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PROM Project – Short-term Academic Exchange, a project co-financed by European Funds for Social Development Programme 2021–2027

Appendix to Ordinance No. 5/2025

of the Director of the Institute of Geological Sciences, Polish Academy of Sciences,
dated 22 October 2025

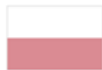
REGULATIONS FOR RECRUITMENT AND PARTICIPATION

in the project “PROM – Short-term Academic Exchange” at the IGS PAS

§ 1

General provisions

1. These Regulations (hereinafter: Regulations) define the rules for the implementation of short-term academic exchange under the project “PROM – Short-term Academic Exchange” (hereinafter: Project), financed by the Polish National Agency for Academic Exchange (NAWA) pursuant to Decision No. BPI/PRO/2025/1/00004/DEC/1.
2. The Project is implemented by the Institute of Geological Sciences of the Polish Academy of Sciences (hereinafter: IGS PAS) on the basis of Agreement No. BPI/PRO/2025/1/00004/U/00001 concluded with NAWA (hereinafter: Agreement).
3. The Project is carried out by a project team appointed by the Director of IGS PAS; its structure and composition are specified in Appendix No. 1
4. Details of the Agreement are as follows:
Agreement No.: BPI/PRO/2025/1/00004/U/00001
Implementation period: from 1 October 2025 to 30 September 2026
Total funding amount: 995,250.00 PLN
Planned number of mobilities (total): 97
5. These Regulations define the framework for the implementation of the Project, including: objectives, scope of support, duration and forms of mobility, characteristics of participants, recruitment structure and announcements, application requirements and necessary documents, the system of application assessment and participant selection, rules for concluding agreements and disbursing funds, participant obligations, information on verification of learning outcomes, information on changes, resignations or extraordinary situations, as well as rules for monitoring, control and archiving, information and promotion requirements, and principles of personal data processing.
6. The Regulations are based on: the Call for Applications for the PROM Programme (Call 2025), the Beneficiary’s Handbook, the Rules for Recruitment, Reporting and Data Collection for Projects financed under FERS, and the Project financing agreement concluded with NAWA. In case of discrepancies, the provisions of NAWA and the Agreement shall prevail.
7. Definitions:
 - **Participant** – means a person qualified to take part in short-term exchange under the Project.
 - **Mobility** – means an outbound, inbound, virtual, or blended (hybrid) form of short-term academic exchange.



- **Scholarship** – means a financial benefit paid to Participants for the duration of mobility in accordance with NAWA rules.
- **Lump sum** – means unit support for travel costs and for subsistence and accommodation, in accordance with the current NAWA tables.
- **Recruitment Committee** – means the body appointed by the Director of IGS PAS responsible for evaluating applications.

§ 2

Project objectives

1. The main objective of the Project is to increase the internationalisation of IGS PAS through the implementation of short-term mobilities and the verification of acquired competencies.
2. The specific objectives include, in particular:
 - enhancing the competencies of students, doctoral candidates, and research and technical staff;
 - improving the quality of education and research through international exchange;
 - increasing the number of completed short-term mobilities and ensuring their two-way character (outgoing and incoming);
 - developing international partnership relations of IGS PAS.

§3

Scope of support, duration and forms of mobility

1. The Project finances short-term academic exchanges aimed at gaining competencies/learning outcomes.
2. The preferred form of short-term exchange is traditional mobility (outgoing and incoming). In exceptional cases, subject to the approval of the Recruitment Committee, virtual or blended mobility may be carried out.
3. The Project enables short-term academic mobility, defined as international mobility lasting from 5 to 30 days.
4. During the mobility, a Participant may take part in one or several competence-building activities.
5. A short-term exchange must include at least one of the following activities:
 - active participation in an international conference (lecture, oral presentation, poster session);
 - collecting materials for a doctoral dissertation or a scientific article;
 - participation in a summer school or winter school;
 - performing measurements using unique research equipment or testing research apparatus;
 - participation in courses, including intensive courses credited toward the educational process, workshops, professional internships or industrial placements, study visits (including those at enterprise sites);
 - conducting teaching activities;

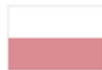


- participating in the preparation of a grant proposal involving international cooperation.
6. The mobility must have a clearly defined programme of activities, a description of the expected learning outcomes, and the methods of their verification.
 7. Participants of short-term mobilities carried out in the traditional (outgoing–incoming) format are entitled to the following benefits for the duration of mobility: scholarship, lump sum for travel costs, lump sum for subsistence and accommodation (in the amounts indicated in Appendix 2), and reimbursement of fees related to participation in the above activities (e.g., conference fees, training costs — based on ma).
 8. Participants of short-term mobilities carried out in the virtual (online) format are entitled only to the reimbursement of fees related to participation in the above activities (e.g., conference fee, training cost).
 9. Participants of short-term mobilities carried out in the blended (partly online and partly traditional) format are entitled to benefits as follows:
 - as for traditional mobility: for the part carried out physically,
 - as for virtual mobility: for the part carried out online.
 10. The availability of individual activities within short-term mobility depends on the target group to which the Participant belongs and will be specified in individual recruitment announcements for the Project.

§ 4

Project participants

1. Eligible groups. The following groups are eligible to participate in the Project:
 - doctoral candidates of IGS PAS;
 - IGS PAS staff: research, teaching, research–technical staff, and other employees involved in the substantive implementation of the Project;
 - students and doctoral candidates from foreign universities/institutes in the case of incoming mobilities to IGS PAS.
2. Eligibility conditions — outgoing mobilities from IGS PAS.
Any doctoral candidate or employee of IGS PAS may participate in outgoing mobilities, provided that they meet the requirements set out in these Regulations and in the respective recruitment announcements.
3. Eligibility conditions — incoming mobilities to IGS PAS.
Any student or doctoral candidate of a foreign university or scientific/research institution may participate in incoming mobilities, provided that they present proof of academic status (e.g., a scan of a student ID, confirmation from the home institution where the doctoral programme is conducted, etc.) and fulfil all other requirements set out in these Regulations and in the recruitment announcements.
4. Number of mobilities and group structure.
The Project provides funding for 97 short-term mobilities, including:
 - 8 outgoing mobilities of doctoral candidates,
 - 29 outgoing mobilities of IGS PAS staff,
 - 60 incoming mobilities of foreign students and doctoral candidates for activities organised by IGS PAS.



5. Participation limit for staff.
The participation of staff (both Polish and foreign) may not exceed 30% of all Project Participants.
6. “One person — one mobility” rule.
Each individual may receive funding for only one short-term academic mobility within the Project; within that mobility, one or more activities may be carried out, provided they lead to the acquisition and verification of competencies/learning outcomes.
7. Participant selection procedure.
Project Participants will be selected through three separate calls, dedicated to different activities and target groups and announced in accordance with the relevant recruitment notices.

§5

Recruitment structure and announcements

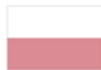
1. Recruitment is open and competitive, conducted in at least three rounds during the Project implementation period. The dates of each round are announced by the Project Coordinator on the IGS PAS website and via email notifications.
2. The recruitment announcement includes, in particular:
the type and number of available places, target groups, eligible activities, mobility implementation period, list of required documents, assessment criteria and their weights, deadline and method of submitting applications, and contact details.

