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# RECRUITMENT, PARTICIPATION AND REPORTING REGULATIONS FOR TRAINING IN TASK 3 OF THE "VALUEU" PROJECT

## § 1 Glossary of Terms

The terms used in these Regulations shall mean:

- 1) Regulations - these Regulations for Recruitment and Participation in Training Courses implemented under the "ValuEU" Project.
- 2) University / MUB - Medical University of Białystok.
- 3) Project - "valuEU - strengthening the potential of the Medical University of Białystok in the EUNICE European University", acronym: valuEU.
- 4) Project Office - International Cooperation Department of the Medical University of Białystok, 1 Jana Kilińskiego Street, 15-089 Białystok (right wing of the palace).
- 5) Project Website - Project web address: <https://www.umb.edu.pl/s,30808/Rekrutacja>.
- 6) Project Partner - Poznan University of Technology, part of the EUNICE Alliance.
- 7) NAWA – Polish National Agency for Academic Exchange.
- 8) Alliance / EUNICE - European University, of which MUB is an Associated Partner. It comprises the following universities (full members):
  - Poznan University of Technology (Poland)
  - University of Cantabria (Spain)
  - University of Catania (Italy)
  - Polytechnic University Hauts-de-France (France)
  - Karlstad University (Sweden)
  - University of Mons (Belgium)
  - University of the Peloponnese (Greece)
  - Brandenburg University of Technology Cottbus-Senftenberg (Germany)
  - University of Vaasa (Finland)
  - Polytechnic Institute of Viseu (Portugal).Status of full members as of 02.01.2026. In case of changes in the Alliance, the actual status at the time of the action in question applies.
- 9) Alliance / EUNICE representative - student, doctoral student or employee of the selected EUNICE university listed in section 6. The declared status should last during the entire planned participation in the project.
- 10) Candidate - a person who has submitted an application to participate in a given training course according to the rules specified in the Regulations and in the recruitment announcement. Polish candidates are representatives of the Medical University of Białystok and the Project Partner, international candidates are from outside Poland.



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- 11) Participant - a person whose application has been positively assessed by the Recruitment Committee.
- 12) Recruitment Committee - a team of people responsible for the selection process of Candidates for mobility, including evaluation of the submitted recruitment forms and the final selection of the Participants. The Commission consists of min. 2 persons from the following group: Rector's Plenipotentiary for European University Cooperation EUNICE and/or Deputy Head of the International Cooperation Department and/or Head of the International Cooperation Department.
- 13) Recruitment process - the process of selecting persons recommended to benefit from Task 3 of the Project.
- 14) Recruitment form - a form filled in by the Candidate, on the basis of which the Recruitment Committee selects the Participants of the Training Course. It is acceptable to submit documents only in an electronic form.
- 15) Enrolment form - form for the Participant on the basis of which a declaration or a training agreement or a scholarship agreement is drawn up (depending on the type of the Participant).
- 16) Mobility - staff/doctoral/student trips from Alliance universities to MUB implemented as part of the Project. Under Task 3, training is provided to participate in onsite specialised training provided by MUB.
- 17) Competencies - proven abilities to apply knowledge and personal, social and methodological skills in the context of professional or educational tasks and in the course of professional and individual development.
- 18) Qualifications - full and partial qualifications defined in the Integrated Register of Qualifications (IQR) and qualifications not included in the IQR that are relevant in specific environments of social or professional activity and have their own validation and certification system established.
- 19) Knowledge - a set of descriptions of objects and facts, principles, theories and practices, acquired in the process of learning, that relate to a field of learning or professional activity.
- 20) Skills - the ability to apply knowledge and appropriate methods and tools to perform tasks and solve problems effectively.
- 21) Target Group - groups of people who may participate in the Project, as specified in the approved grant application, i.e. staff and/or doctoral students and/or students of MUB and EUNICE.
- 22) Host Centre - the entity delivering training within the Project. In Task 3 it is MUB in each case.
- 23) Mobility and Support Coordinator - a person supporting the organisation of the arrival and training, stay and settlement of the training.
- 24) IP - the Intermediate Body for the transfer of funds under FERS, i.e. the National Centre for Research and Development (NCBR).
- 25) MA - the Managing Authority, i.e. the Minister responsible for regional development.



