**REGULATIONS OF RECRUITMENT AND PARTICIPATION IN THE PROJECT IMPLEMENTED BY POZNAN UNIVERSITY OF TECHNOLOGY WITHIN THE FRAMEWORK OF THE PROM PROGRAM - SHORT-TERM ACADEMIC EXCHANGE, CO-FINANCED FROM THE FUNDS OF THE FERS**

Grant agreement number: **BPI/PRO/2024/1/00011/U/00001**

Task: Short-term mobility of RMIT students in Vietnam to Poznan University of Technology

# §1 Definitions

1. **Project** - a project of Poznan University of Technology, implemented under the National Academic Exchange Agency *PROM* program *- Short-term academic exchange*, co-financed by the European Funds for Social Development 2021 - 2027 (FERS) program. Grant agreement number: BPI/PRO/2024/1/00011/U/00001.
2. **Grant Agreement** - an agreement between Poznan University of Technology and the National Agency for Academic Exchange (NAWA), based in Warsaw, the subject of which is the implementation of the Project.
3. **Short-term Academic Exchange (KWA)** - the arrival of a student from a foreign university to Poznan University of Technology, lasting 14 days (including time for travel), implemented under the Project.
4. **Foreign university** - a foreign university of the Royal Melbourn Institute of Technology in Vietnam (RMIT), whose employee will implement the KWA under the Project.
5. **Candidate** - a person studying at RMIT, applying for the right to participate in the Project and implement the KWA.
6. **Project Participant** - Candidate, qualified for the Project and meeting all formal and substantive requirements.
7. **Recruitment Committee** - a team that substantively evaluates the application form of Candidates, consisting of the Vice-Rector for International Relations and 2 members appointed by him.
8. **Evaluation Committee** - a team evaluating the merits of the Project Participants in terms of competencies acquired as a result of the KWA, consisting of the Vice-Rector for International Relations of Poznan University of Technology and Joanna Kałkowska, PhD, PUT Professor.
9. **Participant Agreement** - an agreement between Poznan University of Technology and the Participant regulating the principles of implementation and financing of KWA.
10. **Incoming scholarship** - funds awarded to the Participant for the implementation of the KWA under the Project.
11. **Project Office** - Anna Jaskólska, European University Office, 5 Piotrowo Street, 61-138 Poznań.
12. **Application form** - an electronic form, filled out by the Candidate, constituting the basis for the substantive assessment carried out by the Recruitment Committee. The application form constitutes Attachment No. 1 to the Regulations.
13. **Ex-ante questionnaire** - a form to be completed by the Project Participant prior to the start of the KWA, which will then enable the Evaluation Committee to assess the acquisition of competencies. The questionnaire (Appendix No. 12 to the Regulations) will be made available to Project Participants no later than 14 days before the start of the KWA.
14. **Ex-post questionnaire** - a form to be filled in by the Project Participant(s) after completion of the KWA, enabling evaluation of the acquisition of competencies listed in §7 item 1 of these Regulations. The questionnaire (Appendix No. 12 to the Regulations) will be made available to Project Participants no later than 14 days after the completion of the KWA.
15. **Ranking list** - a list of Candidates classified according to points scored, dividing them into those qualified for participation in the Project, those on the waiting list and those not qualified.
16. **Documentation of the Project Participant -** a set of documents in accordance with the requirements of the Project and the Subsidy Agreement within which the Project Participant provides his/her personal data and confirms that he/she meets the formal criteria for eligibility for the Project. Personal data of Project Participants and information confirming or conditioning participation in the Project are collected using the following documents:
	1. Declaration of participation in the project (Appendix No. 3 to the Regulations),
	2. Form of personal data of the Project Participant (Appendix No. 4 to the Regulations),
	3. Declaration of the Project Participant regarding familiarization with the rules of personal data processing (Appendix No. 5 to the Regulations),
	4. Consent of the Project Participant(s) to the processing of personal data and image (Appendix No. 6 to the Regulations)

