

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

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

Project: *PROM – Short-term academic exchange*

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

§ 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 "PROM – short-term academic exchange", implemented at Białystok University of Technology as part of the funding obtained in the call for proposals in the National Agency for Academic Exchange (NAWA) programme 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 7028, e-mail: a.lawicka@pb.edu.pl
5. **Project Participants** – students, doctoral students, employees of the Beneficiary (academic teachers, non-academic employee - if their participation in the project is substantively justified, scientific and research and technical employees) of the Beneficiary and foreign higher education and science institutions benefiting from support of the Project.
6. **Foreign higher education and science institution** - a foreign partner institution of the Beneficiary or an institution not cooperating with the Beneficiary.
7. **Short-term mobility** – mobility lasting from 5 to 30 calendar days.
8. **Support** – co-financing short-term exchange/incoming or outgoing mobility of students, doctoral students and academic and research staff, in accordance with the actions planned in the Project, including, among others: summer schools, conferences, study visits and workshops.
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. **Faculty website – website** of the Faculty of the Beneficiary (Białystok University of Technology) participating in the Project.
12. **Project Manager** – the person managing the Project.
13. **PROM Team Leader** – a person responsible for coordinating the tasks included in the Project Co-financing Agreement.
14. **Administration specialist** - an employee of the Department of International Projects Erasmus+ and NAWA.
15. **PROM Faculty expert** – an employee of the Faculty of the Beneficiary (Białystok University of Technology), appointed to implement the Actions planned in the Project at the Faculty level.
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 at PROM** – a person supervising the compliance with horizontal policies in the Project.

§ 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 "PROM – short-term academic exchange" project is financed by the European Fund for Social Development 2021-2027 (FERS), within the framework of the NAWA Project entitled 'Short-term academic exchange as a way to increase the quality of education in higher education and science institutions', Project No. FERS.01.05IP.08-0218/23.
3. The project is implemented in the period from 01.10.2024 to 31.12.2025.
4. Detailed objectives of the project:
 - a) increase in the number of short-term mobilities completed,
 - b) development of the competences of students, doctoral students and the staff of the Beneficiary and foreign higher education and science institutions through the implementation of short-term international academic exchange,
 - c) increase in the quality of education through the implementation of short-term exchanges of students, doctoral students and doctoral candidates as well as Beneficiary's and foreign staff.
5. The participation of the academic, scientific and research staff of the Beneficiary and employees of foreign higher education and science institutions qualified as Project Participants may not exceed 30% of the total number of Project Participants.
6. Participation in the Project is free of charge.
7. 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.
8. 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) **PROM Team Leader** – responsible for implementing the tasks included in the Co-financing Agreement, planning the project team, reporting to NAWA, identifying and communicating potential risks to the Project Manager;

- c) **Administration specialists** – responsible for the preparation of project documentation, verification of the correctness of data entered by the Participants in the NAWA ICT system, preparation of agreements with Participants, entering data into NAWA Reports, ongoing administration and monitoring of indicators;
- 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 at PROM – supervising the** compliance with horizontal policies during the implementation of the Project.

In addition, in **the Project Service Office, the Scholarship Exchange** Advisors will be on call and will provide explanations regarding the substantive manner of completing the documents related to the academic exchange, conduct meetings and present the objectives of the scholarship exchange.

- 2. All actions carried out under the Project are coordinated, supervised and verified by the **Project Manager** together with **the PROM Team Leader** and designated **PROM Faculty Experts** from individual organizational units of the Beneficiary.
- 3. **PROM Faculty experts** at the faculty level: coordinate the actions planned within the Project, substantively qualify candidates for participation in the Project, develop programmes of selected short-term mobilities, supervise the implementation of the Project in accordance with the policy of equal opportunities and non-discrimination, monitor the level of realization of indicators, prepare reports to be submitted to the Project Manager. PROM Faculty Experts verify and store the documentation produced in the course of organising and carrying out the planned actions (e.g. attendance lists for classes, trainings, workshops, etc.) and submit them to the PROM Team Leader or the Administration Specialist.
- 4. **Evaluation Specialists** – responsible for verifying the learning outcomes obtained by Project Participants as a result of the implementation of a short-term academic exchange. They work closely with the respective PROM Faculty Expert and the Project Service Office.
- 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 PROM Team Leader or PROM Faculty Expert. 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 at PROM, responsible for taking explanatory measures and implementing appropriate remedial measures.

§ 4

Scope of Support

- 1. Eligible actions for the Project are outgoing and incoming mobility of staff, students, doctoral students, which include, among others, activities such as:
 - a) active participation in a conference abroad (speech, including participation in a poster session);
 - b) acquisition of material for a doctoral thesis, scientific article;
 - c) participation in a summer or winter school;
 - d) participation in short forms of education, i.e. intensive courses included in the educational process, workshops, professional or industrial internships, study visits, including those carried out at entrepreneurs;
 - e) conducting teaching classes.
- 2. The scope and subject of support (in a form that can be implemented as part of the Project) will be specified in the Faculty Regulations for Recruitment to the Project.

