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

Grant agreement number: BPI/WUE/2025/1/00026/U/00001

Task: Research and administrative internships

§1. Definitions

1. **Project –** the project entitled *"Cooperation and research within the EUNICE* European University" implemented by Poznań University of Technology (PP) for the benefit of all EUNICE partner universities, hereinafter referred to in the application as **Partners**, under the National Agency for Academic Exchange programme: *Support for European Universities.* Grant agreement number: BPI/WUE/2025/1/00026/U/00001
2. **Grant agreement** – an agreement between Poznań 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. **Internship for EUNICE Consortium staff** – 3 days of internship and 2 days of travel for teams carrying out specific tasks within the EUNICE4U project. A total of 18 incoming internships for Partners' staff at PP are planned.
4. **Partners –** Universities and organisations forming part of the EUNICE Consortium, namely
   - 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
   - EUNICE AISBL
5. **Candidate** – an employee of a partner institution applying for the right to participate in the Project and undertake an internship.
6. **Project Participant –** a candidate who has been selected for the Project and meets all formal and substantive requirements.
7. **Scholarship 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 internship.

8. Arrival grant – funds awarded to the Participant to cover the costs of their placement at Poznań University of Technology as part of the Project.
9. Application form – a form completed by the Candidate, which forms the basis for the formal and substantive assessment carried out by the Admissions Committee.
10. Selection Committee – a panel responsible for the substantive assessment of Candidates' application forms, appointed by the Vice-Rector for International Cooperation at Poznań University of Technology.
11. Evaluation Committee – a team assessing the Project Participants in terms of the competences acquired as a result of the internship, comprising the Vice-Rector for International Cooperation at Poznań University of Technology and the Head of the European University Department.
12. Project Office – European University Department, ul. Piotrowo 5, 61-138 Poznań.
13. Ranking list – a list of candidates ranked by the number of points scored, dividing them into those qualified to participate in the Project, those on the reserve list, and those not qualified.
14. Project Participant's documentation – a set of documents in accordance with the requirements of the Project and the Grant Agreement, under 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 determining their participation in the Project are collected using the following documents:
    a. Declaration of participation in the Project (Annex 2 to the Regulations),
    b. Personal data form for Project Participants (Appendix 3
    c. to the Regulations),
    d. Statement by the Project Participant confirming that they have read and understood the rules on the processing of personal data (Appendix 4 to the Regulations),
    e. Consent of the Project Participant to the processing of personal data and image (Appendix 5 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 internationalisation of Poznań University of Technology by offering staff support in the form of internships,
    b. Ensuring freedom of movement to enhance skills and develop cooperation,
    c. Increasing academic exchange at staff level,
    d. Acquiring key competences and building international teams (creating a strong European University EUNICE),
    e. Strengthening the institution's position and visibility on the international stage,
    f. Acquisition of the following skills by Project Participants:

i. Expanding networks and establishing valuable professional relationships relevant to the EUNICE Consortium,
ii. Enhancing competencies and acquiring new knowledge and skills within the scope of professional duties, appropriate to the position held,
iii. Acquiring adaptability skills, developing intercultural communication and understanding diverse perspectives as a result of working in an international environment at a partner university,
iv. Acquiring additional language skills necessary for collaboration in an international environment at a partner university,

g. Enabling Project Participants to acquire the knowledge and skills necessary to work in international teams,
h. Strengthening cooperation and accelerating the adaptation of new Partners,
i. Increasing the number of mobility placements, which will enhance staff competencies by familiarising them with the software and tools used by Partners,
j. Gaining an understanding of working practices at partner universities through job shadowing.

§3. Scope and subject matter of the support offered under the project

1. The project offers a travel grant – a travel grant – to project participants taking part in internships.

2. The internship will last 3 days plus a maximum of 2 days' travel and will focus on developing skills through mobility at Poznań University of Technology.