§ 6

Application and required documents

1. The candidate submits an application form appropriate for the specific path (mobility of a doctoral candidate, mobility of staff, incoming mobility of a foreign student/doctoral candidate) — templates provided in Appendix 2a.
2. The following documents must be attached to the application, in accordance with the recruitment announcement:
 - academic/professional CV;
 - mobility plan (programme of activities with schedule and expected learning outcomes);
 - proof of status (confirmation from a doctoral school/university or employee document);
 - invitation letter/confirmation of acceptance from the host institution (if applicable);
 - recommendation from the scientific supervisor/line manager (for outgoing mobilities);
 - declarations required by regulations and by the Regulations (including GDPR): Appendix No. 7.
3. Incomplete applications or applications submitted after the deadline will not be assessed.

§ 7



Evaluation and qualification

1. Formal and substantive evaluation is carried out by the Recruitment Committee appointed by the Director of IGS PAS. Representatives of the project teams (substantive, organisational and promotional, financial) may participate in the Committee's work without voting rights.
2. Substantive criteria and weights (up to 100 points) — applicable to all application paths (with calibration of expectations to the career stage):
 - relevance and alignment with the Project objectives, and contribution to indicators — 0–20 points;
 - quality of the mobility programme and planned results/learning outcomes — 0–20 points;
 - applicant's potential and previous scientific/teaching activity — 0–15 points;
 - justification of the mobility's impact on the development of IGS PAS and knowledge transfer — 0–20 points;
 - feasibility (realistic schedule, organisation, risks) — 0–10 points;
 - equality and accessibility (e.g., lack of previous mobilities, green travel, accessibility needs) — 0–5 points;
 - adequacy of costs in relation to results (in accordance with unit rates) — 0–10 points.
3. The minimum threshold for passing the substantive evaluation is 60 points.
4. In the case of a tie, the following are considered in order:
 - (1) a higher score in criterion 2;
 - (2) no previous short-term mobility in the last 24 months;
 - (3) importance of the mobility for the achievement of Project indicators;
 - (4) order of applications submitted.
5. The Committee prepares a protocol, a ranking list, and a reserve list.
6. Before making the final funding decisions, the Committee verifies whether staff participation does not exceed 30% of all Participants. If necessary, the Committee adjusts recommendations by moving individuals to the reserve list.
7. Results are communicated via email.
8. Applicants may submit an appeal within 5 working days from the date of publication of the results — only in matters concerning procedural violations. Appeals are reviewed by the Director of IGS PAS within 10 working days. The decision is final at the institutional level.

\$8

Agreement and payment of funds

1. A Participant qualified for the Project concludes a **scholarship agreement** with IGS PAS (template: Appendix No. 4).
2. The scope of financing, in accordance with NAWA rules, includes:
 - scholarship for the duration of mobility (calculated per “person-day” according to the rates applicable to the participant's category);
 - lump sum for travel costs (according to distance/country groups) and a lump sum for subsistence and accommodation (according to cost groups);



- reimbursement of fees related to participation in activities (e.g., conference fees, course fees), settled based on actual costs;
 - for virtual mobility, only the fees for the above activities are financed.
3. The applicable rates and calculation rules follow the current NAWA tables and recruitment announcements. The Regulations do not specify numerical values — the rates valid on the date of signing the agreement apply.
 4. Payment of funds is made in accordance with the agreement — generally in the form of a pre-payment issued before the mobility or as a reimbursement after submission of the required documents.
 5. In the case of incoming mobility to IGS PAS, the payment of funds is made on the first day of stay. In exceptional circumstances, the incoming participant may request pre-financing of travel costs, not exceeding the applicable travel lump sum. Exceptional circumstances will be assessed by the chair of the project team, and the form and scope of settlement will be determined individually.

§ 9

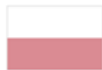
Participant obligations

1. Before the mobility:
submission of the complete set of required documents (agreement, mobility plan/learning or training agreement, invitation/acceptance from the host institution); possession of health insurance and accident insurance (and liability insurance, if required); obtaining necessary visas/permits; participation in the information meeting.
2. During the mobility:
implementation of the agreed programme; informing the Project Coordinator of any significant changes or risks; compliance with health and safety regulations and research ethics.
3. After the mobility (within 14 days):
 - final report using the prescribed template (Appendix No. 6);
 - confirmation of stay/participation and/or certificate from the host institution;
 - documents required for learning-outcome verification, in accordance with the Standard of Requirements (Appendix No. 5);
 - settlement of any actual costs incurred (e.g., registration fees);
 - completion of the evaluation survey indicated.

§ 10

Verification of learning outcomes

1. Learning outcomes/competencies are verified in accordance with the Standard of Requirements (Appendix No. 5) by designated experts of the substantive team.
2. Verification methods (at least one required):
exam/test, portfolio, presentation/seminar, supervisor's assessment, observation, practical task report, course completion certificate.
3. Confirmation of achieved learning outcomes is a certificate/attestation issued to the Participant (template: Appendix No. 5B), as well as an entry in the project records.



§ 11

Changes, withdrawal, extraordinary situations

1. Any change in the mobility date or scope requires approval from the Coordinator (and, if it affects the budget/indicators, also approval from the Committee and compliance with NAWA rules).
2. Withdrawal must be reported immediately. An unused place may be allocated to a candidate from the reserve list.
3. In cases of force majeure, part of the activities may be replaced by a virtual format, provided that this complies with NAWA rules and does not undermine the objectives of the Project.

§ 12

Monitoring, control and archiving

1. Participants are obliged to cooperate during monitoring and control activities carried out by IGS PAS, NAWA or other authorised institutions.
2. Project documentation must be retained for the period specified in the Project financing agreement and in NAWA guidelines.

§ 13

Information and promotion

1. Participants are required to indicate the source of financing (NAWA/FERS, EU) in accordance with the information and promotion guidelines. Templates of required markings and descriptions of obligations are provided by IGS PAS.

§ 14

Personal data processing

1. The controller of Participants' personal data is IGS PAS; the co-controller processing Participants' data in the NAWA system is the Director of NAWA, for the purpose of Programme implementation.
2. Information clauses and consent templates are provided in Appendix No. 7.
3. A condition of participation is the submission of all data necessary for Project implementation and the completion of the Participant's form in the NAWA ICT system.

§ 15

Final provisions

1. For matters not regulated herein, the provisions of the financing agreement, the recruitment announcement, the Beneficiary's Handbook and NAWA guidelines shall apply.



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2. IGS PAS reserves the right to update the Regulations during the Project implementation period if required by law or NAWA guidelines — with due respect for Participants' acquired rights.
3. These Regulations enter into force on the date of signature of the Ordinance of the Director of IGS PAS and remain valid until the Project is fully settled.



