

## THE PROM PROGRAMME SHORT-TERM ACADEMIC EXCHANGE –2024 CALL

### Regulations for Recruitment and Participation in the programme named **PROM - Short-Term Academic Exchange** implemented at the Silesian University of Technology - 2024 Call

The Silesian University of Technology is implementing a project co-financed by the National Agency for Academic Exchange (NAWA) pursuant to the Decision of the Director of the Agency No. BPI/PRO/2024/1/00014/DEC/1 dated 2024-09-25 under the “PROM – Short-Term Academic Exchange Programme – 2024 Call” and the Agreement between NAWA and the Silesian University of Technology. All administrative activities related to the programme are handled by the International Mobility Office (SWM) cooperating with the Faculty Coordinators, reporting directly to the [Vice] Rector for Science and International Cooperation.

#### **§1 - GLOSSARY OF TERMS**

1. **University / SUT** – the Silesian University of Technology seated in Gliwice (44-100) at ul. Akademicka 2A, the programme beneficiary.
2. **NAWA** - National Agency for Academic Exchange, seated at ul. Polna 40, 00-625 Warszawa.
3. **Programme** – the “PROM programme - short-term academic exchange – 2024 call”.
4. **Project** - the aforementioned project implemented by the Silesian University of Technology within the PROM Programme on the basis of the agreement with NAWA No. BPI/PRO/2024/1/00014/U/00001.
5. **Regulations** – the present regulations of recruitment and participation in the Project.
6. **Candidate** – a person applying for participation in the Project who has sent the application form.
7. **Participant** - student / doctoral student / academic employee (teaching, research, administrative) of the Silesian University of Technology or of a foreign institution qualified to participate in the Project on the basis of the Regulations, who signed the participation agreement with the SUT.
8. **Mobility** - the departure of a Participant to a foreign institution or the arrival of a Participant from a foreign institution in order to carry out the eligible project activities/actions specified further in the Regulations.
9. **The University Recruitment Committee** (UKK – Uczelniania Komisja Kwalifikacyjna) - a committee appointed by the University authorities in order to qualify the Participants to take part in the Project, consisting of: Vice-Rector for Science and International Cooperation, Head of the International Relations Office, Head of the International Mobility Office, and the PROM Project Manager.
10. **Competencies** - proven ability to apply knowledge and personal, social and methodological skills in the context of professional or educational tasks and in the course of professional and personal development. Described in detail in Category B - Annex 1 of the Beneficiary Handbook “Rules for Recruitment, Reporting and Data Collection of Participants in FERS-Funded Projects”.
11. **Qualifications** - full and partial qualifications as defined in the Integrated Qualifications Register (IQR) and qualifications not included in the IQR that are relevant in specific social or professional activity environments and have their own validation and certification system established, should be considered a qualification. Described in detail in Category B – Annex 1 of the Beneficiary Handbook “Rules for Recruitment, Reporting and Data Collection of Participants in FERS-Funded Projects”.
12. **Force Majeure** - an event or a combination of events beyond the Participant's control that prevents or seriously impedes the performance of the Participant's obligations under the Project Participation Agreement, which the Participant could not have foreseen and which they could not have prevented or overcome by acting with due diligence.

