



Fundusze Europejskie  
dla Rozwoju Społecznego



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Polska

Dofinansowane przez  
Unię Europejską



Project co-financed by the European Union within the framework of the European Social Fund

## REGULATIONS OF RECRUITMENT AND PARTICIPATION IN THE PROJECT IMPLEMENTED BY POZNAŃ UNIVERSITY OF TECHNOLOGY AS A PART OF THE PROM PROGRAMME – SHORT-TERM ACADEMIC EXCHANGE, CO-FINANCED BY FERS FUNDS

Funding agreement number: BPI/PRO/2024/1/00011/U/00001

Task: *Short-term mobility of doctoral students*

### §1. Definitions

1. **Project** – a project of Poznań University of Technology, implemented under the Programme of the National Agency for Academic Exchange *PROM – Short-term academic exchange*, co-financed by the European Funds for Social Development 2021–2027 (FERS). Funding agreement number: BPI/PRO/2024/1/00011/U/00001.
2. **Funding agreement** – an agreement between Poznań University of Technology and the National Agency for Academic Exchange (NAWA) with its registered office in Warsaw, the subject of which is the implementation of the Project.
3. **Short-term Academic Exchange (KWA)** – a foreign trip of a PhD student from Poznań University of Technology or a visit to Poland of a PhD student from a foreign university, lasting 30 days (including travel time), implemented as part of the Project.
4. **Foreign university** – a foreign university whose PhD student will implement STE as part of the Project.
5. **Candidate** – a PhD student at the Doctoral School of Poznań University of Technology or a foreign university, applying for the right to participate in the Project and implement KWA.
6. **Project Participant** – Candidate, qualified for the Project and meeting all formal and substantial requirements.
7. **Recruitment Committee** – a team evaluating the content of the Candidates' application form, consisting of the Vice-Rector for International Relations of Poznań University of Technology, the Director of the Doctoral School of Poznań University of Technology, and the Recruitment Process Supervisor.
8. **Evaluation Committee** – a team evaluating the merits of the Project Participant(s) in terms of competencies acquired as a result of KWA, consisting of the Vice-Rector for Science of Poznań University of Technology, the Vice-Rector for International Relations of Poznań University of Technology and the Director of the Doctoral School of Poznań University of Technology.
9. **Agreement with the Participant** – an agreement concluded between Poznań University of Technology and the Participant(s) regulating the principles of realization and financing of the KWA.
10. **Travel scholarship** – financial resources granted to the Participant for the realization of the KWA as part of the Project.



11. **Project Office** – Anna Jaskólska, EUNICE European University Office, ul. Piotrowo 5, 61-138 Poznan.
12. **Application form** – an electronic form completed by the Candidate, constituting the basis for the substantive assessment conducted by the Recruitment Committee. The application form constitutes Appendix No. 1 to the Regulations.
13. **Substantive report from KWA** – a form that the Project Participant completes no later than 14 days after the end of the KWA, allowing for the evaluation of individual mobility goals. The specimen constitutes Appendix No. 2 to the Regulations.
14. **Ex-ante survey** – a form that the Project Participant completes before the start of the KWA, enabling the Evaluation Committee to then assess the acquisition of competencies. The survey (Appendix No. 12 to the Regulations) will be made available to the Project Participants no later than 14 days before the start of the KWA.
15. **Ex-post survey** – a form that the Project Participant fills in after the end of the KWA, enabling the evaluation of the acquisition of competencies listed in §7 sec. 1 of these Regulations. The Survey (Appendix No. 12 to the Regulations) will be made available to the Project Participants no later than 14 days after the end of the KWA.
16. **Ranking list** – a list of Candidates sorted by the number of points they have earned, dividing them into those qualified to participate in the Project, those on the reserve list, and those not qualified.
17. **Project Participant Documentation** – a set of documents consistent with the requirements of the Project and the Funding Agreement, within which the Project Participant provides their personal data and confirms meeting the formal eligibility criteria in the Project. The personal data of Project Participants and information confirming or conditioning participation in the Project are collected using the following documents:
  - a. Declaration of participation in the Project (Appendix No. 3 to the Regulations),
  - b. Project Participant's Personal Data Form (Appendix No. 4 to the Regulations),
  - c. Declaration of the Project Participant regarding familiarization with the principles of personal data processing (Appendix No. 5 to the Regulations),
  - d. Consent of the Project Participant to the Processing of Personal Data and Images (Appendix No. 6 to the Regulations).