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Appendix No. 1 – Composition and roles of the project team

The PROM Project Team consists of:

• **Head of the project team:** Prof. Anna Wysocka, DSc – Deputy Director of IGS PAS for Research

• **Expert Team (18 members):**

Preparation of recruitment rules: Dr Anna Gumsley, Dr Marta Wojewódka-Przybył

Participant recruitment process: Dr hab. Edyta Zawisza, Dr Ilona Sekudewicz, Dr Marcin Błaszczak, Dr Anna Kukuła, Dr Artur Kuligiewicz, MSc Maria Dądela

Evaluation of participants' competencies:

experts evaluating workshop activities: Dr Wiktoria Gmochowska, Dr Karolina Rybka, Dr Jan Goleń, Dr Łukasz Słonka, Dr Anna Filipek, MSc Paula Sierpień

experts evaluating competencies acquired during foreign mobilities: Dr Agata Jarzynka, Dr hab. Joanna Mirosław-Grabowska

experts assessing the outcomes of study visits conducted at IGS PAS: MSc Maciej Jaranowski, Dr Aleksandra Stachowska

• **Organization and Promotion Team:** MSc Marta Godzwon, Eng. Beata Osłowska-Lesiak

• **Finance Team:** MSc Urszula Kozicka, MSc Karolina Brodzińska

Teams' competencies:

- expert team: drafting the recruitment and participation regulations; developing/updating the Requirements Standard; verification of learning outcomes; substantive assessment of applications;
- organization and promotion team: announcements; communication; participant support;
- finance team: contracts; payments; settlements; archiving.

Appendix 2 – Lump Sum Rates according to NAWA

A. Scholarship (per person per day)

CATEGORY OF ELIGIBLE PERSONS	DAILY RATE IN PLN
Student	75
Employee / PhD candidate	125
Person holding at least a doctoral degree or an equivalent degree obtained abroad	250

B. Lump sum for living and accommodation costs (by country groups)

	COUNTRY GROUP	COUNTRIES	DAILY RATE IN PLN
I	Countries with lower living and accommodation costs	Bosnia and Herzegovina, Brazil, Bulgaria, Egypt, Georgia, India, Lithuania, Latvia, Morocco, Moldova, Poland, Romania, Turkey, Ukraine, Vietnam, and other countries of the world	300
II	Countries with moderate living and accommodation costs	Andorra, Austria, Azerbaijan, Belgium, Croatia, Czechia, Cyprus, France, Greece, Indonesia, Jordan, Kazakhstan, Kyrgyzstan, North Macedonia, Germany, Malta, the Netherlands, Portugal and Spain, Monaco, Vatican City, San Marino, Serbia, Slovakia, Slovenia, Thailand, Hungary, Italy, Uzbekistan,	400

III	Countries with higher living and accommodation costs	Saudi Arabia, Australia, Bahrain, Brunei, China, Denmark, Estonia, Finland, Iceland, Ireland, Hong Kong, Japan, Canada, Qatar, South Korea, North Korea, Kuwait, Liechtenstein, Luxembourg, Macau, Mexico, Norway, New Zealand, Oman, Singapore, Sweden, Switzerland, Taiwan, Faroe Islands, United Kingdom, United Arab Emirates,	500
IV	Countries with the highest living and accommodation costs	United States of America, Israel.	700

* Excluding countries from groups II, III and IV.

C. Lump sum for travel costs in the case of mobility to/from Poland

COUNTRY	RATE IN PLN
Belarus, Lithuania,	1000
Austria, Bosnia and Herzegovina, Croatia, Czechia, Denmark, Estonia, Finland, Latvia, Moldova, Germany, Romania, Serbia, Slovakia, Slovenia, Sweden, Ukraine, Hungary,	1500
Albania, Andorra, Belgium, Bulgaria, Montenegro, France, Greece, the Netherlands, Ireland, Kosovo, Liechtenstein, Luxembourg, North Macedonia, Malta, Monaco, Norway, Russia, San Marino, Switzerland, Tunisia, Turkey, Vatican City, United Kingdom, Italy, Faroe Islands,	2000
Algeria, Saudi Arabia, Armenia, Azerbaijan, Bahrain, Cyprus, Egypt, Georgia, Spain, Iraq, Iran, Iceland, Israel, Jordan, Qatar, Kazakhstan, Kuwait, Lebanon, Libya, Morocco, Palestine, Portugal, Syria, Tajikistan, Turkmenistan, Uzbekistan,	3000



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<p>Afghanistan, Benin, Bhutan, Burkina Faso, Burundi, Chad, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gabon, The Gambia, Ghana, Guinea, Guinea-Bissau, Equatorial Guinea, India, Yemen, Cameroon, Kenya, Kyrgyzstan, Republic of the Congo, Liberia, Mali, Mauritania, Mongolia, Nepal, Niger, Nigeria, Oman, Pakistan, Central African Republic, Cape Verde, Rwanda, Senegal, Sierra Leone, Somalia, Sudan, South Sudan, Togo, Uganda, Ivory Coast, São Tomé and Príncipe, United Arab Emirates,</p>	<p>4500</p>
<p>Angola, Antigua and Barbuda, Argentina, Australia, Bahamas, Bangladesh, Barbados, Belize, Bolivia, Botswana, Brazil, Brunei, Chile, China, Dominica, Dominican Republic, Ecuador, Eswatini, Fiji, Philippines, Grenada, Guyana, Guatemala, Haiti, Honduras, Hong Kong, Indonesia, Jamaica, Japan, Cambodia, Canada, Kiribati, Colombia, Comoros, South Korea, North Korea, Costa Rica, Cuba, Laos, Lesotho, Madagascar, Macau, Malawi, Maldives, Malaysia, Mauritius, Mexico, Micronesia, Myanmar, Mozambique, Namibia, Nauru, Nicaragua, New Zealand, Palau, Panama, Papua New Guinea, Paraguay, Peru, South Africa, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, El Salvador, Samoa, Seychelles, Singapore, Sri Lanka, United States, Suriname, Thailand, Taiwan, Tanzania, Tonga, Trinidad and Tobago, Tuvalu, Uruguay, Vanuatu, Venezuela, Vietnam, Solomon Islands, Marshall Islands, Zambia, Zimbabwe.</p>	<p>6500</p>

Appendix No. 2a – Application Form Templates

A. Application – OUTGOING mobility of a PhD candidate from IGS PAS

1. Personal and Contact Details

Full name:
Email address:
Phone number:
Doctoral school:

2. Scientific Supervisor

Full name:
Email address:

3. Host institution

Name of institution:
Address:
Contact person:

4. Mobility period

Start date:
End date:
Number of days (including up to 2 travel days):

5. Description of activities

Type of activity (conference, internship, course, research):

Action plan:



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Detailed schedule:

6. Objectives and intended learning outcomes

Knowledge:

Skills:.....

Social competences:

7. Methods and documents for verifying learning outcomes

(e.g. certificate, supervisor's assessment, final report):

8. Justification for the mobility

Impact of the mobility on the PhD candidate's scientific development:

Contribution to the development of IGS PAS:

Plan for dissemination of results (if applicable):

9. Budget

Scholarship:
Lump sums (travel, living):
Actual costs (conference, course):

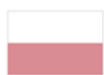
10. Declarations

1. The applicant confirms that they are not applying for other funding, nor have they received support from the European Union or the state budget, to cover part or all of the costs of participation in the short-term mobility.
2. I declare that I have read the Regulations and undertake to comply with them.
3. I undertake to submit the required declarations in the NAWA system, including completing and submitting the participant's form after the funding has been granted.