# §2 Purpose of the support offered under the project

1. The specific objectives of the support provided under the project are:
	1. Development of internationalization of Poznan University of Technology as a result of offering KWA support
	2. Acquisition of the following competencies by Project Participants:
		1. Acquire the knowledge to distinguish and define the subject of research, the research problem and the purpose of the research.
		2. Acquire knowledge to identify the factors of greatest importance to the problem under study from a broad network of interrelated factors.
		3. Acquire knowledge of scientific methods to assist in solving research and design problems in their area of interest.
		4. Acquire the ability to identify areas for project improvements based on an analysis of the existing situation in the organization/enterprise.
		5. Acquire the ability to formulate research models.
		6. Acquire skills in selecting and applying quantitative research methods in their area of interest.
		7. Acquire the competence necessary to present research and design issues to international groups of students and researchers.
		8. Acquire adaptability skills, develop intercultural communication, and understand diverse perspectives as a result of working in an international environment at a foreign university.
		9. Acquire the competencies necessary to collaborate in an international and intercultural research team.
		10. Acquire the competencies necessary to establish social contacts with foreigners and male/female students representing educational programs other than the one of their direct interest.

# §3 Scope and topics of support offered under the project

1. Within the framework of the project, scholarship support is offered - Incoming Scholarship- for the Project Participants taking part in the KWA.
2. The KWA will last 14 days and will apply to such activities as participation in short forms of education, i.e. courses including intensive courses counted as part of the educational process, workshops, professional or industrial internships, study visits, including those carried out with entrepreneurs.
3. Mobilities implemented under this Project must be completed by 31.06.2024.

# §4 Target group and eligibility criteria for Project Participants

1. Participants of the Project may be persons studying at RMIT in Vietnam who meet the formal requirements specified under the Project, which are described in the PROM Program Call for Applications, which is an annex to the Grant Agreement (https://nawa.gov.pl/instytucje/program-prom/ogloszenie ).
2. The qualification criteria are based on scoring broken down as follows: :
	1. Development of research techniques and broadening of scientific horizons as a result of access to new laboratories, technologies and research resources of foreign universities - max 10 points.
	2. Acquiring adaptability skills, developing intercultural communication and understanding diverse perspectives as a result of working in an international environment at a foreign university- max 10 points.
	3. Acquisition of additional linguistic skills necessary for cooperation in an international environment at a foreign university or company - max 10 points.
	4. The relevance of the issues of production management in Industry 4.0 to the study program max 10 points.
	5. Adequacy of application of analytical and simulation methods for opportunity discovery to the study program- max 10 points.
	6. Participation in workshops conducted at RMIT under the Project, during the mobility of students from Poznan University of Technology: yes - 10 points; no - 0 points.
	7. Grade point average from the last semester of study - max 10 points.
	8. Preferred field of study and degree:
		1. Information Technology - yes - 10 pts, no - 0 pts
		2. Software Engineering - yes - 10 pts, no - 0 pts
		3. Robotics and Mechatronic Engineering - yes - 10 points, no - 0 points.
		4. Electronic and Computer Systems engineering - yes - 10 points, no - 0 points.
		5. Artificial Intelligence - yes - 10 points, no - 0 points.
		6. Logistics & Supply Chain Management- yes - 10 points, no - 0 points.
3. The process of qualification of Project Participants is carried out in a competitive mode, based on the substantive assessment of the application.
4. The Project will provide at least 11 for the arrival of RMIT students to Poznan University of Technology.
5. The Project Participant(s) must have RMIT student status at the time of submitting the Application Form and throughout the KWA period.
6. Mobility must last 14 days (including time for travel̇). The return trip taken into account in the KWA must not exceed 2 days (total for travel and return).
7. One Participant can apply for only one KWA at a time under a single call and participate in only one KWA under the Project.
8. Recruitment is carried out with respect to equal opportunities and non-discrimination, including accessibility for people with special needs, as well as 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 in the application form.
10. Based on their reported needs, Candidates may be provided with support in terms of transportation, assistance, suitable rooms, architectural accessibility and specialized equipment, such as for the blind.
11. All information regarding recruitment, deadlines and rules of recruitment to the Project will be placed on the Project website [www.prom.put.poznan.pl](http://www.prom.put.poznan.pl) both in Polish and English versions.