3. Mobility activities carried out under this Project must be completed by 31 January 2027.

§4. Target group and eligibility criteria for Project Participants

1. Project participants may be staff members of partner institutions who:
   a. are interested in acquiring new skills,
   b. demonstrate a willingness to cooperate with Poznań University of Technology,
   c. meet the formal requirements specified within the Project.
2. The eligibility criteria are based on a points-based assessment of the information provided in the application form, as follows:
   a. Experience in implementing international educational or mobility-supporting projects. This applies to substantive or administrative activities (last 3 years):
      i. participation in at least two projects implemented under (e.g. NAWA, Erasmus+, EC, EUNICE4U) – 10 points.
      ii. participation in at least two other projects – 5 points
      iii. failure to meet the above conditions – 0 points.
   b. Involvement in the internationalisation of the home institution (last 3 years)
      i. documented participation in at least two activities related to the internationalisation of the home institution (e.g. participation in

international projects (, handling incoming or outgoing mobility, organising international events, cooperation with foreign partners, conducting classes or training in a foreign language) – 5 points.

ii. documented participation in one activity related to the internationalisation of the university – 2 points.

iii. no documented involvement – 0 points.

c. Participation in EUNICE European University activities (last 3 years) based on attendance lists, certificates or other evidence:
   i. participation in at least two EUNICE events (e.g. conferences, workshops, working meetings, courses) – 5 points.
   ii. failure to meet the requirement – 0 points.

d. Link between the planned internship and the activities of the EUNICE European University
   i. the plan refers to at least one specific EUNICE activity, project or area – 5 points
   ii. no reference – 0 points

e. Willingness to accept a staff member from Poznań University of Technology within the framework of EUNICE
   i. Yes – 5 points
   ii. No – 0 points.

3. The Committee reserves the right to verify the information provided and to request the candidate to submit relevant documents confirming the indicated experience and activities. If such confirmation cannot be provided, the achievement in question may not be included in the scoring.
4. Number of places:
   a. The recruitment process plans to facilitate 18 visits to Poznań University of Technology. The number of available places and the amount of support awarded may be increased within the limits of the project's budget.
5. Rules for assessing candidates:
   a. The selection process for Project Participants takes place on a competitive basis, based on a formal and substantive assessment of the application form. Candidates will be assessed on the basis of a points system, awarded according to the criteria described in paragraph 4(2).
   b. Eighteen people with the highest number of points obtained in the application assessment process will be selected.
   c. The remaining applicants will be placed on a reserve list and may be selected in the event of a withdrawal by a selected participant.
   d. In the event that more than one person obtains the same number of points, the order on the ranking list will be determined by the date and time of submission of the complete application.
6. The Commission reserves the right not to award all places if the standard of the applications submitted does not meet the quality requirements. The mobility period

may last a maximum of 5 days (including travel time). The substantive part of the mobility should last 3 days, whilst the return journey included in the stay plan must not exceed 2 days (in total for the outward and return journeys).

7. Each participant may apply for only one placement within a single call for applications and may participate in only one mobility activity under the Project.
8. Recruitment is conducted in accordance with the principles of equal opportunities and non-discrimination, including accessibility for people with special needs, and takes 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 on the application form.
10. Based on the needs indicated, candidates may be provided with support regarding transport, assistance, suitable facilities, architectural accessibility and specialist equipment, e.g. for blind people.
11. All information regarding the call for applications, deadlines and recruitment rules for the Project will be posted on the Project website and in English.

§5. Selection of Project Participants

1. Recruitment of Project Participants is conducted centrally at the Project Office. All communication between Candidates and the Project Office takes place via email: due@put.poznan.pl .
2. Candidates applying for the Project must complete and submit the Application Form with attachments by 10 May 2026.
3. Applications (application forms) are subject to a formal assessment and a substantive assessment.
4. The formal assessment is carried out by the Recruitment Process Supervisor. The formal assessment covers:
    a. completeness of documentation,
    b. timeliness of the application form submission.
5. The substantive assessment of applications (application forms) is carried out by the Recruitment Committee.
6. The Recruitment Committee draws up a ranking list, and the Project Office informs the Candidates of the results of the recruitment process for the Project internship, as well as of the further formal requirements arising from the award of the scholarship and the deadlines for their fulfilment.
7. A condition for obtaining Participant status is the timely fulfilment of all formal requirements set out in the notification sent by the Project Office. In the event of failure to meet the formal requirements or the deadline, the candidate will be removed from the ranking list. The vacated place on the ranking list may be offered to the first candidate on the reserve list, following a decision by the Recruitment Committee.

8. The Project Office will announce the closure of the recruitment process on the Project website https://niwa.put.poznan.pl/
9. Within 7 days of the Candidate receiving notification of the results of the recruitment process for an internship under the Project, they have the right to lodge an appeal with the Vice-Rector for International Cooperation. The appeal should be sent to the Project Office and will be considered by the Vice-Rector for International Cooperation within 14 days of the date of submission. The decision of the Vice-Rector for International Cooperation is final.

