**Terms and Conditions of the Competition for the Best Bachelor’s Degree and Master’s Degree Thesis defended at the Faculty of Political Science and International Studies at the University of Warsaw**

**§ 1.**

1. Having regard to the promotion of best research standards, and the support for the academic development of students, the Dean of the Faculty of Political Science and International Studies at the University of Warsaw hereby announces a Competition for the Dean’s Award for the Best Bachelor’s Degree and Master’s Degree Thesis defended at the Faculty of Political Science and International Studies, hereinafter referred to as the Competition.

2. The Competition is organised by the Faculty of Political Science and International Studies with its registered office in Warszawa, at ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa, hereinafter referred to as the Organiser.

3. The Competition is organised pursuant to the terms and conditions set forth herein, available at www.wnpism.uw.edu.pl, hereinafter referred to as the Terms and Conditions.

**§ 2.**

1. The Organiser holds the Competition in the following categories:

1.1. Best Bachelor’s degree thesis;

1.2. Best Master’s degree thesis.

2. The Competition is open, and is organised once a year.

3. Theses in both Competition categories may be written in Polish or in English.

4. Authors of theses defended at the Faculty of Political Science and International Studies in the given academic year (within the period set forth in their degree’s programme schedule) may participate in the Competition.

5. The theses are assessed by the Competition Board, hereinafter referred to as the Board.

5.1. Board Members are appointed by the Dean of the Faculty of Political Science and International Studies at the University of Warsaw from among scholars and teachers employed at the unit where the Competition is organised.

5.2. The Board consists of:

- the Educational Unit Manager at the Faculty of Political Science and International Studies, University of Warsaw;

- the Dean’s Representative for the Student Scientific Movement (Board secretary);

- representatives of departments functioning within the Faculty of Political Science and International Studies.

5.3. The Board assesses the theses in terms of their content, and especially in terms of originality, the kind of analysis applied to phenomena related to the theses’ subject matter, the scope of research conducted, the independent and innovative nature of conclusions, as well as the selection of bibliographic sources and correctness in language.

5.4. A thesis may be awarded a maximum of 100 points.

5.4.1. Theses drafted by students enrolled in general academic degree programmes are awarded points for:

- the tackling of an original issue in research – maximum of 20 points;

- the quality and originality of sources used – maximum of 20 points;

- the quality of analyses – maximum of 20 points;

- the quality and application of an advanced methodology – maximum of 15 points;

- the quality of hypotheses and research questions – maximum of 10 points;

- the adequate, comprehensive, and non-obsolete nature of literature cited, with emphasis on international literature on the subject – maximum of 15 points.

5.4.2. Theses drafted by students enrolled in practical degree programmes are awarded points for:

* the tackling of an issue in research that is important from the perspective of professional activities related to the degree programme – maximum of 20 points;
* the consideration of the external stakeholders’ needs or the drafting of an applied thesis – maximum of 20 points;
* the quality of analyses – maximum of 20 points;
* the quality and application of an advanced methodology – maximum of 15 points;
* the quality of conclusions and recommendations made in relation to the theses’ practical application – maximum of 15 points;
* the adequate, comprehensive, and non-obsolete nature of literature cited, with emphasis on international literature on the subject – maximum of 10 points.

5.5. The Board will set up teams to assess theses in the following fields of study: politics and administration, public and social policy, international relations, safety, and European studies. Each team will select the best thesis in the respective fields of study. From among the selected theses, the Board will choose the theses awarded in the Best Bachelor’s Degree Thesis and the Best Master’s Degree Thesis categories.

6. The Board’s decisions are final and non-appealable.

7. The theses for the Board’s assessment will be coded.

**§ 3.**

1. Entrants are required to submit the following documents by 8 October 2022:

1.1. a completed application and personal data form with first name and surname of the author, address for correspondence, telephone number, and e-mail address;

1.2. a statement of acceptance of these Terms and Conditions;

1.3. one copy of the thesis in paper form and as a PDF file on an electronic medium – - anonymized in such a way that at no point in the work can the author and supervisor be identified;

1.4. the thesis supervisor’s brief opinion on the thesis (part of the author’s application).

