

REGULATIONS OF RECRUITMENT AND PARTICIPATION IN THE PROJECT

Engineering studies in IT - international study program run by
the Faculty of Mathematics and Computer Science of Adam Mickiewicz University in Poznań
Project No: WND-POWER.03.03.00-00-M149/16

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Information about the project

- 1) The project "Engineering studies in IT - international study program run by the Faculty of Mathematics and Computer Science of Adam Mickiewicz University in Poznań" is realized at the Faculty of Mathematics and Computer Science of the Adam Mickiewicz University in Poznań, Poland, ul. Umultowska 87
- 2) The project office is located in the building of the Faculty of Mathematics and Computer Science of Adam Mickiewicz University, ul. Umultowska 87, 61-614 Poznań, Poland, room A1-27, phone +48 61 829 5548.
- 3) The project is co-financed by the European Union from the European Social Fund under the Operational Program Knowledge Development Education.
- 4) The terms used in the regulations mean:
 - a) **Regulations** - Regulations of recruitment and participation in the project (this document).
 - b) **University** - Adam Mickiewicz University in Poznań.
 - c) **Faculty** - Faculty of Mathematics and Computer Science of Adam Mickiewicz University in Poznań.
 - d) **Project** - Project named Engineering studies in IT - international study program run by the Faculty of Mathematics and Computer Science of Adam Mickiewicz University in Poznań".
 - e) **Project Office** - building of the Faculty, room A1-27,, phone +48 61 829 5548.
 - f) **Website** of the project - website <https://esit.wmi.amu.edu.pl/>.
 - g) **Project manager** - person responsible for supervision and representation of the project, coordination and assignment of team members, monitoring of indicators, approval of expenditure.
 - h) **Organizational manager** - the person whose duties include promotion, recruitment, administrative support, day-to-day communication with the participants and conduct of the class, evaluation.
 - i) **Settlement and monitoring specialist** - person who is responsible for payment processing, own account settlement, project accounting, payment requests.
 - j) **Applicant** – person who applies to participate in the project.
 - k) **Participant** - applicant who has fulfilled all the formal requirements specified in the Regulations of Recruitment and has received a positive qualification issued by the Recruitment Commission.
 - l) **Recruitment Commission** - a team appointed by the Project Manager to select qualified applicants to participate in the project.
 - m) **Agreement for participation** - a document agreeing to participate in the project.
- 5) The main aim of the Project is to provide 36 persons, including 18 Poles and 18 foreigners, availability to take part at new international study program – "Engineering studies in IT at the Faculty of Mathematics and Computer Science of Adam Mickiewicz University in Poznań" in the period from February 1st, 2017 till March 3rd, 2021. As a result of the project students will gain the ability to work with the best International experts, exchange of international experiences, knowledge of the most modern world trends and theories, and to work in an international IT environment.

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General provisions

1. These Regulations set out the rules for the recruitment of participants, rules for participation in the project, the rights and obligations of the participants, and the duties of the University.
2. The project assumes the support 36 Participants, including 18 participants from Poland and 18 participants from abroad.
3. The project is being implemented from February 1st, 2017 till March 3rd, 2021.
4. Participation in the project is free of charge.
5. The Participant tuition fee is covered by the University with grants received from the Polish Ministry of Science and Higher Education or EU funds.
6. The Project is planned to organize the following activities:
Task 1 – development international program teaching “Engineering studies in IT”,
Task 2 - implementing the international program “Engineering studies in IT”.
7. The Project foresees:
 - a) the free of charge international summer school with the integration classes, implemented in weekends, designed to acquaint students and finally adapt to studying in International environment,
 - b) engage four foreign lecturers with significant academic and / or professional achievements,
 - c) provide funding for the cost of living of foreigners students - the cost of a lump sum payment (1500 PLN monthly) for the period during which the student attends education. The participant will be paid through the period of 32 months in total (3.5 academic years): 3 months in 2017 + January 2018 + 3 summer semesters (each 5 months) + 3 winter semesters (each 4 months) + 1 month, from which the costs will be proportionately multiplied in situations where the summer exam session in the next year will be extended for part of July. Within the amount will be eligible costs:
 - o accommodation,
 - o maintenance.
8. At no stage of the Project implementation, the Participant’s travel costs to Poznań and from Poznań are not returned.
9. The costs of Polish health insurance are not refunded.

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Recruitment stages

1. Recruitment will be conducted with promotional activities in parallel.
2. Applicants submit all required documents and the recruitment questionnaire to the Department of Education of the Adam Mickiewicz University in Poznań, ul. H.Wieniawskiego 1, 61-712 Poznań, Poland. Selection of applications will be made according to the score obtained in the following manner:
 - in case of Polish applicants: maturity certificate competition (assessment of English language, mathematics and optional extended level of: mathematics or computer science),
 - in the case of foreigner applicants: with the adopted method of calculating the results of the high school certification and the documented knowledge of English language.
3. People with disabilities and women are first qualified after fulfilling the aforementioned criteria.
4. The results of the recruitment will be published on the Project website.
5. Persons who are recruited but not accepted due to the limit of available places will be placed on the reserve list.
6. Persons from the reserve lists will be qualified in case of the withdrawal of accepted people, if the new qualification meets the Project conditions and requirements.

