



Fundusze Europejskie
dla Rozwoju Społecznego



Rzeczpospolita
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Unię Europejską



NAWA
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**Regulations on the Implementation and Forms of Support under the Project
“NAWA EURAXESS Network – MOSAIC – Mobility, Academic Synergy and Initiative –
Development of the Potential of the Fahrenheit Universities Union in Gdańsk within the
EURAXESS Initiative”**

**Project: MOSAIC – Mobility, Academic Synergy and Initiative – Development of the Potential
of the Fahrenheit Universities Union in Gdańsk within the EURAXESS Initiative**

Project number: BPI/EUR/2024/1/00010/U/00001

§1. Definitions Used in the Regulations

1. NAWA – Polish National Agency for Academic Exchange.
2. Project – “MOSAIC – Mobility, Academic Synergy and Initiative – Development of the Potential of the Fahrenheit Universities Union in Gdańsk within the EURAXESS Initiative.”
3. Beneficiary – Project Applicant, University of Gdańsk.
4. Fahrenheit Universities Union (FarU) – a formal association of the three largest universities in the Tri-City area:
 - a) University of Gdańsk (UG),
 - b) Gdańsk University of Technology (PG),
 - c) Medical University of Gdańsk (MUG).
5. Beneficiary’s Manual – a document defining the general and detailed principles for planning and implementing the Project under the funding scheme.
6. Project Participants (target group) – members of the FarU community who make use of the forms of Support provided under the Project:
 - a) representatives of domestic teaching or academic staff,
 - b) representatives of domestic research staff,
 - c) domestic doctoral candidates,
 - d) representatives of domestic administrative staff.
7. Support – the opportunity to participate in the activities planned within the Project.
8. Competences – confirmed abilities to apply knowledge and personal, social, and methodological skills in the context of professional or educational tasks, as well as in the course of professional and individual development.
9. Qualifications – a set of knowledge, skills, and competencies acquired through a learning process and formally validated by assessing learning outcomes.
10. Website – <https://euraxess-pomerania.edu.pl/>
11. Substantive Expert – a person acting as a substantive expert responsible for the coordination and implementation of a specific task.
12. Competence Validator – a person responsible for measuring the competences acquired by participants, based on criteria developed in the established validation templates.

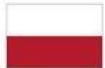
§2. About the Project

1. The purpose of these Regulations is to define the rules for recruiting participants for the Project implemented under the programme financed by the European Funds for Social Development (FERS). The Regulations apply to all candidates, Project Participants, and staff involved in its implementation.

Projekt "Sieć NAWA EURAXESS" jest finansowany przez Unię Europejską ze środków Fundusze Europejskie dla Rozwoju Społecznego 2021-2027 (FERS).
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2. The Project “MOSAIC – Mobility, Academic Synergy and Initiative – Development of the Potential of the Fahrenheit Universities Union in Gdańsk within the EURAXESS Initiative” is part of the NAWA programme “NAWA EURAXESS Network,” financed by the European Union under the European Funds for Social Development 2021–2027 (FERS).
3. Project number: BPI/EUR/2024/1/00010/U/00001
4. Project duration: from 01.06.2025 to 31.05.2028
5. The Project Team consists of:
 - a) the Steering Committee,
 - b) the Project Manager,
 - c) Substantive Experts.
6. Specific objectives related to participant recruitment (acquisition of qualifications and competences):
 - a) Task 2: training to develop competences in creating a welcoming environment for incoming international researchers,
 - b) Task 5: workshops for staff responsible for implementing and maintaining the HR Excellence in Research strategy,
 - c) Task 11: specialised workshops.
7. Participation in trainings/workshops within the Project is voluntary and free of charge.
8. The Project follows horizontal policy principles:
 - a) equal opportunities and non-discrimination, including accessibility for persons with disabilities,
 - b) gender equality,
 - c) sustainable development,
 - d) the “Do No Significant Harm” (DNSH) principle.
9. Each person applying for support under the Project (Project Participant) is required to read the Regulations and may proceed to the qualification process only after accepting its provisions

§3. Project objective

The aim of the Project is to strengthen the position of the Fahrenheit Universities Union as a regional leader in supporting the international mobility of researchers, developing research careers, and promoting the research potential of the Pomeranian region internationally through:

- a) establishing a regional NAWA-EURAXESS network,
- b) supporting the integration of international researchers and their families,
- c) promoting the region and FarU,
- d) international promotion activities.