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- 26) Account - an account in the NAWA ICT system, which can be accessed via a link available on the NAWA website.
- 27) RODO - Regulation (EU) 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 and repealing Directive 95/46/EC (i.e. OJ EU.L.2016.119.1).

## § 2 General information

1. These Regulations set out the principles of recruitment and the conditions of participation in mobility in order to participate in specialised training courses carried out under the project entitled "valuEU - strengthening the potential of the Medical University of Białystok in the EUNICE European University". The project is carried out in partnership with the Poznan University of Technology as part of the programme 'Support for European Universities - Call 2024'. The programme is financed by the European Union as part of the project entitled 'Support for European University Alliances' with the number FERS.01.05-IP.08-0219/23 (FERS Projects).
2. The strategic goal of the Project is to increase the internationalisation of MUB and to broaden international cooperation through the realisation of mobility in order to participate in specialised courses within the framework of MUB's participation in the European University Alliance EUNICE.
3. The operational objectives of the Project, aiming to achieve the strategic objective, are:
  - 1) acquisition of specialised, intercultural and linguistic competences by MUB staff doctoral students and visitors from EUNICE Alliance universities,
  - 2) deepening long-term cooperation with EUNICE.
4. The following Target Groups will be supported in the Project: students, doctoral students and employees of the Medical University of Białystok, Project Partner, EUNICE Alliance.
5. Recruitment for mobility is conducted by the Project Office located at the International Cooperation Department, address: Jana Kilińskiego 1 Street, 15-089 Białystok, hereinafter referred to as the Project Office.
6. All information, including attachments, is available at the Project Office and in electronic version on the dedicated Project website: <https://www.umb.edu.pl/s,30808/Rekrutacja>.
7. Each person applying for mobility is subject to the recruitment process described in these Rules. Persons will be recruited in accordance with the assumptions set out in the Project application in task 3, including a breakdown by the number of available mobilities for particular categories and by gender. Up-to-date information on recruitment status is available on the Project website.
8. Recruitment to the Project is open to all persons belonging to the Target Groups of the Project, taking into account result indicators and resulting limits. The Project office declares non-discrimination in access to the Project, in particular with regard to: gender, race, skin



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colour, origin, genetic features, language, religion, beliefs, political or any other views, membership of national minority, disability, and others. The Project office declares that the standard of equal opportunities for women and men is maintained in the Project, both in the process of Project management and participation in the Project. The result indicators of the Project related to the participation in the mobilities are defined in the Application for co-financing divided into women and men.

9. Participation in mobilities is voluntary and free of charge, subject to fulfilment of the conditions specified in these Rules.
10. The objective of Task 3 is to participate in specialised training courses delivered by MUB staff for the Alliance. The trainings aim at professional development by improving knowledge and/or skills and/or competences and/or enhancing the quality of cooperation within the Alliance.
11. The University will make every effort to ensure that the implementation of the Project complies with the Accessibility Standards, i.e. with the appendix to the Beneficiary Handbook, which is downloadable from the NAWA website, to the extent appropriate to the specifics of the Project and the available resources and opportunities. Templates of the Recruitment Form, Scholarship Agreement and other documents available to Project Participants are developed in accordance with the digital accessibility standard. It is possible to read the MUB digital accessibility declaration regarding the university website and architectural accessibility on the official website of the university.
12. The application form includes information on the Candidate's special needs. A person with a disability or other special needs, voluntarily includes information on special needs resulting from the disability. If such information is provided, the University undertakes to take all possible measures within its scope to enable full and uninterrupted participation in the Project by a person with a disability.
13. Each Project Activity, according to its character, should serve to preserve, protect and improve the quality of the environment, protect human health, prudent and rational use of natural resources, combat negative effects of climate change in accordance with the DNSH (do no significant harm) principle.

