

PROJECT REGULATIONS OF BIALYSTOK UNIVERSITY OF TECHNOLOGY

PROM 2019 Programme - International scholarship exchange of PhD candidates and academic staff

§ 1

Definitions used in the Regulations

1. Intermediate Body – Polish National Agency for Academic Exchange with its registered office in Warsaw, 40 Polna Street, 00-635 Warsaw.
2. Project - PROM 2019 Programme - International scholarship exchange for PhD candidates and academic staff
3. Beneficiary - Białystok University of Technology.
4. Project Participant (PP) - a doctoral student or a representative of academic staff (an academic teacher or the Applicant's employee providing education to doctoral students) who participates in the activities carried out under the Programme within the meaning of the Guidelines on monitoring material progress in the implementation of operational programmes for 2014–2020;
5. Project Service Office (PSO) - International Relations Office, 45A Wiejska Street Room 1 / 1C, phone: 85 746 9662 e-mail: k.kochaniak@BUT.edu.pl
6. Form of support – travel costs, related to the subject of doctorate or conducted teaching and scientific-research work in accordance with the tasks planned in the project in the form education, internships, trainings, workshops and study visits, improving the competences of PhD candidates and academic staff.
7. Faculty website - page of the BUT faculty that participates in the project.
8. University Project Coordinator (UPC) - person managing the Project.
9. Project faculty coordinator - a person managing the project at the faculty level.

§ 2

Internal regulations

1. The faculties of Białystok University of Technology create internal faculty recruitment regulations for the PROM 2019 Programme (Annexes I - M).
2. The internal regulations referred to in paragraph 1 shall comply with this Regulations. In the event of a conflict, this Regulations apply.
3. Project participants shall be bound by the rules set out in this Regulations and, optionally, additional rules set out in internal regulations of the Białystok University of Technology faculties.

§ 3 General Regulations

1. Project "PROM programme - International scholarship exchange of PhD candidates and academic staff " is implemented as part of the project "International scholarship exchange of PhD candidates and academic staff" under the Operational Programme Knowledge Education Development co-financed by the European Social Fund.
2. The project will be implemented in the period from 01/10/2019 to 30/09/2020.
3. The main objective of the project is to improve the competence of PhD candidates and academic staff of BUT, as well as to improve the quality of doctoral dissertations by internationalization of the process of their preparation. The strategic goal of the project is to continue the University Scholarship Programme to finance short-term trips / arrivals of PhD candidates and academic staff as part of cooperation between BUT and foreign universities, that was established thanks to the financing received within the PROM 2018 Programme.
4. Detailed objectives of the Project:
 - a) active participation in foreign conferences;
 - b) active participation in summer and winter school;
 - c) meetings with employees of partner universities in order to conduct research and acquire scientific materials;
 - d) creating a network of international contacts;
 - e) increasing the quality and effectiveness of education at PhD studies;
 - f) raising the level of university internationalization;
 - g) to develop the basis of the University Scholarship Programme for financing short-term trips/arrivals of PhD candidates and academic staff up to the age of 40 as part of cooperation between BUT and foreign universities.
5. The project assumes the participation of 117 Project Participants (PP) from the following units of BUT: the Faculty of Architecture, the Faculty of Engineering Management, the Faculty of Civil Engineering and Environmental Sciences, Institute of Forestry, the Faculty of Mechanical Engineering, the Faculty of Computer Science.
6. Participation in the Project is free.
7. The subject of the Regulations is to define the conditions for participation and recruitment in the project and the rights and obligations of the PP.
8. Each person applying for participation in the Project is required to read the content of these Regulations and may start participation in the Project after prior approval of all its provisions.
9. The financing granted from NAWA funds shall not be used to generate profit/ Projects shall not be of commercial nature. It is inadmissible to finance some expenditure from two different sources (double financing).
10. Due to the fact that travel expenses, visa, insurance and living allowance are in fixed amounts, the Beneficiary shall not require participants to collect accounting documents confirming incurring of expenditure. In the case of expenditure incurred to cover conference fees, costs of trainings, courses and workshops settled based on real costs, the Beneficiary shall oblige participants to gather accounting documents confirming the fact that relevant expenditure has indeed been incurred (proof of payment, invoice issued for the Beneficiary – Białystok University of Technology).

