

**REGULATIONS FOR RECRUITMENT AND PARTICIPATION IN THE PROJECT IMPLEMENTED
BY THE INSTITUTE OF BIOORGANIC CHEMISTRY OF THE POLISH ACADEMY OF SCIENCES
IN POZNAŃ AS PART OF THE PROM PROGRAM – SHORT-TERM ACADEMIC EXCHANGE,
CO-FINANCED BY FERS FUNDS**

Funding agreement number: BPI/PRO/2025/1/00033/U/00001

§ 1. Definitions

1. **Project** – a project of the Institute of Bioorganic Chemistry, Polish Academy of Sciences in Poznań (IBCH PAS), implemented under the program of the National Agency for Academic Exchange PROM – Short-term academic exchange, co-financed by the European Funds for Social Development 2021–2027 (FERS). Funding agreement number: BPI/PRO/2025/1/00033/U/00001
2. **Funding agreement** – an agreement between IBCH PAS and the National Agency for Academic Exchange (NAWA) with its registered office in Warsaw, the subject of which is the implementation of the Project.
3. **Short-Term Academic Exchange (STE)** – a foreign trip of a Project Participant who is an employee or a PhD student of IBCH PAS, lasting 5, 7, 14, or 30 days (including a maximum 2 days travel time), carried out as part of the Project, to a foreign unit, and the departure of a Project Participant from abroad to IBCH PAS, lasting 7 or 14 days, implemented in the form of, among others: active participation in a conference, obtaining materials for a doctoral thesis, a scientific article, participation in a summer school, a winter school, carrying out measurements using unique equipment, testing research equipment, participation in courses, workshops, internships, including industrial internships, study visits, conducting teaching classes or participating in the preparation of an international grant application.
4. **Foreign unit** – a foreign institution or event organizer in which a Project Participant who is an employee or a PhD student of IBCH PAS will carry out STE as part of the Project.
5. **Candidate** – a PhD student or an employee of IBCH PAS or a foreign institution, applying for the right to participate in the Project and implement the STE.
6. **Project Participant** – Candidate qualified for the Project by the Recruitment Committee, and meeting all formal and substantive requirements and fulfilling the STE.
7. **Recruitment Committee** – a team that substantively evaluates the applications of the STE Candidates, submitted on the Application Forms. The Recruitment Committee includes representatives from the Advisory Team of IBCH PAS Director for Scientific Development and the Advisory Team of IBCH PAS Director for the Development of Young Researchers at IBCH PAS, the Project Coordinator, and the Project Manager.
8. **Evaluation Committee** – a team assessing the Substantive Reports from the STE of the Project Participants, consisting of two members and the Project Coordinator.
9. **Agreement with the Participant** – an agreement concluded between IBCH PAS and the Project Participant regulating the principles of implementation and financing of the STE. The template of the Agreement constitutes Attachment No. 11 to the Regulations.
10. **Application Form** – a form completed by the Candidate, constituting the basis for the substantive assessment of the requested the STE, conducted by the Recruitment Committee. The Application Form comprises Attachment No. 1 (in both Polish and English) and Attachment 1a (for foreign Participants) to the Regulations.



11. **Substantive Report from the STE** – a form that the Project Participant submits by e-mail to the Project Manager, no later than 14 days after the end of the STE, enabling the Evaluation Committee to evaluate the individual goals of the STE. A template is provided in Attachment No. 2 to the Regulations.
12. **Ex-ante Survey** – a form to be completed by the Project Participant and submitted to the Project Manager before the commencement of the STE. The survey template is attached as Attachment No. 12 to the Regulations.
13. **Ex-Post Survey** – a form to be completed by the Project Participant and submitted to the Project Manager within 14 days after finishing the STE. The survey template is attached as Attachment No. 12 to the Regulations.
14. **Ranking list** – an anonymous list of Candidates ordered according to the number of points obtained in the Recruitment process, indicating Candidates: i) qualified to participate in the Project, ii) on the reserve list, and iii) not qualified.
15. **Project Participant Documentation** – a complete set of documents consistent with the requirements of the Project and the Funding Agreement, within which the Project Participant provides their personal data and confirms compliance with the formal eligibility criteria for the Project. Project Participants' personal data and information confirming or determining participation in the Project are collected using the following documents:
 - a. Declaration of participation in the Project (Attachment No. 3 to the Regulations),
 - b. Project Participant's personal data form (Attachment No. 4 to the Regulations),
 - c. Project Participant's declaration of acceptance of the principles of personal data processing (Attachment No. 5 to the Regulations),
 - d. Project Participant's consent to the processing of personal data and image (Attachment No. 6 to the Regulations).
16. **ResearchComp** - European Competence Framework for Researchers, a tool for assessing and developing key skills of researchers and supporting interdisciplinary, interoperable careers of researchers, recommended by the European Commission.
17. **Project Manager**- Katarzyna Chojnacka