## § 2 – BACKGROUND INFORMATION ON THE PROJECT

1. The present Regulations specify the conditions of participation in the Project implemented at the Silesian University of Technology under the PROM programme - Short-Term Academic Exchange, co-financed by NAWA.
2. The duration of the Project of the 2024 Call is from **01.10.2024 to 30.09.2025**.
3. **The aim of the project is:**
  - To develop the internationalisation of the Silesian University of Technology through the realisation of short-term scholarship exchanges of students, doctoral students and academic staff from home and abroad.
  - To increase/diversify the offer of short-term mobility abroad.
  - To increase interest in academic exchange and increase the number of realised short-term mobilities.
  - To improve the quality of education at the SUT and partner universities through the acquisition /enhancement of competences or qualifications of programme participants in areas related to education, research work of participants, or broadly understood international transfer of knowledge and skills to science and economy.
  - To increase the internationalisation score of the Silesian University of Technology, to realise the objectives of the university's development strategy, and thus of all university units.
4. The project is aimed at **students, doctoral students, academic staff (teaching, scientific and administrative)** of the Silesian University of Technology and from foreign institutions.
5. The project will offer the possibility of **co-financing short-term exchanges / mobilities (outgoing and incoming) of international character lasting from 5 to 30 calendar days** (including a maximum of 2 days for travel) and will involve, inter alia, activities such as: teaching assignments, active participation in a conference abroad, participation in a summer or winter school, participation in other short forms of education enabling the participant to increase their competences and/or qualifications.
6. **Planned number of participants** in the project:
  - 34 domestic and foreign students (24 outgoing, 10 incoming),
  - 42 domestic and foreign doctoral students (28 outgoing, 14 incoming),
  - 28 domestic and foreign employees of the system of higher education and science (14 outgoing, 14 incoming).
7. **Project Office** - International Mobility Office of the International Relations Office of the Silesian University of Technology at ul. Akademicka 2A, room 48 (Faculty of Mining and Geology).
8. **The website of the project** implemented by the university is located at <https://www.polsl.pl/rn3-1-dwz-swm/prom2024/>, where all information concerning the project, call, dates and rules of recruitment, required templates of documents - both in Polish and English version - will be updated.
9. The recruitment Regulations have been prepared on the basis of the agreement between the University and NAWA, including in particular the 'PROM Programme Beneficiary Handbook' and its annexes, as well as on the basis of the 'PROM Programme Call for Applications. The documents are available on the university's Project website.
10. While implementing the Programme in accordance with the assumptions of the University's project proposal, the University, observes:
  - the principle of equal opportunities and non-discrimination of persons (including candidates for participation in the Project), and ensures that each person will be treated equally at each stage,
  - the principle of sustainable development, environmental protection requirements, including efficient use of resources.

### §3 ELIGIBLE PROJECT ACTIVITIES

1. The eligible **project activity is a foreign short-term exchange / mobility of the Participant (outgoing, incoming)** implemented with institutions from EU or non-EU countries, lasting from 5 to 30 calendar days (including a maximum of 2 days for travel, i.e. 1 day for arrival and 1 day for return) for the purpose of:
  - active participation in conferences abroad that are strategic for the University (e.g. a speech, including participation in a poster session),
  - participation in short forms of education (including intensive ones, counted as part of the education process) such as a course, an internship, a workshop, a study visit, a training course, a summer school, a winter school, including those carried out at businesses,
  - acquiring material for a dissertation or scientific article,
  - performance of measurements/tests using specialised/unique research apparatus,
  - participation in the preparation of an international grant application,
  - teaching classes, including Project Based Learning (PBL) classes - by a teaching staff member,
  - carrying out archive or library searches.
2. Full-time mobilities lasting 5 or 7 days involve the implementation of content-related activities only on working days. The only exception is the participation in a conference or an organised form of training within a strict deadline/timeframe.
3. Due to budgetary constraints, the duration of an activity proposed by the applicant in the application form may be reduced, except for those activities whose duration is fixed in advance (e.g. conference, workshop, summer school).
4. The mobility must be carried out within the expenditure eligibility period, i.e. until 30.09.2025.
5. The eligible activities must be closely related to the field of study/the subject of the doctoral dissertation/the research carried out / or related to the specific nature of the teaching, scientific or administrative work of the Participant.
6. The assumed formula for the realisation of the project activities is stationary mobility.
7. Mobilities may be implemented in cooperation with universities, scientific institutes and research institutions, as well as with enterprises.
8. Priority is given to activities and mobilities declared by individuals/units prior to the submission of the project application to the PROM Programme, and academic exchanges with institutions/countries that are not available to participants in other academic exchange projects carried out at the SUT, such as Erasmus KA171.