§ 4

Project management

1. The Project Service Office consists of:
 - a) University Project Coordinator, who prepares documentation of the project, verifies documents of all activities carried out under the Programme, supervises project implementation with the regard to the equal opportunity policies, monitors work of PSO, prepares reports;
 - b) Specialist for administration and evaluation – prepares documentation of the project, agreements of Project Participants, monitors project indicators, prepares reports, keeps financial records;
 - c) Accounting specialist – keeps accounts and prepares financial reports.Moreover, two Scholarship Exchange Advisers are on-call every day. They provide information and clarification regarding documents and exchange issues, organise meetings, present the idea of the project.
2. All activities carried out under the Project are coordinated, supervised and verified by the University Project Coordinator with appointed coordinators in the organizational units of the BUT (5 § 3).
3. Faculty Coordinators are responsible for the activities undertaken as part of the Project carried out at Faculties, including for: verifying tasks in accordance with the schedule of activities recorded in the Project, monitoring, storing and initial verification of documentation of activities (e.g. preparing attendance lists in classes, training, etc.) and then submitting it to the Project Coordinator.
4. Faculty Experts deal with verification of PP documents, preparation of visit/research programmes, assessment of conference programmes.
5. Each Project Participant is obliged to submit any remarks and reservations regarding the implementation of the Project to persons responsible for the implementation of tasks, first of all to the Faculty Coordinator or the University Project Coordinator.

§ 5

The scope of support

1. Activities authorized to implement in the Programme are trips or arrivals related to the subject of doctorate or teaching and scientific work aimed at:
 - active participation in a foreign conference (including, for example, participation in a poster session and flash talk);
 - obtaining materials for a doctoral dissertation / scientific article;
 - participation in the summer school / winter school (both as a student of the school and the teacher). The subject of the school curriculum must be closely related to the subject of the doctoral dissertation and / or research;
 - making measurements using unique equipment, including using a large, inaccessible (hard to access) research infrastructure in Poland;
 - participation in short forms of education, i.e. courses, workshops, professional internships or industrial internships, study visits;
 - participation in trainings (including training on entrepreneurship or implementation activity);
 - execution of archival / library inquiries;

- participation in brokerage meetings;
 - conducting teaching classes;
 - participation in the preparation of an international grant application;
 - other short forms of education that allow increasing the competences of the project participant.
2. The costs financed are related to the participation of PhD candidates and academic staff in short forms of education, lasting from 5 to 30 days, including two days for travel of an international character.
 3. One participant of the project may receive support for one trip. During one trip PP may take part in more than one form of education, if it is substantively justified.
 4. The support includes:
 - flat travel, insurance and visas costs in a flat-rate depending on the distance between the place of residence and the host institution, in accordance with Table 1;
 - fixed living allowance (including days in transit) in accordance with Table No. 2;
 - costs of conference fees, training fees, study visits, as well as other short forms of education, settled by on real costs.

§ 6

Recruitment conditions for participation in the project

1. Project participants can only be:
 - a) research and teaching staff of Białystok University of Technology and partner foreign centres (their number cannot exceed 20% of all participants)
 - b) PhD students of the Białystok University of Technology and partner foreign centres (they must constitute a minimum of 80% of all participants)
2. Białystok University of Technology undertakes to maintain a balance in the number of persons leaving and arriving.
3. Recruitment takes place with equal opportunities, including the principle of gender, age, and seniority equality
4. At least 90% of the participants in the project will be people who are under 40 (i.e. under the age of 40 on the first day of support)
5. Recruitment will be conducted on the basis of the principle of non-discrimination, in an impartial manner, in accordance with the conditions open and uniform for all candidates, taking into account the project criteria, based on application documents, in accordance with the proposal and the principle of equal opportunities, equal access to support regardless of on sex, disability, etc. based on:
 - "Guidelines on the implementation of the principle of equal opportunities and non-discrimination, including accessibility for people with disabilities and the principle of equal opportunities for women and men as part of EU funds for 2014-2020."
 - "Accessibility Standards for Cohesion Policy 2014-202 (Annex 2 to the Guidelines)"
 - "Guidance on the principles of equal opportunities for women and men in EU funds for 2014-2020."
5. Throughout the recruitment period, the University Project Coordinator will conduct monitoring in order to maintain the principle of equal access and equal treatment of all those interested in the project.

