

## Certificate in Business for Engineers Programme Recruitment Regulations

### ORGANISER

Warsaw University of Technology Business School  
02-008 Warszawa, ul. Koszykowa 79  
[www.business.edu.pl](http://www.business.edu.pl)

### CONTACT

Training Programmes Office  
tel.: 22 234 70 33, 22 234 70 89  
[cbe@business.edu.pl](mailto:cbe@business.edu.pl)

1. These rules set forth the conditions for qualifying participants for the Certificate in Business for Engineers Programme (“Programme”) conducted by the Warsaw University of Technology Business School (“Business School”) within the framework of Task 17 of WUT - Science-Education-Development-Cooperation Programme [„*NERW PW. Nauka – Edukacja – Rozwój Współpraca*”], co-financed with EU resources by the European Social Fund.
2. The programme is addressed to students of the last four terms of the 1<sup>st</sup> and 2<sup>nd</sup> degree studies at the Warsaw University of Technology.
3. Number of available places: 30
4. Eligible candidates must have an active WUT student status both during the application process and upon the start of the programme (October 2020).
5. In the first phase of the qualification procedure candidates register through the online recruitment module available on the Business School website. This phase is going to be closed on 2 July 2020.
6. If a candidate fails to fulfil any of the requirements specified in sections 2 and 5 above, he/she shall not be admitted to the 2<sup>nd</sup> phase of the qualification procedure.
7. The 2<sup>nd</sup> phase of the qualification procedure comprises an English language test.
  - 7.1. The English language test shall be available to candidates on an electronic platform which the candidate will be granted access to on: 6 July 2020 (Monday) from 08:00 p.m. till 11:00 pm and on 6 July 2020 (Wednesday) from 7:00 pm till 10:00 pm.
  - 7.2. The duration of the English language test is 60 minutes. Listed in point 7.1 time intervals include the entire period for which the test will be made available. To ensure the

allowed time for resolving the test, the test should be started at least one hour before the end of the period.

7.3. Every participant can sit the English language test only once.

7.4. A positive test result is equal to 60% or more.

8. Following the English language test, a ranking list shall be prepared basing on the test scores. The top ranking candidates will be admitted to the course until all vacancies have been filled. The remaining students shall be added to a standby list according to their scoring.

9. Candidates shall be informed by email about the results of the English language test.

10. Upon qualification candidates are required to observe the following formalities:

10.1. sign the application for admittance,

10.2. sign a statement of the programme's participant,

10.3. e-mail an ID card format photo to [cbe@biznes.edu.pl](mailto:cbe@biznes.edu.pl),

10.4. pay a fee of PLN 250 for training materials and email a payment confirmation to [cbe@biznes.edu.pl](mailto:cbe@biznes.edu.pl) or deliver it personally to the Training Programmes Office by 24 July 2020.

10.5. fill out the competences questionnaire

11. Place and deadline for submitting documents. The documents should be submitted at the school's headquarters:

Warsaw University of Technology Business School.

Training Programmes Office

Room No. 100

Koszykowa 79

02-008 Warsaw

Or by e-mail to the following address: [cbe@biznes.edu.pl](mailto:cbe@biznes.edu.pl) by 24 July 2020.

After this date, applications will not be accepted. |

12. The list of students admitted to the programme shall be approved by the Director of WUT Business School.

13. Students shall be informed about the decision of the Business School Director regarding recruitment via email by 31 July 2020.

14. If a person admitted to the programme withdraws prior to the start of the programme, his/her place shall be offered to the first person or – in the absence of that person's consent – the subsequent person on the standby list.

15. If a student stops attending classes during the programme and his/her withdrawal results in a decision of the National Centre for Research and Development about non-qualification of expenses, the Organiser has the right to demand from that participant a reimbursement of the incurred costs.

16. Information about the start date of the programme is available on the website of WUT Business School.

17. The Business School shall verify the student status in October 2020. If an active student status is not confirmed, the candidate shall be removed from the list of participants and the fee paid thereby shall be returned to him/her.

18. If the number of admitted participants is less than 30, another recruitment round will be launched.