



Regulations for recruitment, organisation and participation in team volunteering carried out at Bialystok University of Technology

Programme name: European Solidarity Corps

Project number: 2024-2-PL01-ESC51-VTJ-000274564

Quality label: 2023-1-PL01-ESC50-QLA-000195309

Chapter I. General information

1. The Regulations define the rules for recruitment, organisation, participation and financing of participation in team volunteering implemented by Bialystok University of Technology.
2. Participation in the project is free of charge for volunteers.
3. Volunteering activities take place on the campus of Bialystok University of Technology, within the city of Bialystok, and in its surroundings.
4. The minimum duration of one team volunteering activity is 14 days.
5. Each team volunteering project is planned for 12 volunteers, including participants from Poland and international volunteers from three different countries.
6. At least one preparatory training session will be held online by the organiser no later than one month before the arrival of volunteers.
7. Communication with volunteers will be conducted via the PASS Administration and Support System, Microsoft Teams platform, and email.
8. Persons interested in participating in volunteering can register in the European Solidarity Corps database available at: <https://eks.org.pl/mlodziez/wolontariat/jak-zaczac/zarejestruj-sie-w-bazie-eks>.
9. Personal data of applicants and project participants will be processed for the purposes and in the manner described in the *Privacy Statement* published at <https://webgate.ec.europa.eu/erasmus-esc/index/privacy-statement>.
10. Detailed information on the organisation of the volunteering activity will be published and updated on the website: <https://pb.edu.pl/iros/en/>

Chapter II. Recruitment and Selection Process

1. The recruitment and selection of volunteers is the responsibility of the Project Coordinator, the Content Coordinator, and the Equality and Non-Discrimination Officer for the Project.
2. Recruitment of project participants is carried out via the PASS (Placement Administration and Support System).
3. **Candidate selection criteria and formal requirements:**
A volunteer applying to participate in the project under the European Solidarity Corps must meet the following formal requirements:
 - a) be at least 18 and not older than 30 years of age;
 - b) be a citizen of a country eligible to participate in the European Solidarity Corps;
 - c) be registered in the PASS database of the European Solidarity Corps;
 - d) show interest in the environmental protection priority defined by Bialystok University of Technology in its Quality Label application;
 - e) be open to participating in project communication and promotion activities, such as sharing experiences, promoting the idea of volunteering, and supporting event organisation, in line with their skills and capabilities.
4. **Recruitment procedure at Bialystok University of Technology**



Finansowane przez Unię Europejską

- a) Each recruitment process for a volunteering activity begins no later than 8 weeks before the planned start of the activity.
- b) The recruitment process consists of three stages:
 - preliminary selection of candidates registered in the PASS database using the system's available filters;
 - assessment of application documents sent by email (CV and cover letter);
 - final stage – an interview in a foreign language conducted via Microsoft Teams.
5. **Main selection criteria:**
 - a) interview (0 to 10 points);
 - b) CV assessment (0 to 10 points);
 - c) cover letter assessment (0 to 10 points)
6. The total score obtained by each candidate forms a ranking list, based on which a list of selected participants and a reserve list is drawn up.
7. Candidates are informed of the recruitment results by email.
8. The deadline to appeal the decision is 3 days.
9. A person selected to participate in the volunteering activity must confirm their participation by registering in the PASS system and accepting the offer sent by Bialystok University of Technology.
10. Before arrival, each volunteer signs a volunteering agreement with Bialystok University of Technology, in accordance with **Appendix 1 entitled Volunteering Agreement – European Solidarity Corps**.
11. To ensure equal access to volunteering, especially for young people with fewer opportunities, Bialystok University of Technology offers the support of a Mentor who assists candidates in completing the recruitment process.
12. The recruitment process is conducted in line with the principles of accessibility for persons with specific needs, equal opportunities and non-discrimination, gender equality, and sustainable development.

