



**Regulations for the verification of learning outcomes achieved by Mobility Participants 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 verifying the learning outcomes achieved by the Participants of short-term academic mobility carried out as part of the project entitled "PROM Programme – Short-Term Academic Exchange", implemented by the University of the Commission of National Education in Krakow (hereinafter: "UKEN").
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 and in the applicable guidelines of the PROM NAWA programme financed by FERS.

**§ 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 Kraków, NIP 675-02-00-195, REGON 000001376;
- 2) **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;
- 3) **Learning outcomes** – the amount of knowledge, skills and social competences acquired by the Participant as a result of participation in short-term academic mobility.
- 4) **Competences** – a set of learning outcomes confirmed in the validation process, including knowledge, skills and social competences, acquired by the Participant as a result of participation in short-term academic mobility.
- 5) **Short-term academic mobility** – mobility carried out under the PROM NAWA programme, lasting from 5 to 30 days, in the form of outbound or inbound mobility.
- 6) **Qualifications** – a formally validated set of learning outcomes, documented by a certificate, attestation or other document issued by an authorised institution.
- 7) **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;
- 8) **Commencement of mobility** – the moment when the following conditions are met:
 - a) signing a financial agreement between UKEN and the Participant,
 - b) physical arrival of the Participant at the place of mobility,
 - c) start of planned substantive activities.



- 9) **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;
- 10) **Participant** – a student, doctoral student or a representative of academic staff participating in the activities carried out in the Project.
- 11) **Validation of learning outcomes** – the process of checking and confirming whether the achieved learning outcomes meet predetermined criteria.

§ 3

Scope of the Terms and Conditions

1. The Regulations apply to participants of short-term academic exchanges carried out:
 - 1) in the form of outbound and inbound mobility,
 - 2) by students, doctoral students and representatives of academic staff,
 - 3) as part of the PROM NAWA project implemented by the University of the Commission of National Education in Krakow.
2. Verification of learning outcomes achieved by Mobility Participants is carried out in accordance with the guidelines of the PROM NAWA programme and meets the requirements of the "Rules for Recruitment, Reporting and Data Collection of Participants of Projects Financed by FERS".
3. The Regulations apply to mobilities organised in accordance with the rules set out in Appendix No. 1 to the Ordinance No. RKR. Z.0211.23.2025 of the Vice-Rector for Education and Development of 18 December 2025 concerning: introduction of the Regulations for recruitment and participation in the project entitled "PROM Programme – Short-Term Academic Exchange", grant agreement number BPI/PRO/2025/1/00020/U/00001, as amended. as amended.

§ 4

Objectives of Learning Outcomes Verification

Verification of learning outcomes aims to:

- 1) confirmation of the acquisition of competences by the Mobility Participant;
- 2) ensuring the quality of educational activities carried out as part of short-term academic mobility;
- 3) enabling the implementation and monitoring of project result indicators concerning the acquisition of competences;
- 4) meeting the reporting requirements of the PROM NAWA programme financed by FERS.

§ 5

Stages of verification of learning outcomes

Verification of learning outcomes includes four stages:

- 1) scope – defining the target group, thematic scope of mobility, its objective and planned learning outcomes;



- 2) model – defining, before the start of mobility, learning outcomes in the categories of: knowledge, skills and social competences, as well as defining criteria and methods of their verification;
- 3) evaluation – verification of learning outcomes after the end of mobility and ensuring the separation of the learning and validation process through the participation of the Committee for the Verification of Learning Outcomes at the University of the National Education Commission in Krakow as part of the project entitled "PROM Programme – Short-Term Academic Exchange" (hereinafter: the "Committee"), whose members did not directly participate in the implementation of a given mobility.
- 4) comparison – a comparison of the achieved effects with the assumed effects and formal confirmation of the acquisition of competences.

§ 6

Methods for verifying learning outcomes

1. The verification of learning outcomes is carried out in a differentiated manner, adapted to the category of the Participant and the type of mobility, taking into account the criteria specified before the start of the mobility, indicated in the Call Notice published by the National Agency for Academic Exchange or, in the absence of such indications, in accordance with the rules set out in these Regulations.
2. Verification of learning outcomes is carried out according to the following criteria: achievability, consistency of effects in the areas of knowledge, skills and social competences, compliance with planned activities, measurability and adaptation to the selected verification method.
3. Each Participant is obliged to obtain a written confirmation of the implementation of mobility in a foreign institution. This document is part of the documentation of participation in the mobility and can take the form of, m.in: a document confirming participation in the programme, a certificate of participation in the conference, a certificate of participation, a research report or other official documents issued by the host institution.
4. As part of short-term academic mobility, the Participant may carry out one or more forms of improving competences, in particular:
 - 1) active participation in scientific conferences;
 - 2) participation in summer and winter schools;
 - 3) participation in courses, workshops, trainings or internships;
 - 4) conducting didactic classes;
 - 5) carrying out scientific research, archival or library queries;
 - 6) preparation of a scientific publication or an international grant application;
 - 7) other forms provided for in the Call for Proposals.
5. Verification of student learning outcomes may include, in particular:
 - 1) a pre/post test to assess the growth of substantive knowledge and practical skills related to the subject of mobility;
 - 2) the Participant's self-assessment report, containing a reference to the expected learning outcomes;



- 3) confirmation of participation in the event, in particular in the form of a certificate, conference program with a speech or attendance list, in the case of courses or trainings – a certificate of their completion.

