REGULATIONS[1]
OF PARTICIPATION IN A PROJECT IMPLEMENTED BY THE UNIVERSITY OF RZESZÓW AS PART OF THE PROM PROGRAMME – SHORT-TERM ACADEMIC EXCHANGE IN 2025/2026

§ 1

Glossary of terms

1. UR – University of Rzeszów with its registered office at al. Tadeusza Rejtana 16 C, 35-959 Rzeszów.
2. NAWA – National Agency for Academic Exchange, with its registered office at Polna 40, 00-625 Warsaw.
3. Beneficiary of the Programme – the University of Rzeszów, hereinafter referred to as UR
4. PROM programme – short-term academic exchange under the European Fund for Social Development 2021-2027 (FERS) of the National Agency for Academic Exchange (NAWA) programme.
5. Project – A project implemented by the University of Rzeszów under the PROM Programme based on an agreement with NAWA No. BPI/PRO/2025/1/00015/DEC/1.
6. Terms and Conditions – these regulations of participation in the Project.
7. Mobility – a trip of a UR student/PhD student or the UR/UR academic teacher/administrative employee of the UR to a foreign center or the arrival of a doctoral student/teacher/academic student from a foreign center to UR, to carry out specific activities within the Project.
8. Candidate – a person applying for qualification to participate in the Project.
9. Participant – a person who has been qualified to participate in the Project based on the Regulations and has signed a participation agreement in the Project.
10. Substantive Coordinator of the Project – employee of the International Cooperation Department of the University of Rzeszow.
11. Academic staff – representatives of Polish and foreign higher education and science entities, including: academic teachers, scientific and research and technical staff, other employees of scientific and research units (if their participation in the Project is substantively justified), employed at the University of Rzeszów (based on an employment contract) or at a foreign institution on the day of applying for admission to the Project and during its implementation.
12. Administrative staff – non-academic staff acting as project coordinators carried out at the University of Rzeszów.
13. Admissions Committee – a team that carries out the recruitment process as part of the formal and substantive evaluation of applications.
14. Validation Committee – a team that confirms the learning outcomes after the end of mobility.

[1] The translation into English is only for you to look at. It is not an internal legal act of the University and does not provide a basis for rights and obligations.

15. Competences – is a separate set of learning components that have been checked in the validation process in a manner consistent with the requirements set for a given competence, relating in particular to the learning factors that it is comprised of.

§ 2

Aim of the project

1. The main objective of the Project is to increase the degree of internationalization of universities by enabling short-term mobility for students, doctoral students, academic and administrative staff of the University of Rzeszów, as well as foreign academic staff, together with foreign doctoral students and students.
2. The Project is based on the concept of short-term mobility of a scientific, didactic, and training nature, the main goal of which is to develop the competences of its Participants and strengthen the internationalization of the University of Rzeszów.
3. Participation in the Project will contribute to the Participant's achievement of learning outcomes in the following areas:
   a) knowledge
   b) skills
   c) social competences/attitudes
4. The aim of the Programme is:
   a) fostering and organising study visits of Participants at foreign academic centers
   b) organising the arrival of participants from abroad to the UR
   c) supporting the scientific and professional development of participants
   d) fostering the establishment of lasting interinstitutional relations at the international level
   e) acquiring adaptation skills, developing intercultural communication, and understanding diverse perspectives as a result of working in the international environment of a foreign university
   f) acquisition of additional linguistic skills, necessary for cooperation in international research teams.

§ 3

Target group and eligibility criteria

1. The project is implemented in the period from 01.10.2025 to 30.09.2026.
2. The Participants include:
   a) students at the University of Rzeszów in foreign languages and medicine (first, second cycle, and long-cycle master's studies) – 60 persons,
   b) PhD students at the UR Doctoral School – 10 persons,
   c) academic staff – 20 persons,
   d) administrative staff – 11 persons
   e) foreign students and doctoral students (participants of studies and doctoral schools at foreign universities) – 14 persons,

f) foreign academic staff – 5 persons.