§ 2. The purpose of the support offered under the Project

1. The main objectives of the Project are to strengthen the internationalization potential of IBCH PAS through the implementation and organization of short-term academic exchanges, by achieving the following specific objectives:
 - a. The scientific potential and competencies necessary to conduct research at an international level, including in collaboration with foreign institutions, through acquiring and exchanging knowledge and skills of doctoral students and staff.
 - b. Developing the teaching potential and communication and organizational skills of doctoral students and staff at IBCH PAS by providing substantive supervision of mobility activities undertaken by foreign participants to IBCH PAS.
 - c. Developing scientific cooperation with foreign institutions.
 - d. Developing administrative staff competencies to manage and support the implementation of research projects (research project management).
2. The project will contribute to the acquisition and development of competences and skills of Project Participants in 7 areas recommended by ResearchComp, including: Doing Research, Managing Research, Making an Impact, Self Management, Cognitive Abilities, Working with Others, Managing Research Tool.



§ 3. The scope and subject matter of support offered within the Project

1. As part of the Project, Project Participants are offered funding for the implementation of the STE (in-home/out-home) or hybrid (in-home/out-home), within the scope specified in § 1 point 3 of these Regulations. The STE will last 5, 7, 14, or 30 days and will serve to acquire competences by Project Participants, within the scope specified in § 2 of these Regulations.
2. STEs will be implemented until August 31, 2026.

§ 4. Target group and qualification criteria for Project Participants

1. Project Participants may include Polish and foreign students, Polish and foreign doctoral students and staff, i.e., employees of IBCH PAS employed in positions such as research, research and technical, technical, or administrative staff, who:
 - a. are interested in developing their research and academic careers, acquiring new competencies, and improving existing ones.
 - b. demonstrate willingness to cooperate with: foreign scientific and research units (in the case of Participants from IBCH PAS) or to cooperate with persons from IBCH PAS (in the case of persons from foreign units),
 - c. meet the formal requirements specified within the Project, which are described in the Announcement of the call for applications for participation in the PROM Programme No. 14/2025 of 18/03/2025, constituting an annex to the Funding Agreement (<https://nawa.gov.pl/instytucje/program-prom/ogloszenie>) and in these Regulations.
2. The qualification criteria for Polish Project Participants are based on a point evaluation of the data contained in the fully completed Application Form (Attachment No. 1 and 1a to the Regulations), according to the following breakdown:
 - a. The mobility requested by the Candidate ensures the acquisition of competencies recommended by ResearchComp. YES - 1 point, NO - 0 points.
 - b. The Candidate applying for the STE does not have the financial resources to implement mobility within their own Project or other projects. YES - 1 point, NO - 0 points.
 - c. The Candidate's mobility may contribute to at least one of the following events: submitting an application for funding for their own Project in the near future, significantly contributing to a doctoral dissertation or publication, acquiring skills strategic for IBCH PAS, or establishing new scientific collaborations. Max. 4 points.
 - d. The Candidate's prior involvement includes obtaining funding for their research, engaging in active scientific and organizational activities for IBCH PAS, etc. Max. 4 points.
3. The qualification criteria for foreign Project Participants are based on the point evaluation of the data contained in the fully completed Application Form (Attachment No. 1a to the Regulations), according to the division:
 - a. The mobility requested by the Candidate ensures the acquisition of competencies recommended by ResearchComp. YES - 1 point, NO - 0 points.
 - b. The Participant's previous professional experience is compatible with the scope of activities of the unit (department/laboratory/team/center) at IBCH PAS where the mobility is planned, to the following extent: not compatible - 0 points, to a small extent - 1 point, to a moderate extent - 2 points, to a large extent - 3 points, to a significant extent - 4 points, ensuring the establishment of collaboration - 5 points.
 - c. The Candidate's participation in the STE may contribute to at least one of the following events: establishing or maintaining cooperation, submitting a joint grant application, Project co-financed by the European Union under the European Funds for Social Development



publishing a scientific article, or further developing staff exchanges between institutions (e.g., under the Erasmus+ programme). Maximum 4 points.