.....
(place, date, signature)



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11. Attachments

1. Invitation / acceptance from the host institution / information about the course or conference (if applicable).
2. Recommendation from the scientific supervisor.
3. CV.

Appendix No. 2a – Application Form Templates

B. Application – Business Trip of IGS PAS Staff

1. Personal and Contact Details

Full name:
Email address:
Phone number:

2. Scientific Supervisor (if applicable)

Full name:
Email address:

3. Host institution

Name of institution:
Address:
Contact person:

4. Mobility period

Start date:
End date:
Number of days (including up to 2 travel days):

5. Description of activities

Type of activity (conference, internship, course, research):

Action plan:

Detailed schedule:

6. Objectives and intended learning outcomes

Knowledge:

Skills:.....

Social competences:

7. Methods and documents for verifying learning outcomes

(e.g. certificate, supervisor's assessment, final report):

8. Justification for the mobility

The impact of mobility on the applicant's scientific development:

Contribution to the development of IGS PAS:

Plan for dissemination of results (if applicable):

9. Budget

Scholarship:
Lump sums (travel, living):
Actual costs (conference, course):

10. Declarations

1. The applicant confirms that they are not applying for other funding, nor have they received support from the European Union or the state budget, to cover part or all of the costs of participation in the short-term mobility.
2. I declare that I have read the Regulations and undertake to comply with them.
3. I undertake to submit the required declarations in the NAWA system, including completing and submitting the participant's form after the funding has been granted, as well as completing the evaluation survey.

.....
(place, date, signature)



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11. Attachments

1. Invitation / acceptance from the host institution / information about the course or conference (if applicable).
2. CV

Appendix No. 2a – Application Form Templates

C. Application – INCOMING mobility of a student / PhD candidate from abroad

1. Personal details and home university

Full name:
Email address:
Phone number:
Home university (name, country):

2. Description of activities at IGS PAS

Host unit (research center):
Supervisor at IGS PAS (name, surname, email):
Description of planned activities:

3. Timeline and action plan

Start date:
End date:
Number of days (including up to 2 travel days):
Action plan (schedule):

4. Expected learning outcomes and verification methods

Knowledge:

Skills:

Social competences:

Verification methods and documents (e.g. report, certificate, supervisor's opinion):

.....



5. Budget

Scholarship:
Lump sums (travel, living):

6. What can we do to make you feel comfortable with us?

Please select the appropriate option:

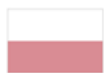
- Architectural accessibility, e.g.: ground-level entrance around the building, ramp, elevator;
- Preparation of information/training materials printed in a larger font than standard; Materials in Braille;
- PJM interpreter (Polish Sign Language);
- Interpreter of the Signed Polish system (SJM);
- Interpreter for the Communication System for Deafblind Persons (SKOGN);
- Induction loop;
- Support of an assistant, e.g.: for a blind person, a deafblind person, or a person with a mobility disability;
- Presence of a companion/assistant of a person with a disability;
- Special dietary needs;
- Provision of conditions for an assistance dog;
- Other, e.g.: extended support time resulting from the need for slower sign language interpretation, slow speech, or lip-reading.

7. Declarations

1. The Applicant confirms that he/she is not applying for other funding nor has he/she received support from the European Union or the state budget to cover part or all of the costs of participation in the short-term mobility.
2. I declare that I have read the Regulations and undertake to comply with them.
3. I undertake to submit the required declarations in the NAWA system, including completing and sending the participant's form after being awarded funding, as well as completing the evaluation survey.
4. I declare that I have sufficient knowledge of the English language to carry out the activities under the project and to participate in the short-term mobility.



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.....
(place, date, signature)

8. Attachments

1. Confirmation of student/doctoral student status (scan of student ID card or statement of status).
2. Consent of the academic supervisor at the home university.
3. CV of the student/doctoral student.

Appendix No. 3 – Merit-based application evaluation sheet (100 points)

Candidate ID:

Pathway: outgoing mobility – doctoral candidate outgoing mobility – staff
incoming mobility – student/doctoral candidate

Evaluation criteria

Criteria	Point Range	Points Awarded
Alignment with the project objectives and contribution to indicator achievement	0–20
Quality of the mobility programme and the feasibility of verifying learning outcomes	0–20
Applicant’s potential and relevance of previous achievements to the proposed topic	0–15
Impact on the development of IGS PAS (knowledge transfer, cooperation)	0–20
Feasibility (risks, logistics, readiness of the host institution)	0–10
Equality / accessibility / green travel (including no short-term mobility in the last 12 months)	0–5
Cost adequacy in relation to expected results (in accordance with unit rates)	0–10

Total score:/100

Committee recommendation

YES NO

Committee Comments (including any conditions):

.....
.....
.....

Signatures of Evaluators (minimum 2 persons):

1.
2.
3.



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Appendix No. 4 – Template of the agreement between the beneficiary and the project participant

AGREEMENT..../ contract number with NAWA

between:

The Institute of Geological Sciences, Polish Academy of Sciences, with its registered office at ul. Twarda 51/55, 00-818 Warsaw,

hereinafter referred to as “IGS PAS”, represented by Professor Stanisław Mazur, PhD, DSc, acting as the Beneficiary within the meaning of the agreement on the implementation and financing of the project under the PROM Programme – International Scholarship Exchange for Doctoral Candidates and Academic Staff (hereinafter the “Programme”), concluded with the National Agency for Academic Exchange, hereinafter referred to as the “Agreement with IGS PAS”,

and

Ms/Mr: [name and surname, PESEL number if applicable, passport number if applicable, and the address of the student/doctoral candidate or academic staff member]:

.....
.....

hereinafter referred to as the “Project Participant”.

The Parties have agreed on the following terms and conditions:

§ 1 – SUBJECT OF THE AGREEMENT

1. The Parties mutually agree to carry out a scholarship exchange under IGS PAS. The Programme is co-financed by the European Social Fund under the Operational Programme Knowledge Education Development.
2. The Project Participant declares and confirms that they have read the Programme documentation and the obligations imposed on them under the Agreement with the Institution and the documents referenced therein, and that they accept these obligations.
3. The Institution shall provide the Project Participant with funding for the implementation of a short educational activity (... a brief description of the activity together with the timeframe for its implementation should be provided here ...), hereinafter referred to as the “Activity”.
4. The Project Participant accepts the funding and undertakes to carry out the Activity referred to in paragraph 3.



5. The Project Participant declares that they have read and accept the terms of this Agreement. Any amendments to this Agreement must be made in writing under pain of nullity.

