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## REGULATIONS FOR RECRUITMENT AND PARTICIPATION IN THE PROJECT IMPLEMENTED BY POZNAŃ UNIVERSITY OF TECHNOLOGY UNDER THE NAWA PROGRAM – SUPPORT FOR EUROPEAN UNIVERSITIES, CO-FINANCED BY FERS FUNDS

Grant Agreement No.: BPI/WUE/2024/1/00016/U/0001

*Task: Creation of international teams working for the Consortium. Organization of internships for EUNICE employees to enhance competences – incoming internships.*

### §1. Definitions

1. **Project** – the project titled “Cooperation and Education within the EUNICE Alliance” implemented by Poznan University of Technology (PUT) for all EUNICE partner universities (hereinafter referred to as Partners), under the Polish National Agency for Academic Exchange (NAWA) program: Support for European Universities. Grant Agreement No.: BPI/WUE/2024/1/00016/U/0001.
2. **Grant Agreement** – agreement between Poznan University of Technology and the National Agency for Academic Exchange (NAWA), based in Warsaw, for the implementation of the Project.
3. **Internship for employees of EUNICE partner universities** – 3 days of internship and 2 days of travel within teams performing specific tasks under the EUNICE4U project. A total of 9 incoming internships are planned (one for each Partner) at PUT.
4. **Partners** – universities forming the EUNICE Consortium:
  - Poznan University of Technology
  - University of Cantabria, Spain
  - Polytechnic Institute of Viseu, Portugal
  - University of Vaasa, Finland
  - University of the Peloponnese, Greece
  - Université Polytechnique Hauts-de-France, France
  - University of Mons, Belgium
  - University of Karlstad, Sweden
  - Brandenburg University of Technology Cottbus–Senftenberg, Germany
  - University of Catania, Italy
5. **Candidate** – an employee of one of the EUNICE partner universities applying for the right to participate in the Project and undertake an internship at PUT.
6. **Project Participant** – a Candidate qualified for the Project and fulfilling all formal and substantive requirements.
7. **Scholarship Agreement with the Participant** – an agreement between Poznan University of Technology and the Participant regulating the principles of implementing and financing the internship.
8. **Incoming Scholarship** – financial support granted to the Participant for the implementation of the internship at PUT.



9. **Application Form** – a form completed by the Candidate, forming the basis for the formal and substantive assessment by the Recruitment Committee. The Application Form constitutes Annex No. 1 to the Regulations.
10. **Recruitment Committee** – a team appointed by the Vice-Rector for International Relations of PUT to assess the application forms
11. **Evaluation Committee** – a team composed of the Vice-Rector for International Relations and the Head of the European University Office at PUT, evaluating the Participants' competences acquired as a result of the internship.
12. **Project Office** – European University Office, Piotrowo 5, 61-138 Poznań.
13. **Ranking List** – a list of Candidates ordered by the number of points obtained, divided into those qualified for participation, on the reserve list, and not qualified.
14. **Participant's Documentation** – a complete set of documents compliant with the requirements of the Project and the Grant Agreement, through which the Participants provide their personal data and confirm that they meet the formal eligibility criteria for participation in the Project. The personal data of the Participants and information confirming or conditioning their participation in the Project are collected using the following documents:
  - a. Declaration of Participation (Annex 4)
  - b. Participant's Personal Data Form (Annex 5)
  - c. Statement on Familiarization with Personal Data Processing Rules (Annex 6)
  - d. Consent for Personal Data and Image Processing (Annex 7)

## §2. Project Objectives and Scope of Support

1. The specific objectives of the support provided within the project are:
  - a. Ensuring freedom of movement for competence enhancement and development of cooperation.
  - b. Increasing academic exchange at the staff level.
  - c. Acquiring key competences and building international teams (creating a strong EUNICE European University).
  - d. Strengthening international visibility and positioning.
  - e. Participants will gain the following competences:
    - i. Expanding professional networks and establishing valuable professional relationships within the EUNICE Consortium.
    - ii. Developing adaptability, intercultural communication, and understanding diverse perspectives through working in an international environment at a partner university.
    - iii. Gaining additional language skills necessary for collaboration in an international setting.
  - f. Acquiring knowledge and skills necessary for working in international teams implementing specific tasks within the project.
  - g. Enhancing cooperation and accelerating the integration of new Partners.



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- h. Increasing the number of mobilities that raise staff competences by getting acquainted with software and tools used by Partners.
- i. Learning working techniques at partner universities through job shadowing.

