

*Annex to Decree No. 152/2023 of the Rector of Wrocław University
of Environmental and Life Sciences of 7 November 2023*

**Rules of recruitment
for courses in data visualisation and multivariate analysis
for Doctoral School students
carried out as part of Task 3 of the project "International Interdisciplinary
Doctoral School – at the HEART of BioBased University"**

Introductory remarks

§ 1

1. The project entitled “International Interdisciplinary Doctoral School – at the HEART of BioBased University” is implemented by Wrocław University of Environmental and Life Sciences, with its seat in Wrocław at ul. Norwida 25. The project is funded by the Polish National Agency for Academic Exchange (NAWA) under agreement no. BPI/STE/2021/1/00008/U/00001.
2. Whenever these Rules refer to:
 - 1) Recruitment documents – they should be understood as: project application form (annex 1), project participant’s statement (annex 2) and project participant’s additional consent to data processing (annex 3);
 - 2) NAWA – Polish National Agency for Academic Exchange;
 - 3) Recruitment Committee – it should be understood as a team whose task is to select the participants of Task 3, consisting of: the Project Leader, a member of the Doctoral School Board at Wrocław University of Environmental and Life Sciences, an employee of the International Relations Office and an employee of the Doctoral School Office. The Recruitment Committee takes decisions by a simple majority of votes in the presence of minimum three of its members;
 - 4) Organisers of Task 3 – the International Relations Office and the Doctoral School Office;
 - 5) Project – it should be understood as the project entitled “International Interdisciplinary Doctoral School – at the HEART of BioBased University,” implemented by Wrocław University of Environmental and Life Sciences, with its seat in Wrocław at ul. Norwida 25. The project is funded by the Polish National Agency for Academic Exchange (NAWA) under agreement no. BPI/STE/2021/1/00008/U/00001;
 - 6) Courses – a course on the fundamentals of ggplot2 in R for data visualisation and a course on multivariate analysis in English;

*Annex to Decree No. 152/2023 of the Rector of Wrocław University
of Environmental and Life Sciences of 7 November 2023*

- 7) University/UPWr – it refers to Wrocław University of Environmental and Life Sciences;
- 8) Project participant – it shall mean a person – a doctoral student of the Doctoral School of UPWr – selected to participate in the project following the recruitment procedure, after meeting all the requirements specified in these Rules;
- 9) Task 3 – this should be understood as the task entitled *UPWr actions towards an internationalisation at home*, which will involve the delivery of courses as part of the project;
- 10) Doctoral students – doctoral students with active doctoral status at the UPWr Doctoral School.

General information

§ 2

1. The courses are intended to improve the competences of doctoral students at the UPWr Doctoral School in data visualisation and multivariate analysis by:
 - 1) completing the course “fundamentals of ggplot2 in R for data visualization”;
 - 2) completing the course “multivariate analysis in English.”
2. Doctoral students of the UPWr Doctoral School can apply to participate in the courses.
3. Only one course can be attended.
4. The programme of the courses may be updated, which will be announced by the Organiser on an ongoing basis on the project website: [https://phd.upwr.edu.pl/o-nas/ projects/ster-edition-2020](https://phd.upwr.edu.pl/o-nas/projects/ster-edition-2020).
5. The programme of the courses involves the completion of:
 - 1) A course on the fundamentals of ggplot2 in R for data visualisation:
 - a) 15 people are supported,
 - b) scheduled for 2023/2024 (2 days of 8 teaching hours (45-min.) per day);
 - 2) Multivariate analysis:
 - a) 15 people are supported,
 - b) scheduled for 2023/2024 (2 days of 8 teaching hours (45-min.) per day).

Recruitment conditions

§ 3

*Annex to Decree No. 152/2023 of the Rector of Wrocław University
of Environmental and Life Sciences of 7 November 2023*