§ 2 – DURATION OF THE AGREEMENT

6. The Agreement enters into force on the date of its conclusion, i.e., upon signature by the last of the Parties.
7. The Activity shall commence on and shall conclude on

§ 3 – FUNDING OF THE ACTIVITY

8. The funding for the costs related to the Activity amounts to PLN (in words:). This amount consists of: travel costs in the amount of, subsistence costs in the amount of, and (list any other costs of the Activity).
9. The Project Participant undertakes to complete the evaluation questionnaire constituting Annex No. 2 to this Agreement, within the timeframe and under the rules set out in the Programme.
10. The Project Participant is required to provide an appropriate certificate confirming the proper implementation of the Activity (Annex No. 3 to this Agreement).
11. Within days from the conclusion of the Activity, the Project Participant must submit to the Institution a duly completed Financial Settlement Form for the mobility, in accordance with the template constituting Annex No. 1 to the Agreement.

§ 4 – PAYMENTS TO THE PROJECT PARTICIPANT

12. Within days from the entry into force of this Agreement, a payment in the amount of PLN shall be made to the Project Participant.
13. The remaining funds shall be paid by the Institution to the Project Participant by after the Financial Settlement of the mobility has been approved by the Institution.
14. If the amount of funds transferred to the Project Participant pursuant to paragraph 1 exceeds the amount due as shown in the Settlement, the Project Participant shall return the difference within days from the approval of the Settlement.
15. Payments shall be made (indicate the method of payment)



§ 5 – PERSONAL DATA

16. By entering into this Agreement, the Project Participant is required to submit a personal data statement, constituting Annex No. 4 to this Agreement. Failure to submit the statement constitutes grounds for withholding payment of funds and for IGS PAS to withdraw from this Agreement within 3 months from the date of its conclusion.

§ 6 – APPLICABLE LAW AND JURISDICTION

17. The award and payment of funding shall be made on the basis of this Agreement, taking into account the provisions of the Agreement with IGS PAS.
18. All disputes shall be resolved in accordance with Polish law.

§ 7 – FINAL PROVISIONS

19. The court competent to resolve disputes arising from this Agreement shall be the court with jurisdiction over IGS PAS.
20. The Agreement has been drawn up in two identical copies, one for each Party.

Project Participant

on behalf of IGS PAS

.....
 Name and surname
 Signature
 Place and date

.....
 Name, surname, and function
 Signature
 Place and date
 IGS PAS stamp

Annexes:

1. Financial Settlement Form for the Mobility
2. Certificate Template (Annex No. 5B to the Regulations)
3. Project Participant's Declaration (generated in the NAWA system)

**Travel Financial Settlement Form****I. BASIC INFORMATION**

1.	Name and surname of the Project Participant:	
2.	Project Title:	
3.	Agreement Number:	
4.	Place of residence (city):	
5.	Departure date:	
6.	Return date:	
7.	Host institution city:	
8.	Purpose of travel:	

**II. TRAVEL COSTS, HEALTH INSURANCE, LIABILITY INSURANCE (OC),
ACCIDENT INSURANCE (NNW), VISA FEES OR FEES RELATED TO
LEGALIZATION OF STAY**

No.	Straight-line distance between the Project Participant's place of residence and the place of stay [km]	Amount [PLN]
1.		

III. SUBSISTENCE COSTS

No.	Number of days*	OECD country or country listed in the MERCER Top 50 Report [YES/NO]	Amount [PLN]
1.			

*Travel days are included in the total number of days of stay.

**IV. COSTS OF CONFERENCE FEES, TRAINING, COURSES AND WORKSHOPS**

LIST OF ACCOUNTING DOCUMENTS RELATED TO CONFERENCE FEES, TRAINING, COURSES AND WORKSHOPS				
No.	Name of goods/service	Number and type of accounting document	Amount [PLN]	Method of payment*
				payable by bank transfer
				paid by the participant
				payable by bank transfer
				paid by the participant
Total paid by the Project Participant:				— PLN
Total payable by bank transfer*:				— PLN

**Original accounting documents listed in the table constitute attachments to the financial settlement of the travel.*

**All accounting documents “payable by bank transfer” must be issued to the Project Beneficiary.*

V. FINANCIAL SETTLEMENT

1. Advance payment received by the Project Participant:		— PLN
2. Eligible costs, including: [a+b+c]		— PLN
a.	Travel costs, health insurance, liability insurance, accident insurance, visa fees or fees related to legalization of stay:	— PLN
b.	Subsistence costs:	— PLN



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c.	Conference fees, training, courses, workshops paid by the Project Participant:	— PLN
3. Amount to be refunded/to be paid [1-2]		— PLN

4. Conference fees, training, courses, workshops pending payment	— PLN
---	-------

I request reimbursement / I undertake to return* the amount resulting from my travel.	— PLN
--	-------

** delete as appropriate*

.....

Date and signature of the Project Participant

.....

*Date and signature of the person
approving the settlement
on behalf of IGS PAS*

Appendix No. 5 – Requirements Standard (Learning Outcomes) and Confirmation Procedures

A. Standard (Learning Outcomes Matrix – Examples)

This appendix defines the minimum requirements regarding the learning outcomes of mobility participants and the method of their confirmation. Learning outcomes are described in three categories: knowledge, skills, and social competences/attitudes. For each form of support, the required evidence and verification methods are indicated.

Form of support	Knowledge	Skills	Social competences	Evidence	Verification method
International conference	Knowledge of current trends in the research area	Ability to present results; networking	Intercultural communication	Conference programme; presentation/poster or certificate of attendance	Post-conference presentation or a 1-page report evaluated by an assessor
Summer/winter school, intensive course	Knowledge from thematic modules	Ability to apply research methods and software	Teamwork	Certificate of completion or task portfolio	Test/exam conducted by an assessor or written evaluation by the instructor
Research/study visit	Knowledge of laboratory methods and techniques	Ability to operate equipment and analyse data	Research ethics	Task diary or host institution confirmation	Travel report and assessor's evaluation
Teaching activities	Knowledge of the course syllabus	Ability to conduct teaching activities; evaluation skills	Group collaboration	Syllabus or confirmation of delivered classes	Teaching report / analysis of teaching materials

The mobility participant is required to submit the necessary evidence confirming the achievement of learning outcomes together with the final report, which constitutes an annex to the agreement between the Beneficiary and the Project Participant. Failure to meet the requirements may result in the mobility being considered incomplete.



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B. Templates of documents confirming the acquisition of qualifications or competences in projects funded under FERS.



