

Regulations for organization, recruitment, participation and payment of scholarships and other forms of financial support under the NAWA Programme

Programme: Support for European Universities - recruitment 2024

Project: Across – Cross-border European University

Project Number: BPI/WUE/2024/1/00013

§ 1

Definitions used in the Regulations

1. **NAWA** – Polish National Agency for Academic Exchange with its registered office in Warsaw, 40 Polna Street, 00-635 Warsaw.
2. **Project** – a project entitled 'Across – Cross-border European University', implemented at Białystok University of Technology as part of the funding obtained in the call for proposals entitled Support for European Universities announced by the National Agency for Academic Exchange (NAWA) in 2024.
3. **Beneficiary** – Project Applicant, Białystok University of Technology.
4. **Project Service Office** – Department of International Projects Erasmus+ and NAWA Wiejska 45A, room 29C, phone: 85 746 7010, e-mail: izabela.karpinska@pb.edu.pl
5. **Across** – a European University called "Across – European Cross-Border University" established as part of the European Universities Initiative.

European Universities are transnational alliances of higher education institutions. They are linked by a long-term strategy in the field of education, promotion of European values and strengthening of European identity. The aim of their creation is to increase the mobility of students, academic staff and the scientific community, as well as to support the quality, integration and competitiveness of European higher education.

Across consists of 9 European universities:

- a) Chemnitz University of Technology, Germany – leader;
 - b) Politechnika Białostocka (Białystok University of Technology), Poland – partner;
 - c) University of Perpignan, France – partner;
 - d) University of Girona, Spain – partner;
 - e) University of Udine, Italy – partner;
 - f) University of Ruse, Bulgaria – partner;
 - g) University of Craiova, Romania – partner;
 - h) University of Nova Gorica, Slovenia – partner;
 - i) University of Banja Luka, Bosnia and Herzegovina – partner.
6. **Project Participants** – students, doctoral students, employees of the Beneficiary and foreign partner institutions of Across, including: academic teachers, non-academic employees - if their participation in the Project is substantively justified, benefiting from support of the Project.
 7. **Foreign higher education and science institution** - a foreign partner institution of the Beneficiary, which is part of the European University Across.
 8. **Support** – co-financing incoming or outgoing mobility of students, doctoral students and academic teachers, in accordance with the activities planned in the Project, including, among others: project meetings, summer schools, research internships and study visits.

9. **Competences** – confirmed by a certificate of ability to use knowledge and personal, social and methodological skills in the context of professional or educational tasks as well as in the course of professional and individual development.
10. **Learning outcomes** – defining what the learner knows, understands and is able to do after completing the learning process (support), divided into categories of knowledge, skills and social competences.
11. **Website – website** of the International Relations Offices of the Beneficiary (Białystok University of Technology) <https://pb.edu.pl/iros/projekty-nawa/wsparcie-universytetow-europejskich/>.
12. **Project Manager** – the person managing the Project.
13. **Deputy Project Manager** – a person responsible for coordinating and implementing the activities planned in the Project, included in the Project Co-financing Agreement.
14. **Administrative coordinator of the Project** – an employee of the Department of International Projects Erasmus+ and NAWA.
15. **International visitors service specialist** – an employee of the Department of International Projects Erasmus+ and NAWA/ Mobility and International Agreements Unit, responsible for the recruitment process and exchange of students and teachers within the Project.
16. **Evaluation Specialist** - a person conducting the process of evaluation and verification of learning outcomes obtained by Project Participants as part of the Project.
17. **Horizontal Policy Advisor** – a person supervising the compliance with horizontal policies in the Project.
18. **Task Team Member** – a person responsible for coordinating the task carried out as part of Across.

§ 2

General Regulations

1. The subject of the Regulations is to define the conditions for participation and recruitment, participation in the project and payment of scholarships and other forms of financial support under the project.
2. The "Across – Cross-border European University" project is financed by the European Fund for Social Development 2021-2027 (FERS), within the framework of the NAWA Project entitled 'Support for European University Alliances', Project No. FERS.01.05-IP.08-0219/23.
3. The project is implemented in the period from 01.10.2024 to 30.09.2025.
4. Detailed objectives of the project:
 - a) increase in the quality of education through solutions developed as part of the partnership,
 - b) development of the educational offer based on cooperation with international universities,
 - c) intensification of academic exchange through international partnerships,
 - d) increasing the institutional capacity needed to build international partnerships,
 - e) strengthening the position of Polish universities at an international level.
5. Participation in the Project is free of charge.
6. Each person applying for participation in the Project is obliged to read the content of these Regulations and may start the qualification process after prior acceptance of its provisions.
7. The Project applies 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** - to enable all persons (irrespective of their sex, race, colour, descent, genetic features, language, religion, beliefs, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation) to participate fairly and fully in project actions;
 - 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.