### §3. Scope and Topics of Support Offered Under the Project

1. The project offers scholarship support – Incoming Scholarship – for Participants taking part in internships.
2. The internship will last 3 days and 2 travel days, focusing on working within teams implementing specific tasks under the EUNICE4U project.
3. Mobilities under this Project must be completed by March 31, 2026.

### §4. Target Group and Qualification Criteria

1. Project Participants may be employees of a EUNICE partner university who:
  - a. are interested in acquiring new competences,
  - b. demonstrate readiness to cooperate with foreign partner universities,
  - c. meet the formal requirements defined in the Project.
2. The qualification criteria are based on a point-based assessment of the information provided in the application form, according to the following breakdown:
  - a. Experience in at least two international educational and mobility-support projects within EUNICE over the past three years (including substantive and administrative tasks, e.g. NAWA, Erasmus+, EC, EUNICE4U): YES – 5 pts | NO – 0 pts
  - b. Participation in at least two conferences, seminars, workshops, or courses within the EUNICE European University over the past three years: YES – 5 pts | NO – 0 pts
  - c. Strategy for using the acquired competences in relation to EUNICE European University activities (description of planned use after internship): YES – up to 5 pts | NO – 0 pts
  - d. Additional qualification criteria for EUNICE Consortium staff:
    - The Candidate is actively involved in activities for the EUNICE European University (verified by the European University Office): YES – up to 5 pts | NO – 0 pts
    - The Candidate is an administrative employee: YES – 5 pts | NO – 0 pts
    - The Candidate has an official invitation from a PUT staff member to carry out the internship, indicating the scope of cooperation (detailed day-by-day internship plan): YES – 5 pts | NO – 0 pts
  - e. The Candidate has submitted a daily plan of stay: YES – 5 pts | NO – 0 pts



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f. The PUT employee declares readiness to host an intern from a EUNICE European University (confirmed by the unit supervisor): YES – 5 pts | NO – 0 pts

3. Number of places:
  - a. nine incoming internships are planned at nine partner universities. The number of available places and allocated support may be increased within the available task budget.
  - b. In the case of an equal number of points, the order of application decides. In such case, the date and time of submission of the complete application will be decisive.
4. Candidate Evaluation Rules:
  - a. The qualification process is competitive, based on the formal and substantive assessment of the application form. Candidates will be evaluated based on the number of points awarded according to the criteria in §4(2).
  - b. At least 9 candidates with the highest scores will be selected.
  - c. If more than 3 candidates apply to the same university, the top 3 scorers will be qualified. The remaining candidates will be placed on a reserve list and may be offered a place if fewer applications are received for other universities.
  - d. If more than 3 candidates apply to the same university and have the same score, the selection will be based on the date and time of submission of the complete application.
  - e. If not all places are filled after the recruitment process, the remaining spots will be carried over to the next recruitment round.
5. Mobility may last up to 5 days (including travel time). The substantive part must last 3 days, and travel time must not exceed 2 days total (there and back).
6. Each Participant may apply for only one internship per call and may participate in only one mobility under the Project.
7. The recruitment process is conducted with respect for equal opportunities and non-discrimination, including accessibility for people with specific needs, and gender equality principles preventing all forms of discrimination.
8. Participants with special needs may indicate them in the application form.
9. Based on the reported needs, the Candidates may be provided with support in terms of transport, assistance, facilities, architectural accessibility, and specialist equipment (e.g. for the visually impaired).
10. All recruitment-related information, deadlines, and rules will be published on the Project website <https://werse.put.poznan.pl> in both Polish and English.

## §5. Participant Qualification Process

1. The recruitment of Participants is conducted centrally by the Project Office. Communication between Candidates and the Project Office is carried out entirely via email: [eunice.admissions@put.poznan.pl](mailto:eunice.admissions@put.poznan.pl)
2. The Project Office will announce the first recruitment call no later than 15.07.2025



3. Candidates applying for the Project must complete and submit the Application Form (Annex No. 1 to the Regulations) with annexes within the recruitment period announced by the Project Office. The form must be completed in English.
4. Applications (application forms) are subject to both formal and substantive evaluation.
5. Formal evaluation is conducted by the Recruitment Process Coordinator and includes:
  - a. completeness of documentation,
  - b. timely submission of the application form.
6. The substantive evaluation of the applications (application forms) is carried out by the Recruitment Committee.
7. The Recruitment Committee compiles a ranking list, and the Project Office informs Candidates about the results of the recruitment for the internship under the Project, the further formal requirements, and the deadlines for their completion.
8. Obtaining the status of Participant requires the timely fulfillment of all formal requirements indicated in the notice provided by the Project Office.
9. Failure to meet formal requirements or deadlines will result in the Candidate being removed from the ranking list. The vacated place may be offered to the next Candidate on the reserve list, following the decision of the Recruitment Committee.
10. The Project Office will announce the closure of the recruitment process on the Project website.
11. Right to appeal: Candidates have the right to submit an appeal to the Vice-Rector for International Relations of PoznanUniversity of Technology within 7 days of receiving the recruitment results. The appeal must be sent to the Project Office and will be reviewed by the Vice-Rector within 14 days from the date of submission. The decision of the Vice-Rector is final.

