

## Rules of Recruitment for Participants of Certificate in Business for Engineers Programme

### ORGANISER

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

### CONTACT

Training Programmes Office  
tel.: 22 234 70 15, 22 234 70 89  
[cbe@biznes.edu.pl](mailto:cbe@biznes.edu.pl)

1. These rules set forth the conditions for qualifying participants of 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 student status both during the application process and upon the start of the programme (November 2019).
5. In the first phase of the qualification procedure candidates register through the online recruitment module available on the Business School website.
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 test shall be available to participants via an electronic platform which can be accessed on 25 June 2019 (Tuesday) from 08:00 pm to 11:00 pm and on 27 June 2019 (Thursday) from 7:00 pm to 10:00 pm.
  - 7.2. The duration of the English test is 60 minutes.
  - 7.3. Every participant can sit the English test only once.

- 7.4. A positive test result is equal to 60% or more.
8. Following the English test, a ranking list shall be prepared with the test scores based on which 30 individuals with positive results shall be admitted. 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 test.
10. Upon qualification candidates are required to observe the following formalities:
- 10.1. To sign the application for admittance,
  - 10.2. To sign a statement of the programme's participant,
  - 10.3. To send an ID card photo to [cbe@biznes.edu.pl](mailto:cbe@biznes.edu.pl),
  - 10.4. To pay a fee of PLN 250 for training materials and send a payment confirmation to [cbe@biznes.edu.pl](mailto:cbe@biznes.edu.pl) or deliver it personally to the Training Programmes Office by 12 July 2019.
11. Place and deadline for the submittal of documents:  
The documents must be submitted to the office of WUT Business School:  
**WUT Business School**  
**Training Programmes Office**  
**Room no. 100**  
Koszykowa 79  
02-008 Warszawa
- from 30 June to 12 July 2019.  
Late applications will not be accepted.
12. The list of students admitted to the programme shall be approved by the Director of WUT Business School/Programme Manager.
13. Students shall be informed about the decision of the Business School Director/Programme Manager regarding recruitment via email by 19 July 2019.
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 November 2019. 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 there are fewer than 30 participants in the programme, a second round of recruitment shall be initiated.