4. The process of qualifying the Project Participants takes place in a competitive manner, based on the substantive evaluation of the Application Form, constituting Attachment No. 1 or 1a to the Regulations, and is made by the Recruitment Committee.
5. In exceptional situations, the Recruitment Committee reserves the right to confirm the mobility requested by the Project Participant during the recruitment process, but before the ranking list is announced.
6. At the time of submitting the Application Form, throughout the entire period of the STE and until the STE settlement process is completed in accordance with the Agreement with the Project Participant, the Project Participant must be a student of the Poznan Doctoral School of Institutes of the Polish Academy of Sciences in Poznan or employed at IBCH PAS on the position indicated in section 1.
7. One Project Participant may simultaneously apply for multiple forms of the STE within the recruitment process, but participate in only one STE within the Project.
8. Recruitment is carried out with respect for equal opportunities and non-discrimination, including accessibility for people with special needs, as well as taking into account the principles of equal opportunities for women and men, counteracting all forms of discrimination.
9. The Recruitment Committee may implement additional measures to ensure equal opportunities for candidates and non-discrimination.
10. Candidates with special needs have the right to indicate their needs in the Application Form.
11. Based on the reported needs, Candidates may be provided with support in terms of transport, assistance, appropriate premises, architectural accessibility and specialist equipment, e.g. for the blind.

§ 5. Qualification of Project Participants

1. Candidates for the Project are selected by the Recruitment Committee, based on Application Forms submitted via email.
2. The Recruitment Committee announces the first recruitment no later than December 23, 2025 for Candidates from IBCH PAS and January 10, 2026 for foreign Candidates.
3. Candidates entering the recruitment process must complete and submit the Application Form (Attachment No. 1 or 1a to the Regulations) electronically to prom@ibch.poznan.pl within the recruitment deadline.
4. The Application Forms are subject to formal and substantive evaluation.
5. The Project Manager conducts the formal assessment. It includes:
 - a. completeness of documentation,
 - b. timely submission of the Application Form,
 - c. confirmation of the candidate's status (student/PhD student, employee of IBCH PAS or a foreign unit).
6. Only fully completed forms will be considered.
7. Incomplete applications or those not meeting the formal criteria will not be subject to substantive evaluation.
8. The substantive assessment of applications is carried out by the Recruitment Committee in accordance with the criteria specified in § 4.



9. The Recruitment Committee prepares a Ranking list, and the Project Manager informs the candidates about the recruitment results and further formal requirements and the deadline for their implementation.
10. The condition for obtaining Project Participant status is the timely completion of all formal requirements outlined in the notification provided by the Project Manager. Failure to meet the formal requirements or the deadline will result in the candidate being removed from the ranking list. A vacant position on the ranking list may be offered to a candidate from the reserve list, based on a decision made by the Recruitment Committee.
11. The Project Manager will provide information about the following stages of the recruitment process on the Project website.
12. If the Recruitment Committee announces another round of applications, candidates not selected in the previous round may resubmit their Application Form.

§ 6. Rules for providing support under the Project

1. The condition for providing support under the Project is the signing of an Agreement with the Project Participant and delivery of the Documentation referred to in § 1, section 15 of these Regulations to the Project Manager.
2. The Project Participant must create an account in the NAWA IT system (<https://programs.nawa.gov.pl/register>), complete the form in points 2-7, and then submit it to the Project Manager as a PDF file.
3. For the outbound/inbound STE, the aim of which is to acquire competences by the Project Participant, support is provided in the form of financial resources, in the amount specified in the Agreement.
4. The financial resources include:
 - a. scholarship for the Project Participant at the daily rates specified in Attachment No. 7 to the Regulations,
 - b. the Participant's travel costs, at the flat rates specified in Attachment No. 8 to the Regulations,
 - c. the Participant's subsistence and accommodation costs at the daily flat rates specified in Attachment No. 9 to the Regulations.
5. Financial resources granted to the Project Participant are reduced by the personal income tax (PIT) due.
6. Under the STE, the costs of participation in individual activities described in § 3 section 1 of the Regulations are also eligible, including conference fees, registration fees for training and courses, which will be settled only according to actual costs resulting from the submitted invoices.
7. The Project Participant is obligated to:
 - a. complete the STE in its Application Form,
 - b. complete the Ex-ante Survey (before the STE begins),
 - c. complete the Ex-post Survey (up to 14 days after the STE ends),
 - d. submit the following documents to the Project Manager within 14 days of the STE end date:
 - i. original confirmation from the foreign university of the completion of the STE; (Attachment No. 10 to the Regulations),
 - ii. the original of the Substantive Report from the STE, according to the template constituting Attachment No. 2 to the Regulations