### **§ 3 Recruitment process for EUNICE Representative and Project Partner training courses**

1. Task 3 envisages participation in specialised training courses organised by the Medical University of Białystok, which will be attended by the following types of mobility:
  - 1) international mobility of EUNICE representatives to MUB,
  - 2) national mobility of representatives of the Project Partner to MUB .Participation of MUB representatives in specialised courses is possible but does not require a mobility aspect. The rules on enrolment apply to all Participants, the rules on organisation of mobility apply to the Project Partner and EUNICE representatives abroad.



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2. Recruitment of Project Participants will be carried out in accordance with the Rules for Recruitment, Reporting and Data Collection of Participants in FERS-funded Projects (document is enclosed as Appendix No. 1 to these Rules). Dates of recruitment for particular training courses are available on the Project website.
3. Appendices (including templates of documents) concerning participation in the project are available to be completed and/or downloaded on the Project website.
4. Recruitment is conducted in a continuous mode until places are exhausted, i.e. indicators (limits) assumed in the Project are reached or budget funds for a given category are exhausted. Information on recruitment status is available on the Project website.
5. The Project Office is responsible for recruitment. Contact details of the Office: ul. Jana Kilińskiego 1, 15-089 Białystok, phone: +48 85 686 51 80, 48 85 686 51 81, +48 85 686 52 04, +48 85 686 52 38, e-mail: [eunice.ap@umb.edu.pl](mailto:eunice.ap@umb.edu.pl). It is possible to contact the Project Office by e-mail, telephone, through the General Office or by post, personally.
6. In the case of a positive result of the recruitment process, a participant of the training course may be enrolled once. In particularly justified cases and with the availability of resources in the Project, there will be a possibility to participate in more than one training course, which each time will require submitting an application to the Recruitment Committee with an argumentation justifying the participation for the second time.
7. After a positive assessment, no changes related to an increase of mobility costs, either lump sum or real costs, are possible.
8. Information on the outcome of the recruitment process is provided to the Candidate by phone or e-mail, in accordance with the data provided on the recruitment form at the enrolment stage.
9. The project office recommends that participants use public transport, including choosing trains/buses for travel to European countries (in particular neighbouring countries) instead of aeroplanes (if possible, reasonable and rational) or sharing a seat in one car for group trips. It is also recommended to take out additional insurance for the entire period of stay (either as part of a travel lump sum or individually).
10. In the case of a large number of interested Candidates, a reserve list will be created with a list of persons willing to participate in the training, but not qualified due to insufficient number of points in the conducted enrolment. In the case of resignation of a person qualified for the training in the specified time, i.e. not later than 7 days (counted from the day following the notification) before the realization of the training, there is a possibility for a person from the first waiting place from the reserve list to take their place.
11. The decision of the Recruitment Committee is final and cannot be appealed. A positive decision means participation in the training, a negative decision means lack of such possibility within the Project. An exception is a situation when a Participant formally



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resigns from the Project, in which case his/her place may be taken by a person from the reserve list.