Chapter III. Rights and Obligations of Volunteers

1. Rights of volunteers resulting from Bialystok University of Technology holding the status of both supporting and hosting organisation.
Within the framework of team volunteering activities, volunteers are entitled to:
 - a) receive free online language support through the **EU Academy** learning management platform. At Bialystok University of Technology, the designated OLS (Online Language Support) contacts are the Administrative Coordinators of the Project;
 - b) receive appropriate pre-departure preparation tailored to their individual needs and learning abilities, as well as in accordance with the training guidelines for volunteers and the minimum quality standards developed by the European Commission;
 - c) receive the European Solidarity Corps Info Kit;
 - d) receive support from a Mentor throughout the duration of the activity (including support for self-reflection on learning and personal support);
 - e) contribute their own ideas and experiences to the implementation of assigned tasks (after prior consultation with the relevant Task Coordinator);
 - f) be provided with conditions and opportunities for gaining knowledge and experience;
 - g) receive guidance, supervision and instructions concerning the implementation of assigned tasks;
 - h) receive support in reflecting on their learning process;
 - i) receive a document certifying their learning outcomes – the Youthpass certificate;
 - j) exchange and share their experiences;
 - k) take part in the annual event organised by the European Solidarity Corps.
2. Obligations of volunteers resulting from Bialystok University of Technology holding the status of both supporting and hosting organisation.



Within the framework of team volunteering activities, volunteers are obliged to:

- a) participate in the general online training provided by the European Solidarity Corps;
- b) participate in at least one preparatory training session organised by Białystok University of Technology;
- c) hold a European Health Insurance Card (EHIC) and be covered by the mandatory insurance scheme provided by the European Solidarity Corps;
- d) participate in the full cycle of training and evaluation organised by Białystok University of Technology during the activity;
- e) complete the participant report using the online questionnaire no later than 30 days after the end of the activity period;
- f) take care of their health and safety, including managing any long-term or periodic treatment, allergies, or other individual health needs not declared during the recruitment process in a responsible manner;
- g) act in a way that does not endanger their own health and life or that of other participants.

Chapter IV Rules for payment of financial support allocated to volunteers

1. The volunteer receives financial support calculated on the basis of flat rates divided into categories:
 - a) **travel costs** – calculated from the volunteer's place of origin (place of residence) to the activity venue under the project (Białystok University of Technology) and back;
 - b) **organisational support** – to cover the volunteer's costs related to accommodation and subsistence at the activity location (including travel days);
 - c) **pocket money** – intended for the volunteer's additional personal expenses;
 - d) **additional support** – available to volunteers identified during recruitment as having fewer opportunities and/or those travelling both ways using low-emission (green) means of transport.
2. The method for calculating the volunteer's financial support follows the guidelines of the European Solidarity Corps, as specified in **Appendix 2 – ESC Grant Rates – 2024 Call**.
3. Volunteers applying for additional support for green travel must submit a **Green Travel Declaration (Appendix 3)** to the Erasmus+ and NAWA International Projects Office, along with a copy of the purchased ticket (if applicable) or a **CARPOOLING Declaration (Appendix 4)**. This support includes an increased travel lump sum and additional days of organisational support to account for extended travel time.
4. Financial support is expressed and disbursed in EURO.
5. The grant will be transferred directly to the Project Participant in full, excluding any deductions required by applicable law, including those payable to the tax office or social insurance institution (ZUS), if applicable in the given circumstances.
6. The financial support may only be disbursed after the **Volunteering Agreement** with the Beneficiary has been signed.

Chapter V Final provisions

§ 5

1. The Organiser carries out additional recruitment immediately after the completion of the primary recruitment until the number of places is exhausted;
2. Any matters not regulated in this document or in the Volunteering Agreement shall be resolved by the Vice-Rector for International Cooperation of BUT.
3. These Regulations enter into force on the day the recruitment process begins.



**Finansowane przez
Unię Europejską**

Appendices

Appendix 1 – Volunteering agreement – European solidarity Corps

Appendix 2 Rates used in ESC - 2024 call

Appendix 3 Green travel declaration

Appendix 4 Carpooling Declaration