§ 3

Project Management

1. The Project Service Office consists of:
 - a) **Project Manager – the** person managing the Project, responsible for managing the overall work, as well as achieving the project objectives;
 - b) **Deputy Manager** – responsible for implementing the tasks included in the Co-financing Agreement and monitoring of indicators;
 - c) **Project Administrative Coordinator** – responsible for the preparation and storage of Project documentation, verification of the correctness of data entered by Project Participants in the NAWA ICT system, preparation of agreements with Project Participants, entering data into NAWA Reports, reporting to NAWA, identifying and communicating potential risks to the Project Manager and ongoing administration;
 - d) **Accounting specialists** – responsible for financial supervision, as well as monitoring the compliance of expenditures incurred for the implementation of individual tasks with the Project budget;
 - e) **Horizontal Policy Advisor** – supervising the compliance with horizontal policies during the implementation of the Project.
In addition, in the Project Service Office, the **International Visitors Service Specialists** will have designated duty shifts and will provide explanations regarding the substantive manner of completing the documents related to the academic exchange.
2. All actions carried out under the Project are supervised and verified by **the Project Manager** together with the **Deputy Manager**.
3. **International visitors service specialists** coordinate the activities planned within the Project, cooperate with foreign higher education and science institutions in connection with the need to carry out the recruitment process and verification of learning outcomes at the Across universities, organize the recruitment process at the Beneficiary’s premises, supervise the implementation of the Project in accordance with the policy of equal opportunities and non-discrimination, monitor the level of realization of indicators.
4. **Evaluation Specialist** – responsible for verifying the learning outcomes obtained by Project Participants as a result of the allocated support. Working closely with International Visitors Service Specialists and the entire Project Service Office. Not later than before the start of the support of the Project Participant, they shall develop a **standard of requirements** describing the competences the Project Participant will acquire (divided into knowledge, skills and social competences/attitudes). Develops the criteria for assessing the learning outcomes obtained after the end of the support and the methods of their verification based on the adopted criteria.
5. Each Project Participant is obliged to submit any comments and reservations regarding the implementation of the Project to the persons responsible for the implementation of the tasks, in particular to the Project Manager. Violations of the principles of equal opportunities and non-discrimination policy and the sustainable development policy in the Project should be reported to the Horizontal Policy Advisor, responsible for taking explanatory measures and implementing appropriate remedial measures.

§ 4

Scope of Support

1. Eligible activities for the Project:
 - a) organization of exchanges of students, doctoral students and employees of the institution;
 - b) participation in study visits, internships, summer/winter schools, seminars, workshops, trainings or intensive courses, conferences, including international ones.
2. The scope and subject of support (in a form that can be implemented as part of the Project) will be detailed in announcements on recruitment posted on the Beneficiary's website: <https://pb.edu.pl/iros/projekty-nawa/wsparcie-uniwersytetow-europejskich/> in the tab dedicated to publication of Project documents.
3. One Project Participant may receive financing for one mobility within one task. In substantively justified cases, the same Project Participant may receive the support planned in the Project as part of another task.
4. Any form of action planned for implementation under the Project should be reported by the International Visitor Service Specialist to the Project Manager, **at least one month in advance**. The notification should include the type of action and the planned date (exact date, time and address of the action - as required by NAWA).

§ 5

Recruitment conditions and recruitment rules for participation in the Project

1. **The process of recruitment and qualification of Project Participants** takes place in the Department of International Projects Erasmus+ and NAWA and the Mobility and International Agreements Unit. It is carried out by the International Visitor Service Specialist, in accordance with the guidelines and criteria provided to the Project Service Office by the relevant Across Task Team Member, who represents the Beneficiary or a Foreign institution of higher education and science and is responsible for coordinating the appropriate task carried out as part of Across.
2. Recruitment is carried out taking into account the compliance with horizontal principles regarding: ensuring accessibility for persons with special needs, ensuring equal opportunities and non-discrimination, including ensuring equal opportunities for women and men, implementing principles of sustainable development.
3. Throughout the recruitment period, the **Deputy Project Manager** together with the Horizontal Policy Specialist will conduct monitoring in order to maintain the principle of equal access and equal treatment of all persons interested in participating in the Project.
4. The call for applications, prepared by the Across Task Team Member, sets out guidelines for the recruitment of Project Participants and takes into account the specifics of the tasks planned in the Project, including:
 - a) scope and subject of support offered under the Project;
 - b) characteristics of the target group: characteristics of the Project Participants;
 - c) criteria for qualifying participants for the Project.
5. The call for applications, referred to in paragraph 4 should be in accordance with these regulations and Appendix No. 1 to the NAWA Programmes Beneficiary Manual, entitled 'Rules for Recruitment, Reporting and Data Collection of FERS-Funded Project Participants'.
6. Project participants can be:
 - a) persons working for the Beneficiary or an International Higher Education and Science Institution, including representatives of academic staff and non-academic employees - if their participation in the project is justified;
 - b) persons enrolled at first or second-cycle studies, uniform master's studies or at a doctoral school, i.e. students and doctoral students of the Beneficiary and from foreign higher education and science institutions.
7. A Project Participant may be a person who:

- a) has read and accepted these Regulations;
 - b) has undergone the recruitment process and received information about the possibility of joining the Project;
 - c) has provided their personal data required for the provision of support;
 - d) confirmed their status as a member of the target group (by submitting all documents and statements) in the NAWA ICT system.
8. The eligibility criteria of Project Participants will be specified in the call for applications available on the Project website <https://pb.edu.pl/iros/projekty-nawa/wsparcie-universytetow-europejskich/>.
 9. Applications submitted by candidates, as well as other forms of qualifications individually applied and adapted to the needs of candidates and the specifics of planned activities, will be considered and evaluated by the relevant Across Task Team Member.
 10. As a result of, a protocol for the selection of Project Participants will be drawn up together with a reserve list.
 11. A member of the Across task team (Task Team Member) shall forward the protocol of the qualified Project Participants to the Project Service Office.
 12. In the case of recruitment of Project Participants from Foreign Higher Education and Science Institutions, it is allowed for recruitment to be carried out by employees of international partner universities, subject to compliance with the rules set out in Annex 1 to the NAWA Handbook, entitled 'Rules for Recruitment, Reporting and Data Collection of Participants in FERS-Funded Projects.' The final decision on whether or not to admit a candidate to participate in the Project is made by the host party.
 13. Recruitment results will be communicated via e-mail.
 14. Qualified Project Participant is obliged to register in the NAWA system (create an account) and fill in the electronic Project Participant's form (application) in the NAWA ICT system, using the link provided by the Beneficiary. The form (application) submitted by the Project Participant confirms the fulfillment of the eligibility criteria for the Support for European Universities programme and includes:
 - a) declaration of participation in the Project;
 - b) personal data form of the Project Participant;
 - c) information clauses regarding the processing of personal data of the Project Participant.
 15. After submitting the form (application) in the system, the Project Participant submits the pdf of the form (application) generated from the system to the Project Service Office, thus confirming the effectiveness of the registration in the Agency's system and readiness to join the Project.
 16. If it is necessary to update/correct the data in the submitted application, the Project Participant may submit its correction using the same link that was made available for registration. The corrected pdf of the application should be sent again to the Project Service Office.
 17. The Project Participants are subject to the rules set out in these Regulations.

§ 6

Rules for payment of allocated financial support

1. In accordance with Appendix No. 1, the Project Participant receives financial support calculated on the basis of flat rates divided into three categories:
 - a) travel costs - Table No 1;
 - b) costs of living and accommodation in the destination country (including days for travel) - Table 2;
 - c) scholarship - Table No 3.
2. Project Participants carrying out short-term academic exchanges for the purpose of acquiring competences are entitled to receive scholarships paid in accordance with the rates indicated in Appendix 1, Table 3.
3. Financial support is expressed and paid in Polish zlotys.

4. The scholarship will be transferred directly to the Project Participant in full, excluding deductions under generally applicable law, including the tax office or Social Insurance Institution, if applicable in given circumstances.
5. Before receiving financial support, a Project Participant is obliged to provide their personal data (by filling in an application in the NAWA ICT system) and to submit statements confirming that they meet the eligibility criteria for the Support for European Universities project (participants from abroad - a document confirming their status as a student/doctoral student/representative of a foreign higher education and research institution).
6. The payment of financial support may take place after the signing of the Project Participant's Agreement with the Beneficiary specifying the amount of support granted and the planned action that the Project Participant undertakes to implement in accordance with the principles of the Support for European Universities programme and these Regulations. The Agreement constitutes Appendix No. 2 to these Regulations.