- iii. financial settlement of the STE, on the form constituting Attachment No. 16 to the Regulations.
- 8. In order to avoid double taxation, the foreign Project Participant is required to submit a tax residence certificate and complete Personal survey, on the form constituting Attachment No. 2 to the Agreement with the Participant. Otherwise, the funds for the implementation of the STE referred to in section 4 will be subject to a flat-rate tax of 20%.
- 9. Failure to submit the documents mentioned above within the deadline and failure to complete the questionnaire mentioned above may result in IBCH PAS terminating the Agreement with the Project Participant and IBCH PAS requesting the Participant to return the received funds.
- 10. Project Participants are subject to a monitoring process based on the Participant Monitoring Report, aimed at assessing the effectiveness of activities undertaken within the Project. They are obliged to participate in surveys organised as part of the Project

§ 7. Assessment of competences acquired as a result of support

1. The competences acquired by the Project Participants as a result of the implementation of the STE will be assessed by the Evaluation Committee in accordance with the established requirements template (Attachment No. 13 to the Regulations) expressed in expected learning outcomes, divided into three categories:
 - a. **Knowledge** - the result of the widespread acceptance of information in the learning process. Knowledge comprises facts, principles, theories, and practices related to a professional field or learning;
 - b. **Skills** - the ability to use the Knowledge and procedures necessary to complete a task or solve a problem, in 7 areas, according to ResearchComp recommendations;
 - c. **Social Competencies/Attitudes** - The Participant has developed adaptive communication skills and the ability to collaborate with an international research team.
2. The assessment of acquired competencies will be conducted by the Evaluation Committee based on:
 - a. analysis of Ex-ante and Ex-post Surveys,
 - b. Substantive Report from the STE,
 - c. documented conversation between a member of the Evaluation Committee and the Project Participant, covering the course of the Evaluation Review and the results of the Evaluation Review (Attachment No. 15 to the Regulations),
 - d. one year after the completion of the STE, the Project Participant may undergo a validation process for the acquired competencies.
3. Criteria for assessing learning outcomes after the completion of the STE:
 - a. The degree of implementation of the mobility plan is assessed based on the Substantive Report from the STE,
 - b. The increase in the number of points for responses to the Ex-post Survey in relation to the Ex-ante Survey using the Template constituting Attachment No. 13 to the Regulations.
 - c. Completeness of the answers provided during the Participant's interview with a member of the Evaluation Committee.
 - d. The Project Manager issues the document confirming the learning outcomes (Attachment No. 14 to the Regulations).



§ 8. Processing of personal data

The information clause regarding the processing of personal data for participants of the program "Short-term academic exchange as a way to improve the quality of education in higher education and science institutions" (FERS.01.05-IP.08-0218/23) constitutes Attachment No. 17 to the Regulations.

§ 9. Final provisions

1. These Regulations come into effect on the date of their announcement and remain in effect until the Project is completed, i.e., until 30 September 2026.
2. IBCH PAS reserves the right to amend these Regulations depending on the Project's implementation conditions.
3. By joining the Project, the Project Participant declares that he/she has read and agrees to abide by the provisions of these Regulations.
4. The Attachments to these Regulations constitute an integral part thereof.
5. Attachments to the Regulations:
 - a. Attachment No. 1: Application Form for the Participants from IBCH PAS, available in Polish and English
 - b. Attachment No. 1a: Application Form for foreign staff visiting IBCH PAS
 - c. Attachment No. 2: Substantive Report from the STE
 - d. Attachment No. 3: Declaration of participation in the Project
 - e. Attachment No. 4, 4a: Project Participant's Personal Data Form
 - f. Attachment No. 5: Declaration of the Project Participant regarding familiarization with the principles of personal data processing
 - g. Attachment No. 6: Consent of the Project Participant to the processing of personal data and image
 - h. Attachment No. 7: Rules for awarding the Scholarship along with a list of daily scholarship rates for the Project Participant
 - i. Attachment No. 8: List of lump sum rates for the Participant's travel costs
 - j. Attachment No. 9: Summary of daily flat-rate costs of living and accommodation for the Participant
 - k. Attachment No. 10: Confirmation of the completion of the STE
 - l. Attachment No. 11: Agreement with the Project Participant with attachments
 - m. Attachment No. 12: Ex-ante/Ex-post Survey
 - n. Attachment No. 13: Instructions for conducting the process of confirming the acquisition of competences by the STE Participant.
 - o. Attachment No. 14: Document confirming learning outcomes
 - p. Attachment No. 15: Report on the interview with a member of the Evaluation Committee after the completion of the STE
 - q. Attachment No. 16: Financial settlement of the STE
 - r. Attachment No. 17: IBCH PAS Information Clause for the Project Participant

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Signature