



ADMISSION RULES & REGULATIONS

project No. BPI/SPI/2024/1/00079,

"Artificial Intelligence and Algorithmic Management: A Cycle of Intensive International Educational Programs (IMPK)" [English]

„Sztuczna inteligencja i zarządzanie algorytmiczne: cykl intensywnych międzynarodowych programów kształcenia (IMPK)” [Polish]

implemented as part of "Spinaker – Intensive International Educational Programs – ed. 2024" Program,

carried out by the University of Warsaw

§1

[Preliminary Information]

1. These Rules & Regulations specify the rules for the implementation of the Project and the recruitment process for Project Participants, specifically for the Introduction to AI in Law and Business edition January 24–31, 2026
2. The aim of the Project is to improve the quality of education offered by the University of Warsaw through the creation and implementation of intensive international educational programs and to increase the attractiveness of the University among students, doctoral students, and academic staff from foreign higher education and research institutions by developing educational programs in foreign languages.

§2

[Project Implementation Period]

The project is implemented from **1st June 2025 to 31st July 2026**.

§3

[Definitions]

Terms used in this regulation mean:

1. **Rules & Regulations** – this document, based on the project funding agreement, the Beneficiary's Manual, and the Announcement of call for applications No. 34/2025 dated 16th September 2025. The funding agreement template, Beneficiary's Manual,



and the Announcement are available on the website of the National Agency for Academic Exchange (<https://nawa.gov.pl/>).

2. **Project** – the project titled “Sztuczna inteligencja i zarządzanie algorytmiczne: cykl intensywnych międzynarodowych programów kształcenia (IMPK)” (English: “Artificial Intelligence and Algorithmic Management: A Cycle of Intensive International Educational Programs (IMPK)”) implementation of which is based on application No. BPI/SPI/2024/1/00079 and the agreement between the University of Warsaw and the National Agency for Academic Exchange.
3. **Program** – the program of the National Agency for Academic Exchange titled "Spinaker – Intensive International Educational Programs – ed. 2024," under which funding has been granted for this Project.
4. **IMPK** – an intensive international educational program conducted by PIU at the University of Warsaw as a part of the Project.
5. **Beneficiary or University of Warsaw or UW** – the University of Warsaw, with formal seat located at ul. Krakowskie Przedmieście 26/28, 00-927 Warsaw, acting as the Applicant and Beneficiary of the Program.
6. **Project Implementing Unit or PIU** – Polish Research Centre for Studies in Law and Economy of China operating within the Faculty of Law and Administration of the University of Warsaw.
7. **Project Participant** – a person holding at least one of the following statuses: (a) student of the University of Warsaw, (b) student of a foreign higher education and research institution, (c) doctoral student of the University of Warsaw, (d) doctoral student of a foreign higher education and research institution, (e) employee of the University of Warsaw, including those employed under employment contracts and civil law contracts, (f) employee of foreign higher education and research institution.

- participating in an IMPK in order to acquire competences or qualifications, provided they have qualified to participate in the Project, signed all documents required under these Rules & Regulations, and commenced participation in the Project.

§4

[Project Participants Recruitment]

1. Participation of 120 Project Participants in the Project has been planned. This includes 80 foreign participants and 40 from Poland, who will participate on-site at the Project location, i.e., at the University of Warsaw.
2. Each time PIU announces the start of the recruitment process for a specific IMPK, it will specify the number of Project Participants to be recruited for that IMPK depending on their status.
3. PIU may reserve the right to accept additional Project Participants, including those who will not receive funding.



4. The admission of Project Participants is based on a selection process:

- a) Candidates for Project Participants submit a completed form (template to be found in Attachment 2 to Rules & Regulations) in English along with required documents, including consent for data processing, CV, and motivation letter, within the deadline set by PIU.
- b) The Recruitment Committee evaluates the submitted forms based on the following criteria and point system.
 - In order to ensure geographical diversity and broad international representation of participants, applications are assessed according to predefined country groups. Candidates from Group 1 receive 0 points, candidates from Groups 2 and 3 receive 8 points each, candidates from Groups 4 and 5 receive 4 points each, and candidates from Group 6 receive 10 points.
 - English proficiency and communication skills are assessed with a view to the candidate's ability to actively participate in intensive academic discussions conducted in English. Candidates with proficiency levels A1, A2 or B1 receive 0 points. Candidates with level B2 (upper-intermediate) receive 1 point, those with level C1 (advanced) receive 2 points, and those with level C2 (proficiency) receive 3 points.
 - The academic profile of the candidate, understood as their current academic status or early-career academic achievements, is evaluated as follows. Academic staff members and post-doctoral researchers receive 10 points. PhD candidates receive 6 points, students receive 4 points, and other applicants receive 0 points.
 - The statement of motivation is assessed in terms of its relevance to the interdisciplinary objectives and practical scope of the AI Winter School, with a maximum of 5 points available. Up to 2 points are awarded for clarity of goals, assessed on the basis of how clearly the candidate explains why they wish to participate in the programme and what competencies they aim to develop. Up to 2 points are awarded for alignment with the programme scope, based on evidence that the candidate's academic or professional interests correspond to the thematic focus of the AI Winter School. Up to 1 point is awarded for potential impact, understood as the extent to which the candidate demonstrates how the knowledge gained at the Winter School will be applied in future research or professional practice.
 - The curriculum vitae and professional experience of the candidate are assessed with a maximum of 5 points. Up to 3 points are awarded for the quality of the professional record, taking into account the candidate's academic background, career trajectory and relevant work experience. Up to 2 points are awarded for extracurricular and leadership activities, including participation in workshops,



conferences, research projects or leadership roles demonstrating a commitment to professional development.

