

Regulations concerning the organisation, recruitment, participation and payment of scholarships and other forms of support within the framework of the Project u - *International Interdisciplinary Summer School "Energy-efficient, user-friendly and environmentally friendly construction_2"*

SPINAKER Programme – Intensive international education programmes – 2024 recruitment

Project number: BPI/SPI/2024/1/00018

§ 1

Definitions used in the Regulations

1. **NAWA** – National Agency for Academic Exchange with its registered office in Warsaw, ul. Polna 40, 00-635 Warsaw.
2. **Project** – a project entitled "International Interdisciplinary Summer School 'Energy-efficient, user-friendly and environmentally friendly construction_2'", implemented at Białystok University of Technology as part of funding obtained in the call for proposals for the National Agency for Academic Exchange (NAWA) programme in 2024.
3. **Beneficiary** – Project Applicant, Białystok University of Technology.
4. **Project Office** – Erasmus+ and NAWA International Projects Department, ul. Wiejska 45A, room 29C, tel. 85 746 7010, e-mail: izabela.karpinska@pb.edu.pl.
5. **IMPK** – Intensive International Education Programme entitled "Energy-efficient, user-friendly and environmentally friendly construction_2" implemented as part of the Project by Białystok University of Technology.
6. **Project participants** – students of foreign and Polish higher education and science institutions participating in IMPK and benefiting from support under the Project.
7. **Foreign higher education and science institution** – a foreign partner institution of the Beneficiary or an institution not cooperating with the Beneficiary.
8. **Support** – the Participant's participation in an intensive education programme under the Project and the financial benefits necessary for such participation, including a lump sum for travel expenses, a lump sum for living and accommodation expenses, and a scholarship.
9. **Competences** – the ability to use knowledge and personal, social and methodological skills in the context of professional or educational tasks and in the course of professional and individual development.
10. **Learning outcomes** – a description of what the learner knows, understands and is able to do after completing the learning (support) process, broken down into categories of knowledge, skills and social competences.
11. **Project website** – the website of the Beneficiary (Białystok University of Technology implementing the Project <https://pb.edu.pl/iros/projekty-nawa/spinaker/budownictwo-energooszczedne-przyjazne-uzytkownikom-i-srodowisku-2/>)
12. **Project Manager** – the person managing the Project.
13. **Deputy Project Manager** – the person responsible for coordinating and implementing the activities planned in the Project, as specified in the Project grant agreement.
14. **Project Administrative Coordinator** – an employee of the Erasmus+ and NAWA International Projects Department, responsible for conducting the recruitment process and paying scholarships under the Project.
15. **Evaluation Specialist** – a person conducting the evaluation and verification of the learning outcomes achieved by Project Participants within the Project.
16. **Horizontal Policy Advisor** – a person supervising compliance with horizontal policies in the Project.

§ 2

General information

1. The regulations define the conditions of participation, rules of recruitment, organisation and payment of scholarships, as well as the rights and obligations of participants in the intensive international education programme (IMPK) implemented as part of the project "International Interdisciplinary Summer School 'Energy-efficient, user-friendly and environmentally friendly construction_2'".
2. The project "International Interdisciplinary Summer School 'Energy-efficient, user-friendly and environmentally friendly construction_2'" is financed by the European Social Development Fund 2021-2027 (ESDF), as part of the NAWA Project entitled "Support for the creation and implementation of international education programmes", project no. FERS.01.05-IP.08-0436/23.
3. The project will be implemented between 1 October 2025 and 31 July 2026.
4. Objectives of the support offered under the Project:
 - a) to improve the quality of education at Białystok University of Technology through the implementation of an intensive international programme in the fields of environmental engineering, construction, architecture, energy and/or related activities, integrating theoretical and practical knowledge and using innovative teaching methods;
 - b) developing the internationalisation of the university through the participation of students and teaching staff from foreign universities, which will contribute to increasing the global recognition of Białystok University of Technology;
 - c) strengthening international cooperation between Białystok University of Technology and foreign higher education institutions by involving their teaching staff in conducting classes and exchanging knowledge and experience;
 - d) increasing the attractiveness of the university's educational offer by updating and implementing an English-language curriculum tailored to the needs of the international academic community;
 - e) expanding the competences of programme participants in an interdisciplinary area covering environmental engineering, construction, architecture, energy and related sciences, responding to the challenges arising from the contemporary needs of the socio-economic environment and the labour market, as well as developing the ability to function in an international environment;
 - f) promoting Poland as an attractive place for education and scientific research by presenting the high level of education and innovation of Polish universities, using the example of Białystok University of Technology.
5. Participation in the Project is free of charge.
6. Applicants for participation in the Project are required to read these Regulations before entering the recruitment process. Entering the recruitment process is tantamount to accepting all provisions of the Regulations.
7. The Project applies horizontal policies concerning:
 - a) **accessibility for people with special needs**, including people with disabilities and people in a more difficult situation due to other reasons (e.g. people with low incomes, foreigners, refugees, etc.);
 - b) **equal opportunities and non-discrimination** - enabling all persons (regardless of their gender, race, skin colour, origin, genetic characteristics, language, religion, beliefs, political or any other opinions, membership of a national minority, property, birth, disability, age or sexual orientation) to participate fairly and fully in project activities;
 - c) **equal opportunities for women and men**, including equal treatment of both sexes;
 - d) **the principles of sustainable development**, regarding the application of the " " principle (DNSH) based on the assumption that no action may worsen the state of the natural environment and contribute to the escalation of the climate crisis.

