RULES FOR RECRUITMENT AND PARTICIPATION IN A PROJECT IMPLEMENTED BY THE POZNAŃ UNIVERSITY OF TECHNOLOGY UNDER THE WERSE PROGRAM— SHORT-TERM ACADEMIC EXCHANGE, CO-FINANCED BY FERS FUNDS

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

Project: Short-term staff mobility from the University of Mons, Belgium, to Poznań University of Technology, Poznań, Poland

§1. Definitions

1. **Project –** the project titled "Cooperation and Education within the EUNICE Alliance" implemented by Poznań University of Technology (PP) on behalf of all EUNICE partner universities, hereinafter referred to in this application as Partners, under the National Agency for Academic Exchange program: Support for European Universities. Grant Agreement Number: BPI/WUE/2024/1/00016/U/0001
2. **Grant Agreement**—an agreement between Poznań University of Technology and the National Agency for Academic Exchange (NAWA), headquartered in Warsaw, the subject of which is the implementation of the Project.
3. **Short-Term Academic Exchange (STAE)**—the visit of a staff member from a foreign university to Poznań University of Technology, lasting a maximum of 7 days (including travel time), carried out as part of the Project**.**
4. **Foreign university** – the University of Mons, from which the staff member will carry out the Short-Term Academic Exchange (KWA) as part of the Project.
5. **Candidate** – a staff member of the University of Mons applying for the right to participate in the Project and carry out the KWA.
6. **Project Participant** – a Candidate who has been selected for the Project and meets all formal and substantive requirements.
7. **Admissions Committee** – a team responsible for the substantive evaluation of Candidates' application forms, composed of the Vice Rector for International Cooperation and two members appointed by him or her.
8. **Evaluation Committee** – a team responsible for the substantive evaluation of Project Participants in terms of the competencies acquired as a result of the KWA, consisting of the head of the Interdisciplinary Center for Artificial Intelligence and Cybersecurity, Dr. Michał Weissenberg, and Dr. Maciej Sobieraj.
9. **Agreement with the Participant** – an agreement concluded between Poznań University of Technology and the Participant governing the rules for the implementation and funding of the KWA.
10. **Travel Grant** – funds awarded to a Participant for the implementation of the KWA as part of the Project.
11. **Project Office** – European University Department, 5 Piotrowo St., 61-138 Poznań.

12. **Application Form** – an electronic form completed by the Candidate, serving as the basis for the substantive evaluation conducted by the Admissions Committee. The Application Form constitutes Appendix No. 1 to these Regulations.
13. **Substantive Report on the KWA** – a form that the Project Participant completes no later than 14 days after the end of the KWA, enabling the evaluation of individual mobility goals. The template constitutes Appendix No. 2 to the Regulations.
14. **Ex-ante Questionnaire** – a form that the Project Participant completes before the start of the KWA, enabling the Evaluation Committee to subsequently assess the acquisition of competencies.
15. **Ex-post Questionnaire** – a form that the Project Participant completes after the completion of the KWA, enabling an assessment of the acquisition of the competencies listed in §7(1) of these Regulations.
16. **Ranking List** – a list of Candidates ranked by the number of points 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 compliant with the requirements of the Project and the Grant Agreement, through which the Project Participant provides their personal data and confirms that they meet the formal eligibility criteria for 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 Personal Data Form (Appendix 4 to the Regulations),
    c. Project Participant's Statement Confirming Familiarity with the Rules for Processing Personal Data (Appendix 5 to the Regulations),
    d. Project Participant's Consent to the Processing of Personal Data and Image (Appendix 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:
    a. To promote the internationalization of Poznań University of Technology by offering support in the form of KWA,
    b. The acquisition of the following competencies by project participants:
        i. The use of teaching techniques and the broadening of scientific horizons through access to new laboratories, technologies, and research resources at a foreign university.
        ii. Establishing or expanding networks and valuable professional relationships, relevant to future projects and publications, as a result of collaboration with faculty and researchers from a foreign university.
        iii. Acquiring adaptability 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 teaching international student groups.

c. Enabling project participants to gain the knowledge and skills necessary to improve the quality of education, as well as to establish contacts and lay the groundwork for long-term collaboration in shared areas of interest between teaching and research groups from the foreign university and Poznań University of Technology.

