

Regulations concerning the organisation, recruitment, participation and payment
of scholarships under

Biometrics and Artificial Intelligence: Security and Modern Challenges
SPINAKER Programme – Intensive international education programmes – 2024
recruitment

Project number: BPI/SPI/2024/1/00015

§ 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 "Biometrics and Artificial Intelligence: Security and Modern Challenges", 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/University** – Project Applicant, Białystok University of Technology.
4. **Project Office** – Erasmus+ and NAWA International Projects Department, ul. Wiejska 45A, room 29C, tel. 85 746 7028, e-mail: kinga.piasecka@pb.edu.pl.
5. **IMPK** – intensive international education programme entitled "Biometrics and Artificial Intelligence: Security and Modern Challenges" implemented as part of the Project by Białystok University of Technology.
6. **Project participants** – students and doctoral students from foreign higher education and research institutions participating in IMPK and benefiting from support under the Project.
7. **Foreign higher education and research 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 process (support), 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/biometrics-and-artificial-intelligence/>)).
12. **Project Manager** – the person managing 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 "Biometrics and Artificial Intelligence: Security and Modern Challenges".
2. The project "Biometrics and Artificial Intelligence: Security and Modern Challenges" project is financed by the European Social Development Fund 2021-2027 (ESDF) under the "SPINAKER – Intensive International Education Programmes – 2024 Call" programme, project no. BPI/SPI/2024/1/00015.



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3. The project will be implemented between 1 June 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 field of biometrics and artificial intelligence, integrating theoretical and practical knowledge and using innovative teaching methods;
 - b) developing the internationalisation of the University through the participation of students, doctoral 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 creating and implementing an English-language education programme tailored to the needs of the international academic community;
 - e) expanding the competences of Programme Participants in the interdisciplinary field of biometrics and artificial intelligence, responding to the challenges of contemporary science and industry, and developing their skills to work 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. Each person applying to participate in the Project is required to read these Regulations and may proceed with the recruitment process after accepting its provisions.
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 "do no significant harm" 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) **Content manager** – a person responsible for supervising the substantive implementation of the IMPK, ensuring that activities comply with the Project's objectives, and providing substantive support to Project Participants;
 - c) **Administrative Coordinators** - responsible for preparing 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, ongoing service and monitoring of indicators;

- 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) **Monitoring and evaluation specialist** – responsible for verifying the learning outcomes achieved by Project Participants as a result of short-term academic exchanges.
2. All activities carried out as part of the Project are coordinated, supervised and verified by the Project Manager.
 3. 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 Project Manager, who is responsible for taking explanatory measures and implementing appropriate remedial measures.

§ 4

Scope of support

1. Project participants receive comprehensive support covering substantive, organisational and financial activities enabling full and equal participation in the IMPK programme "Biometrics and Artificial Intelligence: Security and Modern Challenges".
2. The support includes:
 - a) participation in an intensive 80-hour training programme (40 hours of lectures + 40 hours of practical training) delivered by an international team of lecturers, access to teaching materials and specialist programming tools, participation in lectures and practical classes within 3 thematic blocks:
 - Fundamentals of Biometric Systems,
 - Fundamentals of Artificial Intelligence,
 - Artificial Intelligence in Biometrics;
 - b) funds necessary to participate in the project:
 - a lump sum 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).

§ 5

Target group and eligibility criteria for Project participants

1. The Project is open to foreign students (30 people) and doctoral students (15 people) studying in the field of technical sciences related to computer science, electronics, physics or mathematics.
2. Participants must have basic Python programming skills and a command of English sufficient to actively participate in classes, i.e.: the ability to understand lectures and instructions in English, the ability to participate in academic discussions and practical workshops, the ability to read teaching materials and use specialised tools in English.
3. Programming skills will be assessed during a qualifying test conducted during the recruitment process for the Project.
4. Accepted documents confirming knowledge of English:
 - a) international certificates (e.g. IELTS, TOEFL iBT, Cambridge English Qualifications),
 - b) official university certificate confirming completion of an academic course conducted in English.
5. The recruitment process will be conducted by a Recruitment Committee (RC) appointed for this purpose by the Dean of the Faculty of Computer Science at Białystok University of Technology,

consisting of the Project Manager, the Content Coordinator and the Administrative Coordinator of the Project.