1.5. Entrants should submit their application before the competition deadline, with the note reading “Competition Thesis”, to the Promotion and Communication Office of the Faculty of Political Science and International Studies (Collegium Politicum, Room No. 211). The required documents may also be sent electronically to najlepsiwnpism@uw.edu.pl.

1.6. Theses sent to the Organiser are not returned.

1.7. Theses which do not satisfy the criteria set forth in these Terms and Conditions are not admitted for the Board’s assessment.

**§ 4.**

1. The Competition prize is:

1.1. for the best Master’s degree thesis, one of the following prizes selected by the winner, worth up to PLN 5,000.00 (said: five thousand złoty):

- funding for a trip to a prestigious international scientific conference;

- funding for participation in a methodology course or other event which develops the skills that are useful in research (e.g., academic writing, soft skills, individual tutor-student consultations);

- co-funding for the translation or edition of a paper if the winner wishes to draft it in English;

- tutor’s assistance in preparing a work to be published in a highly honoured international scientific journal featured in the Ministry’s list;

- funding for a specialist scientific software license;

1.2. for two further distinguished Master’s theses, one of the following prizes selected by the winners, worth up to PLN 2,000.00 (said: two thousand złoty):

- funding for participation in a methodology course or other event which develops the skills that are useful in research (e.g., academic writing, soft skills, individual tutor-student consultations);

- co-funding for the translation or edition of a paper if the winner wishes to draft it in English;

- tutor’s assistance in preparing a work to be published in an international scientific journal featured in the Ministry’s list;

- funding for participation in a foreign language course;

- funding for a specialist scientific software license;

1.3. for the best Bachelor’s degree thesis, one of the following prizes selected by the winner, worth up to PLN 3,000.00 (said: three thousand złoty):

 - funding for participation in a methodology course or other event which develops the skills that are useful in research (e.g., academic writing, soft skills, individual tutor-student consultations);

- tutor’s assistance in preparing a work to be published in a Polish scientific journal;

- funding for participation in a foreign language course;

- funding for participation in a soft skill development course;

- funding for a specialist scientific software license;

1.4. for two further distinguished Bachelor’s theses, one of the following prizes selected by the winners, worth up to PLN 2,000.00 (said: two thousand złoty):

- funding for participation in a methodology course or other event which develops the skills that are useful in research (e.g., academic writing, soft skills, individual tutor-student consultations);

- tutor’s assistance in preparing a work to be published in a Polish scientific journal;

- funding for participation in a foreign language course;

- funding for a specialist scientific software license.

2. Furthermore, the Board awards diplomas to supervisors of the winning theses.

3. The Board may suggest that the prizes be divided differently, or decide not to award the prizes in the given edition of the Competition.

4. The Organiser will inform the Competition winners that they received the award by e-mail (to the address specified in Appendix No. 1), or by phone.

**§ 5.**

1. Competition results will be announced and the award ceremony will take place on University Day, in November 2022.

2. The laureates (their first name and surname, and the first name and surname of their thesis supervisor), as well as the date of the award ceremony, will be publicly announced at the Faculty’s website (www.wnpism.uw.edu.pl).

3. The Organiser reserves the right to publish the first name and surname of and information on Competition winners, their thesis supervisors, as well as to publish their thesis, and to feature these details in the Organiser’s promotional materials, media, and website.

**§ 6.**

1. Entrants should read these Terms and Conditions before they enter the Competition.

2. Entrants are required to complete and send along with their thesis the personal data form and the application (Appendix No. 1 to these Terms and Conditions), which they should sign with their handwritten signature, and which should bear their personal data, consent to have their personal data processed, and a statement that they read and accept these Terms and Conditions. They are also required to send the personal data form for their thesis supervisor (Appendix No. 2 to these Terms and Conditions). They should send these signed documents electronically, as scans.

3. The Organiser reserves the right to make amendments to these Terms and Conditions at any stage of the Competition as necessary, including amendments concerning the Competition’s duration, whereas these amendments may not introduce solutions which are less favourable for the entrants than those specified in the original version hereof.

