**REGULATIONS FOR THE RECRUITMENT AND PARTICIPATION IN THE PROJECT IMPLEMENTED BY POZNAN UNIVERSITY OF TECHNOLOGY UNDER THE PROM - SHORT TERM ACADEMIC EXCHANGE PROGRAMME, CO-FINANCED BY FERS FUNDS**

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

Task: Short-term mobility of foreign university staff from *Nanyang Technological University - NTU Singapore, Singapore to Poznan University of Technology, Poznan, Poland*

# §1 Definitions

1. **Project** - a project of Poznan University of Technology, implemented within the framework of the National Academic Exchange Agency *PROM programme - Short-term academic exchange*, co-financed by the European Funds for Social Development 2021 - 2027 (FERS) programme. Grant agreement number: BPI/PRO/2024/1/00011/U/00001.
2. **Grant Agreement** - agreement between Poznan University of Technology and the National Agency for Academic Exchange (NAWA), based in Warsaw, concerning the implementation of the Project.
3. **Short-term Academic Exchange (KWA)** - the arrival of a foreign university employee to Poznan University of Technology, lasting 10 days (including travel time), implemented as part of the Project.
4. **Foreign university** - Nanyang Technological University - NTU Singapore, Singapore, whose student will be pursuing KWA as part of the Project.
5. **Candidate** – employee of NTU, applying for the right to participate in the Project and complete the KWA.
6. **Project Participant** - Candidate, qualified for the Project and fulfilling all formal and content-related requirements.
7. **Recruitment Committee** - a team evaluating the merits of the Candidates' application form, consisting of the Vice-Chancellor for International Cooperation and 2 members appointed by him/her
8. **Evaluation Committee** - a team evaluating Project Participants in terms of competencies acquired as a result of KWA, consisting of the Vice-Rector for International Relations of Poznan University of Technology and Zdzisław Pawlak, PhD.
9. **Agreement with the Participant** – an agreement concluded between Poznan 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, European University Department, 5 Piotrowo, 61-138 Poznań.
12. **Application form** - an electronic form filled in by the Candidate which is the basis for the substantive assessment conducted by the Recruitment Committee. The application form constitutes Attachment 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:
    1. Declaration of participation in the Project (Appendix No. 3 to the Regulations),
    2. Project Participant’s Personal Data Form (Appendix No. 4 to the Regulations),
    3. Declaration of the Project Participant regarding familiarization with the principles of personal data processing (Appendix No. 5 to the Regulations),
    4. Consent of the Project Participant to the Processing of Personal Data and Images (Appendix No. 6 to the Regulations).

# §2 Purpose of the support offered by the Project

1. The specific objectives of the project support provided are:
   1. Development of the internationalisation of the Poznan University of Technology as a result of offering KWA support.
   2. Acquisition of the following competences by Project Participants:
      1. Broaden research techniques and scientific horizons as a result of access to new laboratories, technologies and PP research resources.
      2. Expand networking and establish valuable professional relationships relevant to future projects and publications as a result of the collaboration between NTU and PP researchers.
      3. Acquire adaptability skills, develop intercultural communication and understand diverse perspectives as a result of working in an international environment at a foreign university.
      4. Acquisition of additional linguistic skills necessary for working together in an international environment at a foreign university.
      5. Presentation of research results to the international scientific community.
   3. To enable the Project Participants to acquire the knowledge and skills necessary to work in international scientific teams and to establish contacts and lay the foundations for long-term cooperation in common areas of interest, between research groups from NTU and Poznan University of Technology.
   4. Increase the number of scientific publications jointly produced by NTU and Poznan University of Technology staff by 2028.
   5. Increase the number of research funding applications submitted jointly by NTU and Poznan University of Technology staff, until 2028.
   6. Increase the number of mobilities between Poznan University of Technology and NTU, within 3 years of the start of the project.