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<p>Project title: ""</p> <p>Project number: BPI/...../...../.....</p> <p>Name of Polish coordinating institution contracted with NAWA:</p>		
<p>CERTIFICATE / CONFIRMATION of completion</p>		
<p>Name of learning activity (forms of support):</p>	<p>Purpose of activity (forms of support):</p>	<p>Method of implementation:</p>
<p>Acquisition of material for a scientific article and taking measurements using unique research apparatus within the framework of a short-term academic exchange.</p>	<p>Development of competences necessary for doing research through international cooperation.</p>	<p>Participation in a short-term academic exchange at a partner university abroad.</p>
<p>Emily Smith, born 15.03.1997</p> <p>.....</p> <p><i>[participant identification: name and surname, date of birth].</i></p>		
<p>Organiser / Institution awarding the certificate</p> <p>University ...</p> <p>.....</p> <p><i>[Name of institution].</i></p>		
<p>Duration of the educational activity</p> <p>from: 04.07.2025</p> <p>until: 19.07.2025</p>	<p>Workload:</p> <p>45 teaching hours / 33 clock hours</p> <p>.....</p> <p><i>[Number of teaching hours or other units of workload]</i></p>	



Name of the competences acquired (developed)	Description of the learning outcomes for individual competences [broken down into: knowledge, skills, social competences for each competence].	Assessment criteria:
1. Conducting scientific research	<p>Knowledge:</p> <p>Knows and understands the methodology of acquiring and selecting scientific sources and data. Can correctly identify and evaluate current knowledge and research trends (state-of-the art) in their field.</p> <p>Skills:</p> <p>Can conduct research, collect and analyse data and present it in a clear and accessible manner.</p> <p>Social competences:</p> <p>Is able to cooperate with foreign partners in international research teams or project groups.</p>	<p>1. ...</p> <p>2. ...</p>
2. [Name of another competence]	<p>Knowledge:</p> <p>Knows and understands ...</p> <p>Skills:</p> <p>Able to / Can ...</p> <p>Social Competence:</p> <p>Can / Effectively communicates / Does ...</p>	<p>1. ...</p> <p>2. ...</p>
<p style="text-align: center;">Confirmation of the validation of learning outcomes:</p> <p>I hereby confirm that the validation/evaluation of the learning outcomes has been carried out in a way that is appropriate to the competences acquired, respecting the principles that ensure the separation of the learning process from the validation (the person verifying the learning outcomes was not the person providing the training).</p> <p>[here it is possible to write additional information on the way of measuring/evaluating the acquisition of competences by the Project Participant and the validation of the learning outcomes].</p>		

Date of issuance	Issuing institution	Person who issues the certificate on behalf of the institution
<p>.....</p> <p style="text-align: center;">[date]</p>	<p>.....</p> <p style="text-align: center;">[Name of institution]</p>	<p>.....</p> <p style="text-align: center;">[Name, position/function of the Person in charge]</p>



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of Poland

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European Union



Project title: ""

Project number: BPI/...../...../.....

Name of Polish coordinating institution contracted with NAWA:

CERTIFICATE / MICROCREDENTIAL
of completion

<p>Type and title of learning activity (form of support):</p> <p>Summer school entitled: "Green Campus summer school" on solutions for reducing adverse climate change.</p>	<p>Objective of learning activity:</p> <p>To develop sustainable and greener solutions to reduce emissions and carbon footprint.</p>	<p>Method of implementation:</p> <p>Hybrid classes implemented with foreign partners, divided into the following modules:</p> <ul style="list-style-type: none"> - 2-day class delivered online in the form of presentations and workshops by university X and university Y; - 8-day stay at university X, including an intensive programme on green campus design; - Project presentation by each team/participant and summary of work results (1 day).
---	--	---

Jason Smith, born 15.03.1997

.....
[participant identification: name, date of birth].

Organiser / Institution awarding the certificate

University ...

.....
[name of institution].

<p>Duration of the educational activity from: 04 .07.2025 until: 19.07.2025</p>	<p>Workload [number of teaching hours or number of awarded ECTS credits/ CEUs etc.].</p> <p>108 h including: 28 h of independent work, 40 h of oncampus workshops, 40 h of online workshops / 4 ECTS credits</p>	<p>Form of participation in learning activity</p> <p>hybrid classes (oncampus and online)</p>	<p>Level of the Polish/European Qualifications Framework [if assigned].</p> <p>7th level Polish / European Qualifications Framework</p>
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Quality assurance method:

[Brief description of how the quality of the educational process was ensured: e.g. a course developed in accordance with the University's guidelines on quality of education and prepared and taught by lecturers/educators with relevant experience, knowledge and competences in higher education or research / after completion of the summer school/programme, evaluation surveys of participants were conducted in order to incorporate feedback in subsequent editions].



Name of competences acquired (developed)	Description of learning outcomes for individual competences [broken down into: knowledge, skills, social competences for each competence].	Evaluation criteria	
1. Conducting scientific research	Knowledge: Knows and understands the methodology of acquiring and selecting scientific sources and data. Can correctly identify and evaluate current knowledge and research trends (state-of-the art) in their field. Skills: Can conduct research, collect and analyse data and present it in a clear and accessible manner. Social competences: Can collaborate with foreign partners in international research teams or project groups.	1. ... 2. ...	
2. Competence 2	Knowledge: Knows and understands Skills: Able to / Can Social Competence: Can / Effectively communicates / Does ...	1. ... 2. ...	
<p style="text-align: center;">Confirmation of the validation of learning outcomes:</p> <p>I hereby confirm that the validation/evaluation of the learning outcomes has been carried out in a way that is appropriate to the competences acquired, respecting the principles that ensure the separation of the learning process from the validation (the person verifying the learning outcomes was not the person providing the training).</p> <p>[here it is possible to write additional information on the way of measuring/evaluating the acquisition of competences by the Project Participant and the validation of the learning outcomes].</p>			
Country/region of the awarding institution	Date of issue	Issuing institution	Person issuing the certificate on behalf of the institution
..... [Country, city]. [date] [name of institution] [Name, position/function of the Person in charge]



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Appendix No. 6 – Mobility Settlement (Checklist)

Required documents for mobility settlement:

- Final Report of the Participant (IGS PAS template)
- Confirmation of mobility completion (certificate)
- Documents for actual costs (if applicable: invoices/receipts issued to IGS PAS)
- Materials for promotional activities (short note and 1–2 photos – if possible)
- Evaluation questionnaire



Appendix No. 7 – Information Clauses on the Processing of Personal Data for Project Participants

INFORMATION CLAUSE OF THE MANAGING AUTHORITY - THE MINISTER COMPETENT FOR REGIONAL DEVELOPMENT

In order to comply with the obligation imposed by Articles 13 and 14 of the GDPR^[1], in connection with Article 88 of the Act on the principles of implementation of tasks financed from European funds in the financial perspective 2021-2027^[2], we inform you about the rules for the processing of your personal data:

I. Administrator

A separate administrator of your data is the Minister competent for regional development with its registered office at 2/4 Wspólna Street, 00-926 Warsaw.

II. Purpose of data processing

Personal data will be processed in connection with the implementation of FERS, in particular for monitoring, reporting, communication, publication, evaluation, financial management, verification and auditing and for the purpose of determining the eligibility of participants.

Providing data is voluntary, but necessary to achieve the above-mentioned purpose. Refusal to provide them is tantamount to the inability to take appropriate action.

