Faculty Regulations for Recruitment to the Project regarding the activities of the Faculty of Management Engineering, Bialystok University of Technology

***Programme**: PROM - Short-term academic exchange - recruitment 2024*

***Project**: PROM – Short-term academic exchange*

***Project Number**: BPI/PRO/2024/1/00021*

§ 1
General information

1. The implementation of the PROM project at the Faculty of Management Engineering will be carried out using the principles of horizontal policies regarding:

a) **accessibility for persons with special needs**, including persons with disabilities and persons in a more difficult situation due to other premises (e.g. persons with low income, foreigners, refugees, etc.);

b) **equal opportunities and non-discrimination**, including respect for other persons participating in the programme irrespective of their: sex, race, colour, descent, genetic features, language, religion, beliefs, political or any other opinion, membership of a national minority;

c) **equal opportunities for women and men,** including equal treatment of both sexes;

d) **principles of sustainable development**, concerning the application of the 'do no significant harm' principle to the environment (DNSH principle) based on the assumption that no activities may worsen the state of the environment and contribute to the escalation of the climate crisis.

§ 2
The scope and subject of support

1. The following activities are supported under the Project at the Faculty of Management Engineering:
   a) active participation in a conference abroad (speech, including participation in a poster session);
   b) acquisition of material for a doctoral thesis, scientific article, in the field of social sciences, including primarily management and quality studies or related fields;
   c) participation in the Interdisciplinary Summer School;
   d) conducting classes in any form (lectures, exercises, project tasks, workshops) in the field of building a sustainable team (BUILDING A SUSTAINABLE/BALANCED TEAM) for participants of the Interdisciplinary Summer School.
2. The scope of support of each type described in § 2 (1) covers the financing of travel costs, maintenance and accommodation costs as well as a scholarship calculated on the basis of flat rates in accordance with Appendix 1.
3. In relation to the type of support referred to in § 2 (1) point a), the financing additionally covers the conference fee in accordance with the actual costs.

§ 3
Characteristics of the target group

The target groups of support under the project are:

a) doctoral students and employees of the Bialystok University of Technology conducting scientific research in the field of social sciences in the discipline of management and quality studies or related fields;
b) students and doctoral students of partner universities, studying or specialising in social sciences, including management and quality studies or related fields (due to the different systems of classification of sciences in individual countries, participation of students and doctoral students educating or specialising in, e.g. in business studies, economic sciences or other related fields is allowed in the project, provided that the subject of research or education programme coincides with the research and/or education programmes conducted at the Faculty of Management Engineering);
c) employees of foreign partner universities conducting scientific research or education in the field of social sciences, including management and quality studies or related, in accordance with the task planned within the framework of the recruitment.

§ 4
Criteria for qualifying participants for the Project

1. The recruitment of participants for the Project will take place through competitions announced as part of individual tasks.
2. Information on the recruitment for individual tasks will be made available on the project website (https://pb.edu.pl/iros/projekty-nawa/prom-2024/rekrutacja/) and the website of the Faculty of Engineering Management (wiz.pb.edu.pl), as well as via e-mail and social media of the Faculty of Engineering Management.
3. Candidate applications will be accepted electronically, to the address of the Faculty Project Expert (j.kozlowska@pb.edu.pl) and/or via the online form.
4. Criteria for evaluating candidates for the project include:

a) compatibility of the planned activity with the discipline represented by the candidate;
b) compatibility of the subject of the research work carried out by the Candidate with the profile of the host institution (applies to incoming doctoral students);
c) compatibility of the subject of the Candidate's ongoing research/teaching classes with the profile of the host institution (applies to incoming academic staff);
d) opinion of the scientific supervisor or the head of the home research unit (applies to doctoral students) or the opinion of the dean (applies to academic staff);
e) previous achievements of the candidate, including scientific, organisational and educational achievements;
f) communicative knowledge of English (applies to support for outgoing and incoming mobility) or Polish (applies to incoming mobility);
g) documented status of a student/doctoral student/employee confirmed by the home university;
h) description of the planned research, including the purpose and scope (applies to incoming doctoral students);
i) description of ongoing research work and/or desctiption of teaching experience (applies to academic staff);
j) the timely submission of the application documents.

5. Additional evaluation criteria resulting from the specificity of the task will be announced as part of the competitions for the task.

