



**Regulations of recruitment and participation in the project
entitled "PROM Programme – Short-term academic exchange",
grant agreement number BPI/PRO/2025/1/00020/U/00001**

§ 1

General information

1. The Regulations define the rules for the implementation by the University of the Commission of National Education in Krakow (hereinafter: "UKEN") of the project entitled "PROM Programme – Short-Term Academic Exchange" and the recruitment of Participants.
2. UKEN's obligations resulting from the implementation of the Project referred to in paragraph 1 are specified in the Project Co-financing Agreement No. BPI/PRO/2025/1/00020/U/00001.

§ 2

Definitions

The terms used in these Terms and Conditions shall mean:

- 1) **Beneficiary** – University of the Commission of National Education in Krakow, Podchorążych 2, 30-084 Krakow, NIP 675-02-00-195, REGON 000001376;
- 2) **Personal data** – personal data within the meaning of Article 4(1) 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 (General Data Protection Regulation, hereinafter referred to as the "GDPR"), i.e.: information about an identified or identifiable natural person ("person, data subject"); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of a natural person;
- 3) **PhD student** – a person studying at the UKEN Doctoral School or a foreign institution on the date of submitting the application for admission to the Project and for the entire period of its implementation, i.e. until 30.09.2026;
- 4) **Form of support** – activities provided for in the Project addressed to the Project Participants;
- 5) **Target group of the Project** – students and doctoral students (70%) and representatives of academic staff (30%) UKEN and foreign institutions;
- 6) **Foreign institution** – a foreign institution of higher education and science or any public or private foreign organisation active in the labour market in the field of education and/or training;
- 7) **Candidate** – a person expressing a willingness to participate in the Project, who has submitted the required documents in response to the announced competition and who belongs to the target group of the Project;

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- 8) **NAWA** – National Agency for Academic Exchange;
- 9) **Person with fewer opportunities** – a person in a situation that makes it difficult to fully participate in the Project due to socio-economic, health, family or educational factors, in particular: disability, difficult financial situation (in the case of students, confirmed by receiving a UKEN social scholarship in the academic year 2025/2026), caring responsibilities, origin from groups at risk of social exclusion, limited access to international mobility or other circumstances indicated by the Participant and confirmed by the Qualification Committee;
- 10) **Project** – project entitled "PROM Programme – Short-Term Academic Exchange", referred to in the project co-financing agreement No. BPI/PRO/2025/1/00020/U/00001 concluded between the University of the Commission of National Education in Krakow and the National Agency for Academic Exchange;
- 11) **Representative of the academic staff** – an academic teacher employed at UKEN or in a foreign institution on the date of submission of the application for admission to the Project and for the entire period of its implementation, i.e. until 30.09.2026;
- 12) **Student** – a person studying at first-cycle, second-cycle or long-cycle master's studies at UKEN, having the status of a UKEN student on the date of submitting the application for admission to the Project and for the entire period of its implementation, i.e. until 30.09.2026;
- 13) **Participant** – a student, doctoral student or a representative of academic staff participating in the activities carried out in the Project;
- 14) **Project Participation Agreement** – an agreement concluded between the Beneficiary and the Project Participant;
- 15) **UKEN** – University of the Commission of National Education in Krakow.

§ 3

General

1. The aim of the Project is to develop the internationalization of UKEN through a short-term scholarship exchange.
2. The project is implemented in the period from October 1, 2025 to September 30, 2026.
3. The following forms of support are possible under the Project:
 - 1) active participation in conferences abroad;
 - 2) obtaining materials for a doctoral thesis, a scientific article;
 - 3) participation in summer school, winter school;
 - 4) taking measurements with the use of unique equipment, testing research equipment, unique artistic instruments;
 - 5) participation in courses, including intensive courses included in the education process, workshops, professional or industrial internships, study visits, including those carried out at entrepreneurs' premises;
 - 6) making archival and library queries;
 - 7) conducting didactic classes;
 - 8) participation in the preparation of an international grant application.
4. Participants are entitled to the following benefits:

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- 1) lump sum to cover the costs of living and accommodation;
 - 2) lump sum to cover travel costs from and to Polish;
 - 3) scholarship.
5. The amounts of lump sums referred to in paragraph 4(1) and (2) and the scholarship referred to in paragraph 4(3) are specified in Appendix 1 to these Regulations.