3. One Project Participant may receive financing for one trip. During one trip, the Project Participant may participate in more than one form of education, if it is substantively justified.
4. Any form of action planned for implementation under the Project should be reported by the PROM Faculty Expert to the Project Manager in a progress report, **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 for participation in the Project

1. The process of recruitment and qualification of Project Participants takes place at individual Faculties of the Beneficiary and is carried out by the PROM Faculty Expert with the support of Administration Specialists and Evaluation Specialists.
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 PROM Faculty Experts together with the Horizontal Policy Specialist PROM 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. Project participants can be:
 - a) persons working for the Beneficiary, including representatives of academic, scientific and research staff and non-academic employee - if their participation in the project is substantively justified and representatives of foreign higher education institutions (together constituting not more than 30% of the Participants of the entire Project);
 - b) persons enrolled at first or second-cycle studies, uniform master's studies, doctoral studies or at a doctoral school, i.e. students and doctoral students of the Beneficiary and from foreign higher education and science institutions (constituting a minimum of 70% of all Project Participants).
5. 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.
6. 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/prom-2024/) <https://pb.edu.pl/iros/projekty-nawa/prom-2024/> and faculty websites.
7. Applications submitted by candidates, as well as other forms of qualifications individually applied by the Faculty and adapted to the needs of candidates and the specifics of planned actions, will be considered and evaluated by the Faculty Committee appointed by Deans of the Faculties. As a result of, a protocol for the selection of Project Participants will be drawn up together with a reserve list.
8. The Faculty PROM expert shall forward the protocol of the qualified Project Participants to the Project Service Office.
9. In the case of recruitment of Participants from foreign higher education and science institutions, it is allowed to invite representatives of these institutions to individual consultations. The final decision on whether or not to admit a candidate to participate in the Project is made by the host party.
10. Recruitment results will be communicated via e-mail.
11. Qualified Project Participant is obliged to register in the NAWA system (create an account) and fill in the electronic 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 fulfilment of the eligibility criteria for the PROM 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.
12. 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.
13. 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.

§ 6

Faculty recruitment conditions

1. The Faculties of the Beneficiary participating in the Project create individual *Faculty Regulations for Recruitment to the Project* defining guidelines for the recruitment of Project Participants, taking into account the specificity of the tasks planned at the Faculty.
2. *The Faculty Regulations for Recruitment to the Project* contain:
 - 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;
 - d) standard of requirements describing the competences acquired as a result of the support (described using learning outcomes divided into categories of knowledge, skills and social competences/attitudes). If it is only possible to define learning outcomes at a general level at the recruitment stage, the standard of requirements should be specified at the latest before the project participant starts the form of support;
 - e) criteria for assessing the learning outcomes after the end of the support;
 - f) methods of verification of learning outcomes based on the adopted criteria.
3. *The Faculty Regulations for Recruitment to the Project* referred to in paragraphs 1 and 2 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'. In case of contradictions, these Regulations shall prevail.
4. *The Faculty Regulations for Recruitment to the Project* will be posted on the PROM project website <https://pb.edu.pl/iros/projekty-nawa/prom-2024/> and on the faculty websites.
5. The Project Participants are subject to the rules set out in these Regulations and the rules of the recruitment of the Beneficiary's Faculties.

§ 7

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. A participant attending a conference for which a conference fee is payable may be reimbursed on presentation of an invoice issued to the Beneficiary, or the fee may be paid directly by the Beneficiary from the funds planned in the project.

3. Conference fees incurred in the implementation of eligible actions in the Project will be accounted for at actual cost.
4. 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.
5. Financial support is expressed and paid in Polish zlotys.
6. 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.
7. 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 PROM project (participants from abroad - a document confirming their status as a student/doctoral student/representative of a foreign higher education and research institution).
8. The payment of financial support may take place after the signing of the Participant's Agreement with the Beneficiary specifying the amount of support granted and the planned action that the Participant undertakes to implement in accordance with the principles of the PROM programme and these Regulations. The Agreement constitutes Appendix No. 2 to these Regulations.

§ 8

Rights and obligations of the Project Participant

1. The participant has the right to:
 - a) receive financial support for short-term mobility related to the subject of studies, doctorate or teaching and/or scientific work;
 - b) receive a certificate/document confirming the completion of individual forms of support and the acquisition of competences;
 - c) appeal against the decision of the recruitment committee 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) 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;
 - c) participate in the full evaluation process. The evaluation process is individualized and conducted by the relevant PROM Evaluation Specialist;
 - d) 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.

- e) 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;
 - f) independently take care of their safety and health; including, but not limited to, ongoing long-term or periodic treatment, allergies, etc.;
 - g) to behave in a manner that does not endanger their own health and life or that of other Project Participants;
 - h) purchase airline tickets with insurance to allow for rescheduling or cancellation;
 - 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/prom-2024/>, faculty websites, 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 PROM 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 the conference/workshop (if applicable) – issued to the Beneficiary (Białystok University of Technology);
 - b) documents confirming the participation of the Project Participant in the academic exchange, i.e. certificate, conference programme, programme of classes conducted, confirmation of fee payment for participation in a short form of education;
 - 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 Participant who fails to provide the above-mentioned documents will be required by the Beneficiary to partially or fully return the support received.

§ 9

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 participant selected in the recruitment process withdraws from the project before participating in the first form of support.

§ 10

Final provisions

1. In matters not regulated herein, the provisions of the Agreement No. BPI/PRO/2024/1/00021/U/00001 concluded between the National Agency for Academic Exchange and the Beneficiary (Białystok 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 at BUT.
3. The Project Promoter 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/prom-2024/>.
4. These Regulations are made available on the Project website: <https://pb.edu.pl/iros/projekty-nawa/prom-2024/> and on the Faculties included in project support.
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 PROM programme – recruitment 2024
2. Beneficiary's Agreement with the Project Participant
3. Application form of the candidate for the 'PROM – short-term academic exchange' project
4. Travel order form in connection with the implementation of the 'PROM – short-term academic exchange' project.
5. Application for financing travel expenses in connection with the implementation of the 'PROM – short-term academic exchange' project
6. Consent for image recording and publishing.