3. The selection of Participants from among the candidates takes place in a competitive procedure, based on the evaluation of the proposal, considering:
   a) an invitation from the receiving center or confirmation of the Candidate's admission,
   b) a letter of recommendation from the visit supervisor from the foreign institution in the case of students/doctoral students.
4. For mobilities involving a participation fee (e.g. conferences, summer schools, short-term training activities), the requirement to submit confirmation at the recruitment stage may be waived and replaced with the obligation to provide information confirming the type of mobility, together with a website allowing its verification. Following qualification and the signing of the agreement, the Participant shall submit confirmation of registration for the selected mobility.
5. A total of 120 mobility activities in the scope of departures and arrivals will be carried out as part of the Project, in accordance with the division specified in paragraph 2.
6. The Project Participant shall be of the appropriate status (student, PhD student, academic staff, or administrative employee) at the time of submitting the Application Form and for the entire duration of the mobility.
7. The project assumes mobilities lasting between 5 and 12 days, excluding travel time, which may not exceed a total of 2 days for arrival and return.
8. The duration of mobility should depend on the geographical direction of the stay (continental and non-continental trips). In justified cases, it is possible to deviate from the rule referred to in point 7.
9. Trips may take place until 30.09.2026, and with the consent of the Project Manager, in justified cases, also after this date.
10. Due to the limited budget, the Project Manager may introduce quantitative restrictions.
11. The Participant is required to create an account in the NAWA System and submit the Participant Form (selecting a start date corresponding to the current date of submission), then download the PDF version of the submitted form together with the confirmation generated by the NAWA System and send these documents to the Beneficiary by email.
12. A Participant may only apply once within a single recruitment round at a time and participate in only one trip in the Project within a given edition.
13. Recruitment is conducted in accordance with equal opportunities and the elimination of all forms of discrimination, ensuring accessibility for persons with special needs and adhering to the principles of gender equality.
14. Participants with special needs have the right to indicate their needs in the application form.
15. Based on the reported needs, the Candidates may be provided with support in the field of transport, assistance, appropriate premises, architectural accessibility, and special equipment.
16. Information on the recruitment, deadlines, and rules of recruitment to the Project will be published on the UR website in Polish and English. https://www.ur.edu.pl/pl/uniwersytet/jednostki/administracja/prorektor-ds-nauki-i-wspolpracy-miedzynarodowej/projekty/prom-krotkookresowa-wymiana-akademicka

17. Due to the cessation of cooperation between the Government of the Republic of Poland and the Government of the Russian Federation under the Agreement on Cooperation in the Fields of Culture, Science and Education, concluded in Warsaw on August 25, 1993, resulting from the Russian Federation's aggression against Ukraine, individuals who are citizens of the Russian Federation, as well as institutions and other entities with their registered office in the territory of the Russian Federation, are excluded from participation in the Project

§ 4

Scope of activities carried out in the Project

1. The Project envisages the implementation of the following types of activities, in particular:
   a) active participation in conferences abroad,
   b) obtaining materials for a doctoral thesis, a scientific article,
   c) participation in summer school, winter school,
   d) taking measurements with the use of unique equipment, testing research equipment, and unique artistic instruments,
   e) participation in courses, including intensive courses that are part of the educational process, workshops, professional internships or industrial traineeships, study visits, including those conducted at business entities
   f) execution of archival or library queries,
   g) conducting didactic classes,
   h) participation in the preparation for an international grant application.

2. Activities can be carried out in a traditional form, including trips of Participants or arrivals of experts. In justified situations, after obtaining the consent of the Project Manager, it is possible to carry out tasks remotely (virtual mobility) or in a mixed mode (hybrid).
3. In the case of performing activities in a remote or hybrid formula, the Participant does not receive financial support in the form of a scholarship, a lump sum for living expenses and accommodation, or a lump sum for travel costs from or to Poland.
4. The Participant, who is an administrative staff member is obliged to participate in selected educational activities, in particular in workshops or training initiatives, such as summer schools.
5. The administrative staff is entitled to financing the costs of participation in the activities above mentioned up to PLN 5,000.
6. In justified cases, it is allowed to increase the amount referred to in paragraph 5 with the consent of the Project Manager, within the limits of available funds.
7. The Participant is entitled to receive the refund of the costs of the conference fee, but the total budget of the Project for this task shall not exceed PLN 1,800.