## **§6. Rules for Granting Support**

1. Support under the Project is granted on the condition that:
  - a. an Agreement with the Participant is signed, and
  - b. the Participant's documentation is completed in the NAWA electronic system immediately after the start of the internship.
2. The support is provided in the form of an incoming scholarship, in the amount specified in the Agreement with the Participant.
3. The incoming scholarship covers:
  - a. a daily-rate scholarship for the Participant (according to Annex No. 8 of the Regulations),
  - b. Travel costs, health insurance, civil liability insurance (OC), and accident insurance (NNW) (as per Annex No. 9),
  - c. living and accommodation costs based on daily flat rates (Annex No.10)
4. The Participant is obliged to:
  - a. carry out the internship (3 days) and allow for a maximum of 2 travel days (total),



- b. take part in the ex-ante and ex-post tests,
  - c. send via email or submit in original form (within 14 days after completing the internship) to the Project Office a substantive report from the internship (template provided in Annex No. 2 to the Regulations).
5. Failure to submit the above documents or complete the tests may result in the termination of the Agreement by PUT and a request for reimbursement of the received funds.
6. Project Participants are subject to a monitoring process aimed at evaluating the effectiveness of the actions taken within the Project and are required to participate in surveys conducted under the Project.

## §7. Evaluation of Acquired Competences

1. Competences acquired by Participants as a result of the internship will be evaluated by the Evaluation Committee according to a predefined set of expected learning outcomes, divided into categories:
  - a. **Knowledge:**
    - i. The Participant has gained in-depth knowledge of good practices related to their professional field.
  - b. **Skills:**
    - i. The participant is able to communicate effectively in international expert teams.
  - c. **Social competences/attitudes:**
    - i. The Participant has developed the ability to work in an international and intercultural team.
    - ii. The Participant has improved their ability to establish social connections with staff and students of foreign universities.
    - iii. The Participant has developed adaptive and language competences.
2. The evaluation of acquired competences will be based on:
  - a. Ex-ante and ex-post test analyses.
  - b. Internship substantive reports (including a description of acquired competencies).
3. Criteria for assessing learning outcomes after the internship:
  - a. Increase in the number of points based on responses in the ex-post survey compared to the ex-ante survey.
  - b. Analysis of acquired competencies based on the participant's report.

## §8. Personal Data and Final Provisions



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1. The administrator of the personal data of Candidates, solely for the purpose of conducting recruitment for the Project, is Poznan University of Technology, Pl. Marii Skłodowskiej-Curie 5, email: [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 Poznan University of Technology pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR) is available at: <https://put.poznan.pl/ochrona-danych-osobowych>
3. After being qualified for participation in the Project, the Participant is required to provide their personal data using the appropriate form and to review the privacy notices regarding data processing for the Project, included as Annexes 4, 5, and 6 to these Regulations. Providing the data is voluntary but necessary for Project implementation. Failure to provide data will result in ineligibility for support.

## §9. Final Provisions

1. These Regulations enter into force on the date of their announcement and remain valid until the completion of the Project.
2. Poznan University of Technology reserves the right to make changes to the Regulations depending on the conditions of Project implementation.
3. By joining the Project, the Participant declares that they have read and agree to comply with the provisions of these Regulations.
4. Annexes to the Regulations (integral parts):
5. Annex nr 1: Application Form
6. Annex nr 2: Internship Approval
7. Annex nr 3: Internship Report
8. Annex nr 4: Declaration of Participation in the Project
9. Annex nr 5: Participant's Personal Data Form
10. Annex nr 6: Statement on Familiarization with Personal Data Processing Rules
11. Annex nr 7: Consent for Personal Data and Image Processing
12. Annex nr 8: Table of Daily Scholarship Rates
13. Annex nr 9: Table of Travel Costs, Health, Civil Liability (OC), and Accident (NNW) Insurance
14. Annex nr 10: Table of Daily Rates for Living and Accommodation Costs
15. Annex nr 11: Agreement with the Project Participant



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**COST CALCULATION FORM FOR PARTICIPANT**  
(Grant agreement no. PI/WUE/2024/1/00016/U/00001)

Name of participant: .....