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Rules for participation in the Project

1. A participant may be a person who meets the following criteria:
 - has submitted to Department of Education of the University all documents required by the recruitment process,
 - has been qualified to the Project by the Recruitment Committee,
 - has signed the Agreement for participation in the Project and related documents,
 - has acquired student rights,
 - has submitted a copy of Polish health insurance covering the period of at least one semester of study in advance.

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Obligations of the Participant

1. The Participant is obliged to:
 - participate in all student activities (e.g. lectures, classes, laboratories, seminars) within the Engineering studies in IT,
 - pass all exams within the Engineering studies in IT,
 - achieve the Engineer degree in Computer Sciences within 3.5 years of study - till March 3rd, 2021,
 - follow the rules of the Regulations for Studying of the Adam Mickiewicz University in Poznań,
 - take care of the equipment or property entrusted, in particular follow the rules of student dormitory,
 - take care of the timely purchase of Polish health insurance,
 - fill out surveys and questionnaires provided by both the Project Office or the lecturers.
2. Furthermore, the Participant is obliged to:
 - promptly informing the Organizational manager of the inability to participate in any of the forms of student activity due to illness or major accident,
 - keep the Organizational manager informed of all events that may disrupt studying or participation in the Project.

§ 6

Participant's rights

1. The Participant is entitled to all student's rights stated in the Regulations for Studying of the Adam Mickiewicz University in Poznań. In particular Participant has the right to:
 - view and update his/her data,
 - report and evaluate classes and visits in which he/she participates,
 - receive training materials.
2. Student's rights are acquired upon matriculation and vow of the content Indicated in the University Statutes.
3. Student's rights are lost:
 - on October 31 of the year, in which the Engineer degree in Computer Science is achieved,
 - when moving to another university,
 - when removing from the student list.
3. The Participant has the right to resign from participation in the project, without liability, only if the resignation took place for important personal reasons unpredictable at the time the contract was signed (e.g. illness).
4. In the case of resignation of the Participant from the study due to unjustified reasons or removing from the list of students due to failure to comply with the provisions of these Regulations or the Regulations for Studying, the University may require to reimburse from the Participant for the amount of compensation adequate to the amount received by the Participant within the Project..

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University obligations

1. The University undertakes to provide the Participant with the opportunity to study Computer Science within a 3.5-year first degree program at the Faculty of Mathematics and Computer Science and, in the case of passing all the required subjects and exams, to obtain the Engineer Diploma in Computer Science.
2. The University reserves the right to change the organization of studies, in particular the type and the sequence order of subjects.
3. At each stage of study, the study program will be in compliance with Polish law regulations.
4. The University undertakes to provide didactic materials in the form of support.
5. Upon successful completion of the diploma exam, the University undertakes to issue the Engineer Diploma in Computer Science to the Participant in English, together with all required attachments.

§ 8

Principles of monitoring and evaluating the study

1. The Participant undertakes to provide the Faculty with all the data necessary to record the participants and to monitor the activities in which he/she participates.
2. The Participant accepts, which he/she personally certifies in the statement, consent to the sharing and processing of personal data and use of his/her image.
3. The Participant undertakes to keep the University informed of the change of his/her personal data.
4. The Participant is obliged to transfer the information to the University for the purpose of monitoring the graduates' fate within 12 months of the end of participation in the Project.
5. The Participant undertakes to provide the Organizational Manager with data on his/her status on the labor market after the end of participation in the Project. The data and documents relate, in particular, to the monitoring of the graduates' fate and the statements regarding employment or continuing education (within 12 months of the achieving the Engineering degree in Computer Science)
 - continuation of education is understood as the implementation of education at second (master) degree studies,
 - employment is understood as:
 - to conclude a contract of work for a minimum of 3 months at least half a job,
 - for civil / legal contracts concluded for at least 3 months,
 - about self-employment or starting a business activity lasting at least 3 months.

§ 9

Final provisions

1. The Regulations enters into force on June 1st , 2017 and shall remain in force for the duration of the project or for its termination.
2. The Regulations are available at the Project Office and at the Project Website.
3. The Faculty reserves the right to change the Regulations and to interpret their entries exclusively.
4. The Regulations may be amended where this is necessary due to changes made to the law or the terms of the Project co-financing agreement, as well as a written mandate to make certain changes received from the authorities or institutions authorized to evaluate and control the Project implementation.