# §3 Scope and subject matter of support offered under the Project

1. The project offers scholarship support - the Arrival Scholarship - to Project Participants taking part in the KWA.
2. The KWA will last for 10 days and will include activities such as participation in short forms of learning, i.e. courses including intensive courses included in the learning process, workshops, work placements, study visits.
3. Mobilities implemented under this Project must be completed by 31.08.2025.

# §4 Target group and eligibility criteria for Project Participants

1. Project participants can be NTU employees who:
   1. They are interested in developing their teaching and research careers and acquiring new competences.
   2. Show willingness to cooperate with foreign centres and research.
   3. Fulfil the formal requirements defined within the Project, which are described in the Call for Proposals for the PROM Programme, annexed 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, according to the following breakdown:
   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. 20 points.
   2. Acquisition of adaptability skills, development of intercultural communication and understanding of diverse perspectives as a result of working in an international environment at a foreign university - max 10 points.
   3. Substantive description of plans to increase the number of joint scientific publications by 2028 - max 30 points.
   4. Description of plans to increase number of proposals for joint research funding - max 30 points
   5. Discipline of science in which the Candidate is conducting research:
      1. Civil engineering, surveying and transport - yes - 10 points, no - 0 points
   6. The preferred field of study in which the Candidate is pursuing her/his education:
      1. Construction: yes - 10 points, no - 0 points,
3. The qualification process of Project Participants is carried out in a competitive mode, on the basis of substantive assessment of the application.
4. The Project will implement no more than 1 KWA in terms of trips of staff from Foreign Universities to Poznan University of Technology.
5. Mobility may last a maximum of 10 days (including travel time). The return journey taken into account in the KWA must not exceed́ 2 days (total for travel and return).
6. One Participant can only apply for one KWA at a time under one call and participate in only one KWA under the Project.
7. Recruitment shall respect equal opportunities and non-discrimination, including accessibility for persons with special needs, and shall take 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 on the application form.
9. Based on their declared needs, Candidates may be provided with support in terms of transport, assistance, suitable premises, architectural accessibility and specialised equipment, e.g. for the blind.
10. All information regarding the call for applications, deadlines and recruitment rules for the Project will be posted on the Project website www.prom.put.poznan.pl.

# §5 Qualification of Project Participants

1. Recruitment of Project Participants takes place centrally, at the Project Office. Communication between Candidates and the Project Office takes place entirely via e-mail.
2. The Project Office will announce the first call no later than 14 April 2025.
3. Candidates enrolling in the Project fill in and send an electronic Application Form (Annex no. 1a to the Rules) within the recruitment deadline announced by the Project Office. The form can be filled out in Polish or in English.
4. Applications (application forms) are subject to formal assessment and substantive evaluation.
5. The formal assessment is carried out by the Recruitment Process Supervisor. The formal assessment includes:
   1. completeness of 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 assessment.
7. Substantive assessment 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 their recruitment to KWA within the Project and about further formal requirements and their deadline.
9. The condition for obtaining the status of Participant/Participant is timely completion of all formal requirements presented in the notification provided by the Project Office. In case of failure to meet the formal requirements or the deadline, the Candidate/Candidate is removed from the ranking list. A vacant place on the ranking list may be offered to a Candidate from the reserve list as a result of a decision taken by the Recruitment Committee.
10. The Project Office announces the closure of the recruitment procedure on the Project website.
11. The decision of the Recruitment Committee may be appealed to the Vice-Rector for Science within 7 days of the Candidate's receipt of information on the results of the Project's recruitment to the KWA. The appeal should be sent to the Project Office and will be considered by the Pro-Vice-Chancellor for Science within 14 days of its submission. The decision of the Pro Vice-Chancellor for Science is final.