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

1. As part of the project, scholarship support—a visiting scholarship—is offered to Project Participants taking part in the KWA.
2. The KWA will last a maximum of 7 days (5 days at Poznań University of Technology and a maximum of 2 days of travel) and will involve teaching classes.
3. Mobility activities carried out as part of this Project must be completed by September 30, 2026.

§4. Target Group and Eligibility Criteria for Project Participants

1. Project participants may be employees of the University of Mons who:
    a. Are interested in developing their teaching and research careers and acquiring new competencies.
    b. Demonstrate a willingness to collaborate with foreign research institutions.
    c. Meet the formal requirements specified within the Project, as described in the Call for Proposals for Participation in the European Universities Support Program, WERSE Project.
2. Eligibility criteria are based on a point-based evaluation of the information provided in the application form, according to the following breakdown:
    a. Developing teaching techniques and broadening academic horizons through access to new laboratories, technologies, and teaching and research resources at foreign universities—max 10 points.
    b. Developing a network of contacts and establishing valuable professional relationships relevant to future projects, publications, and new forms of education as a result of collaboration with researchers from foreign universities—max 10 points.
    c. 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.
    d. Acquiring additional language skills necessary for collaboration in an international environment at a foreign university—max 10 points.
    e. Previous involvement in activities supporting the EUNICE European University—yes—20 points, no—0 points.
3. The selection process for Project Participants is conducted on a competitive basis, based on a substantive evaluation of the application.

4. As part of the Project, no more than 2 KWA will be carried out involving visits by staff from the University of Mons to Poznań University of Technology.
5. The Project participant must be employed at the University of Mons in a research or research-and-teaching position at the time of submitting the Application Form, throughout the entire duration of the KWA, and until the KWA settlement process is completed in accordance with the agreement with the Project participant.
6. Mobility may last a maximum of 7 days (including travel time). The round-trip travel time included in the KWA may not exceed 2 days (total for both the outbound and return trips).
7. A participant may apply for only one KWA at a time within a single call for applications and may participate in only one KWA within the Project.
8. Recruitment is conducted in accordance with the principles of equal opportunity and non-discrimination, including accessibility for people with special needs, and takes into account the principles of equal opportunity 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 needs reported, candidates may be provided with support regarding transportation, assistance, appropriate facilities, architectural accessibility, and specialized equipment, e.g., for blind individuals.
11. All information regarding the call for applications, deadlines, and recruitment rules for the Project will be posted on the Project's website at www.werse.put.poznan.pl.

§5. Qualification of Project Participants

1. Recruitment of Project Participants is conducted centrally by the Project Office. All communication between Applicants and the Project Office takes place exclusively via email.
2. The Project Office will announce the first recruitment round no later than January 31, 2026.
3. Candidates applying for the Project must complete and submit the Application Form (Appendix 1a to the Regulations) by the application deadline announced by the Project Office. The form may be completed in Polish or English.
4. Applications (application forms) are subject to a formal review and a substantive review.
5. The formal evaluation is conducted by the Recruitment Process Coordinator. The formal evaluation includes:
    a. the completeness of the documentation,
    b. timely submission of the application form,
    c. the status of the candidates.
6. If a formal criterion is not met, the application will not be subject to a substantive evaluation.
7. The Recruitment Committee conducts the substantive evaluation of applications (application forms).

8. The Admissions Committee compiles a ranking list, and the Project Office informs applicants of the results of the KWA admissions process under the Project, as well as of further formal requirements and the deadlines for fulfilling them.
9. A prerequisite for obtaining Participant status is the timely fulfillment of all formal requirements outlined in the notification provided by the Project Office. If a candidate fails to meet the formal requirements or misses the deadline, they are removed from the ranking list. The vacated spot on the ranking list may be offered to a candidate from the reserve list, following a decision by the Admissions Committee.
10. The Project Office will announce the closure of the recruitment process on the Project's website.
11. The Candidate has the right to appeal the Recruitment Committee's decision to the Vice Rector for Academic Affairs within 7 days of receiving notification of the recruitment results for the KWA under the Project. The appeal must be submitted to the Project Office and will be reviewed by the Vice Rector for Research within 14 days of the date of submission. The decision of the Vice Rector for Research is final.