4. The Organiser reserves the right not to announce Competition winners, bring the Competition to an end, or cancel the Competition, due to justifiable reasons. The Organiser’s decisions in this respect are final.

5. The Organiser is not responsible for problems related to being unable to contact the Competition winner.

6. The Organiser’s decisions are final and non-appealable.

7. These Terms and Conditions are to be published in a downloadable and printable format at the Organiser’s website, www.wnpism.uw.edu.pl.

8. All appendices hereto constitute an integral part hereof.

9. These Terms and Conditions come into force on the day they are published at www.wnpism.uw.edu.pl.

10. If you have any doubts or questions, or wish to receive more information on the Competition, please contact dr Agnieszka Bejma, the Dean’s Representative for Student Scientific Movement, at a.bejma@uw.edu.pl

Appendices:

Appendix No. 1 – Personal data form – Entrant

Appendix No. 2 – Personal data form – Thesis Supervisor

Appendix No. 3 – Personal data processing notice

**Appendix No. 1 – Personal data form – Entrant**

to the Terms and Conditions of the Competition for the Dean’s Award for the Best Bachelor’s Degree and Master’s Degree Thesis defended at the Faculty of Political Science and International Studies at the University of Warsaw

|  |  |
| --- | --- |
| First name: |  |
| Surname: |  |
| Street name: |  |
| Postal code: |  |
| City: |  |
| Phone number: |  |
| E-mail address: |  |
| Thesis type:(Bachelor’s degree /Master’s degree) |  |

I declare that I have read and accept the Terms and Conditions of the Competition for the Dean’s Award for the Best Bachelor’s Degree and Master’s Degree Thesis defended at the Faculty of Political Science and International Studies at the University of Warsaw. I declare that I satisfy the conditions set forth for the entrants.

Date Signature

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The controller of your personal data is the Faculty of Political Science and International Studies at the University of Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa.

The data are processed for the competition to take place.

You are required to provide your personal data in order to participate in the Competition. Failure to do so renders participation impossible.

The data will be stored for the period required to settle the Competition, and for the period of limitation for potential entrants’ claims.

Everyone may exercise their right of access, right to rectification, right to erasure, right to restriction of processing, and right to data portability. Everyone may exercise their right to lodge a complaint with a supervisory authority, right to object to processing of personal data concerning him or her, and right to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.

Everyone may exercise their right to object to processing of personal data concerning him or her on the grounds of the controller’s legitimate interests, and right to object to processing of personal data concerning him or her for marketing purposes.

Date Signature

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**Application**

**for the Dean’s Award at the Faculty of Political Science and International Studies, University of Warsaw**

**1. ...................................................................................................................................................**

/ First name and surname of thesis author /

**2. ...................................................................................................................................................**

/ Exact thesis title /

**3.** Thesis outline or brief description of issues being the subject matter:

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**/ Signature of the applicant**

4. The thesis supervisor’s justification for nominating the thesis for the award:

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 **Signature of Thesis Supervisor**

**Appendix No. 2 – Personal data form – Thesis Supervisor**

to the Terms and Conditions of the Competition for the Dean’s Award for the Best Bachelor’s Degree and Master’s Degree Thesis defended at the Faculty of Political Science and International Studies at the University of Warsaw

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| --- | --- |
| First name: |  |
| Surname: |  |
| E-mail address: |  |
| Telephone number: |  |

I declare that I have read and accept the Terms and Conditions of the Competition for the Dean’s Award for the Best Bachelor’s Degree and Master’s Degree Thesis defended at the Faculty of Political Science and International Studies at the University of Warsaw. I declare that the thesis I supervised satisfies the conditions set forth for the entrants.

Date Signature

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The controller of your personal data is the Faculty of Political Science and International Studies at the University of Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa.

The data are processed for the competition to take place.

Everyone may exercise their right of access, right to rectification, right to erasure, right to restriction of processing, and right to data portability. Everyone may exercise their right to lodge a complaint with a supervisory authority, right to object to processing of personal data concerning him or her, and right to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.