6. The application documents submitted on time will be evaluated by the Faculty Recruitment Committee for the PROM project, composed of: PROM Faculty Expert, Evaluation Specialist, Director of the Institute of Management and Quality Studies.

7. Candidates will be informed by e-mail about the decision of the Faculty Recruitment Committee regarding their qualification for the Project, to the e-mail address provided in the application form.

§ 5
Competences acquired as a result of the support

Participation in the Project will contribute to the achievement of the following learning outcomes by the participant:

a) ***Knowledge*** – The project participant knows: the main trends in the development of the discipline of management and quality studies, Polish and international achievements including issues explored in management and quality studies, research methods and techniques used in the discipline of management and quality studies, principles of building a diverse team.

b) ***Skills***- The project participant is able to: communicate with a diverse audience in the field of their research subject, speak in public and argue their own opinion, use the research methods and techniques they have learned in practice, present the results of their work, including scientific work, in a foreign language.

c) ***Social competences/attitudes (including communication skills, teamwork skills and adaptability in an international environment***) – The project participant is ready to: responsibly perform professional duties, establish relationships with researchers of the host unit, representing the same scientific discipline as the participant, as well as other disciplines, build a diverse team, and cooperate with representatives of other cultures.

§ 6
Criteria for assessing the learning outcomes after the end of the support

a) Knowledge:

Learning outcomes	Verification criteria	form of verification
The project participant knows: the main trends in the development of the discipline of management and quality studies	Evaluation of the written statement by the Faculty Evaluation Specialists	Task Implementation Report
Polish and international achievements including issues explored in management and quality studies	Evaluation of the written statement by the Faculty Evaluation Specialists	Task Implementation Report
research methods and techniques used in the discipline of management and quality studies	Evaluation of the written statement by the Faculty Evaluation Specialists	Task Implementation Report

principles of building a diverse team	Evaluation of the written statement by the Faculty Evaluation Specialists	Task Implementation Report

b) Skills:

Learning outcomes	Verification criteria	form of verification
The project participant is able to: communicate with a diverse audience in the field of their research subject	Evaluation of the written statement by the Faculty Evaluation Specialists	Task Implementation Report, Self-Assessment Report
speak in public and support their own opinions	Evaluation of the written statement by the Faculty Evaluation Specialists	Task Implementation Report, Self-Assessment Report
use the research methods and techniques learnt in practice	Evaluation of the written statement by the Faculty Evaluation Specialists	Task Implementation Report, Self-Assessment Report
present the results of the work, including scientific work, in a foreign language	Evaluation of the written statement by the Faculty Evaluation Specialists	Task Implementation Report, Self-Assessment Report

c) Social competences:

Learning outcomes	Verification criteria	form of verification
The project participant is ready: to responsibly perform professional duties	Evaluation of the written statement by the Faculty Evaluation Specialists	Charter for Competency Development/ Competency Test/ Self-Assessment Report
to establish relationships with researchers of the host unit, representing the same scientific discipline as the participant, as well as other disciplines	Evaluation of the written statement by the Faculty Evaluation Specialists	Charter for Competency Development/ Self-Assessment Report
to build a diverse and sustainable team	Evaluation of the written statement by the Faculty Evaluation Specialists	Charter for Competency Development/ Competency Test/ Self-Assessment Report
to cooperate with representatives of other cultures	Evaluation of the written statement by the Faculty Evaluation Specialists	Charter for Competency Development/ Competency Test/ Self-Assessment Report

§ 7
Methods of verifying the learning outcomes

1. Verification of the learning outcomes of the project participants will be carried out by the Faculty Evaluation Specialists in the form of:

a) Competency test (CT), completed before and after the mobility (applies to students – participants of the Interdisciplinary Summer School);

b) Charter for Competency Development completed before and after the mobility (applies to doctoral students);

c) Participant's Self-Assessment Report in the field of acquired competences (applies to academic staff).

2. Evaluation materials, adapted to the appropriate target group and the specificity of the task, will be prepared by the Faculty Evaluation Specialists.
3. Participants in the project will receive a mobility completion certificate following a positive evaluation in terms of improving their competences.
4. Verification of the learning outcomes of people with disabilities and people with special needs will be tailored to the individual needs of the participants. If necessary, a different method than the one provided above will be prepared and used, e.g. interview, participant's self-assessment, classroom observations.

Appendices:

1. Flat rates used in the PROM programme – recruitment 2024.
2. Application form of the candidate for the 'PROM – short-term academic exchange' project