§ 5
Qualification of Project Participants

1. A minimum of 4 members of the Admissions Committee must take part in the meetings of the Admissions Committee.
2. Minutes of each meeting of the Commission are drafted.
3. Candidates are required to send an electronic application form with the required attachments available on the Beneficiary's website.
4. Recruitment for the project is continuous, which means that the recruitment of participants is conducted from December 2025 to August 2026 and lasts until the places provided for in the Project, referred to in paragraph 3 section 2, are exhausted.
5. Applications (application forms) are subject to formal evaluation and substantive evaluation.
6. Formal assessment includes:
   a) completeness of documentation,
   b) timeliness of submission of the application form,
   c) status of the Candidates.
7. If any of the formal criteria are not met, the application is not subject to substantive evaluation.
8. In the case of students who can take part in the Project and doctoral students, a recommendation from a research supervisor is additionally required.
9. The substantive evaluation of applications is carried out by the Admissions Committee, guided by the following criteria:
   a) a description of the planned activities in the Activity Diary, constituting Appendix No. 6 to these Regulations (0–5 points),
   b) justification for the choice of the form of mobility and its compliance with professional development or the educational process (0–5 points),
   c) the potential of mobility in the field of internationalization of the UR (i.a.. implementation of international projects, creation of innovative international courses, exchange of practices for academic and administrative staff, international grants, international publications, including activities supporting initiatives involving the mobility of student groups (0–7 points),
   d) assessment of foreign language proficiency by the Admission Committee (0–3 points).
10. The condition of admission is to obtain at least 50% of the points out of 20 points.
11. Within the limits of available financial resources, the Admission Committee recommends participating in the Project persons who have met all formal and substantive requirements.
12. If several Candidates obtain the same number of points, the position on the ranking list is determined by the date of submission of the application.
13. The Admissions Committee may additionally take into account the importance of mobility for the achievement of the teaching objectives of UR, especially in the field of internationalization of the education process and the development of students' competencies.

14. After the evaluation of applications is completed, the Admission Committee prepares a ranking list according to the number of points obtained.
15. If the number of Candidates exceeds the available funds, the Admission Committee may create a reserve list, determined according to the number of points obtained.
16. Applications submitted after the deadline specified in the Project implementation schedule or not meeting the formal requirements will not be considered.
17. The results of the recruitment will be communicated individually by e-mail.
18. A candidate employed in an administrative position is obliged to indicate the scope of his/her official duties and provide a detailed description of how mobility within the Project supports the performance of his/her tasks, contributes to the improvement of working methods and the improvement of professional qualifications.
19. The Substantive Coordinator of the Project informs the Candidate about the result of the recruitment and about further formal requirements and deadlines.
20. The timely fulfilment of all formal requirements specified in the notification provided by the substantive coordinator of the Project. is necessary in order obtain the status of the Project Participant.
21. In the event of failure to meet the formal requirements or exceed the deadlines, the Candidate is deleted from the ranking list. A vacant place may be granted to a person on the reserve list, based on the decision of the Admission Committee.
22. The Vice-Rector for Science and International Cooperation has the right to appeal against the decision of the Admission Committee within 7 days of receiving information about the recruitment results. The appeal should be sent to the Substantive Coordinator of the Project.
23. The appeal through the Substantive Coordinator will be considered by the Vice-Rector for Science and International Cooperation within 14 days from the date of its submission. The Vice-Rector's decision is final.

§ 6

Rules for providing support under the Project

1. The condition for providing support under the project is to sign an Agreement with the Participant and to provide the Substantive Coordinator with a set of the Participant's Documentation before the beginning of its implementation.
2. Financial support under the Project is granted in the form of a lump sum, the amount of which is specified in the Agreement with the Project Participant, in accordance with the rules applicable in the PROM Programme of the National Agency for Academic Exchange (NAWA).
3. It is not permissible to make advances for costs related to mobility.
4. Payments of funds under the Project are made in Polish zloty (PLN)
5. Mobility support includes:

    a) individual support for the Participant, granted in the form of daily allowance specified in Appendix No. 1 to these Regulations,
    b) lump sum for travel expenses,

c) flat rate of accommodation costs.

6. The Participant is obliged to:
   a) implementation of the Project in full scope,
   b) within 14 days from the date of completion of the Project – deliver to the Substantive Coordinator the original substantive report on the implementation of the Project and the original confirmation of completion of mobility.
7. Failure to submit the above-mentioned documents within the deadline may result in the University terminating the Agreement with the Participant and the University requesting the Participant to return the funds received.
8. Financing participation in training and mobility activities is carried out within the limits of funds provided for in the project budget, until they are completely exhausted.
9. Due to financial constraints and the need to rationally plan the number of academic staff participating in the mobility of student groups and in order to ensure optimal use of available places, groups of at least 6 students will be preferred.
10. Academic staff taking an active part in the mobility of student groups is treated as a project Participant, counted in the project indicators, and his/her participation is settled as a lump sum.
11. The project does not finance academic staff who are not substantially involved in the educational process.
12. The settlement of the participation of student group mobility takes place only after the mobility and is based on properly submitted documents.
13. The fee for participation in the summer school can be financed only for administrative staff dealing with project management, in accordance with the range of costs specified in the budget of the task.
14. Conference fees may be funded for all participants who meet the eligibility requirements, regardless of their position, within the limits of the available funds allocated for this purpose. The applicant submitting the application form is required to indicate the cost category they are applying for (summer school fee/conference fee) by selecting the appropriate option on the form.
15. Funding is awarded to applications in the order of receipt, in accordance with the principle of rational management of funds.
16. In the event of a lack of availability of funds in a given category, the project initiator reserves the right to refuse to grant funding.

