

RULES AND REGULATIONS

for the process of selecting Master's students to be granted scholarships in the research project titled “Scalable Self-Managed Point-to-Point Routing for the Internet of Things Applications,” which is supported the Foundation for Polish Science under grant HOMING PLUS/2010-2/4

§ 1

General Information

1. This document concerns a research project titled “Scalable Self-Managed Point-to-Point Routing for the Internet of Things Applications” (acronym “rhoRoute”), which is referred to as the *Project* in the remainder of the document.
2. The Project is headed by Konrad Iwanicki, referred to as the *Project Leader* in the remainder of this document.
3. The official website of the Project is: <http://www.mimuw.edu.pl/~iwanicki/projects/rhoRoute>
4. The Project is supported by the Foundation for Polish Science under grant HOMING PLUS/2010-2/4. The grant is co-financed from the Regional Development Fund of the European Union within the Innovative Economy Programme (Grants for innovation).
5. The Project involves **two scholarships** for Master's students, referred to as the *Scholarships* in the remainder of this document.
6. The goal of the Scholarships is to encourage graduate students to conduct high quality research for their Master's theses and to facilitate such research by providing financial support.
7. Each of the two Scholarships can be received for **up to 2 years** and is equal to **1,000 PLN per month**.

§ 2

Selection Committee

1. The selection of the students who will be granted the Scholarship in the Project is performed by a scholarship committee, referred to as the *Committee* in the remainder of this document.
2. The Committee is appointed by the Project Leader.



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3. The Committee consists of the Project Leader and two other members of the scientific staff of the University of Warsaw.
4. In addition, an observer from the Foundation for Polish Science can supervise the selection process.
5. The Project Leader acts as the head of the Committee.

§ 3

Candidates Eligible for Application

1. The Scholarship can be applied for by a graduate Computer Science student, referred to as an *Applicant* in the remainder of this document.
2. An Applicant is required to have successfully completed all the courses from his/her third year of studies.
3. An Applicant is required to have at least one year of studies ahead.

§ 4

Application Procedure

1. An Applicant is required to submit the following documents (in Polish or English):
 - a) a short resume (up to 2 A4 pages), which should emphasize the Applicant's scientific and professional background, interests, achievements, and English language fluency;
 - b) a short motivation letter (up to 1 A4 page, 12pt font), which should explain the reason for the scholarship application (the letter should be clearly signed by the Applicant);
 - c) a list of all graduate courses the Applicant intends to follow or have been following during Master's studies (more is not necessarily better);
 - d) a declaration in which the Applicant specifies the total minimal number of hours in the first (and possibly the second year) that he/she is willing to dedicate solely to conducting research activities for the Project (the declaration should be clearly signed by the Applicant; not meeting the declared limits by a Scholarship recipient may have negative consequences); the following limits apply:
 - i. the average number of hours declared per week must not exceed $h_{max} = 40$,
 - ii. it is desirable for the average number of hours declared per week to be at least $h_{min} = 16$,
 - iii. the maximal number of weeks declared per year cannot exceed $y_{max} = 47$,
 - iv. the total number of weeks (in the case of a two-year scholarship) cannot exceed $t_{max} = 80$;
 - e) a certified list of grades the Applicant obtained during his/her studies (only if the Applicant studies outside the University of Warsaw).



2. The above documents have to be prepared as PDF files and have to be submitted in a single e-mail with subject “**rhoRoute: Student scholarship application**” to the Project Leader's e-mail address:

iwanicki@mimuw.edu.pl

3. The final deadline for the applications is:

Friday, July 01, 2011, 23:59 CEST

4. The project leader confirms the reception of each application that has the correct e-mail subject (§4.2), that has been received before the deadline (§4.3), and that contains PDF attachments with all the required documents (§4.1).
5. The e-mail address from which an Applicant sends his/her application is used by the Project Leader to communicate any information related to the application. In addition, the information is generally available on the Project's website.
6. An Applicant can withdraw his/her application at any stage of the selection procedure. This can be done only by delivering a paper document motivating the withdrawal and clearly signed by the Applicant.

§ 5

Selection Procedure

1. The received applications are checked with respect to the formal requirements, defined in §3-§4. The applications fulfilling the formal requirements are accepted. The applications not fulfilling these requirements are immediately rejected and are not considered in the remainder of the selection process described below. The authors of the rejected applications are notified via e-mail.
2. Each of the accepted applications is forwarded to every Committee member.
3. Each Committee member individually grades each application in the following categories:
 - a) the Applicant's scientific career (based on the list of grades): up to 30 points,
 - i. $GPA (Grade\ Point\ Average) \leq 3.0 = 0$ points
 - ii. $GPA \geq 5.0 = 30$ points
 - iii. $3.0 < GPA < 5.0 = 30 * ((GPA - 3.0) / 2.0)$ points
 - b) the Applicant's experience, achievements, and English language fluency (based on the resume): up to 10 points,
 - c) the similarity between the Applicant's interests and the scope of the project (based on the resume, the motivation letter, and the graduate course list): up to 20 points,



- d) the Applicant's dedication (based on the minimal number of hours declared to be spent on the Project): up to 40 points.
The Committee members can raise doubts about the application, for example, if the number of hours declared by the Applicant for the Project exceeds the limits from §4.1d) or it seems excessive considering the number of hours the Applicant is expected to spend for his/her Master's courses.
4. After the grading, the Committee members do **not** reveal their grades to each other.
 5. Some Applicants may be invited for a short interview the objective of which is to clarify or explain potential doubts about their application. Based on the Applicant's answers during such an optional interview, the Committee members can individually modify the grades given to the application in §5.3b)-d). The date and the time of the interview is set by the Project Leader in consultation with the other Committee members. The Applicants are notified about the interview via e-mail at least 7 days in advance. Likewise, information about the interview is available on the Project's website at least 7 days in advance. Should an Applicant not appear for an interview, modifying the grades given to the Applicant is up to individual Committee members.
 6. After the grading (§5.3) and the potential interviews (§5.5), the Committee starts a debate to select those two candidates to whom the Scholarships are granted:
 - a) each Committee member reveals his/her grades for every Applicant to the other Committee members;
 - b) the Committee then discusses the top two candidates in the view of every Committee member, as resulting from the grades revealed in a) (up to 6 candidates in total);
 - c) the Committee attempts to agree on the common top two candidates;
 - d) if there is no general agreement for one or both candidates, the head of the Committee makes the final decision.
 7. The Committee prepares a protocol from the selection process. The protocol contains, among others:
 - a) the Applicant ranking according to every Committee member,
 - b) the issues raised during the debate on the top two candidates,
 - c) the result of the debate.
 8. The Applicants are notified about the decision of the Committee via e-mail up to 14 days after the debate. Likewise, information about the result of the selection procedure is made available on the Project's website up to 14 days after the debate.
 9. The decision of the Committee is final.



10. A single Scholarship can be granted only if there are at least two applications for that Scholarship. Otherwise, that Scholarship is not granted.

§ 6

Granting the Scholarships

1. The Applicants selected by the Committee to be granted the Scholarship sign a scholarship agreement with the Foundation for Polish Science.
2. The privileges and the responsibilities of a Scholarship recipient are regulated by the scholarship agreement, a copy of which is available for download from the Project's website.