§ 3

Project Management

1. The Project Office consists of:
 - a) **Project Manager** – the person managing the Project, responsible for managing all work and achieving the project's objectives;
 - b) **Deputy Manager** – a person responsible for the substantive implementation of IMPK, ensuring compliance of activities with the project assumptions and substantive supervision of Project Participants;
 - c) **Administrative Coordinators** - responsible for preparing and storing Project documentation, verifying the correctness of data entered by Project Participants in the NAWA ICT system, preparing agreements with Project Participants, entering data into NAWA Reports, reporting to NAWA and communicating potential risks to the Project Manager, as well as providing ongoing support;
 - d) **Accounting specialists** – responsible for financial supervision and monitoring the compliance of expenses incurred for the implementation of individual tasks with the Project budget;
 - e) **Horizontal Policy Advisors** – supervising compliance with horizontal policies during the implementation of the Project.
2. All activities carried out as part of the Project are supervised and verified by **the Project Manager** and **Deputy Manager**.
3. **Evaluation Specialist** – responsible for verifying the learning outcomes achieved by Project Participants as a result of the support provided. At the latest before the Project Participant begins receiving support, he/she develops, together with the Deputy Manager, **a set of requirements** describing the competences that the Project Participant will acquire (divided into knowledge, skills and social competences/attitudes). Develops criteria for assessing the learning outcomes achieved after the end of the support and methods for verifying them on the basis of the adopted criteria.

Each Project Participant is required to report any comments and reservations regarding the implementation of the Project to the persons responsible for the implementation of tasks, primarily to the Project Manager. Violations of the principles of equal opportunities and non-discrimination and the sustainable development policy in the Project should be reported to the Horizontal Policy Advisor.

§ 4

Scope and subject matter of support

1. As part of their participation in the Project, Project Participants receive comprehensive support covering substantive, organisational and financial activities enabling full and equal participation in the IMPK programme "International Interdisciplinary Summer School 'Energy-efficient, user-friendly and environmentally friendly construction_2'".
2. The support includes:
 - a) participation in an intensive training programme of at least 48 specialist hours, including a minimum of 6 hours of lectures and 42 hours of practical classes, delivered by an international teaching staff;
 - b) access to updated teaching materials and participation in theoretical and practical classes within 6 specialist modules:
 - Contemporary architecture - 8 hours,
 - Modern materials in construction - 8 hours,
 - Energy-efficient heating and ventilation systems and user thermal comfort – min. 14 hours,
 - Use of environmentally friendly sources of heat and electricity – 10 hours,
 - Energy-efficient building lighting – 8 hours,
 - Creativity and cooperation as the basis for a good design – 4 hours.

- c) participation in field classes;
- d) financial resources necessary to participate in the project (in accordance with §8 of these Regulations):
 - flat rate for travel expenses,
 - lump sum for living and accommodation expenses,
 - scholarship.
3. The language of instruction and working language of the Intensive International Education Programme (IMPK) is English; all classes, teaching materials, organisational communication and documents related to participation in the programme are provided exclusively in this language.