# §5 Qualification of Project Participants

1. Recruitment of Project Participants takes place centrally, at the Project Office. Communication between Candidates and the Project Office is entirely via e-mail.
2. The Project Office will announce the first call no later than January 31, 2025
3. Candidates joining the Project recruitment shall fill in and send an electronic Application Form (Appendix no. 1a to the Regulations) within the recruitment deadline announced by the Project Office. The form may be filled out in Polish or English.
4. Applications (application forms) are subject to formal evaluation and substantive assessment.
5. Formal evaluation is carried out by the Supervisor of the Recruitment Process. Formal evaluation includes:
	1. The completeness of the documentation,
	2. Timeliness of submission of the application form,
	3. Candidate status.
6. If the formal criterion is not met, the application will not be subject to substantive evaluation.
7. 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 Project's KWA recruitment and further formal requirements, as well as the deadline for their completion.
9. The condition for obtaining the status of Participant is timely completion of all formal requirements presented in the notice provided by the Project Office. In case of failure to meet the formal requirements or the deadline, the Candidate is removed from the ranking list. The vacated place on the ranking list, may be offered to the Candidate from the waiting list, as a result of the decision made by the Recruitment Committee.
10. The Project Office announces the closing of the recruitment procedure on the Project website.
11. From the decision of the Recruitment Committee, within 7 days from the Candidate's receipt of information on the results of the Project's KWA recruitment, the Candidate has the right to file an appeal to the Vice-Rector for Research. The appeal should be sent to the Project Office and will be considered by the Vice-Rector for Education Research within 14 days from the date of its submission. The decision of the Vice-Rector for Research is final.

# §6 Rules for providing support under the project

1. The condition for the provision of support within the framework of the project is the signing of the Agreement with the Project Participant and the delivery of the complete Documentation of the Project Participant to the Project Office before the start of the KWA.
2. Support is provided in the form of an incoming scholarship, in the amount specified in the Agreement with the Project Participant.
3. The incoming scholarship includes:
	1. Scholarship for the Project Participant at the daily rates specified in Appendix No. 7 to the regulations,
	2. Participant's travel costs, health insurance, general liability insurance, accident and health insurance, visa fees or fees related to legalization of stay according to the flat rates specified in Appendix No. 8 to the Regulations,
	3. Cost of living and accommodation of the Participant according to the daily flat rates specified in Appendix 9 to the Regulations.
4. Also eligible under the KWA are the costs of participation in the various activities described in § 3(2) of the regulations, among others, conference fees, training and courses, which will be billed only at actual costs, upon presentation of original accounting evidence.
5. The participant is obligated to
	1. implement the KWA program to the full extent
	2. To join the ex-ante survey (before the start of the KWA),
	3. To join the ex-post survey (up to 14 days after the end of the KWA)
	4. submit - by 10 days from the date of completion of the KWA - to the Project Office the following documents:
		1. the original confirmation from the foreign university about the completion of the KWA; the template of the document confirming the completion of the KWA will be an annex to the Agreement with the Participant.
		2. A copy of the financial settlement of the KWA from the Foreign Travel Section of the International Cooperation Department,
		3. The original substantive report from the KWA.
6. Failure to submit the aforementioned documents by the aforementioned deadline and failure to complete the aforementioned questionnaire may result in the University's termination of the Agreement with the Participant and the University's demand to the Participant to return the funds received.
7. Project Participants are subject to a monitoring process to assess the effectiveness of the activities undertaken under the Project and are required to participate in surveys organized under the Project.