### §4 - ELIGIBLE PROJECT PARTICIPANTS

1. The participants of the project may be:
  - **a student of the Silesian University of Technology and a student of a foreign university**, i.e. a person pursuing first-cycle and second-cycle studies, as well as a person pursuing a unified Master's programme, with an active student status,
  - **a doctoral student of the Silesian University of Technology and a doctoral student of a foreign university**,
  - **a representative of the teaching or academic staff - from the Silesian University of Technology or a foreign university**,
  - **a representative of the research staff - from Silesian University of Technology or a foreign university**,
  - **a representative of the administrative staff - from the Silesian University of Technology or a foreign university**.
2. Exclusions of participants from the project: students (persons on dean's leave, on probation or extending a given education cycle), doctoral students (persons with suspended/extended education period).
3. A participant in the Programme may be a person who, both at the time of application and throughout the period of participation in the Project, will have retained the status of a student / doctoral student / university employee.

4. A participant in the Programme and the Project may be a person who has provided their personal data and all documents and statements required for financial support to be granted.
5. In accordance with the principle of equal access, one participant may carry out only one Mobility within the Project from the 2024 Call. In case there are no other participants willing to take part in the Project and the next mobility of the Participant is duly motivated, with the Project budget not fully used, this provision shall not be applied.
6. During one Mobility, a Participant may carry out more than one activity, provided that it is justified by the content.
7. Bearing in mind the achievement of the Project goals, priority in participation is given to Candidates who declared their willingness to participate in the Programme prior to the submission of the Project application by the University in the 2024 Call, and to academic exchanges with institutions/countries that not available to Participants in other academic exchange projects carried out at the SUT, such as Erasmus KA171.
8. Applicants for participation in the Project who, due to special individual needs, including disabilities, require additional support in the process of recruitment and implementation of the Project are requested to report all individual needs in advance to the Project Office. The organisers will make every effort to ensure that the required support is provided as far as possible, as far as organisational, technical and financial possibilities allow.

#### §5 - MOBILITY FINANCING

1. The co-financing of the stationary (physical) mobility of a Participant consists of:
  - **subsistence and accommodation costs** in lump sums, received depending on the category of the eligible Participant, the number of days of mobility and the country of destination, in accordance with the table (Annex 1 to the Regulations),
  - **travel costs** (i.e. travel, insurance, visa) in lump sums, depending on the destination / home country of the Participant, for departures from and arrivals to Poland, in accordance with the table (Annex 1 to the Regulations),
  - **Participant's scholarship** in a lump sum amount, depending on the number of days of mobility and belonging to a given category of eligible persons, in accordance with the table (Annex 1 to the Regulations),
  - **additional financial resources (optional)** for the coverage of possible real costs of conference, training, course, summer school fees, depending on the availability of funds in the Project and taking into account the justification of such costs presented by the Participant with the accounting evidence confirming the incurrence of the above expenses,
  - **additional financial resources (optional)** to cover necessary facilities for persons with disabilities and persons with fewer opportunities, related to their special needs, e.g. charges for additional/specialised transportation, preparation of any necessary teaching aids or other purchases necessary for the mobility, depending on the availability of funds in the Project for such purposes.
2. The financing is calculated on a lump sum basis and does not necessarily cover the full costs of a stay abroad. The Participant will not be required to provide accounting evidence of actual subsistence, accommodation and travel costs incurred, except in the case of a possible case of Force Majeure, which does not allow for a standard settlement of the mobility.
3. Financing cannot be granted if the Mobility has provided the Participant with subsistence / accommodation / travel costs and / or they have been granted a scholarship support from other sources. In case of double financing of the Mobility, the Participant will be obliged to return the whole financing awarded from the Project together with the statutory interest required under the rules of the PROM Programme.
4. The financing is paid in PLN and does not include costs related to the currency conversion of the money transfer made in order to transfer the mobility grant.
5. Before the person being a project participant receives the support they are obliged to provide their personal data and make a declaration confirming the fulfilment of eligibility criteria for the given Programme.