12. Resignation from the participation in the project within less than 7 days from the date of training is possible only in justified cases. The only exception is the occurrence of so called "force majeure" i.e. an event or a combination of events beyond the control of the Project Participant that make the performance of his/her obligations under the Agreement impossible or seriously hinder, which the Project Participant could not foresee at the enrolment stage and which he/she could not prevent and overcome by performing the Activity with due diligence. In the case of the occurrence of a force majeure preventing participation in the Project, the Project Participant should notify the Project Office immediately by e-mail, no later than within 3 working days of the occurrence. In order to be recognised as force majeure, the occurrence of force majeure must be adequately documented and must be approved by the Host Centre and the Project's Financing Institution (i.e. the National Agency for Academic Exchange). In case the force majeure is not recognised, i.e. constitutes an ineligible cost in the project, the entire amount of costs ineligible by MUB due to the aforementioned situation will be charged to the affected Project Participant.
13. If the documentation is found to be incomplete at any stage, the Project Office will ask the Candidate/Project Participant to make immediate supplements. In case of failure to complete them, the Candidate/Participant will be crossed off the list of Project Candidates/Participants.
14. The Project Participant's failure to comply with the obligation to settle formalities (i.e., among others, to complete the attendance list, evaluation tests, full participation in the training course) will result in a call for reimbursement of all costs incurred during participation in the project. The Project Participant should reimburse all funds incurred by MUB in connection with his/her participation within 10 working days counting from the date of delivery of the call for reimbursement.
15. The University will make every effort to ensure that the implementation of the project is in accordance with the Accessibility Standards, i.e. the appendix to the Grantee's Handbook, which is downloadable from the programme tab on the NAWA website, to the extent appropriate to the specifics of the project and the available resources and opportunities. The templates of the Application Form, scholarship agreement and other documents available to Project Participants are developed in accordance with the digital accessibility standard. The digital accessibility declaration of MUB in terms of the university website and architectural accessibility is available on the official website of the university.
16. The recruitment process for EUNICE foreign representatives is as follows:
  - 1) The candidate enrolls for the selected training course in the electronic form provided on the website, under the tab concerning task 3. The recruitment form (Appendix No. 2 to Regulations) contains information on the Candidate's special needs. A person with a



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disability voluntarily includes information on special needs resulting from the disability. If such information is provided, the University undertakes to take all possible measures within its scope to enable full and uninterrupted participation in the project by a person with a disability.

- 2) During the enrolment process, the Candidate enters data related to formal and content-related criteria, which are assessed each time by the Recruitment Committee. Priority will be given to persons who meet substantive criteria and whose area of scientific/didactic interest is related to the subject of the course.
- 3) If an application is found to be incomplete, the Candidate will be asked to complete it by the end of the recruitment period for a given course. In case of failure to complete the application within the deadline, the application will be rejected for failure to meet the formal criteria.
- 4) Complete applications, once the admission process has been completed, are taken to launch the further recruitment process, consisting in the evaluation of the Candidates' recruitment forms, in a round-robin manner. The evaluation of the form consists of a score of 0-20 points by the Recruitment Committee, with the number of points being the arithmetic average of the scores of each member of the Recruitment Committee. The turnaround time is up to 5 working days. The evaluation is a two-stage process whereby the following are taken into account:
  - a) Formal criteria:
    - Candidate's belonging to one of the target groups supported (meets/does not meet),
    - Completeness and timeliness of the documentation submitted (complete/incomplete).
  - b) Substantive criteria:
    - Justification of the need for support, including the effects of the trip from the Participant's point of view on the further development of cooperation in the Alliance [0-10 points].
    - Coherence of the subject matter with the scope of activities carried out by employees/doctoral students or scientific and educational interests in the case of doctoral students/students [0-10 pts] .
- 5) After successful enrolment, the Candidate becomes a Project Participant and the formal organisation of mobility takes place:
  - a) Prior to arrival at the Host Centre, the Participant fills in the Participant Form in paper or electronic form (Appendix 3 of the Regulations). A handwritten signature or a qualified electronic signature is acceptable. On the basis of the Participant Form, a scholarship agreement is drawn up (Appendix 4 to the Regulations). The participant sends a scan before arrival and the agreement is then signed by hand on the spot, on the first day of the training at MUB.
  - b) The Participant is obliged to create an account in the NAWA system after receiving the Participant status message. The commencement of the use of the aforementioned system requires registration of the account, including its activation by clicking on the activation



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link sent by the system to the e-mail address provided by the Participant during registration. Full completion of the Account activation procedure in the NAWA system is possible when the User has declared that he/she has read and accepted the content of the Regulations, declared that he/she has familiarised himself/herself with the content of the information obligation and provided all required data. A qualified person, after submitting the form (application) in the NAWA system, sends a PDF document generated from the system to the Project Office as an email attachment confirming the registration in the NAWA system to the Project Office. This should be done immediately, at the latest within 3 working days of receiving the activation link from the Project Office. The Project participants' data will be reported in the NAWA system in the Interim Reports and the Participant Monitoring Report (RMU).

