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# RULES FOR RECRUITMENT, PARTICIPATION, AND REPORTING IN MOBILITY UNDER TASK 4 OF THE “valuEU” PROJECT

## § 1 General information

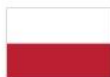
1. These Regulations set out the rules for recruitment and the conditions for participation in mobility programs carried out as part of the project entitled “valuEU - strengthening the potential of the Medical University of Białystok in the EUNICE European University.” The program is financed by the European Union under the project entitled Support for European University Alliances, number FERS.01.05-IP.08-0219/23 (FERS Projects).
2. The project is being implemented in partnership with Poznań University of Technology as part of the “Support for European Universities – 2024 call for proposals” program.
3. The strategic objective of the Project is to increase the internationalization of UMB and expand international cooperation through short-term mobility (outgoing and incoming) as part of UMB's participation in the EUNICE European University Alliance, which also includes the Project Partner, i.e., Poznań University of Technology.
4. The operational objectives of the Project, aimed at achieving the strategic objective, are as follows:
  - 1) acquisition of specialist, intercultural, and language skills by doctoral students employed at the Medical University of Białystok and individuals arriving from universities belonging to the EUNICE Alliance,
  - 2) pogłębienie długofalowej współpracy z EUNICE,
5. The following target groups will receive support under the project: doctoral students and employees of the Medical University of Białystok, the EUNICE Alliance (including the Project Partner).
6. Recruitment for mobility programs is conducted by the Project Office located at the International Cooperation Department, address: ul. Jana Kilińskiego 1, 15-089 Białystok, hereinafter referred to as the Project Office.
7. All information, including attachments, is available in hard copy at the Project Office and in electronic form on the Project's dedicated website.
8. Each person applying for mobility is subject to the recruitment process described in these Regulations. Applicants will be recruited in numbers consistent with the assumptions specified in the project application in task 4, including a breakdown by the number of available mobility opportunities for each category and by gender. Current data on the recruitment status is available on the project website.
9. Recruitment for the project is open to all persons belonging to the project's target groups, taking into account the result indicators and the resulting limits. The Project Office declares that there will be no discrimination in access to the Project, in particular on the grounds of: gender, race, skin color, origin, genetic characteristics, language, religion, beliefs, political



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views or any other views, membership of a national minority, disability, and others. The project office declares that it will maintain the standard of equal opportunities for women and men in the project, both in the project management process and in participation in the Project. The project result indicators related to participation in mobility have been specified in the Grant Application, broken down by women and men.

10. Support under task 4 of the Project may be used once. In particularly justified cases and with the consent of the Recruitment Committee, it will be possible to participate more than once.
11. Participation in mobility programmes is voluntary and free of charge, provided that the conditions set out in these Regulations are met.
12. The objective of task 4 is to increase mobility between MUB and the Alliance. Mobility is aimed at professional development by improving knowledge and/or skills and/or competences and/or strengthening the quality of cooperation within the Alliance.
13. The University shall make every effort to ensure that the project is implemented in accordance with the Accessibility Standards, i.e. the appendix to the Beneficiary's Handbook, which can be downloaded from the NAWA website, to the extent appropriate to the specific nature of the project and the available resources and capabilities. The templates of the recruitment form, scholarship agreement and other documents available to project participants have been developed in accordance with the digital accessibility standard. The MUB's digital accessibility statement regarding the university's website and architectural accessibility can be found on the University's website ([www.umb.edu.pl](http://www.umb.edu.pl)).
14. The application form contains information about the Candidate's special needs. A person with a disability voluntarily provides information about special needs resulting from their disability. If such information is provided, the University undertakes to take all possible measures within its power to enable persons with disabilities to participate fully and without barriers in the project.
15. Each activity within the Project, according to its nature, should serve to preserve, protect and improve the quality of the environment, protect human health, ensure the careful and rational use of natural resources, and combat the negative effects of climate change in accordance with the DNSH ('do no significant harm') principle.

## § 2 Definitions

The terms used in these Terms and Conditions shall have the following meanings:

- 1) Regulations – these Regulations for recruitment and participation in training courses carried out as part of 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, ul. Jana Kilińskiego 1, 15-089 Białystok (right wing of the Palace).



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- 5) Project website – Project internet address  
[https://www.umb.edu.pl/s,30135/valuEU\\_NAWA\\_WUE\\_i\\_EUNICE\\_European\\_University](https://www.umb.edu.pl/s,30135/valuEU_NAWA_WUE_i_EUNICE_European_University).
- 6) Project Partner – Poznań University of Technology, a member of the EUNICE Alliance.
- 7) NAWA – Polish National Agency for Academic Exchange.
- 8) Alliance / EUNICE – European University, of which MUB is an Associate Partner. It comprises the following universities (full members):
  - Poznań 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).