## **§6 - ELIGIBILITY CRITERIA FOR PARTICIPANTS**

1. Short-term academic exchanges of students, doctoral students and academic staff may be funded provided they meet all of the following criteria:
  - the application has been sent by the deadline of the organised call (any application after the deadline will not be considered),
  - the application concerns at least one of the activities referred to in §3 and fulfils the conditions for an eligible activity,
  - the activities planned to be carried out during the mobility are in line with the scope and subject matter of the studies or teaching/research activities and will have an impact on the Candidate's scientific development,
  - the activity begins and ends within the project implementation period referred to in §2 pt. 2,
  - the application has been positively assessed by the University Recruitment Committee and has been shortlisted for the Project,
  - a Candidate has the status of an active student (I-, II-cycle or uniform MA) or a PhD student, or an employee of the SUT, or an employee of a foreign institution,
  - a Candidate has not participated in the Project before, with the exception described in §4 point. 5., as declared by an appropriate statement,
  - additional achievements such as research plans, educational/scientific achievements, other significant educational/scientific activities of the participants are welcome,
  - grade point average (students),
  - the participant will declare knowledge of English at a level of at least B2 or any other level or language, as required by the host institution or event organiser, necessary for the mobility,
  - the participant will declare the ability to use the new competences in their work or studies.
2. Priority will be given to mobilities that will include activities in line with the assumptions and strategy of internationalisation of the University and those that will be in line with the objectives of the Project implemented under the PROM programme, including the requirements concerning the minimum number of persons gaining competences / qualifications in the project (i.e. minimum 80% of participants), and the participation of staff in short-term exchange not exceeding 30% of the total target group of Project Participants.
3. With a view to achieving the objectives of the Project, priority in participation will be given to Participants who have declared their willingness to participate in the Programme prior to the submission of the project application by the University in the 2024 Call, and academic exchange with institutions / countries not available to participants in other academic exchange projects implemented at the SUT, such as Erasmus KA171.
4. The evaluation of applications will be performed using the Application Assessment Card, separate for each category of Participant: student, doctoral student, employee.
5. The information that will have to be included in applications for departure/arrival is: the purpose of departure/arrival, confirmation of acceptance by the SUT/foreign partner/ foreign institution, additionally departure/arrival of a doctoral student will require attaching an opinion of the supervisor of the doctoral dissertation being prepared.

## **§7 - PROCEDURE AND RULES OF PARTICIPANT RECRUITMENT**

1. Recruitment of participants in the form of an open competition will be organised by the central unit, i.e. the International Mobility Office, which implements the Project.
2. Recruitment will be organized cyclically throughout the Project duration, before each planned series of mobilities (arrivals/departures), announced through multiple communication channels, conducted via online form available on the Project website.
3. Recruitment will be carried out until the Project funds are exhausted, with continuous review by the Budget Controller assigned to the Project.
4. At the stage of recruitment, the Project Office will determine learning outcomes (divided into categories: knowledge, skills and social/basic competences) at least at the general level for all mobility Candidates and





European Funds  
for Social Development



Republic  
of Poland

Co-funded by the  
European Union



prior to commencement of mobilities an individual COMPETENCY CARD - PART A (Annex 2 to the Regulations) will be prepared, which will include:

- **standards of requirements** describing the competences or qualifications planned to be acquired by the Project participants,
- **criteria of assessment** of the learning outcomes planned to be acquired (divided into categories of knowledge, skills and social/basic competences), and
- **methods of their verification** at the end of mobility (e.g., questionnaire, test, interview, assessment of mobility report or other appropriate form of verification).

5. The Project recruitment procedure includes four stages:

- **Participant's application** - online application form submitted using Microsoft Forms (available on the Project's university website) together with the required attachments,
- **individual formal and content-related evaluation of applications** (UKK - University Recruitment Committee),
- **decision** (University Recruitment Committee),
- **a list of qualified participants and a reserve list.**

6. The members of the UKK will individually assess the application forms of the candidates on the basis of the presented information and documents, the formal requirements (listed in §6 of the Regulations) and the criteria specified in the Application Assessment Card separate for each student / doctoral student / employee, reserving the right to conduct additional interviews with the candidates if they deem it necessary.

