



Rules and regulations governing recruitment, organisation and participation in the group volunteering scheme run by the Białystok University of Technology

Programme Name: European Solidarity Corps (ESC)

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Chapter I. General Information

1. These Regulations set out the rules for recruitment, organisation, participation and funding of participation in group volunteering organised by the Białystok University of Technology.
2. Participation in the project is free of charge for volunteers.
3. Volunteering activities take place on the campus of the Białystok University of Technology, within the city of Białystok and its surrounding areas.
4. The minimum duration of a single group volunteering project is 14 days.
5. Each group volunteering project is planned to involve 15 volunteers, including participants from Poland and international volunteers from three different countries.
6. At least one month before the volunteers' arrival, the organiser will conduct at least one preparatory training session online.
7. Communication with volunteers will take place via the PASS Administration and Support System, the Microsoft Teams platform and email.
8. Those interested in volunteering must be registered in the European Youth Portal database, available at: <https://eks.org.pl/mlodziez/wolontariat/jak-zaczac/zarejestruj-sie-w-bazie-eks>.
9. The personal data of candidates and project participants will be processed for the purposes and in the manner described in the *Privacy Notice*, published on the website <https://webgate.ec.europa.eu/erasmus-esc/index/privacy-statement>.
10. Detailed information regarding the organisation of the volunteering programme will be published and updated on the websites: <https://pb.edu.pl/iros/eks/> and <https://pb.edu.pl/iros/en/>

Chapter II. Recruitment and Selection Process

1. The Project Coordinator, the Project Content Coordinator and the Project Representative for Equal Treatment and Anti-Discrimination are responsible for the recruitment and selection of volunteers.
2. Recruitment of project participants takes place using the PASS 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 criteria:
 - a) be at least 18 years of age and not older than 30;
 - b) be a citizen of a country eligible to participate in the European Solidarity Corps;
 - c) be registered in the European Solidarity Corps PASS database;
 - d) demonstrate an interest in the environmental protection priority specified by Białystok University of Technology in its Quality Label application;
 - e) be open to participating in the project's information and promotional activities, such as sharing experiences, promoting the idea of volunteering and collaborating on the organisation of events, in line with their skills and capabilities;
 - f) declare a willingness to participate in practical activities carried out on the campus of the Białystok University of Technology, in particular in relation to planting and the construction of furniture from pallets.
4. **Recruitment procedure for candidates at the Białystok University of Technology**
 - a) Recruitment for volunteering begins at least 8 weeks before the planned activity.
 - b) The recruitment process consists of three stages:



- preliminary screening of candidates registered in the PASS database using the available system filters;
 - assessment of application documents sent by email (CV and cover letter);
 - the final stage, which includes 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) assessment of the cover letter (0 to 10 points)
 6. **Additional points in the recruitment process:**

Winners of the competition announced by the Białystok University of Technology Student Accommodation in the summer semester of the 2025/2026 academic year for the best design of green space on the Białystok University of Technology campus (taking into account the use of pallet furniture and vegetation) will receive an additional 10 points in the recruitment process, provided they express an interest in participating in the group volunteering project
 7. The total number of points obtained by candidates forms a ranking list, on the basis of which a list of those qualified to participate in the project and a reserve list are drawn up.
 8. Candidates are informed of the recruitment results by email.
 9. The deadline for appealing the decision is 3 days.
 10. To confirm their participation, a person selected for the volunteering programme must register in the PASS system and accept the offer sent by the Białystok University of Technology.
 11. Before arrival, each volunteer enters into a volunteering agreement with the Białystok University of Technology, in accordance with **Annex 1, entitled 'Volunteering Agreement – European Solidarity Corps'**.
 12. To ensure equal access to volunteering, particularly for those with fewer opportunities, Białystok University of Technology offers the support of a Mentor who assists candidates in completing the recruitment process.
 13. The recruitment process is conducted in accordance with the principles of accessibility for people with special needs, equal opportunities and non-discrimination, gender equality, and sustainable development.

Chapter III. Rights and obligations of volunteers

1. The rights of volunteers arising from the Białystok University of Technology's status as a supporting and host organisation.