§4. Scope and Thematic Areas of Support

1. The Project will include, among others:
 - a) trainings, workshops, study visits,
 - b) integration and networking activities,
 - c) administrative and organisational support for foreigners,

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d) national and international mobility programmes,
e) informational and promotional activities.

2. Detailed rules for participation in recruitment and the settlement of Support will be published in the announcements available on the Project's website.
3. Recruitment announcements must be published at least 20 calendar days before the start of the activity.
4. Project Participants must demonstrate current employment or doctoral student status at the time of recruitment and throughout the duration of their Support. Candidates may not be engaged in long-term foreign mobility or be on any type of leave.

§5. Eligibility Criteria

The eligibility criteria are:

1. Meeting the eligibility requirements specified in the NAWA call for applications.
2. Belonging to one of the groups indicated in §1.
3. Submission of the required documents:
 - a personal data form with declarations confirming the fulfilment of the criteria,
 - documents confirming the status within the target group,
 - any additional attachments required for the given form of support.
4. For activities aimed at acquiring competences – readiness to undergo validation of learning outcomes in accordance with §11.

§6. Recruitment Procedure Rules

1. The recruitment and qualification process of Project Participants is conducted by the Substantive Expert of the respective tasks.
2. Recruitment is carried out with respect for the horizontal principles described in §2 point 8,
3. The recruitment announcement is prepared by the Substantive Expert in accordance with these Regulations and [Attachment No 1 to the Beneficiary's Handbook for NAWA programs, titled „Recruitment, Reporting, and Data Collection Rules for Project Participants Funded by FERS Funds”.](#)
4. A participant in the Project may be a person who:
 - a) has familiarized itself with these Regulations,
 - b) has successfully completed the recruitment process,
 - c) has completed all formalities related to using the Support, as specified in the announcement and by the substantive expert conducting the recruitment.
5. The detailed qualification criteria for Participants in each recruitment process are provided in the announcements published on the Project's website.
6. After the recruitment has concluded, the substantive expert is obliged to conduct the proceedings of the committee appointed by the Project Manager and composed of substantive experts, which evaluates the applications based on the established criteria (hereinafter the “Committee”). The Committee must prepare minutes of the proceedings, including the scores awarded and the ranking list indicating accepted, reserve, and non-



eligible candidates. Decisions of the Committee may be appealed to the Steering Committee, which makes the final decision. The decision of the Steering Committee is final.

7. The recruitment results will be published on the Project's website and communicated via email.
8. The qualified Participant is required to complete the full set of documents according to the guidelines specified in the recruitment announcement and provided by the Substantive Expert.

§7. Rights and obligations of the Project Participant

1. The Project Participant has the right to:
 - a) participation in the planned activities of the Project in accordance with its objectives and scope,
 - b) receive a certificate confirming the acquisition of competences, if applicable or a certificate of completion for the respective form of Support in cases where the Competences were not acquired,
 - c) appeal the Committee's decision to the Steering Committee within 7 days of receiving the decision,
 - d) adapt the planned Project activities to the individual needs of the participant, in accordance with organizational and substantive possibilities.
2. The Project Participant is obligated to:
 - a) complete all required documents, both before and after receiving the Support,
 - b) participate in the Support planned for him/her,
 - c) immediately inform the substantive Coordinator of any changes to personal data contained in the participation documents, make the necessary corrections, and submit the updated application to the Coordinator, no later than 7 days from the date the changes occur,
 - d) participate in the full evaluation process, if the task required it,
 - e) deliver a signed "[Agreement on the Transfer of Copyright](#)" (Attachment 1 to the Regulations) directly in connection with the Support being provided (if applicable). The created works must be marked with the CC Attribution license — CC BY 4.0 — and with the logos of the European Funds, the Republic of Poland, the EU, and NAWA, which are available for download on the Project website. The works created by the Project Participant will be transferred to NAWA and made available on the NAWA website,
 - f) provide a handwritten signature on the attendance sheets, if required,
 - g) act in a manner that does not endanger one's own health and life or that of other Project Participants,
 - h) bear material and financial responsibility for any and all damages caused during participation in the Project,



