



## **The Rules and Regulations for Recruitment to the ENHANCE Interdisciplinary Design Course “Inclusive Innovation: Co-Creation of Smart City Living Labs”**

**Edition 2025**

### **I. General Provisions**

1. The ENHANCE INTERDISCIPLINARY DESIGN COURSE “INCLUSIVE INNOVATION: CO-CREATION OF SMART CITY LIVING LABS” will be held as a part of the European Universities of Technology ENHANCE Alliance consortium activity. The activity shall be called the **Course**.
2. The main objective of the hybrid design course is to develop human-centered products and processes using state-of-the-art technology to implement the Smart City Living Lab concept. The course will aim to conduct an experiment with a chosen technology that could be part of the Living Lab's operation.
3. Warsaw University of Technology with its registered office in Warsaw, 00-661, Pl. Politechniki 1, NIP 525-00-05-834, is the **Organiser** of the hybrid course. The Rhine-Westphalia Technical University of Aachen (RWTH) and the Norwegian University of Science and Technology (NTNU) are the **Co-organisers** of the course.

4. The Course is delivered in a hybrid format and consists of four modules: three online blocks and one place-based workshop in Warsaw.
5. Participation in the course is free of charge. Students enrolled in the Course are hereinafter referred to as **Participants**.

## **II. Conditions for Participation and Recruitment**

1. The Course is conducted exclusively in English. The required language level of the Entrant is at least B2, according to CEFR (link: <https://www.coe.int/en/web/common-european-framework-reference-languages/level-descriptions>).
2. Participants in the Course are second and third-level students from ENHANCE Alliance partner universities.
3. The Course is team-based - teams of 3-4 students from ENHANCE Alliance partner universities. Teams should include students from diverse academic backgrounds. The team members are pre-selected by each ENHANCE Partner university.
4. Each student applying for admission to the Course is required to complete the application form individually.
5. Applications must be submitted electronically through the form provided by the Organiser. Each application must include a completed application form (available online at the website: [www.smartcity.enhance.pw.edu.pl](http://www.smartcity.enhance.pw.edu.pl)).
6. Deadlines for application and confirmation of participation will be announced on the Course website and via ENHANCE Alliance partner universities.
7. Participants are selected according to the following criteria:
  - a) Relevance of academic background and experience.
  - b) Quality of the motivation statement.
  - c) Interdisciplinarity and diversity within the team.
8. Students selected for participation will be notified by email.
9. Each selected student must confirm participation by the date indicated in the acceptance message.

## **III. Course Format and Requirements**

1. The Course consists of the following four modules: Block 1 (online): March 7<sup>th</sup>, 2025; Block 2 (online): March 21<sup>st</sup>, 2025; Block 3 (online): April 25<sup>th</sup>, 2025; Block 4 (on-site in Warsaw): May 19<sup>th</sup> –23<sup>rd</sup>, 2025.
2. Participants must complete all mandatory activities, including individual and group assignments, team project development, and final prototype presentation.
3. Participants will earn 6 ECTS upon fulfilling all academic and attendance requirements. Upon completion of the Course, students will receive certificates.
4. Each Participant is required to provide consent, without any time or territorial limitations, using the material submitted, including video and images from photographs taken during competition by the Organizer or particular Partners, for marketing and promotional

activities of the Organizer, Partners, and ENHANCE Alliance, i.e. for publishing the video and the pictures on the competition website or Alliance website, in advertising and promotional materials and on social media channels of the particular Partners and ENHANCE Alliance.

#### **IV. Participant Obligations**

1. The Participant is obliged to:
  - a) Attend all online and on-site sessions.
  - b) Actively participate in workshops, teamwork, and discussions.
  - c) Complete all assignments and milestones by the deadlines.
  - d) Respect the rules, colleagues, instructors, and project collaborators.
2. In case of withdrawal or failure to participate without justification, the Organizer reserves the right to inform the Participant's home institution and disqualify the individual from future activities.
3. The Organizer does not provide any form of insurance. The Organizer recommends purchasing additional health insurance covering the stay and return to/from Poland and/or special medical interventions. It also recommends having personal accident and liability insurance and recommends purchasing insurance against loss or theft of documents, travel tickets, and luggage.

#### **V. Financial Support**

1. The stay of Participants in Warsaw is financed by NAWA (Polish National Agency for Academic Exchange).
2. The financial support includes travel to and from Warsaw, accommodation, and daily subsistence costs during the on-site course block.
3. To receive funding, Participants must fulfill the following conditions:
  - a) Attend and participate fully in all components of the Course, both online and on-site.
  - b) Comply with all formal and administrative requirements communicated to Participants via email by the Organiser.

#### **VI. Final Provisions**

1. All matters not covered by these Regulations shall be resolved by the Organiser.
2. The Organiser reserves the right to amend these Regulations.
3. The Regulations' current version shall be available on the official Course website.