§ 4

Qualification of project participants

1. At UKEN, the qualification is conducted in a competitive mode. Recruitment for mobility is open, i.e. all students, doctoral students and representatives of academic staff who meet the requirements set out in these Regulations can take part in the Project.
2. As part of the competition, the Candidate may apply for only one mobility.
3. As part of the competition, the Candidate may apply for support for the implementation of one or more activities indicated in § 3 section 3, in one foreign institution.
4. The Qualification Committee decides on the qualification of the Candidate to participate in the Project within the available financial resources, based on the assessment of the documents submitted by the Candidate.
5. Participant recruitment process:
 - 1) Recruitment will be conducted on the dates specified in each time in the competition announcement, available on the <https://prom.uken.krakow.pl/> website.
 - 2) Candidates interested in participating in the Project are required to submit the following documents within the deadlines indicated in the call announcement:
 - a) the recruitment form, constituting Appendix No. 2 to these Regulations;
 - b) confirmation from a foreign entity about the possibility of participating in a summer/winter school, participating in a conference or conducting research in order to obtain materials for a doctoral thesis/scientific article;
 - c) justification for participation in the Project;
 - d) the proposed programme for improving one's own competences as part of the selected form of support;
 - e) planned practical use of acquired competences;
 - f) in the case of doctoral students, a short letter of recommendation from the supervisor confirming the close connection between the planned activity and the doctoral dissertation being prepared;
 - g) in the case of students, the average grade from the year of study preceding the qualification process, confirmed by a certificate from the Student Service Center and the opinion of the tutor of the year. In the case of first-year first-cycle students, applications are submitted without providing the grade point average.
 - 3) The Candidates' recruitment documents will be subject to a formal assessment, during which the Candidate's membership in the target group will be verified in accordance with the rules of the Project.
 - 4) Incomplete or late applications will not be considered.
 - 5) Candidates are required to have knowledge of the language of instruction of the host university or English at a level that allows them to fully and independently participate in



the planned activities. The level of language proficiency can be verified during the recruitment process.

- 6) The recruitment documents of the Candidates who meet the formal criteria will be submitted for merit-based evaluation.
 - 7) In the recruitment process and throughout the Project, the principle of equal opportunities for women and men and non-discrimination, including the principle of accessibility for people with disabilities, is respected.
6. Substantive evaluation:
- 1) The substantive assessment is carried out by the Qualification Committee, which consists of:
 - a) Vice-Rector for Education and Development acting as Chairman;
 - b) Director of the Institute of History and Archival Science;
 - c) Director of the Institute of Neophilology;
 - d) Deputy Director of the Institute of Biology and Earth Sciences;
 - e) Deputy Director of the Institute of Law, Economics and Administration;
 - f) Deputy Director of the Doctoral School.
 - 2) The committee evaluates the substantive applications according to the following point scale:
 - a) assessment of motivation for participation in the Project: 0-40 points;
 - b) assessment of the proposed programme for improving one's own competences as part of the selected form of support: 0-40 points;
 - c) assessment of the planned practical use of the acquired competences: 0-10 points;
 - d) international activity: 0-5 points;
 - e) additionally, applications from people with fewer chances to participate in the Project will be rewarded: 0-5 points.
 - 3) Within the available funds, the Commission qualifies for the mobility of Candidates who have met all formal requirements and have received at least . 60% of the maximum number of points in the merit-based assessment. The total maximum number of points awarded is 100.
 - 4) In the event of a number of applications exceeding the financial limits, the Commission may establish a reserve list within a given budget category. The reserve list includes people who have received min. 60% of the maximum number of points in the substantive assessment, however, due to limited financial resources, they were not qualified for the trip. The place on the reserve list is determined by the number of points obtained.
 - 5) Candidates will be informed about the results of the recruitment process via e-mail within 7 days of the end of the recruitment process.
 - 6) Confirmation of joining the Project will be the signing of the Project Participation Agreement.
7. Rules of participation in the Project:
- 1) After being qualified for the trip by the Qualification Committee, the Participant is obliged to create and activate an account in the NAWA ICT system and fill in and submit the Project Joining Form available in the system. The form can only be filled in after activating the account and logging in to the NAWA system again. The Form generated from the