# §6 Principles of support under the Project

1. The condition for granting support within the framework of the project is signing the Contract with the Project Participant and delivering to the Project Office the complete documentation of the Project Participant prior to the commencement of KWA.
2. Support is provided in the form of an travel scholarship, in the amount specified in the Agreement with the Project Participant.
3. The travel scholarship includes:
   1. a scholarship for the Project Participant(s) according to the daily rates specified in Annex 7 to the Regulations,
   2. the Participant's travel costs, health insurance, third-party liability insurance, accident insurance, visa fees or fees related to the legalisation of her/his stay according to the lump sums set out in Annex 8 to the Rules and Regulations,
   3. subsistence and accommodation costs for the Participant(s) at the daily flat rates set out in Annex 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, e.g. conference fees, training and courses, which will only be settled at actual costs on presentation of original accounting evidence.
5. The participant is obliged
   1. to implement the KWA programme in full
   2. to take an ex-ante survey (prior to the start of the KWA),
   3. to take part in an ex-post survey (up to 14 days after the end of the KWA)
   4. present - 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 model 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 International Cooperation Department's International Visits Section,
      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 terminating the Agreement with the Participant and the University issuing a demand to the Participant for repayment of the funds received.
7. Project Participants are subject to a monitoring process to assess the effectiveness of the activities undertaken within the Project and are required to participate in surveys organised within the Project.

# §7 Assessment of competencies acquired through support

1. The competences acquired by the Project Participants as a result of the KWA will be evaluated by an evaluation committee according to a set standard of requirements expressed in terms of expected learning outcomes, divided into three categories:
   1. **Knowledge**: The participant has gained an in-depth knowledge of the latest teaching techniques and methodologies used in international research centres.
   2. **Skills**: The participant has developed skills in the use of modern teaching technologies as well as adaptability, linguistic skills and the ability to work in an international research team.
   3. **Social competences/attitudes**: The participant/participant has developed adaptability, linguistic skills and the ability to work in an international teaching/research team
2. The evaluation of the acquired competences will be carried out by an evaluation committee on the basis of:
   1. Analyses of ex-ante and ex-post surveys.
   2. A report on the implementation of the KWA (including a description of the results obtained and competences acquired)
   3. A documented interview with the Project Participant(s), covering the course of the KWA and the outcomes of the KWA.
3. Criteria for assessing post-KWA learning outcomes:
   1. 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 competences acquired during the KWA.

**§8 Processing of personal data**

1. The administrator of Candidates' personal data, solely for the purpose of Project recruitment, is Poznan University of Technology, based in Pl. Marii Skłodowskiej-Curie 5, 60-965 Poznan, e-mail: biuro.rektora@put.poznan.pl, telephone: +48 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 movement of such data and repealing Directive 95/46/EC (hereinafter "RODO") is available at the following link: [https:](https://put.poznan.pl/ochrona-danych-osobowych)//put.poznan.pl/ochrona-danych-osobowych.
3. Additionally, after obtaining the qualification for participation in the Project, the Project Participant will be obliged to provide his/her personal data using the personal data form and after reading the information clauses concerning the processing of personal data for the purposes of the Project, which are enclosed as appendix no. 4, 5 and 6 to the Regulations. Providing the data is voluntary but necessary for the realization of 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 publication and shall remain in force until the end 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 read and undertakes to comply with the provisions of these Regulations.
4. The Annexes to these Rules of Procedure shall form an integral part thereof.
5. Annexes to the Regulations:
   1. Annex 1: Application form
   2. Annex 2: Substantive report on the KWA
   3. Attachment No. 3: Declaration of participation in the Project
   4. Attachment No. 4: Personal Data Form of the Project Participant(s)
   5. Annex 5: Declaration of the Project Participant on becoming acquainted with the rules of personal data processing.
   6. Attachment No. 6: Consent of the Project Participant to the processing of personal data and image
   7. Appendix No. 7: Summary of daily scholarship rates for the Project Participant(s)
   8. Annex 8: Schedule of lump sums for travel costs of the Participant, health insurance, third-party liability insurance, accident insurance, visa fees or fees for legalisation of
   9. Annex 9: Summary table of daily flat rates for subsistence and accommodation costs of the Participant(s)
   10. Annex 10: Confirmation of completion of KWA
   11. Attachment No. 11: Agreement with the Project Participant(s)
   12. Annex 12: Ex-ante/Ex-post survey