## §2. The purpose of the support offered by the project

1. The purpose of the support provided under the project is:
  - a. Development of the internationalization of Poznan University of Technology as a result of offering support in the form of KWA.
  - b. Acquisition of the following competencies by Project Participants:



- i. Use of research techniques and broadening of scientific horizons as a result of access to new laboratories, technologies, and research resources of foreign universities.
  - ii. Establishing or developing a network of contacts and valuable professional relationships, important for future projects and publications as a result of cooperation with researchers from foreign universities.
  - iii. Acquiring adaptation skills, developing intercultural communication, and understanding diverse perspectives as a result of working in an international environment at a foreign university.
  - iv. Acquiring additional language skills necessary for cooperation in international research teams.
- c. Enabling Project Participants to acquire the knowledge and skills necessary to improve the quality of education and prepare doctoral dissertations, as well as to establish contacts and create a basis for long-term cooperation within common areas of interest, between research groups from leading foreign universities and Poznan University of Technology.
  - d. Increasing the number of scientific publications prepared within the framework of international cooperation by 2028.
  - e. Increasing the number of research funding applications submitted jointly with foreign universities by 2028.
  - f. Increasing the number of mobilities with foreign universities involved in the realization of the KWA, 3 years after the completion of the project.
  - g. Increasing the number of people using “green travel”.

### §3. The scope and topics of support offered by the project

1. The project offers scholarship support – Travel Scholarship – for Project Participants taking part in KWA.
2. KWA will last 30 days and cover activities such as:
  - a. obtaining materials for a doctoral dissertation, a scientific article,
  - b. performing measurements using unique equipment, testing research equipment, and unique artistic instruments,
  - c. performing archival or library research,
  - d. participating in the preparation of an international grant application.
3. Mobilities realized as part of this Project must be completed by 31 August 2025.

### §4. Target group and qualification criteria for Project Participants

1. The Project Participants may be PhD students of the Doctoral School of Poznan University of Technology (who have submitted the individual research plan following



art. 202 sec. 1 of the Act – Law on Higher Education and Science and the Doctoral School Regulations, and are conducting the 4-year education at the Doctoral School on time) or a Foreign university who:

- a. Are interested in developing their scientific career and acquiring new competencies.
  - b. Show willingness to cooperate with foreign research centers.
  - c. Meet the formal requirements specified within the Project, which are described in the Announcement of the call for applications for participation in the PROM Programme, constituting an annex to the Funding Agreement (<https://nawa.gov.pl/institucje/program-prom/ogloszenie>).
2. The qualification criteria are based on a point assessment according to the following division:
- a. Benefits resulting from access to new laboratories, technologies, and research resources of foreign universities – max. 5 points.
  - b. Using mobility to increase the quality of education and prepared doctoral dissertation – max. 5 points.
  - c. Developing a network of contacts and establishing valuable professional relationships, important for future projects and publications as a result of cooperation with researchers from foreign universities – max. 5 points.
  - d. Acquiring skills necessary for cooperation in an intercultural environment and communicating in international research teams – max. 5 points.
  - e. Participation in grants and the opportunity to increase the number of applications for research funding submitted jointly with foreign universities by 2028 – max. 5 points.
  - f. Scientific achievements and the opportunity to increase the number of scientific publications as part of cooperation with research groups from abroad by 2028 – max. 5 points.
  - g. Research potential and expected effects of the agreed project with the foreign university – max. 5 points.
  - h. Prestige of the foreign university: 5 points, when the foreign university is among the top 25% of universities according to: <https://www.shanghairanking.com/>, <https://www.topuniversities.com/>, <https://www.timeshighereducation.com/>, <https://engirank.eu/>; 0 points in other cases.
  - i. Prestige of the host person: 5 points, when the leader of the research group in which the internship will take place is among the researchers from the Top 2% list published annually by Stanford University; 0 points in other cases.
  - j. Increasing the number of people using “green travel” – max. 5 points.
3. The process of qualifying Project Participants will be conducted in the form of a competition, based on the substantive assessment of the application.
4. At least 14 KWAs will be realized within the Project in terms of PhD students' travels and arrivals, i.e.:



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- 10 travel abroad realized by Participants from Poznan University of Technology,
  - 4 arrivals to Poland realized by Participants from a Foreign university.
5. The Project Participant must have the status of a PhD student at the time of submitting the Application Form and throughout the entire period of the KWA.
  6. Mobility must last 30 days (including the time allocated for travel). The trip there and back included in the KWA cannot exceed 2 days (total for travel and return).
  7. A participant may apply for only one KWA within one recruitment and participate in only one KWA within the Project.
  8. Recruitment is carried out with respect for equal opportunities and nondiscrimination, including accessibility for people with special needs, and taking into account the principles of equal opportunities for women and men, counteracting all forms of discrimination.
  9. Participants with special needs have the right to indicate their needs on the application form.
  10. Based on the reported needs, Candidates may be provided with support in the scope of transport, assistance, appropriate premises, architectural accessibility, and specialist equipment, e.g., for the blind.
  11. All information on recruitment, deadlines, and recruitment rules for the Project will be posted on the Project website [www.prom.put.poznan.pl](http://www.prom.put.poznan.pl) in Polish and English.

### §5. Qualification of Project Participants

1. The recruitment of Project Participants takes place centrally in the Project Office. Communication between Candidates and the Project Office takes place entirely by email.
2. The Project Office announces the first recruitment no later than 31 January 2025, and the second recruitment no later than 30 April 2025.
3. Candidates entering recruitment under the Project complete and submit the electronic Application Form (Appendix No. 1 to the Regulations) within the recruitment deadline announced by the Project Office. The form can be completed in Polish or English.
4. Applications (application forms) are subject to formal and substantive evaluation.
5. The formal assessment is carried out by the Recruitment Process Supervisor. The formal assessment includes the following:
  - a. completeness of documentation,
  - b. timeliness of submitting the application form,
  - c. status of the Candidates.
6. If the formal criterion is not met, the application will not be subject to substantive assessment.



7. The substantive evaluation of applications (application forms) is carried out by the Recruitment Committee.
8. The Recruitment Committee draws up a ranking list, and the Project Office informs the Candidates about the results of the recruitment to the KWA within the Project, and further formal requirements and the deadline for their implementation.
9. The condition to obtain the Participant status is the timely completion of all formal requirements presented in the notification provided by the Project Office. In the event of failure to meet the formal requirements or the deadline, the Candidate is crossed off the ranking list. A vacant place on the ranking list may be offered to the Candidate from the reserve list, as a result of a decision made by the Recruitment Committee.
10. The Project Office shall inform you about the end of the recruitment procedure on the Project website.
11. Within 7 days of the Candidate receiving information about the recruitment results for the KWA within the Project, the Candidate has the right to appeal against the decision of the Recruitment Committee to the Vice-Rector for Research. The appeal should be sent to the Project Office and will be considered by the Vice-Rector for Research within 14 days of the date of its submission. The decision of the Vice-Rector for Research is final.

#### §6. Principles of providing support within the project

1. The condition for granting support within the project is signing the Project Participant Agreement (specimen specified in Appendix 11 to the Regulations) and delivering the complete Project Participant Documentation to the Project Office before the start of the KWA.
2. Support is provided in the form of a travel grant in the amount specified in the Agreement with the Project Participant.
3. The travel grant includes the following:
  - a. a scholarship for the Participant of the Project according to the daily rates specified in Appendix No. 7 to the Regulations,
  - b. the Participant's travel costs, health insurance, third party liability insurance, accident insurance, visa fees or fees related to the legalization of stay at the flat rates specified in Appendix No. 8 to the Regulations,
  - c. the Participant's living and accommodation costs according to the daily flat rates specified in Appendix No. 9 to the Regulations.
4. The Participant is obliged to:
  - a. complete the KWA programme in full,
  - b. complete the ex-ante survey (no later than 14 days before the start of the KWA),
  - c. complete the ex-post survey (no later than 14 days after the end of the KWA),



