**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 employees 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 an Employee of a foreign university to Poznan University of Technology, lasting 14 days (including time for travel), carried out 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** - an employee of a Foreign university, 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 Kalkowska, 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. **Substantive KWA report** - a form to be filled out by the Project Participant no later than 14 days after completion of the KWA, enabling evaluation of individual mobility objectives. The template is attached as Appendix No. 2 to the Regulations.
14. **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.
15. **Ex-post questionnaire** - a form to be filled in by the Project Participant after completion of the KWA, enabling evaluation of the acquisition of competencies listed in §7.1 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.
16. **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.
17. **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. Expand research techniques and scientific horizons as a result of access to new laboratories, technologies and PUT research resources.
      2. Expand networking and establish valuable professional relationships relevant to future projects and publications as a result of collaboration with researchers from RMIT and PUT.
      3. Acquire adaptability skills, develop intercultural communication, and understand diverse perspectives as a result of working in an international academic environment.
      4. Acquire additional linguistic skills necessary to work together in an international environment at a foreign university.
   3. To enable Project Participants to acquire the knowledge and skills necessary to work in international scientific teams, and to establish contacts and lay the groundwork for long-term cooperation in common areas of interest, between research groups from RMIT and Poznan University of Technology.
   4. Increase the number of scientific publications, jointly prepared by employees of the Poznan University of Technology and RMIT, by 2028.
   5. Increase the number of mobilities between Poznan University of Technology and RMIT, within 3 years from the start of the project.

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

1. The project offers scholarship support - the Incoming Scholarship - to 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 employees of a foreign University who:
   1. They are interested in advancing their scientific careers and acquiring new competencies.
   2. Show willingness to cooperate with foreign research centers.
   3. Meet the formal requirements specified within the Project, which are described in the Call for Proposals for participation in the PROM Program, which is an annex to the Grant Agreement (https://nawa.gov.pl/instytucje/program-prom/ogloszenie )
2. The eligibility criteria are based on the scoring of the data (contained in the application form), 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 Poznan University of Technology - max 10 points.
   2. Developing networks and establishing valuable professional relationships, relevant to future projects, publications and new forms of education, as a result of collaboration with researchers from Poznan University of Technology - max 10 points.
   3. Acquisition of adaptation skills, development of intercultural communication and understanding of diverse perspectives as a result of working in an international environment during stay at Poznan University of Technology - max 10 points.
   4. Acquisition of additional linguistic skills necessary for cooperation in an international environment at a foreign university - max 10 points.
   5. Description of plans to increase the number of joint scientific publications by 2028 - max 10 points.
   6. Description of plans to increase the number of applications for funding internationalization of the University, including applications under programs offered by the National Agency for Academic Exchange for Poznan University of Technology - max 10 points.
   7. Residence of RMIT staff at Poznan University of Technology within the framework of academic exchange in the last 12 months - - yes - 0 points, no - 10 points.
   8. Discipline of science in which the Candidate conducts scientific research:
      1. Engineering science and technology - yes - 10 pts, no - 0 pts
   9. Preferred field of study in which the Candidate is pursuing education:
      1. Information Technology - yes - 10 pts, no - 0 pts
      2. Software Engineering - yes - 10 points, no - 0 points
      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. Under the Project, at least 4 KWAs will be implemented in terms of the arrival of RMIT staff at Poznan University of Technology.
5. Mobility must last 14 days (including travel time). The return trip taken into account in the KWA must not exceed́ 2 days (total for travel and return).
6. One Participant can apply for only one KWA at a time under a single call and participate in only one KWA under the Project.
7. 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.
8. Participants with special needs have the right to indicate their needs in the application form.
9. 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.
10. 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 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 Relations Office t,
      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**: the participant has gained in-depth knowledge of the latest research techniques and methodologies used in international research centers.
   2. **Skills**: The participant is able to use modern research technologies effectively and is able to communicate in international research teams.
   3. **Social competencies/attitudes**: The participant has developed adaptability, communication skills and the ability to work in an international research team.
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. A report on the implementation of the KWA (including a description of the research results obtained and competencies gained)
   3. Documented interview with the Project Participant, covering the course of the KWA and the effects of the KWA.
3. Criteria for assessing learning outcomes after KWA:
   1. The degree of implementation of the research plan assessed on the basis of the KWA implementation report.
   2. Increase in the number of points for the answers given in the ex-post survey in relation to the ex-ante survey.
   3. Correctness and completeness of the answers given during the interview to the questions on the competencies acquired during the KWA.

**§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 in relation to with 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 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, third-party liability insurance, accident insurance, visa or residence 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