7. Application forms that do not meet the formal criteria will be rejected and not subject to further evaluation.

8. Candidates who obtain the highest number of points on the ranking list from all received application forms will be qualified for the Project, taking into consideration availability of places and project funds,.

9. As a result of the assessment, the UKK will select:

- a list of persons with positive assessment, qualified for the Project,
- a list of persons with positive assessment, not qualified due to lack of places or budget funds at the given time - which is at the same time a reserve list,
- list of persons with negative assessment, not qualified to the Project.

10. A negative assessment by the UKK may be appealed against in writing within 14 working days from the date of notification of the decision, sent by e-mail to the Candidate's university e-mail address.

11. In the event of a Candidate's resignation of from the Project, the UKK will qualify a person from the reserve list.

12. In the case of a positive assessment, the UKK awards the Participant a mobility grant in the amount compliant with the rules of the PROM programme and with the present Regulations.

13. Candidate's recruitment documents for participation in the Project:

- application form (online) with required attachments,
- a document confirming the possibility of implementing the mobility at the host institution, including its date, place, type and schedule of the activities to be carried out, e.g. accepted application/registration for the event, letter/e-mail from the host university or from the organizer of the event, confirmation of acceptance for the internship/research, letter of recommendation, invitation, etc.

14. The University Recruitment Committee may grant an accepted Participant additional funds to cover the actual costs of conference fees, training fees, courses, etc., subject to the availability of funds in the Project budget and taking into account justifications for such costs provided by the Participant. In such a case, the Participant will be obliged to settle the actual costs incurred and to present the accounting evidence (e.g. bills, invoices issued to the Silesian University of Technology) confirming the expenses incurred.

15. Recruitment to the Project will take into account the principles of impartiality, openness and transparency, respecting equal opportunities and equal rights (inter alia, with regard to gender), and will be adapted to people with disabilities and with fewer opportunities.

16. All recruitment documents will also be available in electronic form in Polish and in English.

17. In case of insufficient number of participants recruited, intensified promotional activities and supplementary recruitment will be organised in order to select Project Participants.



European Funds  
for Social Development



Republic  
of Poland

Co-funded by the  
European Union



18. Up-to-date information on availability of places will be posted in the schedule of recruitment on the University's website.
19. Joining the recruitment process is tantamount to accepting the present and Regulations for Recruitment together with its annexes.
20. The list of the results of the Project recruitment will be announced in accordance with the GDPR and the handbook "Rules for Recruitment, Reporting and Data Collection of Participants in FERS-Funded Projects" and "Detailed Rules on Information and Promotion in FERS funded Projects".