§ 5

Characteristics of the target group and criteria for participant eligibility

1. The project participants may be foreign students (22 people) and Polish students (2 people) of first and second cycle studies, studying in fields such as environmental engineering, construction, architecture, energy or other related fields.
2. Candidates entering the recruitment process should demonstrate an interest in the design of low-energy and environmentally friendly buildings and have a command of English sufficient to actively participate in classes, i.e.: understanding lectures and instructions in English, participating in discussions and practical workshops, as well as reading teaching materials and using specialist tools in English.
3. Formal criteria for the qualification of Project Participants.
The formal criteria are conditions for admission to the recruitment process. Failure to meet any of them will result in the rejection of the application at the formal assessment stage
 - a) knowledge of English at a minimum communicative level (based on the participant's declaration);
 - b) completion of at least 2 semesters of study in the following fields: environmental engineering, construction, energy, architecture or related fields.
4. Criteria for selecting Project Participants.
Among the candidates who meet the formal criteria, qualification is based on the following rules:
 - a) order of applications - understood as the date and time of receipt of the complete application;
 - b) the principle of institutional diversity - in order to ensure multiculturalism and diversity in the academic environment, a maximum of 4 people from one university will be qualified for the primary list; in the case of a larger number of applications from the same institution, the remaining persons may be qualified after the end of the primary recruitment process, within the available places;
 - c) the candidate's motivation to participate in the summer school and the compatibility of their study profile or scientific interests with the programme's subject matter, assessed on the basis of the application form.
5. The recruitment process will be supervised by the Recruitment Committee (KR) appointed by the Vice-Rector for International Cooperation, composed of teachers from Białystok University of Technology and the Project Administrative Coordinators.
6. Recruitment will be carried out in accordance with horizontal principles regarding accessibility for people with special needs, equal opportunities and non-discrimination, including gender equality and the implementation of sustainable development principles, and will be monitored throughout to ensure equal access and equal treatment for all those interested in participating in the Project.
7. A person may participate in the Project if they:
 - a) has read and accepted these Regulations;
 - b) has gone through the recruitment process and received information about the possibility of joining the Project;
 - c) provided the personal data required to receive support;

- d) confirmed their membership of the target group (by submitting all documents and statements) in the NAWA ICT system.

§ 6

Rules and stages of recruitment for the Project

1. Recruitment for the project will start on 19 February 2026 and will continue until all available places are filled.
2. Information about the recruitment process and these Regulations will be posted on the Project website <https://pb.edu.pl/iros/projekty-nawa/spinaker/budownictwo-energooszczedne-przyjazne-uzytownikom-i-srodowisku-2/>
3. Candidate application:
 - a) complete the electronic recruitment form available on the Project Website in the *Registration* tab;
 - b) incomplete applications or those sent after the deadline will not be considered.
4. Formal verification of documents will be carried out once a week.
5. The Recruitment Committee will assess whether candidates meet the eligibility criteria set out in these regulations, draw up a ranking list and inform candidates of the results of the verification by email.
6. Candidates will have the right to appeal against the decision of the Admissions Committee (within 3 days of the candidate being notified of the recruitment result).
7. The list of finally qualified Project Participants will be announced on 2 April 2026.
8. Qualified Project Participants are required to register in the NAWA system (create an account) and complete the electronic Project Participant form (application) in the NAWA ICT system, using the link provided by the Beneficiary. The form (application) submitted by the Project Participant confirms that they meet the eligibility criteria for the SPINAKER programme and contains:
 - a) a declaration of participation in the project
 - b) a Project Participant personal data form
 - c) information clauses regarding the processing of the Project Participant's personal data.
9. After submitting the form (application) in the system, the Project Participant sends the PDF form (application) generated by the system to the Service Office, thus confirming the effectiveness of registration in the Agency's system and readiness to join the Project.

If it is necessary to update/correct the data in the submitted application, the Project Participant may submit a correction using the same link that was provided for registration. The corrected PDF application should be sent again to the Project Office.

§ 7

Scope of competences developed in IMPK participants, method and verification criteria

1. The list of competences divided into knowledge, skills and social competences is specified in Appendix 4 - Learning outcomes.
2. The verification method will be based on a competence test (CT) checking the level of knowledge of IMPK participants before and after the course.

The verification criterion is that the participant obtains at least 80% correct answers in the final test, and this result cannot be lower than the result obtained in the preliminary test.
3. In addition to the CT, the verification method will be a presentation made by IMPK participants, presenting the results of their work during project classes (design of a low-emission building equipped with a low-emission HVAC system powered by an ecological energy source).

The verification criterion is that the participant obtains at least 80% of the maximum number of points that can be awarded by the members of the Commission.

