Annex to Order No. .....

of the Rector of the University of Silesia in Katowice dated ... 2025.

**REGULATIONS OF RECRUITMENT FOR AND PARTICIPATION IN**

**the PROM Short-Term Academic Exchange Project, funded by the Polish National Agency for Academic Exchange, implemented in accordance with Decision No. BPI/PRO/2024/1/00048/DEC/1.**

**§ 1**

**General Provisions**

1. These regulations (hereinafter referred to as the “Regulations”) define the rules for implementation of short-term academic exchange under the project entitled “PROM. Short-Term Academic Exchange”, hereinafter referred to as the Project, implemented under Decision No. BPI/PRO/2024/1/00048/DEC/1. The Regulations specify, in particular:

* the purpose of the support offered under the Project,
* the scope and subject matter of the support offered under the Project,
* the target groups and participant characteristics,
* the rules of recruitment and criteria for evaluating applications of Project participants,
* the principles for granting support,
* the standard of requirements describing the competencies acquired as a result of the granted support and criteria for assessing the learning outcomes after the end of support,
* the methods of verification of learning outcomes on the basis of the adopted criteria.

1. The unit responsible for implementation of the Project at the University of Silesia in Katowice is the International Cooperation Development Department.
2. The Vice-Rector for International Cooperation will appoint a Project Team which will include the Project Coordinator, evaluation specialists, recruitment specialists and the chief evaluation specialist.
3. The project is implemented from 1 October 2024 to 30 September 2025.

**§ 2**

**Purpose of Support**

1. **The purpose of the support offered under the project,** referred to in § 1, is to develop the internationalisation of the University of Silesia in Katowice by increasing opportunities for short-term scholarship exchange. Implementation of the project will contribute to an increase in the number of short-term mobilities carried out, which will thus allow to improve competencies among students, PhD students/candidates, academics and administration employees.
2. Under Annex No. 1 to the Handbook “Rules for Recruitment, Reporting and Data Collection of Participants in Projects Financed by the European Funds for Social Development”, competencies are defined as proven abilities to apply knowledge and personal, social and methodological skills in the context of professional or educational tasks and in the course of professional and individual development, which can be divided into three categories: knowledge, skills and social competencies.
   1. Knowledge is defined as the result of widespread acceptance of information in the learning process. Knowledge consists of facts, principles, theories and practices that are related to the professional field or learning.
   2. Skills are defined as the ability to use the knowledge and procedures necessary for performing a task and solving a problem.
   3. Social competencies are defined as attitudes that manifest the learner's ability to apply knowledge and skills autonomously and responsibly.

**§ 3**

**Scope and Subject Matter of the Support Offered under the Project**

1. The project allows short-term academic exchange, which is defined as international mobility lasting from 5 to 30 days.
2. The Project may include one of the following activities provided by the Polish National Agency for Academic Exchange:
   1. active participation in a conference/competition abroad (speech, including participation in a poster session),
   2. acquisition of materials for the PhD thesis, scientific article,
   3. participation in a summer school or winter school,
   4. performance of measurements using unique equipment, testing of research equipment, of unique artistic instrumentation,
   5. 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,
   6. library or archive searches,
   7. teaching of classes,
   8. participation in the preparation of an international grant application.
3. The possibilities of participating in selected activities related to implementation of a short-term international mobility depend on belonging to a target group and will be specified in the project call.

**§4**

**Participants in the Project**

1. The following may participate in a short-term academic exchange:
   1. Each student of the University of Silesia in Katowice,
   2. each PhD student/PhD candidate at the University of Silesia in Katowice,
   3. each administration employee of the University of Silesia in Katowice,
   4. each academic at the University of Silesia in Katowice.
2. Participants in the Project will be selected through competitions intended for the respective groups of addressees indicated in item 1 of this paragraph.
3. Under the Project, a given person may receive funding for only one short-term academic exchange.