§ 7

Rights and obligations of the Project Participant

1. The participant has the right to:
 - a) receive financial support for mobility to the Across partner university;
 - b) receive a certificate/document confirming the completion of individual forms of support and the acquisition of competences;
 - c) to appeal against the decision of the Across Task Team Member to the Vice-Rector for International Cooperation;
 - d) adapting the actions planned in the Project to their individual needs (in the case of a Project Participant with a disability and special needs), including: participation in individualized (inclusive) recruitment, and the process of verifying the learning outcomes using an individual form, such as interview, self-assessment, classroom observation, adjusting the time and date of the assessment of learning outcomes at a later stage, conducting the assessment in different languages, etc.
2. The participant is required to:
 - a) register in the NAWA ICT system and filling in the electronic Participant's (application) form using the link provided by the Beneficiary;
 - b) participate in the support planned for them;
 - c) immediately inform the Project Service Office of any changes in personal data included in the participation documents, correct them in the aforementioned system, and each time send an updated application to the Project Support Office, no later than within 7 days of their occurrence;
 - d) participate in the full evaluation process. The evaluation process is individualized and conducted by the relevant Evaluation Specialist;
 - e) provide the Project Service Office with a document confirming the completion of the action specified in the Agreement, i.e. a certificate of participation, as well as a work (within the meaning of the Act of 4 February 1994 on Copyright and Related Rights) created directly in connection with the mobility (if applicable). Created works must be marked with the CC-Attribution license CC BY 4.0 and the logos of European Funds, Poland, EU and NAWA available for download at the Project website. Works created by the Project Participant will be submitted to NAWA and made available on the NAWA website;
 - f) having an insurance policy covering the costs of treatment, medical interventions, transport to the hospital, costs of returning to the country and personal accident insurance during travel and stay in Poland and abroad;

- g) independently take care of their safety and health; including, but not limited to, ongoing long-term or periodic treatment, allergies, etc.;
 - h) to behave in a manner that does not endanger their own health and life or that of other Project Participants;
 - i) be financially and materially responsible for any and all damages caused during participation in the Project;
 - j) sign the attendance lists in person;
 - k) read the information posted on the project website: <https://pb.edu.pl/iros/projekty-nawa/wsparcie-universytetow-europejskich/>, as [well](#) as information sent to the e-mail address provided during registration;
 - l) comply with the rules set out in these Regulations and those relating to social interaction;
 - m) promote the Support for European Universities Programme and the benefits obtained as a result of participation in the Project.
3. After the Action is completed, the Project Participant **is obliged** to present the following documentation to the Project Manager:
- a) invoices for participation in project meetings – issued to the Beneficiary (Bialystok University of Technology), including invoices for the hotel and tickets for trips abroad;
 - b) documents confirming the participation of the Project Participant in the academic exchange, i.e. certificate, internship programme, study visit report, programme of classes conducted;
 - c) works (within the meaning of the Act of 4 February 1994 on Copyright and Related Rights) created directly in connection with the implementation of the action financed by the Project funds.

The Project Participant who fails to provide the above-mentioned documents will be required by the Beneficiary to partially or fully return the support received.

§ 8

Rules for resignation from participation in the Project

1. Resignation from participation in the Project is allowed only in justified cases.
2. Resignation from participation in the Project may arise from health reasons or force majeure that could not be known at the start of participation in the Project.
3. In the event of resignation from participation in the Project, the Project Participant is required to submit a written statement regarding the reasons for resignation.
4. Unauthorized resignation of the Project Participant from the Project before the end of the forms of support provided to them will have financial consequences in the form of reimbursement of costs incurred in relation to their participation to date. An exception to the above rule is a situation where the Project Participant selected in the recruitment process withdraws from the project before participating in the first form of support.

§ 9

Final provisions

1. In matters not regulated herein, the provisions of the Agreement No. BPI/WUE/2024/1/00013/U/00001 concluded between the National Agency for Academic Exchange and the Beneficiary (Bialystok University of Technology) and the applicable guidelines and rules included in the Beneficiary's Manual - Programs for NAWA Institutions shall apply.

2. Matters not regulated herein are resolved by the Vice-Rector for International Cooperation of BUT.
3. The Beneficiary reserves the right to amend the Regulations. Any amendments to these Regulations shall be made in writing and will be published on the project website <https://pb.edu.pl/iros/projekty-nawa/wsparcie-universytetow-europejskich/>.
4. These Regulations are made available on the Project website: <https://pb.edu.pl/iros/projekty-nawa/wsparcie-universytetow-europejskich/>.
5. The Regulations shall enter into force on the date of signature and shall be valid for the entire duration of the Project.

Appendices:

1. Flat rates used in the Support for European Universities programme – recruitment 2024.
2. Beneficiary's Agreement with the Project Participant.
3. Application form of the candidate for the project "Across – Cross-border European University".
4. Travel order form in connection with the implementation of the 'Across – Cross-border European University' project.
5. Application form for financing travel costs in connection with the implementation of the 'Across – Cross-border European University' project.
6. Consent for image recording and publishing.