

ANNEX 4 TO THE RECRUITMENT REGULATIONS

Principles and techniques for verifying learning/competences to be acquired

Verification of learning outcomes achieved by individuals participating in short-term exchanges will be conducted in accordance with the rules set out in section 4.2.2 of the Beneficiary's Manual – 'Implementation of short-term academic exchanges' and in section 2 of Appendix 1 B to the Manual: Rules for recruitment, reporting and data collection of participants in projects financed by the European Funds for Social Development.

Any reference in these regulations to:

1. **Competences** – is to be understood as the confirmed ability to use knowledge and personal, social, and methodological skills in the context of professional or educational tasks, as well as in the course of professional and personal development;
2. **Qualifications** – is to be understood as full and partial qualifications listed in the Integrated Qualifications Register (ZRK), as well as qualifications not included in the Integrated Qualifications System, which are relevant within specific social or professional environments and have their own validation and certification systems;
3. **Learning Outcomes** – is to be understood as the description of what the learner knows, understands and is able to do after completing the learning (support) process, divided into the categories of knowledge, skills and social competences;
4. **Knowledge** – is to be understood as the result of accepted information gained in the learning process. Knowledge consists of facts, principles, theories and practices related to a professional field or learning activity;
5. **Skills** – is to be understood as the ability to use knowledge and procedures necessary to perform a task and solve a problem;
6. **Social Competences** – is to be understood as attitudes demonstrating the learner's ability to use knowledge and skills in an autonomous and responsible manner.

§1. Scope of the Annex

This Annex sets out:

- a) the standard of requirements describing the competences acquired as a result of the support, divided into the categories of knowledge, skills and social competences/attitudes,
- b) the criteria for assessing learning outcomes after completion of the support,
- c) the methods for verifying learning outcomes on the basis of the adopted criteria.

§2. Standard of requirements concerning competences acquired by Project Participants during the support

1. The following standard of requirements concerning the competences acquired by Project Participants during the support is expected:

Didactic Competences

Knowledge: learning and improving teaching methods, learning about new teaching tools, and learning about different didactic methods.

Skills: the ability to conduct teaching activities with students from a foreign higher education institution, including those representing different cultures and educated within different educational systems; flexibility in conducting classes with a culturally diverse group of students.

Social Competences: intercultural skills that enable one to work in a diverse environment in terms of nationality, open attitude towards a culturally diverse group of students.

Systemic Competences

Knowledge: familiarity with regulations and procedures related to the teaching process, as well as with the principles governing the functioning of foreign higher education institutions, research institutions or economic entities, both at the institutional and national level.

Skills: ability to perform the work of an academic teacher/university employee who is not an academic teacher (in the case of employees) or ability to undertake studies (in the case of students) within various internal organisational structures of a university and under different internal regulations, as well as within different higher education systems.

Social Competences: learning about and understanding the operation rules of a foreign academic environment, including the academic community.

Research Competences

Knowledge: learning or improving research techniques, understanding the principles of operation of research equipment; understanding the principles of conducting specialised measurements; learning about research results obtained abroad; understanding the process of conducting research in foreign institutions; and acquiring information related to the relevant scientific discipline.

Skills: the ability to participate in research conducted within international teams and in diverse academic environments; expansion of research skills related to the application of new methods or the use of specialised equipment; the ability to apply the acquired knowledge related to the relevant scientific discipline.

Social Competences: awareness of the advantages of conducting research in a multicultural environment; development of communication competences related to research work in an international setting; development of an open attitude towards individuals working within international research teams.

Language Competences

Knowledge: improvement of foreign language proficiency, including specialised language related to the relevant scientific discipline.

Skills: the ability to communicate in a foreign language, to hold conversations, to produce written texts, and to listen and understand, particularly in a specialised foreign language.



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Social Competences: development of an open attitude towards communication in a foreign language, especially in the area of specialised language; strengthening of self-confidence, ease and precision in foreign language communication, including within the relevant field.

Communication Competences

Knowledge: improvement of skills related to effective transmission of information and knowledge; enhancement of skills related to scientific debate.

Skills: the ability to express one's thoughts and opinions precisely; the ability to formulate arguments accurately; the ability to communicate effectively regarding ongoing research activities, including in a foreign language.

Social Competences: the ability to present one's scientific or didactic potential more effectively and to establish scientific contacts and cooperation with members of the academic community from other countries.

Intercultural Competences

Knowledge: learning about the customs and culture of different countries, especially in the context of the operation rules of higher education institutions.

Skills: acquiring the ability to adapt to culturally diverse environments; the ability to overcome barriers arising from cultural differences.

Social Competences: strengthening an open attitude towards other cultures.

2. The Participant may declare additional competences in the application form referred to in § 7(1) of the Regulations. The declared competences should follow the division into knowledge, skills and social competences.

§3. Criteria for assessing learning outcomes after completion of the support and methods for verifying learning outcomes based on the adopted criteria.

1. The competences acquired by the Participants shall be confirmed, depending on the type of activity referred to in § 3(1) of the Regulations, by an appropriate certificate, work, or mobility report.
2. Upon completion of the Activity, the Participant shall submit to the Project Manager, within 14 days:
 - a) documents confirming the Participant's participation in the academic exchange, i.e., a certificate, conference programme, programme of conducted classes, proof of payment of the fee for participation in the short form of education, report or statement, or a work created directly in connection with the implementation of the mobility funded under the Project;
 - b) a report describing the results of the mobility, accompanied by attachments confirming that specific competences have been acquired.
3. The works referred to in paragraph 2 point (a) must be marked with the Attribution licence CC BY 4.0 and with the logos of the European Funds, the Republic of Poland,



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the European Union, and NAWA, which are available for download on the Project website. The works created by the Project Participant will be provided to NAWA and made publicly available on the NAWA website.

4. When assessing the documents, the Project Manager verifies whether the thematic scope and the learning outcomes presented, or those that can be demonstrated on the basis of the documents referred to in paragraph 1, are consistent with the subject matter and the learning outcomes declared at the recruitment stage. The validation of learning outcomes has been carried out in a manner appropriate to the competencies acquired and in accordance with the principles ensuring the separation of the learning process from the validation process.
5. In case of doubts concerning the substantive assessment of the competencies acquired by the Participants, the Project Manager may seek the opinion of the Vice-Deans for Education of the relevant Faculties, with respect to students, doctoral students, and staff, or of the Director of the Doctoral School, with respect to doctoral students.
6. The Project Manager shall not be directly involved in the learning process related to the implementation of the activity undertaken by a given Project Participant.
7. In case participation in the conference is not confirmed by a work, the certificate contains errors, or the mobility report does not allow for verification of the acquired competences, the Project Manager will conduct an additional interview with the Project Participant in the form of a nondirective conversation, during which they will verify the fact of acquiring the declared knowledge, skills, or social. The Participant will be informed of the place and date of the interview via email sent to the address provided in the application.