§ 7

Assessment of competences acquired as a result of the Project

1. The competencies acquired by the Project Participants as a result of the Project implementation will be assessed by the Validation Committee in compliance with the established standard of requirements, reflected in the expected outcomes indicated in the documents confirming the acquisition of qualifications or competencies in the projects financed by FERS (Appendix No. 2 to the letter BPI.421.115.2025.ABR - 1. Samples Polish and English versions).
2. Detailed standards of requirements for competences acquired as a result of mobility, criteria for assessing learning outcomes, and methods of their verification are

specified in Appendix No. 4 to these Regulations, developed in accordance with the rules of recruitment, reporting, and data collection of participants in projects financed by FERS.

3. The validation of learning outcomes is conducted in a manner appropriate to the competencies acquired, while ensuring principles that guarantee the separation of the education process from the validation process
4. Validation of learning outcomes for people with disabilities and people with special needs will be adapted to the individual needs of participants. If necessary, a method other than the one provided above will be prepared and applied, e.g. interview, a self-assessment of the participant, or observations from classes.
5. The validation process is completed with the issuance of a Certificate by the Validation Committee.

§ 8

Processing of personal data

1. The processing of personal data of Candidates and Participants is carried out based on generally applicable provisions of law, including Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons about the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), in accordance with the rules set out in the grant agreement No. BPI/PRO/2025/1/00015/DEC/1, concluded between the University of Rzeszow and NAWA, the provisions of the Regulations of the PROM – Short-Term Academic Exchange Programme and the Guidelines and Rules for the Implementation of Projects under the National Agency for Academic Exchange programs.
2. The administrator of the Candidates' personal data, solely for the purpose of conducting recruitment to the Project, is the University of Rzeszów, the administrator of personal data is the University of Rzeszów itself, with its registered office at Tadeusza Rejtana 16c, 35-959 Rzeszów.
3. Information on the processing of personal data by the University of Rzeszów pursuant to the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons about the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as the "GDPR") is available at the following link: https://www.ur.edu.pl/files/user_directory/580/Pliki%20do%20pobrania/Regulamin%20Ochrony%20Danych%20Osobowych%20Uniwersytetu%20Rzeszowskiego.pdf
4. In addition, after obtaining the qualification to participate in the Project, the Project Participant is obliged to provide his/her personal data using the personal data form for the Project. Providing data is voluntary, but crucial for the implementation of the Project. The refusal to provide the personal data will be tantamount to not being able to use the Programme.

§ 9

Consent to use, record, disseminate, and publish the image of the Participant

Each Participant grants UR a free, multiple, and perpetual right to use, record, disseminate, and publish his/her image recorded in photographs and recordings taken during classes and activities related to participation in the project, including its processing, copying, reproduction, and reproduction by any technique and by any means for promotional purposes of UR.

§ 10

Final provisions

1. The Regulations come into force on the day of their announcement and are valid until the completion of the Project.
2. UR reserves the right to make changes to the Terms and Conditions depending on the conditions of the Project implementation.
3. In matters not regulated by these Regulations, the provisions of the Programmes for the institutions of the National Agency for Academic Exchange specified in the "Beneficiary's Handbook" and the internal provisions of the legal acts of the University of Rzeszów shall apply.
4. By joining the Project, the Participant declares that he/she has read and undertakes to comply with the provisions of these Regulations.
5. Annexes to the Regulations:

    a. Appendix 1: Lump sums
    b. Appendix 2: Mobility Report (Template)
    c. Appendix no. 3a: Certificate of completion of mobility for UR (Template)
    d. Appendix no. 3b: Certificate of completion of mobility from outside the UR (Template)
    e. Appendix 4: Principles for the assessment of learning outcomes and competence acquisition
    f. Appendix 5: Agreement
    g. Appendix 6: GDPR Information Clause
    h. Appendix 7: Consent to data and image processing