Place of the exchange: Poznań (Poland)

Short form of training:

**1. Calculation of costs associated with participation in a short-term academic exchange at the programme's flat rates:**

A) Scholarship

1. Number of days of event (3 days) + 2 days of travel = **5 days** of short-term academic exchange
2. Category of eligible persons: **Staff**
3. Daily rate in PLN:

Scholarship amount: (3 event days + 2 travel days) x PLN =

B) Travel costs, health insurance, third-party liability insurance, accident insurance, visa or residence legalisation fees

Country group	State	Rate in PLN
2	Austria, Bosnia and Herzegovina, Croatia, Czech Republic, Denmark, Estonia, Finland, Latvia, Moldova, Germany, Romania, Serbia, Slovakia, Slovenia, Sweden, Ukraine, Hungary	1500
3	Albania, Andorra, Belgium, Bulgaria, Montenegro, France, Greece, Netherlands, Ireland, Kosovo, Liechtenstein, Luxembourg, North Macedonia, Malta, Monaco, Norway, Russia, San Marino, Switzerland, Tunisia, Turkey, Vatican City, United Kingdom, Italy	2000
4	Algeria, Saudi Arabia, Armenia, Azerbaijan, Bahrain, Cyprus, Egypt, Georgia, Spain, Iraq, Iran, Iceland, Israel, Jordan, Qatar, Kazakhstan, Kuwait, Lebanon, Libya, Morocco, Palestine, Portugal, Syria, Tajikistan, Turkmenistan, Uzbekistan	3 000

C) Cost of living and accommodation

Lp.	GROUP OF COUNTRIES	COUNTRIES	DAILY RATE IN PLN
I	Countries with a lower cost of living and accommodation	Bosnia and Herzegovina, Brazil, Bulgaria, Egypt, Georgia, India, Lithuania, Latvia, Morocco, Moldova, <b>Poland</b> , Romania, Turkey, Ukraine, Vietnam and other countries around the world	300

Number of days of event (3 days) + 2 days of travel = **5 days** of short-term academic exchange

Total costs: 5 days x PLN = **PLN**

**2. Conference fees, cost of training, course, workshop or seminars charged at actual cost: not applicable**

**3. Maximum amount of the Participant's participation costs in the PROM Project ( 1A) + 1B) + 1C) + 2 ): PLN .....**

.....  
Marta Malepszak  
(date and signature of Project Manager)



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## ***CERTIFICATE***

**Mrs/Mr**

*First name and surname*

**participated in**

*itle of the event*

**during (from ..... to .....) in ..... (venue of the event)**

.....  
date and signature of the organiser



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### **Event Schedule/Event Programme:**

Annex 4 - Trip Financial Settlement Form

## **FINANCIAL SETTLEMENT OF THE TRIP**

### **I. BACKGROUND INFORMATION**

1.	Name and surname name of the project participant:	
2.	Project title:	WERSE - "Cooperation and education within the EUNICE alliance"
3.	Contract number :	BPI/WUE/2024/1/00016/U/0001
4.	Date of arrival:	.....
5.	Return date:	.....
6.	Host institute city:	Poznan University of Technology
7.	Purpose of the trip:	Internship for employees of EUNICE partner universities

### **II. STIPENDIUM**

Lp.	Category of eligible persons	Daily rate in PLN	Number of days*	Amount [PLN]
1.	Employee		5	

\*The number of days of stay includes days for travel

### **II. TRAVEL, HEALTH, ACCIDENT, INSURANCE, VISA OR RESIDENCE LEGALISATION FEES**

Lp.	State	Amount [PLN]
1.		

### **III. SUBSISTENCE AND ACCOMMODATION COSTS**

Lp.	Number of days*	Country	Daily rate [PLN]	Amount [PLN]
1.	5	Poland		

\*The number of days of stay includes days for travel

### **IV. SETTLEMENT**

<b>1. the amount paid to the project participant before the start of the exchange</b>		
<b>2. costs payable, of which: [a+b+c].</b>		
a.	Scholarship	
b.	Costs of travel, health insurance, accident insurance, visa fees or fees related to legalization of stay	
c.	Cost of living and accommodation	
c.	Conference fees. training, courses, workshops paid by the participant	- zł
<b>3. Amount to be refunded/paid [1-2].</b>		- zł

<b>4 Conference fees. training, courses, workshops remaining to be paid</b>	- zł
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<b>I request reimbursement of / I undertake to reimburse* the amount of resulting from the settlement of my departure.</b>	- zł
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\* delete as appropriate

.....

Date and signature of participant

.....

Date and signature of the person accepting the settlement