- The maximum total score that may be awarded to a candidate is 35 points.
 - Notwithstanding the individual scores awarded to candidates, the Recruitment Committee reserves the right to make adjustments to the final list of participants in order to ensure compliance with the programme-specific participation indicators, including the required proportions of academic staff, doctoral candidates and students, the distribution of participants by country groups, and gender balance, both within each edition of the programme and across the project as a whole. These participation indicators form an integral part of the project proposal approved by the Polish National Agency for Academic Exchange (NAWA) and must be demonstrated by the University of Warsaw upon completion of the project; they therefore constitute an objective evaluation criterion accepted by the funding institution.
- c) Candidates with the highest scores up to the number of available places are qualified; others are placed on a reserve list. In the event of a tie in the number of points, the order of applications submission will determine placement on the list of qualified candidates and the reserve list.
- d) If the number of qualified candidates is less than the available places, further recruitment rounds may be conducted.
- e) Qualified candidates will be notified via email in which they will receive a link from the Recruitment Committee, through which they are obliged to immediately create an account in the ICT system of the Polish National Agency for Academic Exchange and fill in the participant form, and then, no later than within 7 days from the announcement of the ranking lists and the reserve list, submit via e-mail to the Development Section of the Faculty of Law and Administration of the University of Warsaw the .pdf form generated in the ICT system. Failure to submit the completed form within the above-mentioned deadline will mean that the person resigned from participation in the Project.
- f) In case of withdrawal, the next person on the reserve list will be invited to participate.

§5

[Rights and Obligations of Participants]

1. Project Participants must adhere to the terms of the project funding agreement, the Beneficiary's Manual, and these Rules & Regulations.
2. In the event of the Project Participant's failure to comply with the provisions of these Rules & Regulations, including Project Participant's failure to comply with the provision in point 1 above – the University of Warsaw has the right to demand return of the costs related to the participant's participation in the Project, in particular the funding as



mentioned in point 3 below. This does not exclude the possibility of the University of Warsaw seeking compensation.

3. The Project Participants are eligible for funding, provided that the following conditions are met:
 - a) Submission to the PIU of all documents required from the Project Participant;
 - b) Physical (on-site) attendance in the courses organized within the IMPK, conducted in either in-person or hybrid format;
 - c) Compliance with the provisions of these Rules & Regulations;
 - d) Signing of the scholarship agreement with the University of Warsaw and submission of all documents and information required for tax purposes in order to process the funding payment.
4. The funding referred to in point 3 includes:
 - a) a scientific scholarship in the amount of PLN 600 for a student or PLN 1000 for an employee of a higher education or research institution, or a doctoral student;
 - b) a lump sum for accommodation costs in the amount of PLN 2400;
 - c) a lump sum for travel expenses, the amount of which depends on the country of origin of the participant traveling to the University of Warsaw (see Attachment 1 to Rules & Regulations).
5. The funding referred to in point 3 is paid to the Project Participants based on a signed scholarship agreement at the earliest possible date, after any deductions of all public charges due in accordance with applicable legal provisions.
6. The funding referred to in point 3 is intended to cover the costs incurred by the Project Participants related to their on-site participation in the IMPK, including transportation, insurance, accommodation, and meals.
7. A Project Participant qualified for a given IMPK is both entitled and obligated to participate in the courses organized within that IMPK. The PIU reserves the right to verify the attendance of Project Participants at the organized courses, including by requiring the signing of attendance lists (including in such a manner that each subsequent person signing the list can see the signatures of those who signed before them).
8. Contact with the JRP is made via email: spinaker@wpia.uw.edu.pl, as well as in person through designated persons from the Development Section and the Financial Section of the Faculty of Law and Administration at the University of Warsaw.



1. A Project Participant may withdraw from the Project but is obliged to promptly inform the PIU of this fact.
2. In the event of withdrawal from the Project, the Project Participant is required to return the full amount of the funding referred to in §5 point 3 of these Rules & Regulations, if the payment has already been made.

§7

[Final Provisions]

1. These Rules & Regulations shall enter into force on 1st June 2025.
2. In all activities under the Project, the University of Warsaw undertakes to comply with the principles of sustainable development, equality between women and men, equal opportunities and non-discrimination, in particular on the grounds of disability, age, race, nationality, political beliefs, trade union membership, ethnic origin, religion, sexual orientation or any other legally protected characteristic. The relevant documents in force at the University of Warsaw that implement these principles shall apply.
3. The University of Warsaw reserves the right that it may amend these Rules & Regulations, in particular in the event of a need resulting from a change in the guidelines for the implementation of the Project as indicated by the National Agency for Academic Exchange.
4. In disputes and matters not regulated by these Rules & Regulations, decisions are made by the Dean of the Faculty of Law and Administration of the University of Warsaw.