Volunteers participating in group volunteering schemes are entitled to:

 - a) receive free online language support on the **EU Academy** learning management platform. At Białystok University of Technology, the OLS (Online Language Support) contact persons are the Project Administrative Coordinators;
 - b) receive appropriate preparation prior to arrival in accordance with their individual needs and learning capabilities, as well as in accordance with the guidelines for volunteer training and the minimum quality standards developed by the European Commission;
 - c) to receive the European Solidarity Corps information pack;
 - d) mentoring throughout the duration of the activity (support with self-reflection on learning and personal support);
 - e) to use their own ideas and experiences to carry out the assigned activities (after prior consultation with the relevant task coordinator);
 - f) to be provided with the conditions and opportunities to gain knowledge and experience;
 - g) support, supervision and guidance regarding the implementation of the tasks assigned;
 - h) receiving support in reflecting on one's own learning process;
 - i) receiving a document confirming learning outcomes – the Youthpass certificate.
 - j) exchange and share the experience gained,



- k) taking part in the annual event organised by the European Solidarity Corps.
- 2. The responsibilities of volunteers arising from the Białystok University of Technology's status as a supporting and host organisation.

As part of their group volunteering activities, volunteers are required to:

- a) take part in the general online training offered through the European Solidarity Corps;
- b) take part in at least one preparatory training session organised by the Białystok University of Technology;
- c) hold a European Health Insurance Card (EHIC) and be covered by the compulsory insurance scheme provided for by the European Solidarity Corps;
- d) take part in the full cycle of training and evaluation organised by the Białystok University of Technology during the placement;
- e) complete a report via an online questionnaire no later than 30 days after the end of the assignment;
- f) take care of their own health and safety, including the responsible management of long-term or periodic treatment, allergies and other individual health needs not disclosed during the recruitment process;
- g) behave in a manner that does not endanger their own health and life or that of other participants.

Chapter IV. Rules for the payment of support allocated to volunteers

- 1. Volunteers receive financial support calculated on the basis of flat-rate amounts, broken down into the following categories:
 - a) **travel costs** – covering travel from the volunteer's current, legal place of residence to the location where the project activities are carried out (Białystok University of Technology) and return;
 - b) **a food allowance (as part of organisational support)** – intended to cover the volunteer's food costs at the place where the activities are carried out (including on travel days);
 - c) **pocket money** – intended to cover the volunteer's day-to-day personal expenses;
 - d) **additional support** – available to volunteers with fewer opportunities, identified during the recruitment stage, and/or volunteers using low-carbon (eco-friendly) means of transport for their outward and return journey.
- 2. The method of calculating the support paid to the volunteer is in accordance with the European Solidarity Corps guidelines, set out in **Annex 2 – Rates applicable to the ESC – 2025 intake**.
- 3. Applicants seeking additional support for eco-friendly travel must submit **a Green Travel Declaration (Annex 3)** to the Erasmus+ and NAWA International Projects Department and provide a copy of the purchased ticket (if applicable) or **a CARPOOLING Declaration (Annex 4)**. The support includes an increase in the travel allowance and additional days of organisational support for the duration of the extended journey.
- 4. Financial support is expressed and paid in EUR.
- 5. The grant will be transferred directly to the Project Participant in full, excluding any deductions required by generally applicable laws, including to the tax office or the Social Insurance Institution (ZUS), where applicable.
- 6. Payment of the financial support may take place no earlier than after the signing of **the Volunteer Agreement** with the Beneficiary.
- 7. In addition to the financial support, Białystok University of Technology provides volunteers with accommodation for the duration of the project activities.

Chapter V. Final Provisions

- 1. The Organiser shall conduct additional recruitment immediately after the completion of the main recruitment process, until all places are filled;



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2. Any matters not covered in this document or in the Volunteer Agreement shall be decided by the Vice-Rector for International Cooperation at PB;
3. These Regulations shall enter into force on the date recruitment commences.

Appendices

Appendix 1 – Volunteer Agreement – European Solidarity Corps

Appendix 2 – Rates applicable to the ESC – 2025 intake

Appendix 3 – Green Travel Declaration

Appendix 4 – Joint Travel Declaration