III. Basis for processing

We will process your personal data in connection with the fact that:

1. We are obliged to do so by law (Article 6(1)(c), Article 9(2)(g) and Article 10^[3] of the GDPR) ^[4]:
 - Regulation (EU) 2021/1060 of the European Parliament and of the Council of 24 June 2021 laying down common provisions on the European Regional Development Fund, the European Social Fund Plus, the Cohesion Fund, the Just Transition Fund and the European Maritime, Fisheries and Aquaculture Fund and financial rules for those and for the Asylum, Migration and Integration Fund, the Internal Security Fund and the Instrument for Financial Support for Border Management and Visa Policy,
 - Regulation (EU) 2021/1057 of the European Parliament and of the Council of 24 June 2021 establishing the European Social Fund Plus (ESF+) and repealing Regulation (EU) No 1296/2013 (OJ L 2021/2013, p. EU L 231, 30.06.2021, p. 21, as amended. amended)
 - Act of 28 April 2022 on the rules for the implementation of tasks financed from European funds in the financial perspective 2021-2027, in particular Articles 87-93,
 - Act of 14 June 1960 – Code of Administrative Procedure,
 - Act of 27 August 2009 on Public Finance.



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IV. How data is acquired

We obtain data directly from the data subjects or from institutions and entities involved in the implementation of the Programme, including in particular from applicants, beneficiaries and partners.

V. Access to personal information

Access to your personal data is granted to the administrator's employees and associates. In addition, your personal data may be entrusted or made available: 1. entities to which we have commissioned the performance of tasks in FERS,

1. entities to which we have commissioned the performance of tasks in FERS,
2. the bodies of the European Commission, the minister competent for public finances, the president of the social insurance institution,
3. entities that provide us with services related to the operation and development of ICT systems, as well as ensuring communication, e.g. IT solution providers and telecommunications operators

VI. Data retention period

Personal data is stored for the period necessary to achieve the purposes set out in point II.

VII. Rights of data subjects

You have the following rights:

1. the right to access your data and receive a copy of it (Article 15 of the GDPR),
2. the right to rectify your data (Article 16 of the GDPR),
3. the right to delete your data (Article 17 of the GDPR) – if the circumstances referred to in Article 17(3) of the GDPR have not occurred,
4. the right to request the controller to restrict the processing of your data (Article 18 of the GDPR),
5. the right to transfer your data (Article 20 of the GDPR) – if the processing is based on a contract: for the purpose of its conclusion or performance (in accordance with Article 6(1)(b) of the GDPR), and in an automated manner^[5],
6. the right to lodge a complaint with the supervisory authority of the President of the Office for Personal Data Protection (Article 77 of the GDPR) – if a person considers that the processing of their personal data violates the provisions of the GDPR or other national regulations governing the issue of personal data protection in force in Poland.

VIII. Automated decision-making

Personal data will not be subject to automated decision-making, including profiling.

IX. Transfer of data to a third country

Your personal data will not be transferred to a third country.



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X. Contact with the Data Controller and Data Protection Officer

If you have any questions regarding the processing of personal data by the minister competent for regional development, please contact the Data Protection Officer (DPO) as follows:

- by traditional mail (2/4 Wspólna Street, 00-926 Warsaw),
- electronically (e-mail address: IOD@mfipr.gov.pl).

.....

Signature of the project participant [signed: qualified electronic signature; trusted profile; handwritten signature; electronic authorization]

.

^[1] Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (OJ EU L 119 of May 4, 2016, pp. 1-88).

^[2] Act of April 28, 2022 on the principles of implementation of tasks financed from European funds in the 2021-2027 financial perspective (Journal of Laws 2022, item 1079), hereinafter referred to as the “Implementation Act.”

^[3] Applies only to projects activating persons serving prison sentences

^[4] One or more legal provisions should be indicated - they may be referred to to the extent necessary for the purposes of a specific clause.

^[5] For the automation of the personal data processing process, it is sufficient that the data is stored



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INFORMATION CLAUSE OF THE INTERMEDIATE INSTITUTION – NATIONAL CENTRE FOR RESEARCH AND DEVELOPMENT

Under art. 13 and 14 of Regulation 2016/679 (EU) 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 (hereinafter: “GDPR”), I inform you that:

1. the controller of your personal data is the National Centre for Research and Development (hereinafter: “NCBR”) with its registered office in Warsaw (00-801), 69 Chmielna street;
2. you can contact the data protection officer (DPO) by email at: iod@ncbr.gov.pl or by mail to the mailing address indicated above, with the added note: “Inspektor Ochrony Danych”;
3. personal data is processed for the purpose of implementing the project carried out under the European Funds for Social Development 2021-2027 (“EFSD”) Programme, in particular for the purpose of project evaluation and selection, conclusion of a funding agreement, supervision of project implementation, reporting, communication, publication, evaluation, financial management, verification and inspection, audit, evaluation of information and promotion activities, its acceptance, evaluation and financial settlement, for the purpose of determining the eligibility of participants and the possible establishment, investigation or defense of claims;
4. personal data is processed due to the purpose indicated above, i.e. the processing is necessary for the performance of a task carried out in the public interest (Article 6(1)(e) GDPR), and NCBR is authorized to process your personal data under the National Centre for Research and Development Act of 30 April 2010 in connection with the implementation of NCBR's tasks specified therein, and under the Act of 28 April 2022 on the Principles of Implementation of Tasks Financed from European Funds in the Financial Perspective 2021-2027, in particular Chapter 18 of that Act (Article 6(1)(c) GDPR);
5. personal data was obtained directly from you or from public records or from institutions and entities involved in the implementation of the project, including in particular applicants, beneficiaries, partners;
6. NCBR processes your personal data included in the financing application or provided in the performance of the tasks indicated in item 3 of the clause;
7. provision of personal data is necessary for the above-mentioned purpose. Refusal to provide it will make it impossible to undertake appropriate activities;
8. personal data will be processed for the period necessary to fulfil the purpose specified in item 3), and then for archiving purposes for the period in accordance with the NCBR's office instructions and the Uniform Subject File Index;
9. the recipients of the personal data will be public authorities and entities performing public tasks or acting on behalf of public authorities, in the scope and for the purposes that result from provisions of the law, as well as entities providing the services necessary for implementation of tasks by the NCBR, in particular the entity supporting the implementation of tasks is NCBR+ sp. z o.o. The data may also be transferred to IT partners, entities



providing technical or organisational support, document archiving and shredding, postal, courier, payment services, marketing support;

10. you have the right to request that NCBR respect the following rights concerning personal data: the right to request access to your personal data, to rectification, erasure, restriction of its processing, as well as the right to object to the processing of your personal data. The Data Protection Officer can be contacted regarding the exercise of rights, at the email address provided in item 2 above;

11. you also have the right to submit a complaint to the President of the Polish Personal Data Protection Authority;

12. your personal data will not be subject to automated decision-making, including profiling;

13. your personal data will not be transferred to third countries.

^[1] Regulation 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 (Official Journal of the EU L 119 of 4 May 2016, pp. 1-88).

^[2] Act of 28 April 2022 on the Principles of Implementation of Tasks Financed from European Funds in the Financial Perspective 2021-2027 (Journal of Laws of 2022 item 1079), hereinafter referred to as the “implementation act”.

^[3] Applies only to the projects that activate people serving prison sentences.

^[4] Indicate one or more provisions of the law – you may invoke them to a limited extent for the purpose of a specific clause.

^[5] For the process of personal data processing to be automated, it is sufficient that the data be stored on a computer disk.

^[6] The template is to be determined by the Intermediary Institution.

.....