The state of full members as of the date of publication of the regulations. In the event of changes in the Alliance, the actual state at the time of implementation of a given action shall apply.
- 9) Alliance/EUNICE representative – doctoral student and/or employee of a selected EUNICE university. The status of doctoral student and/or employee should remain valid throughout the entire planned participation in the project.
- 10) Candidate – a person who has submitted an application to participate in a given mobility programme in accordance with the rules set out in the Regulations and in the recruitment announcement. Candidates are representatives of the Medical University of Białystok and universities belonging to the EUNICE European University.
- 11) Participant – a person whose application has been approved by the Admissions Committee.
- 12) Admissions Committee – a team of individuals responsible for the selection process of candidates for participation in mobility programmes, including the evaluation of submitted application forms and the final selection of mobility participants. The Committee consists of at least two persons from the following group: Project Manager, Deputy Head of the International Cooperation Department and/or Head of the International Cooperation Department.
- 13) Recruitment process – a process involving the selection of persons recommended to participate in task 4 of the Project.
- 14) Application form – a form completed by the candidate, on the basis of which the Admissions Committee selects mobility participants. Documents may be submitted to the Project Office in paper or electronic form. The form consists of an organisational and substantive part and a document confirming the possibility of mobility (e.g. invitation, plan/programme of the travel from the Host Institution).



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- 15) Mobility – travels by UMB employees and/or doctoral students to Alliance universities and visits by Alliance university employees and/or doctoral students to MUB as part of the Project. The following types of mobility are permitted: job shadowing and short-term research mobility.
- 16) Competences – proven ability to use knowledge and personal, social and methodological skills in the context of professional or educational tasks and in the course of professional and individual development.
- 17) Qualifications – full and partial qualifications specified in the Integrated Qualifications Register (ZRK) and qualifications not included in the ZRK, which are relevant in specific social or professional environments and have their own validation and certification system, shall be considered qualifications.
- 18) Knowledge – a collection of descriptions of objects and facts, principles, theories and practices acquired through learning, relating to a field of learning or professional activity.
- 19) Skills – the ability to apply knowledge and appropriate methods and tools to perform tasks and solve problems effectively.
- 20) Target group – groups of people who can participate in the Project, specified in the approved grant application, i.e. employees and/or doctoral students of MUB and EUNICE.
- 21) Host Institution – an external entity selected to implement mobility within the Project. In the Project, it is the Medical University of Białystok or a selected university from the Alliance.
- 22) Substantive Supervisor – a person representing (managing or working) in an organisational unit who invites a Participant (doctoral student or employee) to undertake mobility in a given unit within the Project.
- 23) IP – Intermediate Body responsible for transferring funds under the ERDF, i.e. the National Centre for Research and Development (NCBR).
- 24) IZ – Managing Authority, i.e. the Minister responsible for regional development.
- 25) Account – an account in the NAWA ICT system, accessible via a link available on the NAWA website.
- 26) GDPR – 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. Journal of Laws EU L 2016. 119.1).

### § 3 Planned mobilities

1. The Project assumes the implementation of the following types of mobility:
  - 1) job shadowing visits lasting up to 7 days (including travel), also known as ‘accompanying internships’, which will consist of the participant observing the daily work of an employee of the Host Institution, divided into:
    - a) international mobility of MUB employees to foreign EUNICE universities,
    - b) domestic mobility of MUB employees to the Project Partner,
    - c) international mobility of staff from foreign EUNICE universities to MUB



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- d) domestic mobility of Project Partner employees to MUB.
- 2) short research-based mobility, stationary or blended-mobility (online and stationary) lasting up to 7 days (including travel), during which it will be possible, among other things, to conduct joint research, work on a joint scientific publication or obtain materials for a doctoral thesis/publication, including:
  - a) travels by doctoral students or employees of the Medical University of Białystok to foreign EUNICE universities,
  - b) visits by doctoral students or employees from foreign EUNICE universities to the Medical University of Białystok.

The number of available mobilities for each category, broken down by gender, is published and updated on the project website.

## § 4 Recruitment rules

1. The recruitment of project participants will be conducted in accordance with the Rules for recruitment, reporting and data collection of participants in projects financed by the FERS (the document constitutes Appendix 1 to these Regulations). Recruitment will be conducted until 31 September 2026. In particularly justified cases, the Project Office reserves the right to shorten or extend the recruitment period. In such a case, new recruitment dates will be published on the project website.
2. Attachments (including document templates) concerning participation in the project are available for download on the project website.
3. Recruitment is conducted on an ongoing basis until all places are filled, i.e. until the indicators (limits) set in the project are reached or the budget funds for a given category are exhausted. Information on the status of recruitment is available on the project website.
4. The Project Office is responsible for recruiting participants. The Office can be contacted by e-mail, telephone, traditional mail via the University Main Office, or in person. Contact details for the Office: ul. Jana Kilińskiego 1, 15-089 Białystok, tel. +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.