## **§8 – PROCEDURE AND OBLIGATIONS OF PARTICIPANTS BEFORE MOBILITY IMPLEMENTATION**

1. The University Recruitment Committee sends the decision on qualification for the Project to the Candidates by e-mail, along with information on the attachments required at this stage.
2. The Candidate is obliged to provide the Project Office with the required documents necessary to sign the Project Participation Agreement within 5 working days.
3. Within 2 weeks before the implementation of the mobility the Project Office will prepare the FINANCIAL/SCHOLARSHIP AGREEMENT (Annex 4 to the Regulations) for the purpose of its approval (by hand or electronic signature). In justified cases, this deadline may be different.
4. Before the mobility begins, the Project Office, in cooperation with a representative of the home Faculty/Doctoral School, will prepare for each Candidate participating in the Project an individual COMPETENCY CARD– PART A (Annex 2 to the Regulations) containing:
  - standards of requirements describing the competences or qualifications planned to be acquired by the Project participants,
  - criteria for assessing the planned learning outcomes (divided into categories of knowledge, skills and social competences/basics), and
  - methods for their verification after the conclusion of a mobility (such as a survey, test, interview, evaluation of the mobility report or other appropriate form of verification).
5. In the process of preparing the standard of requirements, criteria and methods for verifying learning outcomes, the separation of functions between the education process and the verification of competences will be maintained.
6. **Before starting the mobility**, the candidate qualified for the Project is required to:
  - **sign the FINANCIAL / SCHOLARSHIP AGREEMENT for the mobility of the Project Participant** (Annex 4 to the Regulations),
  - **submit the PARTICIPANT FORM (online) with correct data in the NAWA IT system** and then forward the generated document (in PDF file) to the Project Office. Information on the registration method and the activation link to the Form will be provided to the candidate by the Project Office. The Participant Form contains:
    - a) declaration of participation in the project,
    - b) project participant's personal data form,
    - c) information clauses regarding the processing of project participant's personal data.
  - **provide copies of the above-mentioned documents** (a, b, c) obtained from the NAWA system,
  - **sign the COMPETENCY CARD – PART A** (Annex 2 to the Regulations),
  - **complete the electronic PRE-TEST PARTICIPANT SURVEY** made available by the Project Office,
  - **have an invitation from the hosting institution** confirming the possibility of implementing mobility on the terms and within the deadline declared in the application form,
  - **act in accordance with Ordinance no. 151/2022 of the Rector of the Silesian University of Technology dated 12.10.2022 regarding university requirements/procedures related to the implementation of foreign trips by students, doctoral students and employees of the Silesian University of Technology (i.e. in particular to obtain an approved APPLICATION FOR INTERNATIONAL MOBILITY – an annex to the aforementioned Ordinance).**
7. The candidate should sign the FINANCIAL AGREEMENT FOR THE MOBILITY OF THE PROJECT PARTICIPANT before the date of mobility using handwritten or electronic signatures. In justified cases, the agreement with

the Participant (in particular with the Participant arriving at the Silesian University of Technology) may be signed no later than on the day of commencement of the mobility at the Silesian University of Technology at the seat of the Project Office – i.e. in the International Mobility Office.

8. Failure to meet the requirement to sign / submit / complete the documents indicated above within the deadline means resignation from participation in the Project.
9. Each Participant is required to have private insurance before departure, covering medical expenses (KL), civil liability (OC) and accident insurance (NNW), applicable in the territory of the country where the mobility is implemented. The cost of purchasing the insurance is borne by the Project Participant.
10. Participants are required to mark all prepared works, materials and documents created in connection with the implementation of mobility, which are made publicly available, by placing on them together, in a visible place, the Silesian University of Technology marking (logo – outside the line of the Project markings) together with the Project marking containing the following strip of logos and the wording:

#### FOR MARKING THE PROJECT IN POLISH:



Fundusze Europejskie  
dla Rozwoju Społecznego



Rzeczpospolita  
Polska

Dofinansowane przez  
Unię Europejską



*Program PROM – krótkookresowa wymiana akademicka jest finansowany ze środków Unii Europejskiej w ramach projektu pn. „Krótkookresowa wymiana akademicka sposobem na podniesienie jakości kształcenia w instytucjach szkolnictwa wyższego i nauki” o numerze FERS.01.05-IP.08-0218/23.*

#### FOR MARKING THE PROJECT IN ENGLISH:



European Funds  
for Social Development



Republic  
of Poland

Co-funded by the  
European Union



*The PROM program - short-term academic exchange is funded by the European Union as part of the project entitled “Short-term academic exchange as a way to improve the quality of education at institutions of higher education and science” with the number FERS.01.05-IP.08-0218/23.*

In audio products, information about the Project's financing must be read during the recording.

The appropriate logos and information materials will be made available on the university website of the Project.

11. Copies of all works, creations, effects of creative and scientific work prepared by the Participant and produced in the Project must be submitted electronically or via data carriers to the Project Office together with the completed PARTICIPANT REPORT - PART B OF THE COMPETENCY CARD (Annex 2 to the Regulations).
12. The Project Participant undertakes that all works, creations, effects of creative and scientific work produced in the Project, the features of which indicate that they may be subject to copyright protection, will be made available under an open license such as Creative Commons.