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 undergone the recruitment process and received information about the possibility of joining the Project;
 - c) has provided the personal data required to receive support;
 - d) has 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 14 February 2026 and will last until 31 March 2026.
2. Candidate application:
 - a) completing the electronic recruitment form available on the Project website;
 - b) placing a complete set of required documents on the University's designated virtual drive, via a link provided to the candidate by the Organiser, including:
 - a document confirming the status of a student or doctoral student issued by the home university (in English),
 - a certificate confirming knowledge of English at a level sufficient to participate in classes, issued by a university or language certification organisation;
 - c) incomplete applications or those submitted after the deadline will not be considered for further evaluation.
3. Formal verification of documents - the Recruitment Committee assesses whether the candidate meets the eligibility criteria set out in these regulations and informs them of the results of this verification.
4. Verification of programming skills - qualification test: candidates who pass the formal verification will be invited by e-mail to participate in an online test checking their basic programming skills.
5. Based on the qualifying test, the Recruitment Committee draws up:
 - a) a list of persons qualified to participate in the Project, comprising a maximum of 45 participants,
 - b) a reserve list, in case the number of candidates exceeds the available limit of places.
6. When creating the ranking list, the Recruitment Committee takes into account not only the results of the online test, but also the limits on the number of participants provided for in the project budget for individual country groups in accordance with NAWA rules. The number of qualified persons from a given country group cannot exceed the available limit, and in the case of a larger number of candidates, the order on the ranking list within that group will be decisive. In the event of a tie, the order of applications (date of application) will determine the position on the list.
7. In case of doubt as to whether the above conditions are met, the final decision shall be made by the Project Coordinator or a person designated by him/her on the basis of an interview or test.
8. A qualified Project Participant is 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 places the PDF form (application) generated by the system on the designated virtual drive of the University via a link provided by the Organiser, thus confirming the effectiveness of registration in the NAWA 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 of the application should be sent again to the Project Office.
 10. Final confirmation of participation:
 - a) The final condition for qualification to participate in the project is that the candidate sends a copy of their flight ticket confirming their readiness to participate in the programme by 30 April 2026.
 - b) Failure to send the flight ticket within the specified time limit will result in removal from the list of persons qualified to participate in the Project and the acceptance of the next person from the reserve list.

§ 7

Competences acquired as a result of support

IMPK participants will acquire the following competences:

- a) In terms of knowledge, participants will know and understand:
 - W1.Key biometric modalities and the principles of identification and verification.
 - W2.Basic concepts, history and main areas of artificial intelligence.
 - W3.Basic machine learning methods (regression, classification, simple neural networks).
 - W4.Image processing techniques.
 - W5.Feature extraction methods.
 - W6.Fitting metrics and error measures, including evaluation measures and their interpretation.
- b) In terms of skills, the participant will be able to:
 - U1.Describe the biometric pipeline: data acquisition, pre-processing, feature extraction and matching.
 - U2.Apply basic pre-processing methods (normalisation, thresholding, skeletonisation).
 - U3.Use machine learning tools (e.g. *scikit-learn*).
 - U4.Perform pre-processing and feature extraction from biometric images.
 - U5.Select and train classical machine learning models or deep learning (DL) models for biometric classification.
 - U6.Evaluate the performance of a biometric system using FAR, FRR, EER and ROC curve measures.
- c) In terms of social competences, the participant will:
 - K1. Recognise the social and ethical implications of using AI-based biometric systems, including privacy, security and potential abuse issues.
 - K2. Be aware of the risks associated with the use of artificial intelligence, including ethical issues, bias, transparency and the limitations of AI systems.
 - K3. Understand the importance of privacy and data security in the context of AI-based biometric systems.

Criteria and method of verifying learning outcomes		
Learning outcome	Verification criterion	Verification method
W1, W2, W3, W4, W5, W6	The participant has a basic understanding of biometrics and artificial intelligence in biometrics	Knowledge exam in the form of an online test
U1, U2, U3, U4, U5, U6	The participant has written programmes in Python to solve problems set by the lecturer	Lecturer's assessment of programmes implemented directly during classes

K1, K2, K3	The participant actively led discussions during the class	Self-assessment included in the evaluation survey
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§ 8

Rules for the payment of allocated financial support

1. In accordance with Appendix 1 to these Regulations, 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 immediately after signing the agreement, 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. The financial support may be paid after the Project Participant has signed an 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 No. 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 certificate/attestation confirming completion of individual forms of support and acquisition of competences.
2. The Project Participant is obliged to:
 - a) register in the NAWA ICT system and complete 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 an updated application to the Project Office each time, no later than within 3 days of the date of their occurrence;
 - c) completing the full IMPK programme and participating 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) signing the attendance sheets by hand;
 - f) participating in the full evaluation process. The evaluation process is tailored individually and carried out by a specialist in monitoring and evaluating learning outcomes;
 - g) having an insurance policy covering the costs of medical treatment, medical interventions, transport to hospital, the costs of returning to their 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) behave in a manner that does not endanger their own health and life or that of other Project Participants;
 - j) bear financial and material responsibility for any and all damage caused during participation in the Project;
 - k) comply with these Regulations and the rules of social coexistence;



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- l) promote the SPINAKER Programme and the benefits gained as a result of 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 regarding the reasons for withdrawal at least 1 month before the start of the IMPK.
3. Resignation submitted after the deadline referred to in paragraph 2, in particular after arrival at the University, signing of project documents and receipt of funds, shall be treated as unauthorised resignation.
4. Unauthorised resignation of a Project Participant from participation in the Project before the end of the forms of support provided for them shall entail financial consequences in the form of an obligation on the part of the Project Participant to reimburse the costs incurred in connection with their participation to date.

§ 11

Final provisions

1. Any matters not covered in this document shall be decided by the Vice-Rector for International Cooperation at Białystok University of Technology.
2. The University reserves the right to amend the Regulations. Any amendments to these Regulations shall be made in writing and shall be published on the Project website.
3. 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.