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**Regulations for recruitment and participation
in the “PROM – short-term academic exchange” Project
at AGH University of Krakow
for the 2025/26 academic year**

Any reference in these regulations to:

1. **Programme** – is to be understood as the programme of the Polish National Agency for Academic Exchange titled “PROM – short-term academic exchange – 2025 edition” financed by the European Union under the “Short-term academic exchange as a way to improve the quality of education in higher education and research institutions” project with the reference number: FERS.01.05-IP.08-0218/23;
2. **Project** – is to be understood as “PROM – short-term academic exchange – 2025 edition” project, with the reference number: BPI/PRO/2025/1/00017, implemented by AGH University of Krakow within the framework of the Programme;
3. **The University** or **AGH University** – is to be understood as AGH University of Krakow;
4. **Centre for International Affairs** - is to be understood as a unit of AGH University of Krakow, hereinafter referred to as CIA;
5. **Partner Institution** – is to be understood as a foreign higher education or scientific institution or business entity based outside the territory of the Republic of Poland, within which the activities specified in § 3(1) of these Regulations are conducted;
6. **NAWA** – is to be understood as the Polish National Agency for Academic Exchange, operating under the Act of July 7, 2017 on the Polish National Agency for Academic Exchange (Polish Journal of Laws, 2023, item 843, as amended);
7. **Student** – is to be understood as an individual pursuing first-cycle or second-cycle studies, as defined in the Act of 20 July 2018 – The Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended) or equivalent forms of education abroad, who provides proof of student status at AGH University or at a foreign institution of higher education and science;
8. **PhD student** – is to be understood as an individual pursuing studies at a doctoral school, as defined in the Act of 20 July 2018 – The Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended) or equivalent forms of education abroad, who provides proof of doctoral student status at AGH University or at a foreign institution of higher education and science;
9. **Employee** – is to be understood as an individual employed at AGH University as: academic teacher, non-academic staff, provided that their participation in the Project is substantively justified, research and technical staff member, other employees of research units, provided that their participation in the Project is substantively justified, employed at AGH University under the employment or civil law contract, as well as individuals employed at foreign institution of higher education and science, fulfilling the same requirements as AGH employees, as specified in this section. Polish and foreign staff must not constitute more than 30% of the total number of Project Participants.



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10. **Participant** – is to be understood as a natural person directly benefiting from the Project support, according to the Announcement regarding participation in the “PROM – Short-term academic exchange” project implemented under the “PROM – short-term academic exchange – 2025 edition” Programme;
11. **Recruitment Committee** – is to be understood as the team responsible for conducting the recruitment process, in particular for evaluating the candidates, composed of: the Vice-Rector for Cooperation, the Vice-Rector for Science, representatives of the PhD Candidates’ Council (URSD), ESN AGH Krakow Association (ESN), The AGH University Student Council (URSS), representatives of the faculties whose students, doctoral students or employees have submitted their application, the Director of the Doctoral School, and the Director of the CIA;
12. **Work** – is to be understood as a work as defined in the Act of 4 February 1994 on Copyright and Related Rights (Journal of Laws of 2025, item 24, as amended);
13. **Project Manager** – is to be understood as the person responsible for supervising all project activities, including the financial management and control over the tasks executed within the Project;
14. **Project Coordinator** – is to be understood as a person who is responsible for the substantive management of the Project, in particular for conducting the recruitment process, implementing the Project’s promotional activities, supervising incoming and outgoing Project Participants, and assessing the needs of persons with special needs.

§ 1. Scope of the Regulations

1. The Regulations define the rules governing the operation of the Project, as well as the rules for recruitment and participation in the Project. In particular, they specify the selection criteria, the conditions of the recruitment process, the rights and obligations of Participants, the objectives of the Project, and the principles for verifying learning outcomes.
2. The Project, implemented under the NAWA Programme, is funded by the European Union, as part of the project titled “Short-term academic exchange as a way to improve the quality of education in higher education and research institutions” with the reference number: FERS.01.05-IP.08-0218/23.

§ 2. Project objectives

1. The primary purpose of the Project is to develop the internationalisation of AGH University through short-term scholarship exchanges.
2. The specific objectives of the Project include the development of competences among students, doctoral students and staff from Poland and abroad through short-term international scholarship exchanges; the improvement of the quality of teaching at AGH University and Partner Universities through short-term exchanges of students, PhD students and staff from Poland and abroad; and an increase in the number of completed short-term mobility programmes.

