

Qualifying Instructions to do the Summer School of Project VIPSKILLS

Among Students of *University of Cordoba*

1. Applications for the project will be collected from 15 February 2017 to 15 March 2017.
2. Information about the enrolment and rules of qualification process will be available on webpage of *School of Engineering Sciences of Belmez* (EPSB- Escuela Politécnica Superior de Belmez): <http://www.uco.es/politecnica-belmez/>
3. The candidates should have completed at least four semesters of study in *Degree of Civil Engineering or Degree of Energetic and Mining Resources Engineering*
4. The Exchange Commission of School of Engineering Sciences of Belmez sets Qualifying Committee that consists of the following members:
 - Antonio Rodero Serrano (Chair of the Commission)
 - Fátima Moreno (Teacher)
 - Francisca Daza (Teacher)
 - Enrique Cano (Teacher)
 - Adela Perez Galvin (Teacher)
 - 2 students
5. The work of Qualifying Committee is chaired by the Team UCO Coordinator: Antonio Rodero Serrano.
6. The tasks of the Qualifying Committee should be:
 - 1) to carry out the qualification procedure.
 - 2) to respond to-date on e-mails candidates throughout the qualification period,
 - 3) accepting documents of candidates,
 - 4) deciding on eligibility / not qualify,
 - 5) preparation of documentation from the procedure,
 - 6) to deliver contracts to participate in the project to students.
7. Qualifying Committee works according with the schedule attached to Instruction (Annex). Changes in the work schedule Qualifying Committee shall be made by its Chairman.
8. All changes to the schedule are posted on the website of *School of Engineering Sciences of Belmez*: <http://www.uco.es/politecnica-belmez/>
9. Team Coordinator is responsible for proper and timely execution of tasks corresponding to Qualifying Committee.
10. Enrolment of candidates starts from signing up at the project website www.vipskills.pb.edu.pl.
11. Confirmation of registration is the return e-mail with Application Form.

12. Student delivers printed, filled and signed application form to the Team Coordinator *by the Secretary Office of the School* no later than 15 March 2017 r. 13:00 o'clock.
13. Qualifying Committee qualifies for the first stage only candidates who have delivered a signed paper copy of the form according to rules:
 - 1) average mark of transcript of records (max 60 points) (this mark is obtained from the average mark given by Academic Management Software of University of Cordoba SIGMA multiplied by 6 factor).
 - 2) average marks of specific following subjects connected with Summer School (max 10 points):
 - Renewable Energy: Energy Source (Energías Renovables: Fuentes de Energía) and Renewable Energy: Storage System (Energías Renovables: Sistemas de Almacenamiento) for students of *Degree of Energetic and Mining Resources Engineering*
 - Building (Edificación) for students of Degree of Civil Engineering.
 - 3) English language - max 10 points:
 - certificate level C1: 10 points
 - certified level B2: 5 points,
 - certificate level B1: 3 points
 - 4) Courses, Scientific and organization activities, member in Student Asociation - max 10 points (2 points for every form of activity, eg. Courses, Business in a circle research, participation in conferences, etc.)
 - 6) Additional information about student- max 10 points - possible to grant the Qualifying Committee on the basis of interests, motivation to participate in activities, ideas for the contribution of the candidate in the organization of the Summer School, etc., interview
14. The Qualifying Committee reserves the right to conduct interviews with candidates to discuss details from the applications and verify the practical conversation skills in English. Information about the interview will be given to candidates by e-mail or telephone.
15. The Committee based on the number of points awarded to individual candidates establishes an initial list of qualified students.
16. Eligible to participate in the project is 8 students.
17. The date specified in the schedule (annex), the preliminary list qualified to participate in the project candidates will be known together with the total number of points obtained. In this list, the preliminary 8 selected students will be indicated, as well as the students in reserve and those excluded.
18. The number of points awarded for each student in each criterion is available for consultation at the Office of External Relations of EPSB within 2 working days from the announcement of the preliminary list of qualified candidates.

19. In the case of ineligibility to the project applicant is able to appeal the decision of the Qualifying Committee within 2 working days from the announcement of the preliminary list of qualified candidates.
20. Appeals with justification must be submitted to the Team Coordinator.
21. Appeals and any disputes shall be resolved by Qualifying Committee within 2 working days.
22. After the appeal process the final list of qualified to participate in the project shall be available in webpage EPSB and in the bulletin board of this School,
23. In case of unforeseen resignation of students qualified to participate in the project the reserve list is created.
24. The result of completed qualification process is documentation (reports, minutes of meetings of Qualifying Committee; list of candidates under consideration qualifying list of qualified, the reserve list etc.)
25. Within 14 days of the publication of the final list of qualified candidates students are obliged to sign contracts to participate in the project. Failure to sign the agreement prevents participation in the project.

Annex

Schedule or qualifying process

Nr.	Actions:	Date:
1	Enrolment starts	15 February 2017
2	Enrolment, filling Application Forms and delivering to Team Coordinator – Antonio Roderó Serrano	15 February 2017 – 15 March 2017
3	Interview of Team Coordinator with candidates (if needed)	17,20 March 2017
4	Qualifying Committee Meeting for Candidate Selection	20-22 March 2017
5	Delivering preliminary list of candidates to Summer School	22 March 2017
6	Delivering of Appeals to Team Coordinator	23-24 March 2017
7	Qualifying Committee Meeting for Decision about Appeals	27-29 March 2017
8	Delivering final list of participants of Summer School	29 March 2017