



**RECRUITMENT REGULATIONS APPLICABLE TO MASTER OF SCIENCE IN IT
PROJECT MANAGEMENT COURSE WITHIN THE PROJECT
'WARSAW SCHOOL OF COMPUTER SCIENCE- WALK STRAIGHT TO CAREER
SUCCESS'**

**I
GENERAL INFORMATION ABOUT THE PROJECT**

The 'WARSAW SCHOOL OF COMPUTER SCIENCE- WALK STRAIGHT TO CAREER SUCCESS' is carried out by Warsaw School of Computer Science with the seat at Lewartowskiego Street 17 within the Operational Programme Knowledge Education Development, Priority III. Higher Education for Economy and Development, Measure 3.3. Internationalization of Polish higher education system.

1. Duration of the project: from June 1st 2017 to 30th September 2019.
2. The main goal of the project is a 2% growth of internationalization of Warsaw School of Computer Science by integrating 48 people (10 F/38 M) including at least 24 foreign students into the international educational programme of IT Project Management within the period from June 2017 to September 2019.
3. The personal data administrator is the Minister of Development acting as the Managing Authority for the Operational Programme Knowledge Education Development 2014-2020, with the seat at Plac Trzech Krzyży 3/5, 00-507 Warsaw.

**II
TARGET GROUPS OF THE PROJECT**

1. The target group is 48 students of the international educational programme of IT Project Management, out of whom at least 24 will be of foreign origin.

**III
CRITERIA FOR PARTICIPATION IN THE PROJECT**

1. Representatives of the target group can participate in the project should they fulfill the following requirements:
 - a) Hold a graduated degree.
 - b) Do not have any medical contraindications to study.
 - c) Have the knowledge of English language on at least B2 level.
 - d) In case of foreign candidates have a legal right to reside in Poland.
 - e) Have a health insurance in case of sickness or personal injury accidents (Polish NNW) for the whole period of studies – health insurance policy or European Health Insurance Card.



IV RECRUITMENT

1. The process of recruitment:

The recruitment starts on the 1st of June 2017 and will last until the primary and the reserve lists are closed.

Step I- candidates who want to participate in the project submit the following documents in the Project Office:

- a) Application form
- b) A set of required documents:
 - Bachelor's/Master's Diploma or the official duplicate with a full list of grades obtained during the course of study which entitles the candidate to continue university-level study in the country where the diploma was issued.
 - Medical fitness certificate stating there are no objections to undertake studies by the candidate (if the certificate is issued in a language different than English – translation made by a sworn translator into Polish language is needed)-.
 - Health insurance for the period of study.
 - Four passport-sized photos with the full name signed at the back.
 - Legalization of the Bachelor's/Master's diploma or an apostille made at the Polish Consulate in the country where the diploma was issued. Apostille is required instead of legalization when the issuing country is not member of the Hague Convention of 5th October 1961 (for a list of countries please visit: http://www.ms.gov.pl/en/travel_to_poland/apostille/apostille)
 - A certificate of English language knowledge (equivalent to level B2)**
 - A copy of visa or residence permit and copy of passport page with the photo. The copy of visa must be presented to the Admission Team within 21 calendar days from the date of receiving the Admission Decision.

 - A translation into Polish of any of the above documents if they are not translated into English. The translations should be made by a sworn translator (a list of sworn translators is available at the following official website of the Ministry of Justice: <http://ms.gov.pl/en/about-the-ministry-of-justice/> or a sworn translator registered in any of the EU, EFTA or OECD country, or a Polish consul in the country which issued the documents.

The above documents can be submitted:

- by e-mail to*: international@wwsi.edu.pl
- in person in the Admission Office within the opening times given on our website at: <http://wscs.eu/>
- by post or a courier.



* in case of sending the documents electronically, candidates who will receive the admission decision, are required to submit the original documents to the Admission Office.

** in case the medium of instructions was English during the course of Bachelor and/or Master degree studies, no English language certificate is required. .

Step II:

Verification of the fulfillment of the criteria for participation and accuracy of the submitted documents. The candidates who have sent incomplete or inaccurate documentation will not be considered in the recruitment process.

Step III:

Verification of the fulfillment or non-fulfillment of the Priority Criteria for Participation (in Polish PKU). Awarding points for PKU.

Female-10points

Disabled person- 10points

Foreign person-10points

Step IV:

Recruitment Board meeting and making the list of candidates admitted to the project. In case of a large number of candidates a reserve list will be created. The Recruitment Board meetings are to be held on July 3, 2017 and August 7, 2017. In a situation where the final list of prospective students cannot be closed, the Recruitment Board meetings will take place on an ongoing basis until all slots are taken.

Step V:

The announcement of the results of the recruitment will be e-mailed and published on the project website. Those candidates who will receive an admission decision are required to confirm their willingness to participate in the project within 4 days from the date of receiving the results. In case there is no confirmation of a given candidate this person will be struck from the list of participants.

Step VI:

The candidates qualified to participate in the studies sign and submit the following documents:

- agreement on study conditions and tuition fees for studies in English language within the Project: 'WARSAW SCHOOL OF COMPUTER SCIENCE- WALK STRAIGHT TO CAREER SUCCESS'
- participant's declaration

The templates of the above mentioned documents are available on the project website: www.wscs.eu and in the Project Office at. Lewartowskiego Street 17, 00-169 Warsaw, room 114.

- c) The recruitment takes into account the principle of equal opportunities including the principle of gender equality.

V

PARTICIPATION IN CLASSES

1. Students are required to participate in all classes regularly, punctually and actively. Attendance: student confirms his/her attendance each and every time he/she is asked, by signing the attendance list.
2. Students are required to participate in additional classes within the International summer school and in case of foreign students to participate in Polish language course and take an examination on a B1 level.
3. Students are required to participate in monitoring the implementation and evaluation through filling surveys on classes evaluation and project evaluation.
4. Attendance to 85% of all the classes is considered to be sufficient to fulfill the attendance criterion.
5. Students are required to participate in the graduate survey within 12 months from the date of finishing studies.

Scholarships

1. For students with Polish citizenship or holding Karta Polaka (Pole's Card): social scholarship (during both first and second year of study) and rector's scholarship for scientific achievements (during the second year of study).
2. For foreign students participating in the project we provide help in covering the costs of living in Poland (maximally 1000 PLN) during the school terms.

International summer school – obligatory extracurricular classes after the first year of studies (September 2018)

10-day International summer school programme:

1. Intercultural workshops.
2. IT experts' lectures
3. IT related language courses
4. Capital historical tour.
5. Integration activities.

Catering will be provided during the International summer school.

Polish language course for foreign students.

Project participants of foreign origin are required to participate in the Polish language course throughout the period of studies (120 teaching hours per semester) and to attend an examination on B1 level.

VI FINAL PROVISIONS

- These Regulations shall apply from the 1st of June 2017.



- The rights and obligations of the School and a Student are specified in the agreement on tuition fees and studying in English language within the Project: 'WARSAW SCHOOL OF COMPUTER SCIENCE- WALK STRAIGHT TO CAREER SUCCESS'
- The current contents of the Regulations are available in the Project Office and on the project website: www.wscs.eu. Warsaw School of Computer Science reserves the right to amend these Regulations and will inform the interested parties immediately about it.
- Accepting the rules and regulations of participating in the courses resulting from these Regulations and signing the course Application Form shall be considered as a declaration of participation in the Project.
- The general supervision over the project implementation and issues not regulated by these regulations are to be settled by the Project Manager.