§ 3. Activities addressed by the Project

1. The Project will include the following types of activities:



- a) active participation in conferences abroad (e.g. presentations/participation in poster sessions),
 - b) collection of materials for doctoral theses or articles,
 - c) participation in summer and winter schools,
 - d) research conducted using unique equipment or instruments,
 - e) participation in short forms of education, i.e. courses, including intensive courses recognised as part of the education process, workshops, work placements or internships for staff, study visits, as well as visits at businesses,
 - f) conducting classes,
 - g) involvement in preparing international grant applications.
2. Each type of activity is carried out in a traditional form (outgoing and incoming). In particularly justified cases, upon the approval of the Project Manager, activities may be carried out in a remote (virtual mobility) or partially remote (hybrid) form.
 3. In the case of remote or hybrid activities, the Participant is not eligible to receive financial support consisting of a scholarship, a lump sum for subsistence and accommodation costs, and a lump sum for travel costs to or from Poland.

§ 4. General rules for the implementation of the Project

1. The Project offers a total of 80 mobilities, among which 30 are directed towards students (15 from AGH University and 15 from Partner Institutions), 30 towards PhD students (15 from AGH University and 15 from Partner Institutions), and 20 towards staff members (10 from AGH University and 10 from Partner Institutions), respecting an equal number of opportunities for men and women.
2. The duration of each incoming and outgoing scholarship exchange under the Project is 5 to 14 days.
3. The Project is aimed at the following target group of Participants:
 - a) AGH University students,
 - b) foreign students,
 - c) AGH University PhD students,
 - d) foreign PhD students,
 - e) AGH University employees referred to in point 9,
 - f) employees of foreign institutions referred to in point 9.
4. The Project provides for the participation of persons with special needs, together with their assistants.
5. A person who has provided their personal data required for the provision of support and has demonstrated their eligibility for the target group, specified in Section 3, by submitting the relevant documents and declarations is eligible to participate in the Programme and the Project.
6. The beneficiary implements the project on the basis of agreement No. BPI/PRO/2025/1/00017.
7. The following horizontal policies will be addressed during the planning and implementation of the Project:
 - a) accessibility of the Project for individuals with special needs,
 - b) equal opportunities and non-discrimination,
 - c) equal opportunities for women and men.
8. Each Participant may participate in only one mobility activity within the Project.
9. The Project is implemented between 1 October 2025 and 30 September 2026.
10. Mobility must be completed within the period referred to in paragraph 9.
11. Mobility is implemented solely in accordance with the agreement concluded between the Participant and AGH University, constituting Appendix 3.

§ 5. Non-discrimination, equal treatment and accessibility

1. The implementation of the Project, including in particular the recruitment process, shall be carried out in compliance with the principles of non-discrimination, equality — in particular equal opportunities — and accessibility, with special regard to gender equality and in accordance with Articles 20, 21, 23 and 26 of the Charter of Fundamental Rights of the European Union (2016/C 202/02).
2. In order to implement the principle of accessibility, AGH University will undertake actions aimed at enabling the participation of persons with special needs in the Project.
3. AGH University encourages persons with special needs to report to the Project Manager any concerns or problems, and to inform them of any obstacles or difficulties related to their participation in the Project, both at the recruitment stage and during the implementation of the Project.

§ 6. Formal requirements

Project Participant shall meet the following formal requirements:

- a) they shall belong to one of the target groups specified in § 4(3) and submit a declaration confirming that they meet the eligibility criteria for the Programme;
- b) they shall provide their personal data and other information required by the Programme and Project guidelines and read the information clauses related to the processing of personal data;
- c) they shall complete the electronic application form available on the CIA website;
- d) they shall submit the documents required in the recruitment process.