- c) Once the formalities described in subsections a) and b) have been fulfilled, the participant will receive 100% of the lump sum due within 5 working days at the latest in the form of a transfer to a bank account within:
- a grant (depending on the type of participant and the number of days of stay)
  - travel costs (depending on the country of arrival),
  - subsistence and accommodation costs (depending on the country of arrival and the number of days of stay). The flat rates are set out in Appendix 5 to the Regulations. Due to the payment of the above lump sum, the Project Participant is not obliged to present invoices/tickets related to travel, accommodation, subsistence.
  - As a result of the payment of the lump sum described above, the Project Participant is not entitled to any other benefits related to travelling abroad, such as foreign allowances, lump sums for travel to/from airports, lump sums for transport, reimbursement of accommodation costs, reimbursement of air/train/coach tickets, etc. The Project Participant is responsible for organising his/her own travel and is not obliged to present invoices/ tickets related to travel, accommodation, subsistence.
- 6) The participant organises his/her own travel and pays all costs of participation in the support from the lump sums to which he/she is entitled. All payments made by MUB will be sent in PLN currency to the account indicated by the Participant.

17. The recruitment process for Project Partner representatives is as follows:

- 1) The Candidate enrolls for the selected training in the electronic form provided on the website, in the tab concerning task 3. The recruitment form includes information on the Candidate's special needs. A person with a disability voluntarily includes information on special needs resulting from a disability or other special needs. If such information is provided, the University undertakes to take all possible measures within its scope to enable full, uninterrupted participation in the project by a person with disabilities.
- 2) During the enrolment process, the candidate enters data related to formal and content-related criteria, which are assessed each time by the Recruitment Committee. Priority will be





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given to persons who meet substantive criteria and whose area of scientific/didactic interest is related to the subject of the course.

- 3) If an application is found to be incomplete, the Candidate will be asked to complete it by the end of the recruitment period for a given course. In case of failure to complete the application within the deadline, the application will be rejected for failure to meet the formal criteria.
- 4) Complete applications, after the end of the application acceptance process, are taken in order to start the further recruitment process, consisting in the evaluation of the Candidates' recruitment forms, in a round-robin manner. The evaluation of the form consists of a score of 0-20 points by the Recruitment Committee, with the number of points being the arithmetic average of the scores of each member of the Recruitment Committee. The turnaround time is up to 5 working days. The evaluation is a two-stage process whereby the following are taken into account:
  - a) Formal criteria:
    - Candidate's belonging to one of the target groups supported (meets/does not meet),
    - Completeness and timeliness of the documentation submitted (complete/incomplete).
  - b) Substantive criteria:
    - Justification of the need for support, including the effects of the trip from the participant's point of view on the further development of cooperation in the Alliance [0-10 points].
    - Coherence of the subject matter with the scope of activities carried out by employees/doctoral students or with scientific and educational interests in the case of doctoral students/students [0-10 points].
- 5) After successful enrolment, the Candidate becomes a Project Participant and the formal organisation of mobility and participation takes place:
  - a) Prior to arrival at the Host Centre, the Participant fills in the Participant Form in paper or electronic form (Appendix 3 of the Regulations). A handwritten signature or a qualified electronic signature is acceptable. On the basis of the Participant Form, a training participation agreement is drawn up (Appendix 4b). The participant sends a scan before arrival and the agreement is then signed by hand on site, on the first day of the training at MUB.
  - b) Once the formalities described in subsection a) have been fulfilled, the participant will receive 100% of the due expenses in the form of a transfer to a bank account within 5 working days at the latest for:
    - travel costs (i.e. the equivalent of the personalised train ticket provided),
    - accommodation costs (i.e. the equivalent of the supplied invoice for the accommodation service confirming the Participant's stay and issued to the Medical University of Białystok). The actual amounts up to which financing is possible under the aforementioned categories are specified in Appendix No. 5 to the Regulations. If the cost of any of the categories is higher, reimbursement to the Project Participant will be possible up to the limit amount. The Project