**§ 5**

**Rules of Recruitment of Participants for the Project**

1. The Project Coordinator together with the assistant administrative coordinator who will cooperate with the recruitment and evaluation specialists, will be responsible for conducting the process of recruitment for the Project.
2. Participation in the Project is voluntary.
3. The principle of equal opportunities for women and men as well as non-discrimination (including the principle of accessibility for people with disabilities) will be observed throughout the recruitment process.
4. Persons with disabilities can submit an application form by email to the Project Office: drwm@us.edu.pl. If necessary, the nature and place of implementation of a given form of support will be adapted to their needs (e.g. ramps, elevator in the building, support by the Office for Persons with Disabilities, among others, by providing equipment, an assistant, a sign interpreter, etc.).
5. Recruitment of participants in the Project is carried out in the form of a competition for the respective groups of addressees.
6. All the candidates joining the Project recruitment process will be required to fill in and submit a proper **Application for Participation in a Short-Term Academic Exchange**, the template of which is attached, respectively, as: annexes No. 1, 2, 3 and 4 to these Regulations, which constitute the project recruitment documents.
7. The deadlines and place for submission of recruitment documents will be specified by the Project Coordinator and announced on the website of the University of Silesia in Katowice.
8. Recruitment documents that are incomplete, submitted after the deadline or sent in a form different than specified in item 7 will be rejected without the possibility of making additions or corrections.
9. Recruitment documents will be evaluated as follows:
   1. Formal criteria – meets/does not meet the conditions specified in section § 4(1). The persons who meet all the formal requirements will proceed to the second stage of evaluation, based on substantive criteria;
   2. Substantive criteria: evaluation of own competencies (high – 1 point, medium – 2 points. low – 3 points) and participation in international mobility in 2024 (no mobility – 3 points, 1-2 mobilities – 2 points, 3 and more mobilities – 1 point).
10. The applications will be evaluated by the Recruitment Committee which will include: The Project Coordinator and recruitment specialists, including representative(s) of the Student Service Centre, representative(s) of the Doctoral Schools, representative(s) of the HR Department. The final composition and number of members of the Committee will be determined by the Vice-Rector for International Cooperation, guided by the need to respect the principles of gender equality and non-discrimination.
11. On the basis of the substantive evaluation of applications for short-term academic exchange of the persons who have met the formal criteria and taking into account the amount of funds available in the project, the Recruitment Committee will prepare the ranking lists for each group of addressees.
12. If, as a result of recruitment, the number of applications does not exhaust the budget of the Project, it is allowed to launch further recruitment at a later date, no later than on 31 July 2025.
13. If, as a result of the recruitment process, the number of applications with a positive assessment from the Recruitment Committee exhausts the amount of funds allocated in the Project for funding short-term scholarship exchanges – the Committee may create a reserve list.
14. If more than one person obtains the same limit number of points on the ranking list, an additional criterion will be applied, i.e. assessment of the impact of the selected form of support on the project's goal of increasing the quality of education at the University of Silesia as an important component of internationalisation (high: 2 points, medium: 1 point, low: 0 points).
15. All the candidates will be notified of the decision on the results of the recruitment. A person not recruited to the Project will have the right to appeal to the Vice-Rector for International Cooperation within 5 working days of the date of announcement of the recruitment results. The Vice-Rector will consider the appeal within 5 working days of the date of submission, and will immediately notify the appellant of the decision made. The Vice-Rector's decision will be final.
16. The project team may grant additional funds to cover the actual costs of conference fees, trainings, courses, etc., depending on the availability of funds in the Project and taking into account the justification for such costs provided by the Participant. If such additional funds are awarded, the Participant will be required to settle the actual costs incurred and provide accounting evidence of the expenses incurred.