6. The condition for taking part in the recruitment procedure is to read these Regulations, accept its terms and submit application documents in accordance with the model attached to the Regulations.
7. The completed *Candidate Form* (Annex B) should be submitted to the Faculty Coordinators.

§ 7

Rights and obligations of the Project Participant

1. The participant has the right to:

- a) receive support in order to complete a trip or arrival related to the subject of doctorate or teaching and scientific work;
- b) receipt of certificates / certificates confirming the completion of individual forms of support;
- c) appeal against the decision of the recruitment committee to the Vice-Rector for Education and International Cooperation.

2. The participant is required to:

1) fill in and submit at the point of reception all documents / information necessary to complete the trip and to place data in the ICT system of NAWA, including:

- a) *Project Participant Form* (Annex C and C1);
- b) *Business travel instruction* (regarding research and teaching staff - Annex D) or *Application for financing travel expenses* (for PhD candidates - Annex E) signed by the Dean, Faculty Coordinator, Unit Manager;
- c) *Agreement with the Project Participant* (Annex F);
- d) *Declaration of the project participant* (Annex No. 4 to the Agreement);
- e) *Declaration RODO_NAWA_PROM* (Annex G);
- f) *Information obligation* (Annex H).

After the completion of the Measure, the PP **is obliged** to present the following to the Faculty Coordinator:

- a) *Trip settlement form* - Annex No. 1 to the Agreement;
- b) *Certificate* confirming the correct performance by the PP and *the Description of learning outcomes* signed by the host university - Annex No. 3 to the Agreement;
- c) *Statement on project works* - Annex No. 5 to the Agreement;
- d) *Agreement on transfer of author's economic rights* (Annex No. 6 to the Agreement) if applicable;
- e) invoices for conferences / workshops (if applicable) - issued for the Beneficiary (Białystok University of Technology);
- f) documents confirming the participant's participation in the exchange, i.e. conference program, program of classes, confirmation of payment for participation in a short form of education, list of attendees from events at the university for participants arriving from abroad

- g) complete the *Online Evaluation survey* sent by PSO after completion of the activity under the PROM programme (within 30 days from the end of the activity) - Annex No. 2 to the Agreement.

Participant who does not provide above-mentioned documents will be required by the Beneficiary to partially or fully refund the support received.

- 2) submit a personalized signature on the attendance lists;
- 3) inform about any changes in data (especially data regarding the change of name, place of residence, telephone number, e-mail address) provided in the recruitment documentation, no later than within 7 days from the date of their creation;
- 4) read the information posted on the project website: <https://BUT.edu.pl/bwm/projekty-nawa/prom/> and sent to the e-mail address provided;
- 5) comply with the rules of these regulations and rules of social coexistence.

§ 8

Copyright

1. After completing the Action, the Participant undertakes to submit *Statement on project works* constituting Annex No. 5 to the Agreement.
2. In the case of a declaration confirming the creation of the work, the Participant undertakes to conclude *Agreement on transfer of author's economic rights* (the contract template is attached as Annex 6 to the Agreement) to works created as part of the Project.
3. The contract referred to in paragraph 2 shall be conducted immediately after informing the Participant by the University via e-mail to the e-mail address indicated in the *Participant Form*.
4. At the same time, in the contract referred to in paragraph 2, Białystok University of Technology will grant to the Participant a free license for an indefinite period, without territorial restrictions on the use of the above-mentioned works, in all fields of exploitation, which includes the contract referred to in paragraph 2, along with the permission to exercise the dependent copyright.
5. Works created as part of the project, e.g. presentations, materials for trainings, workshops, conferences, etc., are considered works.