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Participant is obliged to present invoices/tickets related to travel and accommodation. The billing documentation should contain basic data (dates of travel, number of nights) and additionally meet the following criteria: tickets should contain the name and surname of the Participant, the invoice for accommodation should contain the name and surname of the Participant and additionally contain the data of the ordering party: *Medical University of Białystok, 1 Kilińskiego St., 15-089 Białystok, NIP 542 021 17 17*. Failure to meet the aforementioned guidelines will result in no reimbursement to the Participant.

**18. The recruitment process for MUB representatives is as follows:**

- 1) Candidate enrolls for the selected training in the electronic form provided on the website, in the tab concerning task 3. The enrolment form contains information on the Candidate's special needs. A person with a disability voluntarily includes information on special needs resulting from the disability. If such information is provided, the University undertakes to take all possible measures within its scope to enable full and uninterrupted participation in the project by a person with a disability.
- 2) During the enrolment process, the Candidate enters data related to formal and content-related criteria, which are assessed each time by the Recruitment Committee. Priority will be given to persons who meet substantive criteria and whose area of scientific/didactic interest is related to the subject of the course.
- 3) If an application is found to be incomplete, the Candidate will be asked to complete it by the end of the recruitment period for a given course. In case of failure to complete the application within the deadline, the application will be rejected for failure to meet the formal criteria.
- 4) Complete applications, after the end of the application acceptance process, are taken in order to start further recruitment process, consisting in the evaluation of the Candidates' recruitment forms, in a round-robin manner. The evaluation of the form consists of a score of 0-20 points by the Recruitment Committee, with the number of points being the arithmetic average of the scores of each member of the Recruitment Committee. The turnaround time is up to 5 working days. The evaluation is a two-stage process whereby the following are taken into account:
  - c) Formal criteria:
    - Candidate's belonging to one of the target groups supported (meets/does not meet),
    - Completeness and timeliness of the documentation submitted (complete/incomplete).
  - d) Substantive criteria:
    - Justification of the need for support, including the effects of the trip from the Participant's point of view on the further development of cooperation in the Alliance [0-10 points].
    - Coherence of the subject matter with the scope of activities carried out by employees/doctoral students or scientific and educational interests in the case of doctoral students/students [0-10 points].



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- 5) After successful enrolment in the training course, the candidate becomes a Project Participant and the formal organisation of participation takes place:
  - a) No later than one week before the planned training, the Participant fills in the Declaration in paper or electronic form (Appendix 4 to the Regulations). A handwritten signature or a qualified electronic signature is acceptable.
  - b) The Participant, upon receipt of the Participant status message, is obliged to create an account in the NAWA system. The commencement of the use of the aforementioned system requires registration of the account, including its activation by clicking on the activation link sent by the system to the e-mail address provided by the Participant during registration. Full completion of the Account activation procedure in the NAWA system is possible when the User has declared that he/she has familiarised himself/herself with and accepted the content of the Rules and Regulations, declared that he/she has familiarised himself/herself with the content of the information obligation and provided all required data. A qualified person, after submitting the form (application) in the NAWA system, sends a PDF document generated from the system to the Project Office as an email attachment confirming the registration in the NAWA system to the Project Office. This should be done immediately, at the latest within 3 working days of receiving the activation link from the Project Office. Project Participants' data will be reported in the NAWA system in periodic reports and the Participant Monitoring Report (RMU).
  - c) The Project Participant is not entitled to any other benefits related to domestic, foreign travel such as, e.g., domestic allowances, travel lump sums, communication lump sums, etc.