**§ 6**

**Rules of Participation in the Project**

1. Participation in the project should be associated with acquiring competencies in four stages:
   1. STAGE 1: selection by the Participants of the thematic scope of support (in the submitted **application for participation in a short-term academic exchange**, attached as annexes No. 1-4 to the Regulations), referred to in §5(6).
   2. STAGE 2: preparation by recruitment and evaluation specialists of the standard of requirements, i.e. learning outcomes that will be achieved by Participants as a result of the conducted activities, along with information on the criteria and methods of verification of these outcomes, within the framework of the prepared **form entitled: “Standard of requirements developed prior to the start of mobility”** attached as annex No. 5 to the Regulations).
   3. STAGE 3: conduct by evaluation specialists of verification of the improvement in competencies after the end of the support provided to a given person, based on the submitted **Post-Mobility Report** and the associated documents (annex No. 6) and filling in **the Form entitled: “Verification of learning outcomes after the end of mobility”,** attached as annex No. 7 to the regulations).
   4. STAGE 4: comparison of the results obtained at stage 3 with the adopted standard of requirements at stage 2 by having the evaluation specialists fill in the **form entitled: “Comparison of obtained results with adopted requirements”**, attached as annex No. 8.
2. The document confirming the acquisition of competencies will be a certificate issued by the University of Silesia in Katowice containing a description of the learning outcomes, the acquisition of which will be documented in accordance with § 2. **A certificate template is attached as annex 9.**
3. After being qualified for the Project, and before the start of support, each participant is required:
   1. to fill in and submit, to the International Cooperation Development Department, the documents containing the Project Participant's personal data and information confirming participation in the NAWA programme, in accordance with the document templates set forth in Annex No. 1 to the Manual of the Beneficiary of the Polish National Agency for Academic Exchange “Rules for Recruitment, Reporting and Data Collection of Participants in Projects Financed by the European Funds for Social Development”:
      1. a statement/declaration of the Project Participant confirming that they meet the conditions for participation in the Programme (annex No. 10),
      2. a statement by the Project Participant that they have become familiar with the rules of personal data processing (annex No. 11),
      3. Project Participant's consent to the processing of their personal data and image (annex No. 12),
      4. Project Participant's personal data form (annex No. 13).
      5. GDPR Information Clause for participants in projects funded by the Polish National Agency for Academic Exchange (annex No. 15).
   2. to open an account in the ICT system of the Polish National Agency for Academic Exchange and fill in the participant form – based on the link obtained from the Project Team, and then, no later than 7 days after the announcement of the ranking lists and the reserve list – submit by email the form generated in this system in .pdf format – to the International Cooperation Development Department – to: drwm@us.edu.pl. Failure to submit the completed form within the aforementioned deadline will be tantamount to resignation from participation in the Project.
   3. to sign **the Standard of Requirements developed before the start of mobility**, attached as annex No. 5.
4. In the event of resignation from participation in the Project of persons who are on the ranking list, their places will be filled by the respective persons from the reserve list (starting from the top).
5. The condition for settlement of the participation in the selected form of support is provision, within 14 days of the end of participation in a short-term academic exchange, of the following to the International Cooperation Development Department:
   1. a report on the exchange, together with any annexes, based on the template contained in annex No. 6 to the Regulations,
   2. submission of the required documents associated with settlement of the foreign exchange in accordance with *the Regulations for Sending Employees, PhD Candidates and Students of the University of Silesia in Katowice Abroad for Research, Teaching and Training Purposes and Receiving Visitors from Abroad* introduced as an annex to Order No. 117 of the Rector of the University of Silesia in Katowice dated 29 July 2020 (as amended),
   3. participation in the process of verification of acquisition of the competence described in § 6(1).
6. Each person who takes part in a short-term mobility should fill in the evaluation questionnaire prepared by the Polish National Agency for Academic Exchange. Survey forms will be provided by the Project Coordinator, after accounting for participation in the selected form of support.
7. Evaluation specialists must not be directly involved in the learning process associated with the activity of any Project Participant.
8. If the evaluation specialists deem it necessary to conduct additional verification of a given Project Participant, that Participant may be invited to participate in an interview. The Participant will be informed of the date of the interview via email, to the address indicated in the application form. The interview may be conducted on site or by videoconference.

**§ 7**

**Rules of Monitoring Project Participants**

1. Project Participants are subject to a monitoring and inspection process aimed at assessing the effectiveness of the activities undertaken under the Project.
2. Project Participants undertake to provide the University and the institutions monitoring EU-funded projects with all the necessary information and explanations and to provide the documents related to execution of this Project.

**§ 8**

**Personal Data Processing**

1. The personal data controller is the University of Silesia in Katowice and the National Centre for Research and Development.
2. The GDPR information clauses are the Forms included in annexes No. 11 and 12 to these Regulations.
3. Personal data processing is carried out in accordance with the provisions of the Project funding agreement.
4. Maintenance and processing of the documentation concerning Candidates and Project Participants are responsibilities of the Project Coordinator.

**§ 9**

**Final Provisions**

1. The provisions of the documents regulating the implementation of *Programmes for Institutions* of the Polish National Agency for Academic Exchange as specified in the “Beneficiary Handbook” and the provisions of internal legal acts of the University of Silesia in Katowice, respectively, will apply to the matters not regulated by the content of these Regulations.
2. The University reserves the right to amend these Regulations.
3. By joining the Project, the participant declares that they have become familiar with and undertake to follow, the provisions of these regulations.