### S9 – RULES FOR PROVIDING FINANCIAL SUPPORT

1. After signing the Financial Agreement (Annex 4) by all parties, the Silesian University of Technology will pay the financing in the amount of 100% of the total granted subsidy within 5 working days by transfer to the bank account of the Project Participant leaving the University indicated in the agreement (run in PLN).
2. In the case of a Participant coming to the Silesian University of Technology from abroad, the Silesian University of Technology will pay the financing (in PLN) in the amount of 100% of the total granted subsidy within 5 working days from the date of receipt of all required original signed documents at the Project Office.



3. In the event that UKK grants funds to cover the costs of conference fees, training, summer schools, etc., the Project Office will specify to the Participant the method of their payment (in PLN) and settlement.
4. In the event of withdrawal from participation in the Project after signing the Project Participation Agreement, the Participant is obliged to immediately inform the Project Office and return the entire paid subsidy within 7 working days of providing this information.
5. In the event of force majeure preventing the implementation of mobility in accordance with the Project Participation Agreement, the Participant incurring costs related to the implementation of the departure/arrival is obliged to provide the Project Office with confirmations of actually incurred expenses that cannot be recovered (e.g. an invoice for the conference fee) and all information and documents confirming the occurrence of force majeure and information on remedial measures taken by the Participant. The method of documenting the indicated costs and information shall be agreed by the Participant with the Project Office.
6. The final decision on the recognition of expenses incurred by the Project Participant is made by NAWA.

### **§10 – PRINCIPLES OF MOBILITY SETTLEMENT**

1. Within 7 working days of the end of Mobility, the Participant is obliged to deliver to the Project Office:
  - original Certificate confirming the completion of the mobility signed by a representative of the host institution, who can confirm the factual state presented in the report. If the certificate is issued on the own model of the host institution or organization, it must contain at least the scope of information included in the CERTIFICATE TEMPLATE (Annex 3 to the Regulations),
  - Project Participant report – part B of the COMPETENCY CARD (Annex 2 to the Regulations),
  - (if applicable) other documents confirming the acquisition of competences or qualifications,
  - FINANCIAL SETTLEMENT form (Annex 5 to the Regulations),
  - originals of accounting documents (invoices or other documents of equivalent probative value) and proofs of payment confirming the amount of costs (e.g. conference fees, participation in summer schools, trainings, courses, internships), on the basis of which the costs incurred will be reimbursed to the Participant (in PLN),
  - report on the completed activity describing the achieved learning outcomes, in accordance with Ordinance No. 151/2022 of the Rector of the Silesian University of Technology dated 12.10.2022 regarding university requirements / procedures related to the implementation of foreign trips by students, doctoral students and employees of the Silesian University of Technology,
  - and
  - to complete the electronic POST-TEST EVALUATION FORM provided by the Project Office, which may ask the Participant to immediately complete it/make any necessary corrections.
2. If the amount of funds transferred to the Participant in accordance with §5 point 1 exceeds the amount due calculated after settling the mobility, the Participant is obliged to return the amount constituting the difference between the amount paid and the amount due within 7 working days of the request by the Silesian University of Technology.
3. The Project Participant is obliged to immediately return the transferred funding if they do not complete the mobility and/or do not submit the documents required after the completion of the mobility, or do not fulfil other mandatory requirements.

### **§11 – VERIFICATION OF LEARNING OUTCOMES ACHIEVED DURING MOBILITY**

1. Project Participants are required to undergo verification of the effects of participation in the Project in accordance with the principles and techniques of verifying learning outcomes adopted in the Project, including verification of competences and qualifications.
2. Verification of learning outcomes within the Project will be performed by experts appointed to the Project, supported by persons competent to make a substantive assessment, i.e. representatives of various scientific disciplines present at the Silesian University of Technology.
3. In the process of verifying learning outcomes related to the implementation of activities by the Project Participant, the separation of functions between the learning process and the process of verifying the acquired competences and/or qualifications will be maintained.