- i) has familiarized themselves with the information posted on the Project's website and the information sent to the email address provided during registration by the Substantive Expert,
- ii) complying with the provisions of these Regulations, the rules applicable at the Beneficiary, and principles of social conduct.

§8. Rules for Providing Support

1. Participation of Project Participants is free of charge.
2. Participation is confirmed by signing a declaration of participation.
3. Support is provided in accordance with the established schedule and training program.

§9. Rules for withdrawing from the Project

1. Withdrawal from participation in the Project is permitted only in justified cases and must be reported immediately to the Substantive Expert.
2. Withdrawal from participation in the Project may result from health-related reasons or from force majeure circumstances that could not have been known at the time the Participant began taking part in the Project.
3. The Project Participant is required to submit a written statement explaining the reasons for the withdrawal.

§10. Learning outcomes and standards of requirements

1. The trainings enable the acquisition of competences in the following areas:
 - a) creating a welcoming environment for researchers arriving from abroad (including developing cultural sensitivity and enhancing communication competences),
 - b) implementing and carrying out the HR Excellence in Research strategy,
 - c) intellectual property law,
 - d) preparing agreements within the activities of the Technology Transfer Center,
 - e) commercialisation of medical inventions and biomedical technologies,
 - f) building commercialisation strategies,
 - g) negotiation in business and in academia–industry cooperation,
 - h) using Design Thinking for innovation development,
 - i) effective communication with the socio-economic environment,
 - j) clinical research and its importance for the commercialisation of medical innovations,
 - k) promoting technologies.
2. The learning outcomes are described in the categories of: knowledge, skills, and social competences.

The learning outcomes are formulated in a way that allows for their assessment and verification, in accordance with the guidelines set out in the FERS Beneficiary's Manual.

3. A detailed description of the learning outcomes assigned to each training course, as well as the validation templates and criteria, will be specified in the recruitment announcement.



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4. The measurement of learning outcomes is carried out on the basis of established templates and criteria, which are defined in the recruitment announcement for the given form of support.

§11. Validation and Certification

1. The process of acquiring Competences concludes with validation, i.e., the verification of the achievement of learning outcomes. The validation templates and criteria are defined each time in the recruitment announcement for the given form of support.
2. The competence validator is appointed by the Project Manager from among University of Gdańsk employees representing units other than those whose staff conduct the training, in order to ensure the independence of the validation process.
3. Validation covers, *inter alia*, the following.:
 - a) test, exam, or another method of assessing Competences,
 - b) assessment of the training's effectiveness,
 - c) preparation of a report on the training outcomes.
4. Validation is conducted independently of the training process, which means separating the training and validation functions.
5. Based on a positive assessment, participants receive a certificate in accordance with NAWA's rules.

§12. Final Provisions

1. In matters not regulated herein, the provisions of Agreement No. BPI/EUR/2024/1/00010/U/00001 concluded between NAWA and the Beneficiary, as well as the applicable guidelines set out in the [Beneficiary's Manual](#) – NAWA Programs for Institutions, shall apply.
2. Matters not regulated herein shall be resolved by the Project Steering Committee.
3. The Beneficiary reserves the right to amend the Regulations. Any changes must be made in writing and will be published on the Project website.
4. The Regulations are made available on the Project website.
5. The Regulations come into force on the date of their signing and remain in effect for the entire duration of the Project.

Attachments:

Attachment 1 to the Regulations: "[Agreement on the Transfer of Copyright](#)"