§ 9

The rules of resignation from participation in the Project

1. Resignation from the project is only allowed in justified cases.
2. Resignation from participation in the project may result from health reasons or force majeure. These reasons cannot be known at the start of participation in the project.
3. In the event of resignation from participation in the Project, project participants are required to submit a written statement regarding the reasons for the resignation.
4. Unauthorized resignation of the PP from participation in the Project before the end of participation in the forms of support provided for it is associated with financial consequences in the form of reimbursement of costs incurred in connection with their previous participation in the project. An exception to the above rule is the situation in which a participant selected in the

recruitment process resigns from participation in the project before participating in the first form of support.

§ 10 Promotion

1. Beneficiary and PhD candidates and members of the academic staff with whom the Beneficiary concluded the Agreement are obliged to mark all prepared works, materials and documents created within or in connection with the Project, which are made public or intended for the target group by placing on together, in a visible place:
 - a) the Agency's logo, available for download from the website www.nawa.gov.pl,
 - b) the European Funds mark, the European Union label with the name European Social Fund,
 - c) information: "Project PROM - International scholarship exchange of PhD candidates and academic staff " is financed from the European Social Fund under the Operational Programme Knowledge Education Development, non-competitive project entitled International scholarship exchange for PhD candidates and academic staff, contract number POWR.03.03.00-00-PN13 / 18.

or

 - d) in audio products, information about financing by the Agency must be read during the recording.
2. All information and promotion activities of the Beneficiary and each document, which is made publicly available or is issued by project participants, including all certificates of participation or other certificates, should contain information of co-financing granted from the European Union, including the European Social Fund.

§ 11 Final Provisions

1. In matters not covered by the provisions of Agreement No. PPI/PRO/2019/1/00037/U/00001 concluded between the Polish National Agency for Academic Exchange and the Białystok University of Technology, an Agreement for co-financing of the project under the Operational Programme Knowledge Education Development and applicable guidelines and principles in the scope of the Operational Programme Knowledge Education Development.
2. Matters not settled herein are resolved by the Vice-Rector for International Cooperation at the request of the UPC.
3. The project promoter reserves the right to change the Regulations. All changes to the Regulations require a written form and will be published on the project website <https://pb.edu.pl/bwm/projekty-nawa/prom/prom-2019/>.
4. The Regulations are available on the project website: <https://pb.edu.pl/bwm/projekty-nawa/prom/prom-2019/> and on the websites of the Supported Faculties.
5. We reserve the right to introduce changes to the Regulations in case it is necessary due to the change of the Project implementation conditions, as well as in the case of a written recommendation to introduce specific changes from the Implementing Institution (Intermediate Body).

6. The current content of the Regulations for Participation is available at the Project Service Office, on the project website: <https://pb.edu.pl/bwm/projekty-nawa/prom/prom-2019/> and on the BUT Faculty websites.
7. The Regulations from 28.10.2019 are valid for the entire duration of the Project.

Enclosures:

Annex A -Flat rates applicable under the Programme

Annex B - Candidate Form

Annex C - Project Participant Data Form

Annex C1 - Project Participant Form

Annex F - Agreement with the Project Participant with Annexes:

Attachment 1 to the Agreement with the Project Participant - *Visit settlement form*

Attachment 2 to the Agreement with the Project Participant - *Evaluation questionnaire*

Attachment 3 to the Agreement with the Project Participant - *Certificate*

Attachment 4 to the Agreement with the Project Participant - *Declaration of the Participant*

Attachment 5 to the Agreement with the Project Participant - *Statement on Project works*

Attachment 6 to the Agreement with the Project Participant *Agreement on transfer of author's economic rights*

Annex G – Declaration of participant RODO_NAWA_PROM

Annex H – Information obligation