§ 8

Rules for the payment of allocated financial support

1. In accordance with Appendix 1, the Project Participant receives financial support calculated on the basis of flat rates divided into three categories:
 - a) travel costs - Table 1;
 - b) living and accommodation costs in the destination country (including travel days) - Table 2;
 - c) scholarship – Table 3.
2. Financial support is expressed and paid in Polish zlotys.
3. The scholarship will be transferred directly to the Project Participant in full, excluding deductions resulting from generally applicable laws, including to the tax office or the Social Insurance Institution (ZUS), if applicable in the given circumstances.
4. Before a Project Participant receives financial support, they are required to provide their personal data in the NAWA ICT system (in accordance with § 6 point 7) a statement confirming that they meet the eligibility criteria for the SPINAKER project (foreign participants – a certificate confirming their status as a student of a foreign higher education and science institution).
5. Financial support may be paid after signing a Project Participant Agreement with the Beneficiary specifying the amount of support granted and the planned activity that the Project Participant undertakes to carry out in accordance with the rules of the SPINAKER programme and these Regulations. The agreement constitutes Appendix 2 to these Regulations.

§ 9

Rights and obligations of the Project Participant

1. The Project Participant has the right to:
 - a) receive financial support to carry out short-term mobility related to the subject of the Project;
 - b) receive a micro-certificate confirming the completion of individual forms of support and the acquisition of competences, with a specified number of 4 ECTS points;
 - c) adapt the activities planned in the Project to their individual needs (in the case of Project Participants with disabilities and special needs), including: participation in individualised (inclusive) recruitment and the process of verifying learning outcomes using forms such as interviews, self-assessment, classroom observation, adjustment of the time and date of learning outcome assessment at a later stage, assessment in different languages, etc.
2. The Project Participant is required to:
 - a) registering in the NAWA ICT system and completing the electronic participant form (application) using the link provided by the Beneficiary;
 - b) immediately informing the Project Office of any changes to the personal data contained in the participation documents, correcting them in the above-mentioned system and sending the updated application to the Project Office each time, no later than within 3 days of the date of their occurrence;
 - c) complete the full IMPK programme and participate in all forms of support provided;
 - d) participating in tests/exams to check the competences acquired during the classes carried out as part of the Project;
 - e) participating in the full evaluation process;
 - f) signing the attendance sheets by hand;
 - g) having an insurance policy covering the costs of medical treatment, medical interventions, transport to hospital, costs of return to the country and accident insurance during travel and stay in Poland and abroad;

- h) taking care of their own safety and health, including long-term or periodic treatment, allergies, etc.;
- i) behaving in a manner that does not endanger their own health and life or that of other Project Participants;
- j) bearing financial responsibility for any and all damage caused during participation in the Project;
- k) to comply with these rules and regulations and the rules of social coexistence;
- l) promote the SPINAKER Programme and the benefits gained from participation in the Project.

§ 10

Rules for withdrawal from the Project and responsibility of the Project Participant

1. Resignation from participation in the Project is only permissible in justified cases, e.g. due to health reasons or force majeure, which could not have been known at the time of commencement of participation in the Project.
2. In the event of withdrawal from the Project, the Project Participant is required to submit a written statement explaining the reasons for withdrawal.
3. Unauthorised withdrawal of a Project Participant from the Project before the end of the support provided for them will result in financial consequences in the form of reimbursement of costs incurred in connection with their participation to date. An exception to the above rule is a situation in which a Project Participant selected in the recruitment process withdraws from participation in the Project before starting participation in the IMPK.

§ 11

Final provisions

1. In matters not covered by these provisions, the provisions of Agreement No. BPI/SPI/2024/1/00018/U/00001 concluded between the National Agency for Academic Exchange and the Beneficiary (Białystok University of Technology) and the applicable guidelines and rules set out in the Beneficiary's Handbook - Programmes for NAWA Institutions shall apply.
2. Issues not covered in this document shall be decided by the Vice-Rector for International Cooperation at Białystok University of Technology.
3. The Beneficiary reserves the right to amend these Terms and Conditions. Any amendments to these Terms and Conditions must be made in writing and will be published on the Project Website.
4. These Regulations are available on the Project Website.
5. The Regulations shall enter into force on the date of their signing and shall remain in force for the entire duration of the Project.

Appendices:

1. Flat rates applied in the SPINAKER programme – 2024 call for applications.
2. Agreement between the Beneficiary and the Project Participant.
3. Permission to record and disseminate the image.
4. Learning outcomes