- d. submit – within 14 days of the end of the KWA – the following documents to the Project Office:
  - i. original confirmation of the KWA completion (specimen specified in Appendix No. 10 to the Regulations),
  - ii. copy of the KWA financial settlement from the Foreign Travel Section of the International Cooperation Department,
  - iii. original substantive report from the KWA (specimen specified in Appendix No. 2 to the Regulations).
5. Failure to submit the above-mentioned documents within the above-mentioned deadline and failure to complete the above-mentioned survey may result in the University terminating the Agreement with the Participant, and the University issuing a request to the Participant to return the funds received.
6. Project Participants are subject to a monitoring process aimed at assessing the effectiveness of actions taken as part of the Project and are required to participate in surveys organized as part of the Project.

#### §7. Assessment of competencies acquired as a result of support

1. The competencies acquired by the Project Participants as a result of the implementation of the KWA will be assessed by the evaluation committee following the established standard of requirements expressed in expected learning outcomes, divided into three categories:
  - a. **Knowledge:** The Participant has gained in-depth knowledge of the latest research techniques and methodologies used in international research centers.
  - b. **Skills:** The Participant can effectively use unique and modern research instruments and can communicate in international research teams.
  - c. **Social competencies/attitudes:** The Participant has developed adaptive and linguistic skills and the ability to work in an international research team.
2. The assessment of acquired competencies will be conducted by the Evaluation Committee based on the following:
  - a. Analysis of ex-ante and ex-post surveys.
  - b. Report on the realization of the KWA (containing a description of the research results obtained and the acquired competencies).
  - c. Interviews with the Project Participant, covering the course of the KWA and the effects of the KWA.
3. Assessment criteria for learning outcomes after completion of the KWA:
  - a. The degree of realization of the research plan evaluated based on the KWA implementation report.
  - b. Increase in the number of points for answers provided in the ex-post survey to the ex-ante survey.



- c. Correctness and completeness of the responses provided during the interview to the questions about the competencies acquired during the implementation of the KWA.

### §8. Processing of personal data

1. The administrator of the personal data of Candidates, solely for recruitment to the Project, is Poznan University of Technology with its registered office at Pl. Marii Skłodowskiej-Curie 5, 60-965 Poznan, e-mail: [biuro.rektora@put.poznan.pl](mailto:biuro.rektora@put.poznan.pl), phone: +48 61 665 36 39.
2. Information on the processing of personal data by the Poznań University of Technology according to the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons concerning the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as "GDPR") is available at the following link: <https://put.poznan.pl/ochrona-danych-osobowych>.
3. Additionally, after qualifying to participate in the Project, the Participant will be required to provide their personal data using the personal data form and after reading the information clauses regarding the processing of personal data for the needs of the Project, which constitute Appendices 4, 5 and 6 to the Regulations. Providing data is voluntary but necessary for the implementation of the Project. Refusal to provide them will be tantamount to an inability to receive support.

### §9. Final provisions

1. The Regulations enter into force on the date of announcement and are valid until the end of the Project.
2. Poznan University of Technology reserves the right to introduce changes to the Regulations depending on the conditions of the Project.
3. By joining the Project, the Participant declares that he/she has read and undertakes to comply with the provisions of these Regulations.
4. The Appendices to these Regulations constitute an integral part thereof.
5. Appendices to the Regulations:
  - a. Appendix No. 1: Application form
  - b. Appendix No. 2: Substantive report from KWA
  - c. Appendix No. 3: Declaration of participation in the Project
  - d. Appendix No. 4: Project Participant's Personal Data Form
  - e. Appendix No. 5: Declaration of the Project Participant regarding familiarization with the principles of personal data processing





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- f. Appendix No. 6: Consent of the Project Participant to the Processing of Personal Data and Images
- g. Appendix No. 7: List of daily scholarship rates for the Project Participant
- h. Appendix No. 8: List of flat rate rates for the Project Participant's travel costs, health insurance, liability insurance, personal accident insurance, visa fees, or fees related to the legalization of stay
- i. Appendix No. 9: List of daily flat rate rates for the Participant's living and accommodation costs
- j. Appendix No. 10: KWA completion confirmation
- k. Appendix No. 11: Project Participant Agreement
- l. Appendix No. 12: Ex-ante/Ex-post survey