§ 7. Recruitment rules and procedures

1. Recruitment of participants for short-term exchanges (mobility) 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.
2. Recruitment for the Project is conducted on a continuous basis, which means that the enrolment of Participants will take place from November 2025 to June 2026 and will continue until all places available under the Project have been filled.
3. Candidates are required to submit the electronic application form available on the CIA website, together with all required attachments. Incomplete applications or those submitted in a manner inconsistent with the provisions of these Regulations will not be considered. Submission of the application form is considered as acknowledgement of these Regulations.
4. The Project Coordinator will compile documentation on the basis of electronic application forms and the required documents submitted by candidates, which will afterwards be submitted to the Recruitment Committee.
5. Each member of the Recruitment Committee shall, prior to the commencement of its work, sign a declaration of impartiality and the absence of any conflict of interest.
6. Members who maintain a personal relation with the candidate which may influence the objectivity of the assessment shall be excluded from the assessment process, in particular when: there is a relation between the supervisor and doctoral student or student; within the last three years there has been co-authorship of a publication, research project, or any other joint undertaking; there is an employment, hierarchical, or professional dependency relationship, or there are other personal or organisational connections that may compromise the principle of impartiality.



7. In the event of circumstances that may cause a conflict of interest, a member of the Recruitment Committee is obliged to immediately report this fact to the Chairperson of the Committee and shall be excluded from the evaluation of the respective candidate.
8. Based on the documentation referred to in Section 4, the Recruitment Committee shall, during its meeting, select the candidates, taking into account their competences and qualifications.
9. The Recruitment Committee evaluates the candidates taking into account the following criteria:
 - a) CV,
 - b) a summary of the activity to be implemented by the Participant, along with a mobility outcome plan specifying the work to be produced,
 - c) a description of the qualifications or competences to be acquired as a result of the support,
 - d) an invitation from the host institution or confirmation of acceptance to a course, summer school, or other form of education,
 - e) a letter of recommendation from the thesis supervisor, in the case of students or doctoral students to whom one has been assigned,
 - f) foreign language proficiency – in the case of students and doctoral students: a certificate issued by the AGH University Department of Foreign Languages or a valid TOEFL, IELTS, CAE, CPE, or other exam certificate confirming knowledge of English at a minimum level of B2 (or, alternatively, an equivalent certificate confirming knowledge of the official language of the country in which the mobility is to take place),
 - g) the number of publications indicating the number of points awarded for publications in scientific journals with an Impact Factor, included in the Scopus database
 - h) conducting research related to the subject of the doctoral dissertation or participation in national and international projects within the last two year,
 - i) experience in cooperation with entrepreneurs in the field of conducted research,
 - j) active participation in conferences,
 - k) organisational experience.
10. Upon completion of the assessment of candidates pursuant to Sections 8 and 9, the Recruitment Committee shall conduct recruitment interviews with the selected candidates and shall subsequently analyse the submitted documents with regard to the indicators adopted for evaluation and verify the conformity of the proposed topics with the Participant's research interests.
11. The Recruitment Committee shall prepare a list of candidates qualified for participation in the Project and a reserve list, separately for each target group specified in § 4(3). In the event that candidates obtain the same number of points, the following criteria shall be applied successively to determine the ranking: the mobility outcome plan, the rationale for choosing the host institution, and the candidate's academic achievements.
12. A candidate who has not been qualified for participation in the Project have the right to appeal to the Vice-Rector for Cooperation within 7 days from the date of receiving notification by e-mail.
13. Candidates will be informed on the recruitment results by e-mail. The information will be sent to the e-mail addresses provided in the application form.
14. Recruitment to the Project is carried out on a continuous basis until the funds allocated for the Project have been exhausted, taking into account the candidates' competences and qualifications.
15. The Participant is obliged to submit the required documents within 7 days from the date of receiving the notification of being qualified for participation in the Project.



§ 8. Rights and obligations of Participants

1. The Participant is obliged to:
 - a) comply with the provisions of these Regulations,
 - b) submit, within the prescribed deadlines, all documents specified herein, as well as any additional documents required by AGH University during the implementation of the Project, in particular those referred to in § 7,
 - c) complete and submit questionnaires, including in particular:
 - surveys assessing the satisfaction of the Project's stakeholders,
 - pre-mobility evaluation questionnaires for Project Participants,
 - post-mobility evaluation questionnaires for Project Participants,
 - questionnaire concerning the diligent implementation of the activities covered by the mobility,
 - d) comply with the internal regulations of AGH University and of the Partner Institutions where the mobility takes place,
 - e) hold valid health insurance, including coverage for repatriation and medical transport costs, accident insurance, and civil liability insurance for the entire duration of the mobility, including travel days, in accordance with applicable laws and the internal regulations of AGH University and the Partner Institutions where the mobility is implemented,
 - f) in the case of Polish citizens, register in the system of the Ministry of Foreign Affairs – **ODYSEUSZ**.
2. The Participant shall have the right to:
 - a) the protection of personal data,
 - b) receive funding for participation in the Project, as referred to in § 9, in accordance with the rules set out therein and the provisions of the Project.

