



UEKat INTERNAL PROCEDURE FOR THE SUBMISSION AND EVALUATION OF PROPOSALS UNDER BAUHAUS4EU STUDENT-LED COURSES (SLC)

The application process consists of two stages:

Stage I – Internal call for proposals and evaluation at UEKat level, mandatory for all UEKat students intending to submit an SLC proposal (Sections 1–7).

Stage II – Submission of a proposal approved by the Vice-Rector for Education and International Cooperation under the relevant BAUHAUS4EU call, in accordance with the rules and deadlines established by the Alliance.

1. Announcement of the Call

Information about the launch of the call is published by the WP9 Administrative Coordinator on the UEKat website.

The announcement includes, in particular:

- the application deadline and call schedule;
- information on the two-stage application process;
- the unit responsible for managing the call;
- the substantive requirements of the call and information on budget preparation rules;
- the formal and substantive evaluation criteria for the internal call;
- contact details of persons supporting students in preparing their proposals;
- the internal application form and submission instructions.

2. Information Session

Following the announcement of the call, an information session is organised. The date of the session is specified in the call announcement.

The session covers:

- the objectives and principles of the SLC initiative;
- the rules and stages of the two-stage application process;
- formal and substantive requirements;
- budget preparation guidelines;
- forms and documents required during the application process;
- the call schedule and deadlines;
- the scope of support provided by UEKat;
- proposal evaluation criteria.



3. Przygotowanie propozycji i wsparcie dla studentów

Students prepare their SLC proposals using the internal application form.

During the preparation process, students may seek support from two coordinators:

- **Academic Coordinator** – provides guidance on aligning the course concept with the objectives of the SLC initiative, developing the substantive content of the proposal, and meeting the requirements of the BAUHAUS4EU call.
- **Financial Coordinator** – provides guidance on budget preparation, eligibility and justification of planned expenditures, and compliance with the financial regulations applicable at UEKat.

4. Submission of Proposals under the Internal Call

Complete proposals must be submitted by the deadline specified in the call announcement.

Within the timeframe established in the call schedule, submitted proposals are forwarded to the members of the BAUHAUS4EU Alliance Educational Offer Team.

Team members receive the application documentation and evaluate the proposals within the timeframe specified in the call schedule.

5. Evaluation of Proposals

Submitted proposals are evaluated through the following steps:

1. Formal evaluation.
2. Individual substantive evaluation conducted by Team members.
3. Establishment by the Team of a list of proposals recommended for submission.

In the first step, the Secretary of the Team conducts a formal evaluation based on the following criteria:

1. Compliance of the proposed budget with the principles governing the management of public funds, expenditure eligibility rules, and UEKat internal regulations, as confirmed by the Financial Coordinator.
2. Alignment of the proposal with the objectives of Student-Led Courses (SLC) and completeness of the application documentation, as confirmed by the Academic Coordinator.



In the second step, each Team member individually evaluates the submitted proposals based on the adopted criteria. These include, in particular:

- compliance with the criteria and requirements of the BAUHAUS4EU (WP9) call;
- the pedagogical concept of the proposed course;
- organisational feasibility of the proposed course, particularly its implementation within the planned timeframe, format, and available resources;
- justification and cost-effectiveness of the planned expenditures in relation to the scope of the proposed activities;
- alignment of the proposal with the Strategy of the University of Economics in Katowice;
- alignment of the proposal with the objectives and principles of the BAUHAUS4EU Alliance.

A ranking list of proposals is prepared based on the results of the individual evaluations.

In the third step, Team members meet after the completion of the individual evaluations to establish a list of proposals recommended for submission by the University of Economics in Katowice under the BAUHAUS4EU call.

The Team may require applicants to revise their proposals before submission under the BAUHAUS4EU call.

6. Recommendation of Proposals

Based on the evaluation results and the ranking list, the Team adopts a list of proposals:

1. Recommended for submission under the BAUHAUS4EU call.
2. Not recommended for progression to the next stage.

The list of recommended proposals, together with the evaluation results, is submitted by the WP9 Academic Coordinator to the Vice-Rector for Education and International Cooperation for approval.

Once approved, the proposals qualify for submission under the relevant BAUHAUS4EU call.



7. Notification of Results

All students who submitted proposals under the internal call are informed of the evaluation results electronically by the WP9 Administrative Coordinator.

Applicants whose proposals have been recommended also receive:

- comments from the Evaluation Team, if any;
- information on the next steps and the deadline for submitting the final course proposal.

Preliminary Call Schedule for 2026

Termin	Działanie
20 October 2026	Announcement of the internal call on the UEKat website
October 2026	Promotion of the call through the website, social media and other student communication channels
4 November 2026	Information session / webinar for interested students
October–November 2026	Preparation of proposals by students and consultations with the Academic and Financial Coordinators
30 November 2026	Deadline for submitting proposals under the internal call
1–7 December 2026	Individual evaluation of proposals by Team members and preparation of the ranking list
8–9 December 2026	Team meeting and establishment of the list of proposals recommended for submission
By 14 December 2026	Introduction of any required revisions to proposals
By 15 December 2026	Submission of recommendations to the Vice-Rector and notification of students about the results
Within 2 weeks of notification of results, no later than 31 December 2026	Submission of approved course proposals by recommended students through the BAUHAUS4EU platform