## § 4 Participation in the training - rights and obligations of the Mobility Participant

1. During the training each Participant is obliged to:
  - 1) to strictly observe the safety rules (including the Regulations) in force at the place where the training is conducted and to follow all instructions of the trainers and other personnel responsible for safety.
  - 2) comply with the terms and conditions set out in these Regulations.
  - 3) to familiarise themselves with the project documentation outlined in these Regulations and other publicly available materials relating to their participation in the Project.
  - 4) participate in the training course and, in particularly justified cases, to interrupt/leave the training course within a period not exceeding 20% of the training course;
  - 5) to confirm their participation in a given mobility in the formula indicated by the training organiser, including the completion of the compulsory project documentation required by Project and/or NAWA (including the evaluation questionnaire constituting Appendix No. 6 to the Regulations).
  - 6) Comply with generally accepted rules and norms.



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- 7) To keep the Project Office and/or the trainers informed of any incidents that may disrupt participation in the project.
- 8) provide current and accurate personal data, and in case of any changes immediately inform the Project Office to update the aforementioned data.
- 9) The basic form of communication between the parties during the Project is e-mail, telephone, personal meetings. Each Participant is obliged to regularly read electronic mail, which he/she indicated in the recruitment form.

## § 5 Personal Data Protection

1. The administrator of Candidates' personal data is the Medical University of Białystok. The Candidate reads the information clauses regarding the processing of personal data of the Medical University of Białystok on the recruitment form.
2. Separate administrators of the project participants' personal data are the Minister competent for funds and regional policy (MA), the National Centre for Research and Development (NCRD), and the Polish National Agency for Academic Exchange (NAWA). The project participant acquaints himself/herself with the information clauses regarding the processing of personal data of the Managing Authority, Intermediate Body and Polish National Academic Exchange Agency on the Project Participant's form submitted in the NAWA ICT system.
3. The personal data of the project participants will be processed within the framework of this agreement for the purpose of carrying out short-term mobility, its settlement, verification of learning outcomes and enabling the monitoring, control and evaluation of the project.

## § 6 Final provisions

1. These regulations shall enter into force on the day of their publication and shall remain in force until the end of the project.
2. In matters not regulated in the Rules and Regulations, the provisions of the approved Grant Application, the Call for Proposals for the European University Support Programme, the Programme Beneficiary Handbook for Institutions, the Rules and Regulations for the Call for Proposals for Institutions, and the internal regulations of the University shall apply.
3. Disputable issues are resolved by the Project Manager in consultation with the Head of the International Cooperation Department. In case of contentious issues, a re-examination of the approved Grant Application, the Programme documentation and the Project Participant's documentation will be carried out first. Where appropriate, the Project Manager may consult with the Programme Coordinator from the Polish National Academic Exchange Agency before issuing a decision.
4. These Regulations are published on the website of the Medical University of Białystok under the "Recruitment" tab.
5. These Regulations lay down the rules for the payment of scholarships, defining, inter alia, the mode, criteria and frequency of assessment of eligibility criteria/requirements for



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participation in the project, taking into account the principle of equal opportunities and non-discrimination.

6. The Medical University of Białystok reserves the right to amend the Regulations at any time during the Project. The amended Rules and Regulations will be immediately published in the section indicated in par. 4. with the date of the update.
7. Rules of participation in the Project were drawn up in two languages: Polish and English. Both language versions are identical.

#### **Appendices to the Rules and Regulations:**

1. Appendix no. 1 - Rules of Recruitment, Reporting and Data Collection for Participants in Projects Financed from FERS Funds
2. Appendix no. 2c - recruitment form for EUNICE Foreign Candidates
3. Appendix no. 3b - application form for EUNICE Foreign Participants
4. Appendix no. 4c - Scholarship agreement for foreign EUNICE Participants
5. Appendix no. 5 – Lump sum rates
6. Appendix no. 6b - evaluation questionnaire



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