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

1. Competencies acquired by Project Participants as a result of KWA will be evaluated by the evaluation committee according to the established standard of requirements expressed in terms of expected learning outcomes, divided into three categories:
	1. **Knowledge**: Participant
		1. Has the knowledge to distinguish and define the subject of research, the research problem and the purpose of the research.
		2. can select the factors of greatest importance to the problem under study from a wide network of interrelated factors.
		3. Knows the scientific methods that support the solution of research and design problems in his area of interest.
	2. **Skills**: The participant is able to:
		1. identify areas for project improvements based on an analysis of the existing situation in the organization/enterprise.
		2. Formulate research models.
		3. Acquire and select literature related to the research and design problem.
		4. Select and apply quantitative research methods in an area of interest.
	3. **Social competencies/attitudes**: The participant is able to:
		1. present research and design issues to international groups of students, practitioners and researchers.
		2. Cooperate in an international and cross-cultural research team.
		3. make social contacts with foreigners and students representing educational programs other than the one of his direct interest.
2. Evaluation of the acquired competencies will be carried out by the evaluation committee on the basis of:
	1. Analysis of ex-ante and ex-post surveys.
	2. Analysis of the report on the implementation of the KWA, including a description of the acquired competencies
3. Criteria for assessing learning outcomes after KWA:
	1. Increase in the number of points for the answers given in the ex-post survey in relation to the ex-ante survey.
	2. Acquisition of the competencies described in the KWA implementation report

# §8 Processing of personal data

1. The administrator of the personal data of the Candidates, solely for the purpose of the recruitment to the Project, is Poznan University of Technology, located at pl. Marii Skłodowskiej-Curie 5, e-mail: biuro.rektora@put.poznan.pl, phone number : 61 665 36 39.
2. Information on the processing of personal data by Poznan University of Technology under 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 with regard to the processing of personal data and on the free flow of such data and repealing Directive 95/46/EC (hereinafter referred to as "RODO/GDPR") is available at the following link: https://put.poznan.pl/ochrona-danych-osobowych.
3. In addition, after obtaining qualification to participate in the Project, the Project Participant will be required to provide his/her personal data using the personal data form and after becoming familiar with the information clauses regarding the processing of personal data for the purposes of the Project, which are enclosed as Annex No. 4, 5 and 6 to the Regulations. Providing the data is voluntary, but necessary for the Project. Refusal to provide them will be tantamount to the inability to receive support.

# §9 Final provisions

1. The Regulations shall enter into force on the date of the announcement and shall remain in effect until the completion of the Project.
2. Poznan University of Technology reserves the right to amend the regulations depending on the conditions of the Project.
3. By joining the Project, the Participant declares that he/she has become familiar with and undertakes to abide by the provisions of these Regulations.
4. The appendices to these Regulations are an integral part thereof.
5. Annexes to the Regulations:
	1. Attachment No. 1: Application form
	2. Appendix 2: Substantive report on the KWA.
	3. Appendix No. 3: Declaration of participation in the Project
	4. Attachment No. 4: Personal Data Form of the Project Participant
	5. Appendix No. 5: Declaration of the Project Participant regarding familiarization̨ with the rules of personal data processing
	6. Appendix No. 6: Consent of the Project Participant for processing of personal data and image
	7. Appendix No. 7: Summary of daily scholarship rates for the Project Participant
	8. Appendix No. 8: Statement of lump-sum rates for Participant's travel costs, health insurance, general liability insurance, accident insurance, visa or legalization fees
	9. Appendix No. 9: Statement of daily lump sums of living and accommodation costs of the Participant
	10. Attachment No. 10: Confirmation of completion of KWA
	11. Appendix No. 11: Agreement with the Project Participant
	12. Appendix No. 12: Ex-ante/Ex-post survey