Everyone may exercise their right to object to processing of personal data concerning him or her on the grounds of the controller’s legitimate interests, and right to object to processing of personal data concerning him or her for marketing purposes.

I hereby give consent for my personal data (first name and surname, academic degree or title, academic institution) to be published at the website of the Faculty of Political Science and International Studies if the Bachelor’s degree or Master’s degree thesis which I supervised, and which was entered into the Competitionfor the Best Bachelor’s Degree and Master’s Degree Thesis defended at the Faculty of Political Science and International Studies at the University of Warsaw, is awarded a prize in the Competition.

Date Signature

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**Appendix No. 3 – Personal data processing notice**

**Data controller**

The controller of your personal data being processed is Uniwersytet Warszawski (the University of Warsaw), ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa.

You may contact the controller:

* by post to: Uniwersytet Warszawski, ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa (please specify the organisational unit to which correspondence is addressed);
* by phone at: 22 55 20 000.

**Data Protection Officer (DPO)**

The controller has appointed a Data Protection Officer, which you may contact by e-mail at iod@adm.uw.edu.pl.

You may contact the DPO in all matters pertaining to the processing of your personal data on the part of the University of Warsaw, and to the enjoyment of your rights related to personal data processing.

The DPO is not responsible for handling other matters, such as providing information on the terms and conditions of the competition, or receiving competition applications, etc.

**Purposes of and legal grounds for the processing**

Your personal data will be processed:

1. pursuant to Article 6(1)(e) GDPR[[1]](#footnote-1) in conjunction with Article 6(1)(c) GDPR:

for thesis authors and competition winners:

* for participation in the Competition for the Best Bachelor's Degree and Master’s Degree Thesis defended at the Faculty of Political Science and International Studies;
* for the online publication of the winner’s details;

for thesis supervisors:

* for the thesis supervisor to express their opinion on the Bachelor’s degree or Master’s degree thesis;
* for the first name and surname of the thesis supervisor to be published online;
1. pursuant to Article 6(1)(c) GDPR:

for competition winners:

* for financial settlements in accordance with tax and accounting provisions.
1. pursuant to Article 6(1)(f) GDPR:
* for the establishment, exercise or defence of legal claims.

**Period of retention**

Your personal data will be processed for the period necessary for the achievement of objectives of that processing:

1. for the period required for the competition to take place, and prizes to be awarded;
2. for the period arising from tax and accounting provisions;
3. for the period necessary for the establishment, exercise or defence of legal claims.

The data will be subsequently archived.

**Data recipients**

Your data will be accessible to authorised employees and associates of the University of Warsaw who are obliged to process your personal data in connection with the performance of their professional responsibilities.

Data recipients may also include entities with which the controller entrusts the performance of specific responsibilities which involve necessary personal data processing.

Furthermore, your personal data may be made available to entities authorised by virtue of legal provisions.

Personal data of competition winners and their thesis supervisors will be published online.

**Transmission of data outside the European Economic Area**

Your personal data may also be processed by the vendor of G Suite for Education – Google (with which we concluded a data processing agreement) – in its data processing centres[[2]](#footnote-2).

**Data processing rights**

We ensure that you are able to exercise all your rights pursuant to the provisions of the GDPR, i.e., to exercise:

* the right of access and to obtain a copy of your data;
* the right to rectification;
* the right to restriction of processing;
* the right to erasure (subject to Article 17(3) GDPR);
* lodge a complaint with the President of the Personal Data Protection Office, should you find your personal data to be processed in breach of provisions on personal data protection.

**The obligation to provide data and consequences of failure to do so**

You are required to provide your personal data in order to take part in the competition and obtain the funds. If you fail to provide your personal data, your participation in the competition will be hindered or rendered impossible.

1. Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

Article 6(1)(c) GDPR – processing is necessary for compliance with a legal obligation;

Article 6(1)(e) GDPR – processing is necessary for the performance of a task carried out in the public interest;

Article 6(1)(f) GDPR – processing is necessary for the establishment, exercise or defence of legal claims. [↑](#footnote-ref-1)
2. https://www.google.com/about/datacenters/inside/locations/index.html [↑](#footnote-ref-2)