§6. Rules for Providing Support Under the Project

1. A prerequisite for receiving support under the Project is the signing of an Agreement with the Project Participant and the submission of a complete set of the Project Participant's Documentation to the Project Office prior to 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 covers:
    a. a stipend for the Project Participant based on the daily rates specified in Appendix 7 to the regulations,
    b. the Project Participant's travel expenses, health insurance, liability insurance, accident insurance, visa fees, or costs related to legalizing their stay, based on the flat rates specified in Appendix 8 to the regulations,
    c. the participant's living and lodging expenses, based on the daily flat rates specified in Appendix 9 to the regulations.
4. The participant is required to:
    a. complete the KWA program in its entirety,
    b. complete the ex-ante survey (before the start of the KWA),
    c. complete the ex-post survey (within 14 days after the KWA ends),
    d. submit the following documents to the Project Office within 10 days of the KWA's completion:
        i. the original confirmation from a foreign university verifying completion of the KWA; a template for the document confirming completion of the KWA will be attached to the Agreement with the Participant,
        ii. the original substantive report on the KWA.
5. Failure to submit the above-mentioned documents by the deadline and failure to complete the questionnaire indicated above may result in the University terminating

the Agreement with the Participant and issuing a demand to the Participant for the return of the funds received.

6. Project Participants are subject to a monitoring process aimed at evaluating the effectiveness of activities undertaken 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 the Support

1. The competencies acquired by Project Participants as a result of the KWA will be assessed by an evaluation committee in accordance with established standards of requirements expressed as expected learning outcomes, divided into three categories:
    a. **Knowledge**: The participant has gained in-depth knowledge of the latest teaching techniques and methodologies used in international research centers.
    b. **Skills**: The participant has developed skills in using modern teaching technologies, as well as adaptability, linguistic abilities, and the ability to work in an international research team.
    c. **Social Competencies/Attitudes**: The participant has developed adaptability, language skills, and the ability to work in an international teaching and research team.
2. The assessment of the acquired competencies will be conducted by an evaluation committee based on:
    a. An analysis of ex-ante and ex-post surveys.
    b. A report on the implementation of the KWA (including a description of the competencies acquired)
3. Criteria for assessing learning outcomes upon completion of the KWA:
    a. The increase in the number of points for responses provided in the ex-post survey compared to the ex-ante survey.
    b. Acquisition of the competencies described in the KWA implementation report

§8. Processing of Personal Data

1. The controller of the personal data of Applicants, solely for the purposes of recruitment for the Project, is Poznań University of Technology, located at ul. Jacka Rychlewskiego 1, 61-131 Poznań, email: biuro.rektora@put.poznan.pl, phone: +48 61 665 36 39.

2. Information regarding the processing of personal data by Poznań University of Technology pursuant to the provisions of Regulation (EU) (EU) 2016/679 of April 27, 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 referred to as the "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

reviewing the information notices regarding the processing of personal data for the purposes of the Project, which constitute Appendices 4, 5, and 6 to the Regulations. Providing this information is voluntary but necessary for the implementation of the Project. Refusal to provide it will result in the inability to receive support.

§9. Final Provisions

1. These Regulations enter into force on the date of their announcement and remain in effect until the completion of the Project.
2. Poznań University of Technology reserves the right to amend these Regulations depending on the conditions of the Project's implementation.
3. By joining the Project, the Participant declares that they have read and agree to comply with the provisions of these Rules and Regulations.
4. The appendices to these Rules and Regulations constitute an integral part thereof.
5. Appendices to the Rules and Regulations:
    a. Appendix No. 1: Application Form
    b. Appendix No. 2: Substantive Report on the KWA
    c. Appendix No. 3: Declaration of Participation in the Project
    d. Appendix No. 4: Personal Information Form for Project Participants
    e. Appendix No. 5: Statement by the Project Participant Confirming Familiarity with the Rules for the Processing of Personal Data
    f. Appendix No. 6: Project Participant's Consent to the Processing of Personal Data and Image
    g. Appendix 7: Schedule of Daily Stipend Rates for Project Participants
    h. Appendix No. 8: Schedule of flat-rate amounts for the Participant's travel expenses, health insurance, liability insurance, accident insurance, visa fees, or fees related to legalizing their stay
    i. Appendix No. 9: Schedule of Daily Lump-Sum Rates for Participants' Living Expenses and Accommodation