The recognition of the acquisition of competences by the student takes place only on the basis of a positive result of the verification of learning outcomes, carried out in accordance with the criteria specified before the start of the mobility.

6. Verification of the learning outcomes **of doctoral students** may include, in particular:
 - 1) a pre/post test to assess the growth of substantive knowledge and practical skills related to the subject of mobility;
 - 2) evaluation of the mobility report, containing a description of the objectives, knowledge gained, methods used and results obtained;
 - 3) the opinion of the supervisor or research supervisor, if applicable, confirming the link between the mobility and the doctoral dissertation;
 - 4) confirmation of participation in the event, in particular in the form of a certificate, conference program with a speech or attendance list, in the case of courses or trainings – a certificate of their completion.

A positive result of the verification of the doctoral student's learning outcomes, understood as the fulfilment of previously defined criteria, is tantamount to recognition of the acquisition of competences.

7. Verification of the learning outcomes of academic staff representatives may include, in particular:
 - 1) a pre/post test, including, m.in. knowledge of current scientific or didactic trends in a given field;
 - 2) a mobility report containing a description of the acquired competences and the effects of international cooperation;
 - 3) confirmation of participation in the event, in particular in the form of a certificate, conference program with a speech or attendance list, in the case of courses or trainings – a certificate of their completion.
8. Each Mobility Participant is obliged to complete a pre-test (pre-test), constituting Appendix No. 1 to these Terms and Conditions, and a post-test (post-test), constituting Appendix No. 2 to these Regulations. Tests are part of project evaluation and monitoring of the quality of the support provided.

§ 7

Categories of learning outcomes and competence planning

1. The learning outcomes achieved by Mobility Participants cover three main areas:
 - 1) Knowledge (W): e.g. knowledge of research principles, main trends in the discipline, principles of commercialization of research results, techniques for presenting research results, specialized language;
 - 2) Skills (U): e.g. teaching in a foreign language, data analysis, preparing reports and publications, creating research projects, working in an international team;



- 3) Social competences (C): e.g. cooperation with foreign scientists, development of communicative competences, attitude of openness to cultural and linguistic diversity, improvement of research skills, initiation of international cooperation.
2. Each Participant indicates in the recruitment form:
 - 1) motivation to participate in the project, including the expected benefits and objectives of the mobility;
 - 2) a proposed programme for improving one's own competences within the selected form of support, in accordance with the planned learning outcomes;
 - 3) a description of the planned practical use of the acquired competences, including the application of knowledge, skills and social competences in further academic, professional or teaching careers.
3. The learning outcomes referred to in paragraph 2 shall be the basis for verification by the Commission and shall be achievable and measurable as part of the planned mobility.

§ 8

Formal qualifications

For mobility activities aimed at acquiring formal qualifications (e.g. language, computer, specialist certificates):

- 1) the document confirming the achievement of qualifications is included in the Participant's individual documentation;
- 2) This document is the basis for confirming the acquisition of qualifications.

§ 9

Documenting and validating learning outcomes

1. The effects of validation of learning outcomes are documented and archived in the project documentation in accordance with the applicable rules of the PROM NAWA program and FERS guidelines.
2. Regulations for the verification of learning outcomes:
 - 1) ensure consistent and comparable validation of the acquisition of competences;
 - 2) it is a tool for monitoring the quality of the support provided;
 - 3) It allows for the analysis of learning outcomes and the identification of areas for improvement.
3. The Committee assesses the documents confirming the implementation of mobility and the achievement of the expected learning outcomes, in accordance with the rules set out in these Regulations, and ensures that the verification process complies with the requirements of the PROM NAWA programme and the FERS rules.
4. The condition for the termination of participation in the Project is the confirmation of the acquired competences by the Commission.
5. A positive outcome of the verification of learning outcomes, confirmed by the Commission, is the basis for the recognition of the acquisition of competences and will be confirmed by a certificate.



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§ 10

Dealing with a negative outcome of the Learning Outcomes Verification

1. In the event of a negative result of the verification of learning outcomes, the Participant does not receive confirmation of the acquisition of competences.
2. A negative result of the verification of learning outcomes means that the criteria set before the start of mobility are not met.
3. Information about the result of the verification of learning outcomes is included in the Participant's project documentation.

§ 11

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.