1. Doctoral students of the UPWr Doctoral School referred to in these Rules may apply to participate in the course.
2. The commencement of recruitment for the courses will be announced on the project website: <https://phd.upwr.edu.pl/o-nas/projekty/ster-edycja-2020>.
3. The recruitment process will be carried out before the commencement of the activities planned in the project, in accordance with the project schedule, on the basis of the adopted criteria and limits of participants as specified in these Rules.
4. Persons interested in taking part in the course shall send a scan of the signed documents (listed in 5.1, 5.2, 5.3) by the specified deadline to the Doctoral School Office at the following email address: szkola.doktorska@upwr.edu.pl; the documents can be downloaded from the project website <https://phd.upwr.edu.pl/o-nas/projekty/ster-edycja-2020>.
5. After being selected for the course, the successful candidate shall deliver the completed documents in hard copy to the Doctoral School Office, ul. Norwida 25, building A1, room 204, between 8:00 a.m. and 3:00 p.m. The documents shall be delivered within seven days of the announcement of the information on having been selected for the course:
 - 1) application form – Annex No. 1 to these Rules;
 - 2) project participant's statement – Annex No. 2 to these Rules;
 - 3) additional consent of the project participant to personal data processing – Annex No. 3 to these Rules.
6. The deadline referred to in point 4 shall be provided in the recruitment announcement on the project website <https://phd.upwr.edu.pl/o-nas/projekty/ster-edycja-2020>. Documents sent by a candidate after the deadline referred to in point 4, incomplete documents and documents that do not contain the consent to personal data processing will not be taken into account in the recruitment procedure.
7. Recruitment will be conducted in accordance with the principles of equal opportunities and non-discrimination, enabling all persons from the target group to participate in the project in a fair and full manner, regardless of gender, disability, race or ethnic origin, religion or belief, sexual orientation. Recruitment will be conducted in an impartial, open manner based on identical criteria for all candidates.
8. In the event that the number of candidates exceeds the maximum number of project participants (15 participants), a reserve list will be created.
9. The Recruitment Committee shall select course participants on the basis of the following criteria and points:

*Annex to Decree No. 152/2023 of the Rector of Wrocław University
of Environmental and Life Sciences of 7 November 2023*

1) order of receiving applications;

2) motivation for attending the course: 0 - 5 points.

The criteria above will be verified on the basis of the information provided in the application form. The minimum number of points required for selection is 3 points.

10. Priority in the recruitment shall be given to persons who have not previously participated in any forms of support within the aforementioned project.
11. Persons from the reserve list shall be allowed to participate in the course in the event of the resignation of a previously selected person or his/her failure to submit the documents referred to in point 5 by the specified deadline.
12. If a sufficient number of course participants cannot be selected or if the selected candidates drop out of the course, the organiser of Task 3 has the right to announce an additional recruitment.
13. The recruitment procedure consists of the following stages:
 - 1) completion and submission of the recruitment documents by the candidates;
 - 2) verification of the documents by the Recruitment Committee;
 - 3) selection of course participants;
 - 4) informing candidates of their eligibility to participate in the courses (by sending information to the e-mail address indicated in the recruitment documents).
15. All courses are planned in real-time online format. The courses shall have the form of workshops, with the participants performing exercises simultaneously with the instructor in a locally installed Statistica or R environment.
16. Information on being selected for the course can be obtained from the Doctoral School Office.

Rights and obligations of the Project participant

§ 4

1. The project participant has the right to:
 - 1) participate in the courses provided as part of the project free of charge;
 - 2) receive training materials prepared by the instructor and a personal certificate of completion in electronic form (.pdf) upon fulfilment of the attendance condition.
2. Having commenced participation in the project, the project participant is obliged to:
 - 1) comply with the terms and conditions of these Rules;
 - 2) regularly, punctually and actively participate in the course;
 - 3) confirm their attendance on the attendance list;

*Annex to Decree No. 152/2023 of the Rector of Wrocław University
of Environmental and Life Sciences of 7 November 2023*

- 4) at the request of UPWr, provide the necessary data needed by UPWr to fulfil its monitoring and reporting obligations connected with the project;
- 5) immediately inform the Organiser of Task 3 of any changes to the data contained in the application form;
- 6) immediately inform the Organiser of Task 3 of resignation from the course, whereby resignation from the course is only possible for valid and justifiable reasons and requires a written statement delivered to the Organiser of Task No. 3 – the Doctoral School Office, immediately after the decision has been made;
- 7) The project leader shall decide whether to accept the course participant's resignation. If the project leader determines that the resignation is not properly justified, the course participant may be held financially responsible and required to pay the cost of his/her participation in the course. The decision of the project leader is final and cannot be appealed;
- 8) For the duration of the course, the participant is obliged to organise technical facilities in the form of a computer workstation that meets the requirements provided to the participant during the recruitment process.

Rights and obligations of the University

§ 5

The University reserves the right to:

- 1) request the submission of additional documents and statements in connection with participation in the course;
- 2) collect and publish data concerning the participants, in accordance with current data protection legislation;
- 3) change the dates of classes for valid reasons, of which the course participants will be informed by e-mail;
- 4) make changes to these Rules. Changes will be published on the project website.

Final provisions

§ 6

1. The Rules shall enter into force on the date of signing them.

*Annex to Decree No. 152/2023 of the Rector of Wrocław University
of Environmental and Life Sciences of 7 November 2023*

2. Matters not regulated herein shall be governed by the University's internal rules and the provisions of generally applicable law.
3. The Doctoral School Office and the International Relations Office are responsible for the management and organisational supervision of the entire project referred to in these Rules.
4. In matters not regulated herein, the project leader shall decide.

List of annexes:

- 1) Annex No. 1 – project application form
- 2) Annex No. 2 – project participant's statement
- 3) Annex No. 3 – additional consent of the project participant to personal data processing