§ 9. Funding for Participants

1. Upon completion of the formal requirements, including signing the agreement (between AGH University and Participant), the Participant shall receive the activity funding transferred to the bank account specified in the agreement.
2. The participant is entitled to receive:
 - a) a scholarship,
 - b) a lump sum to cover subsistence and accommodation costs,
 - c) a lump sum to cover the travel costs incurred to or from Poland,
 - d) funding for the costs of activities specified in § 3(1) of these Regulations, including, among others, conference fees, as well as fees for trainings, courses, and workshops,
 - e) co-financing of the costs incurred by the assistant of a person with disabilities.
3. The amount of funding is determined individually for each Participant, taking into account the type of activity, the costs of mobility, and the distance between the Participant's home institution and the host institution (Appendix 1 to Regulations).
4. The funds for the project are administered by the Director of CIA, who reports directly to the Vice-Rector for Cooperation.
5. Funding for the mobility shall not be disbursed during periods of training, internships, or professional placements, nor during periods when the Participant is receiving support from another project.
6. In case a conference fee or a fee for participation in a summer/winter school is required, the Participant shall contact the CIA at least 14 working days prior to the payment deadline. The following must be submitted within the specified deadline:
 - a) the document on the basis of which the fee is to be paid (containing the correct name, address and AGH University tax identification number),

- b) details necessary for the transfer (IBAN and SWIFT numbers, name of the recipient and bank).
7. Participant who is a student, PhD student or employee of AGH University is required to submit an application generated from the website <https://wnioski.dwz.agh.edu.pl/> to the Project Office at least 14 working days before departure.
 8. Each participant is obliged to purchase insurance valid for the duration of the mobility at their own expense. Proof of insurance must be submitted to the CIA no later than 5 working days prior to departure. Submission of such proof by e-mail is accepted.
 9. Participant is required to settle their mobility in accordance with the internal regulations operating at AGH University.
 10. Participant is obliged to return the funds received, if the mobility is not completed, or to return a proportionate part thereof if the mobility is only partially completed.

§ 10. Project outcomes

1. The verification of learning outcomes achieved by the Participants pursuing 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.
2. The implementation of the Project is intended to contribute to:
 - a) the development of Participants' specialist expertise,
 - b) acquiring expertise and skills by mobility Participants,
 - c) the improvement of language competences,
 - d) the development of soft skills in the areas of cultural awareness, stress management, creativity, and teamwork,
 - e) enabling the establishment and strengthening of cooperation between AGH University scientists and foreign staff,
 - f) supporting the development of student and PhD students careers in both the public and private sectors through the implemented activities,
 - g) the promotion of planned and ongoing scientific projects and commercially viable solutions, as well as teaching potential and laboratory facilities,
 - h) enabling the possibility of publishing scientific papers and obtaining international grants.
3. The standard of requirements outlining the competences to be acquired as a result of the support shall be determined no later than before the Participant begins the respective form of support.
4. In order to document the learning outcomes achieved, Participants is required to submit a mobility report containing all relevant information regarding the mobility. In particular, depending on the mobility purpose, the report should include confirmation of mobility completion, evidence of the work produced, and a self-assessment report on the competences acquired.

§ 11. Consent to the use, recording, dissemination and publication of the Participant's image

Each Participant shall grant AGH University a right to unpaid, repeated and unlimited use, recording, dissemination and publication of their image captured in photographs and recordings taken during sessions and activities related to participation in the Project, including its processing, copying, reproduction and duplication by means of any technique and through any means for AGH University's promotional purposes.



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§ 12. Final Provisions

1. The Project Manager shall make the final decision in matters not covered by these Regulations.
2. AGH University reserves the right to amend these Regulations in the event of changes to the Programme or Project guidelines.

Attachments:

1. Rates for the scholarship amount, lump sum for subsistence, accommodation, and travel costs (Annex 1)
2. List of documents confirming the acquired competences, including a description of learning outcomes (Annex 2)
3. Agreement between the Participant and AGH University (Annex 3)
4. Principles and techniques for verifying learning/competences to be acquired (Annex 4)
5. Certificate / Confirmation (Annex 5)
6. Certificate / Micro-credentials (Annex 6)



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