.bip.pb.edu.pl, e-mail: rektorat@pb.edu.pl.
- 2) The Administrator, in accordance with Article 37(1)(a) of the RODO, has appointed a Data Protection Officer with whom you can contact by e-mail at: iod@pb.edu.pl.
- 3) Your personal data will be processed for the purpose of recruiting for the Summer School and contacting you on matters related to recruitment - on the basis of Article 6(1)(e) RODO.
- 4) The recipients of your personal data will be the administrator's IT service providers, and persons or entities authorised by law.
- 5) Your personal data will be stored for the periods necessary to achieve the aforementioned purposes and for the period resulting from the legal provisions on archiving.
- 6) You have the right of access to the content of your data and, subject to the provisions of the law, you have the right to:
 - a. rectification of your data;
 - b. erasure of the data;
 - c. restriction of data processing;
 - d. data portability;
 - e. to object to the processing of your personal data.
- 7) You have the right to lodge a complaint to the supervisory authority - the President of the Office for the Protection of Personal Data, if you consider that the processing of your personal data violates the generally applicable regulations in this regard.
- 8) The provision of personal data is a contractual condition and is necessary in order to take part in the admission process of the Summer School. The consequence of failing to provide data will be that you will not be able to participate in the admissions.
- 9) The University does not process the personal data provided in a manner based on automated processing, including profiling.