Signature of the project participant

[signed: qualified electronic signature; trusted profile; handwritten signature; electronic authorisation]

Information clause of the Polish National Agency for Academic Exchange regarding the processing of personal data of participants in projects financed by the European Funds for Social Development 2021-2027 (EFSD)

Controller	Polish National Agency for Academic Exchange (the Agency) ul. Polna 40, 00-635 Warszawa
Purpose of and Legal Basis for Data Processing	<p>The Agency processes your personal data on the basis of Article 6(1)(c) and (e) of the GDPR , and on the basis of Article 9(2)(g) and (j) of the GDPR in conjunction with Article 6(1)(c) and (e) of the GDPR for the following purposes:</p> <ol style="list-style-type: none"> 1) to carry out the public task in the scope of internationalisation of higher education and science entrusted to the Agency, i.e., the task specified in Article 2 of the Act of 7 July 2017 on the Polish National Agency for Academic Exchange; 2) for the Agency to fulfil its legal obligations related to implementation of a project funding agreement, including statistical obligations and obligations related to monitoring, reporting, communication, publication, evaluation, financial management, verification and performance of project audits, and for the purpose of determining the eligibility of participants;
Categories of data processed	<p>The Agency may process the following categories of your data:</p> <ol style="list-style-type: none"> 1) identification data, as indicated in Article 87(2)(1) of the implementation act , including: full name, address, email address, phone number, fax number, PESEL, REGON, level of education, online identifiers; 2) the data related to the scope of your participation in the project, as indicated in Article 87(2)(2) of the implementation act, including: salary, form and period of involvement in the project; 3) your data appearing on the documents confirming eligibility of expenses, as indicated in Article 87(2)(3) of the implementation act, including bank account number, work experience; 4) the data indicated in Article 87(3) of the implementation law on racial or ethnic origin or on health, as referred to in Article 9 of the GDPR; 5) the data on the image of persons participating in implementation of the Programme or taking part in the events associated with it – on the basis of a separate, voluntary consent.



<p>Period of data processing</p>	<p>Your personal data will be processed by the Agency until the purpose of processing ceases, or for a period resulting from the archive category of the documents in which the data is included, as defined in the implementing regulations of Act of 14 July 1983 on the National Archival Resource and Archives.</p>
<p>Data sharing</p>	<p>With all the guarantees of security, your Agency may share your data with the entities entitled to receive it under the law, including in particular under the implementation act, or transfer it to the entities processing it on behalf of the Agency under an appropriate data processing agreement.</p>
<p>Transfers of Data to Third Countries</p>	<p>Your personal data will not be transferred to a third country or an international organization. Should it become necessary to transfer data to a third country, the Agency will provide adequate safeguards with regard to the transfer of such data and effective legal remedies, in particular the standard contractual clauses adopted by the European Commission, and will inform you accordingly.</p>
<p>Making decisions based solely on automated personal data processing, including profiling</p>	<p>None.</p>
<p>Requirement to state data/source of data</p>	<p>The Agency obtains data either directly from data subjects or from the institutions and entities involved in implementation of EFSD projects, including in particular from applicants, beneficiaries and partners. Refusal to provide data will mean that the application will not be examined, or a particular person will not be allowed to participate in the Programme.</p>
<p>Rights of data subjects</p>	<p>The Agency obtains data either directly from data subjects or from the institutions and entities involved in implementation of EFSD projects, including in particular from applicants, beneficiaries and partners. Refusal to provide data will mean that the application will not be examined, or a particular person will not be allowed to participate in the Programme.</p> <p>You can submit a request to us to be given access to your personal data, to rectify it, transfer it, or restrict the processing thereof – under the terms and conditions of the GDPR.</p> <p>If you believe that the Agency's processing of your personal data violates the law, you may also file a complaint with the President of the Polish Personal Data Protection Authority. Mogą Państwo złożyć do nas wnioski o dostęp do swoich danych osobowych, sprostowanie danych, przeniesienie danych oraz ograniczenie</p>



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	<p>przetwarzania danych osobowych - na zasadach określonych w RODO.</p> <p>Mogą Państwo także wnieść skargę do Prezesa Urzędu Ochrony Danych Osobowych, jeżeli uznają Państwo, że przetwarzanie Państwa danych osobowych przez Agencję narusza przepisy prawa.</p>
<p>Email address of the data protection officer at the Agency</p>	<p>odo@nawa.gov.pl</p>

.....

Signature of the project participant

[signed with a qualified electronic signature; trusted profile; handwritten signature; electronic authentication]

[1] Regulation 2016/679 (EU) 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

[2] Act of 28 April 2022 on the Principles of Implementation of Tasks Financed from European Funds in the Financial Perspective 2021-2027



CONSENT OF THE PARTICIPANT TO PERSONAL DATA AND IMAGE PROCESSING

I give my consent for my image to be captured in the form of analog photography, digital photography or recording by the National Agency for Academic Exchange (Administrator) and for my image to be used free of charge (with the option to describe it with my name, position, title, institution, country of origin, program which I participated in) for the purposes indicated below (please check the appropriate box(es) below):

- dissemination of papers and publication on the Administrator's website,
- dissemination of papers and publication on the Administrator's social media,
- publication in offer, advertising or promotional materials of the Administrator,
- dissemination of papers and publication in the Administrator's internal materials (e.g., on the bulletin board),
- publication of papers in print.

I acknowledge that:

1. transfer of this authorization to a third party requires my prior written consent to such action,
2. my personal data will be used in accordance with the content of the following information obligation.

INFORMATION OBLIGATION

The administrator of the personal data (name, surname, position, affiliation of the participant, address of the institution, academic degree, image) within the meaning of the General Data Protection Regulation (GDPR) is the National Agency for Academic Exchange (ul. Polna 40, 00-635 Warsaw). The data are used for the purposes indicated above, based on voluntarily given consent (Article 6(1)(a) of GDPR, Article 81 of the Copyright Law and Related Rights of 4 February 1994). The data subject shall have the right to withdraw his or her consent at any time (the withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal). Data will be used until any withdrawal of consent. The data may be transferred to entities cooperating with the Administrator (e.g. companies operating the Administrator's websites). The data subject has the right to access personal data, rectification, erasure, restriction of processing, or to lodge a complaint with a supervisory authority - under the terms of the GDPR. Data protection contact: odo@nawa.gov.pl.

Dissemination of an image that is only a detail of the whole (group photos, photos/recordings from parties, photos/recordings where the image of a person is not the main or primary element of the shot), does not require permission (legal basis: Article 81(2)(2) of the Law of 4 February 1994 on Copyright and Related Rights).

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Signature of the project participant

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Appendix No. 8 – Recruitment Schedule and Place Reservation

Recruitment Round	Date	Notes
I	October / November 2025	Project launch, first pool of places (incoming and outgoing mobilities)
II	December 2025	Continuation of mobilities, verification of partner institutions' needs
III	March / April 2026	Final round of mobilities, supplementing earlier activities

General Rules:

1. Reservation of mobility slots: applies to both incoming and outgoing mobilities (ensuring bidirectionality).
2. Staff participation limit: a maximum of 30% of the total number of mobilities.