§6. Rules for the provision of support under the project

1. Support is provided in the form of a travel grant, in the amount specified in the Agreement with the Project Participant.
2. A condition for receiving support under the project is the signing of the Agreement with the Project Participant and the completion of the Project Participant's Documentation in the NAWA electronic system.
3. The travel grant covers:
    a. a grant for the Project Participant at the daily rates specified in Annex 6 to the regulations,
    b. the Participant's travel costs, health insurance, third-party liability insurance and accident insurance, as specified in Annex 7 to the Regulations,
    c. the Participant's living and accommodation costs at the daily flat rates specified in Annex 8 to the Regulations.
4. The Participant is obliged to:
    a. complete the placement (3 days of placement and 2 days for travel),
    b. take the ex ante and ex post tests,
    c. submit the following documents to the Project Office within 14 days of the end of the placement:
        i. a correctly completed financial settlement form for the trip; the Financial Settlement Form for the trip shall constitute an annex to the Agreement,
        ii. the original confirmation from Poznań University of Technology that the internship has been completed; a template for the document confirming completion of the internship will be attached to the Agreement with the Participant,
        iii. a substantive report on the internship.
5. Failure to submit the above-mentioned documents by the deadline and failure to complete the ex ante and ex post tests referred to above may result in the University terminating the Agreement with the Participant and the University issuing a demand to the Participant for the return of the funds received.
6. Project Participants are subject to a monitoring process aimed at assessing the effectiveness of the activities undertaken within the Project and are required to participate in surveys organised as part of the Project.

§7. Assessment of competences acquired as a result of the support

1. The competences acquired by Project Participants as a result of the internship will be assessed by an evaluation committee in accordance with the established standard of requirements expressed in terms of expected learning outcomes, divided into the following categories:

a. Knowledge: The Participant:

i. The Participant has gained in-depth knowledge of good practices related to their field of work

b. Skills: The participant is able to:

i. The participant is able to communicate within international expert teams

c. Social competences/attitudes:

i. The participant has developed the ability to collaborate within an international and intercultural team,
ii. The participant has developed the ability to establish social contacts with staff or students at foreign universities
iii. The participant has developed adaptability and linguistic skills

2. The assessment of the competences acquired will be carried out by an evaluation committee on the basis of:
   a. An analysis of the ex ante and ex post tests.
   b. An internship report (including a description of the competences acquired)
3. Criteria for assessing learning outcomes after completion of the placement:
   a. Increase in the number of points for answers given in the ex-post questionnaire compared to the ex-ante questionnaire
   b. Analysis of acquired skills based on the participant's report

§8. Processing of personal data

1. The controller of candidates' personal data, solely for the purposes of recruitment to the Project, is Poznań University of Technology, with its registered office at ul. J. Rychlewskiego 1, email: biuro.rektora@put.poznan.pl, telephone: 61 665 36 39.
2. Information regarding the processing of personal data by Poznań University of Technology pursuant to the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council (EU) 2016/679 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 referred to as the 'GDPR') is available at: https://put.poznan.pl/ochrona-danych-osobowych.
3. Furthermore, upon qualifying to participate in the Project, the Participant will be required to provide their personal data using the personal data form and after having read the information clauses regarding the processing of personal data for the purposes

of the Project, which constitute Annexes 3, 4 and 5 to the Regulations. The provision of data is voluntary but necessary for the implementation of the Project. Refusal to provide such data will result in the inability to receive support.

§9. Final provisions

1. These Regulations shall enter into force on the date of their publication and shall remain in force 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 undertake to comply with the provisions of these Regulations.
4. The appendices to these Regulations form an integral part thereof.
    a. Appendices to the Regulations:
    b. Appendix 1: Internship Report
    c. Appendix 2: Declaration of participation in the Project
    d. Appendix 3: Personal data form for Project Participants
    e. Appendix 4: Declaration by the Project Participant regarding their understanding of the rules governing the processing of personal data
    f. Appendix 5: Consent of the Project Participant to the processing of personal data and image
    g. Appendix 6: Schedule of daily scholarship rates for Project Participants
    h. Appendix 7: Schedule of flat-rate travel expenses, health insurance, third-party liability insurance and accident insurance for the Participant
    i. Appendix 8: List of daily flat-rate accommodation costs for the Participant
    j. Annex 9: Agreement with the Project Participant