4. Verification of learning outcomes will consist in particular in analysis of the required documents submitted after the end of mobility, including analysis of reports, certificates, trip reports, evaluation surveys, interviews, or other additional and individually adapted verification methods.
5. After completing the process of verifying the competences acquired by the Project Participant, the Project Office prepares a COMPETENCY CARD - EVALUATION - PART C (Annex 2 to the Regulations) containing a summary of the assessment (Part C) and a comparison of the results obtained with the adopted requirements (Part D).
6. The acquisition of competences will be confirmed by the issuance by the Silesian University of Technology of a Certificate containing the achieved effects of participation in the Project.
7. During the Project and after its completion, Participants may be subject to separate evaluation studies conducted at the request of NAWA.

## **§12 – PERSONAL DATA PROTECTION**

In accordance with article 13 section (1) and section (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council 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 (data protection regulation OJ EU.L.2016.119.1), hereinafter referred to as GDPR, the Office implementing the Project informs that:

- a. The administrator of the personal data of the Candidate for participation in the Project is the Silesian University of Technology, registered at address: ul. Akademicka 2a, 44-100 Gliwice. Poland.
- b. In this respect, the Administrator has appointed a Data Protection Officer (DPO) supervising the correctness of the processing of personal data. Contact: iod@polsl.pl, tel. +48 32 400 3077.
- c. The personal data of the Candidate for participation in the Project will be stored for the period necessary to achieve the purpose of processing, i.e. for the purposes of conducting qualifications at the Silesian University of Technology in the project implemented by the Silesian University of Technology under the PROM Programme - short-term academic exchange financed by the National Agency for Academic Exchange, including archiving.
- d. The Candidate for participation in the Project has the right to request from the administrator access to their personal data, their rectification, deletion or restriction of processing, and the right to object to the processing, the right to transfer data.
- e. The Candidate for participation in the Project has the right to lodge a complaint with the supervisory authority, which in Poland is the President of the Personal Data Protection Office, address: ul. Stawki 2, 00-193 Warszawa, if they consider that the processing of their personal data violates the provisions of the regulation indicated above.
- f. The provision of personal data the Candidate for participation in the Project is a statutory requirement.
- g. Decisions regarding the Candidate and their personal data will not be automated, nor will profiling be applied to this data.
- h. The personal data of the Candidate for participation in the Project may be made available to NAWA and other institutions supervising the Project, including the correctness of the procedures for recruiting Participants for the Project.

## **§13 – FINAL PROVISIONS**

1. The present set of Regulations become effective on the date of its signing.
2. The Regulations shall be in force for the duration of the Project.
3. The Regulations have been prepared in two language versions: Polish and English.
4. In matters not regulated by the present Regulations, the provisions arising from acts of the Community and Polish law shall apply, as well as the appropriate rules for the implementation and participation in the PROM Programme available on the university website of the PROM Project, and available on the NAWA website <https://nawa.gov.pl/institucje/program-prom/ogloszenie>, i.e. among others the Beneficiary's Handbook with its annexes.



European Funds  
for Social Development



Republic  
of Poland

Co-funded by the  
European Union



5. The Silesian University of Technology reserves the right to make changes to the provisions of the Regulations, provided that this does not result in a deterioration of the conditions for participation in the Project.
6. In matters concerning the Project and not regulated by the Regulations, decisions shall be made by the Vice-Rector for [Science and] International Cooperation.

Regulations approved by  
the PROM Project Manager

"PROM" Project Manager  
Silesian University of Technology  
PL GLIWICE 01

*[Handwritten signature]*

date and signature

#### **ANNEXES TO THE REGULATIONS:**

- Annex 1. Rates for co-financing travel, subsistence and accommodation costs and the amount of scholarships (with a table)**
- Annex 2. Participant competency card:**
  - Part A – Requirement standard developed before the start of mobility
  - Part B – Mobility report with attachments
  - Part C – Evaluation of effects after the end of mobility
  - Part D – Comparison of the obtained results with the adopted requirements
- Annex 3. Certificate template – issued by the host/organizing institution**
- Annex 4. Financial agreement for the mobility of the Project Participant**
- Annex 5. Financial settlement form**