system, together with the confirmation of submission of the document sent by e-mail from NAWA, is submitted by the Participant to the following address: magdalena.kowalczyk@uken.krakow.pl.

- 2) At the same time, the Participant is obliged to submit to the UKEN International Relations Office a completed Project Participation Agreement, the Project Participant's Statement and the Mobility Application, in accordance with the procedure of foreign trips in force at UKEN.
 - 3) The transfer of financial support to the Participant may take place only on the condition that all the terms of the financial agreement are accepted. The amount of the subsidy is expressed in PLN, and the payment of funds will take place in the manner agreed between the parties in the agreement with the Participant.
 - 4) Project Participants are obliged to comply with the provisions contained in the agreement, including timely delivery of mobility reports and other required documents.
 - 5) The financial support received by the Participant is intended to cover all costs related to the trip and stay in a foreign institution.
 - 6) The participant is obliged to obtain a written confirmation of the implementation of the program in a foreign institution. This confirmation may take the form of, m.in: a document confirming participation in the program, a certificate of participation in the conference, a certificate of completion of the course, a report on the conducted research or other official documents issued by a foreign institution.
 - 7) The participant is obliged to settle the trip within 14 days from the date of return. The settlement of the mobility is based on the submitted documents, including the evaluation questionnaire, the financial settlement form and the confirmation of the implementation of the program in a foreign institution.
 - 8) The condition for completing participation in the Project and receiving the Participant's Certificate is confirmation of the acquired competences by the Commission for Verification of Learning Outcomes at the University of the Commission of National Education in Krakow, as part of this Project. The Commission will be appointed by the decision of the Vice-Rector for Education and Development. Verification of competences will be carried out on the basis of the learning outcomes achieved by the Participants as a result of the implementation of the activities provided for in the Project.
8. Resignation and termination of participation in the Project.
- 1) Resignation from participation in the Project requires the Participant to submit a written statement under pain of nullity.
 - 2) The Project Participant may terminate the concluded Agreement of Participation in the Project, which results in the immediate termination of participation in the Project. In the event of termination of the agreement, the Participant is obliged to return all financial resources received under the Project, unless the parties agree otherwise.
 - 3) The Beneficiary may terminate the agreement of participation in the Program concluded with the Participant with immediate effect in the event that:
 - a) the information provided in the recruitment form is not true;
 - b) the Project participant fails to fulfil the obligations indicated in the agreement of participation in the Project;



- c) the Project co-financing agreement concluded with the financing institution will be terminated.
- 4) In the event of termination of the agreement for participation in the Project by the Beneficiary due to the fault of the Participant, the Beneficiary has the right to demand reimbursement of the costs related to his/her participation in the Project and reimbursement of the costs of any penalties for non-performance of the agreement, resulting from the termination of participation in the Project by the Project Participant.
- 5) Other provisions related to resignation and termination of participation in the Project are included in the agreement with the Participant.

§ 5

Personal data protection

By submitting a candidacy for participation in the Project, the Candidate submits an information clause, which is Appendix No. 3 to these Regulations.

§ 6

Final provisions

The Beneficiary may amend these Regulations if necessary resulting from a change in the Project guidelines. The Participant will be notified by e-mail of the change in the Regulations before the date of their commencement of their validity, unless this is not possible due to the validity of the amended Project guidelines.