## § 5 Recruitment Process

1. The recruitment process for participants from the Medical University of Białystok is as follows:
  - 1) The candidate submits the application in paper or electronic form (Appendix 2a to the Regulations). The application should include an application form signed by the candidate and their supervisor, in the case of employees, or the Director of the Doctoral School, in the case of doctoral students. A handwritten signature or electronic signature (trusted or qualified) is acceptable. The application form contains information about the candidate's special needs. A person with a disability voluntarily provides information about special needs resulting from their disability. If such information is provided, the University undertakes to take all possible measures within its power to enable the full and uninterrupted participation of persons with disabilities in the project.



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- 2) Participants should attach the following to the application form:
  - a) support form program;
  - b) invitation from the Host Institution;

The above-mentioned documents should include, among other things, the date and purpose of the stay, the candidate's name and surname, a brief description of the planned mobility, and the signature of the person managing the unit where the activity will be carried out or another person authorised to represent the host centre.
- 3) If the application is found to be incomplete, the Candidate will be asked to complete it within 3 working days. If the application is not completed within the specified time limit, it will be rejected on the grounds of failure to meet the formal criteria.
- 4) Complete application documents are forwarded by the Project Office to initiate the further recruitment process, which consists of evaluating the Candidate's application form in descriptive form, in a circular procedure (Appendix 3 to the Regulations). The form is assessed on a scale of 0-100 points by the Recruitment Committee, with the number of points being the arithmetic mean of the scores given by each member of the Recruitment Committee. The processing time is up to 14 working days. If the score is at least 70 points, the form is approved, which means that the planned mobility is authorised.
- 5) The assessment process is a two-stage process, which takes into account formal criteria:
  - The candidate's membership of one of the target groups covered by the support (meets/does not meet),
  - Completeness and timeliness of the documentation submitted (complete/incomplete).

Once these requirements have been met, the documentation undergoes a substantive assessment, during which the following aspects are evaluated:

  - The participant's objectives for the travel and their consistency with the project's objectives [0-25 points].
  - The effects of the travel from the participant's point of view, including the impact of mobility on the further development of cooperation within the Alliance [0-25 points].
  - Effects for the sending institution and the relationship between effects and expenditure from the point of view of the Medical University of Białystok in terms of the legitimacy of planned mobility costs. The evaluation criterion applies to both outgoing and incoming mobility [0-25 points].
  - Consistency of the subject matter with the scope of activities performed for the University or with scientific and/or educational interests [0-25 points].
- 6) The decision of the Admission Committee is final and cannot be appealed.
- 7) A positive decision means approval to participate in mobility, a negative decision means that participation in mobility within the Project is not possible.



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- 8) Information about the outcome of the recruitment process is communicated to the Candidate in the manner indicated on the form, i.e. by telephone, e-mail or during a meeting at the Project Office.
2. The recruitment process for foreign participants in the Alliance is as follows:
  - 1) On behalf of the candidate (Doctoral student or EUNICE employee), the application form is submitted by the Substantive Supervisor, who submits the application in paper or electronic form (Appendix 2b or 2c to the Regulations). The application should include the application form signed by the candidate and should include the signature of the supervisor. A handwritten signature or a qualified electronic signature is acceptable. In justified cases, it is possible to confirm this intention in the form of an additional document – a statement to be attached to the application form.  
 Formularz rekrutacyjny zawiera informację na temat specjalnych potrzeb Kandydata.  
 A person with a disability voluntarily provides information about special needs resulting from their disability. If such information is provided, the University undertakes to take all possible measures within its power to enable the person with a disability to participate fully and without interruption in the project.
  - 2) The Substantive Supervisor should attach the following to the application form:
    - a) support form program;
    - b) invitation from the Host Institution
 The above-mentioned documents should include, among other things, the date and purpose of the stay, the Candidate's name and surname, a brief description of the planned mobility (including the topic and expected outcomes) and the signature of the person managing the unit where the Activity will be carried out or another person authorised to represent the Host Institution.
  - 3) If the application is found to be incomplete, the Substantive Supervisor will be asked to complete it within 3 working days. If the application is not completed within the specified time limit, it will be rejected on the grounds of failure to meet the formal criteria.
  - 4) Complete application documents are forwarded by the Project Office to the Admissions Committee for further processing, which consists of evaluating the Candidate's application form in descriptive form, using a circulation procedure. The processing time (for reviewing complete documentation) is up to 14 working days. The form is assessed on a scale of 0-100 points by the Admissions Committee, with the number of points being the arithmetic mean of the scores given by each member of the Admissions Committee. If the score is at least 70 points, the form is approved, which means that the planned mobility is approved.
  - 5) The assessment process is a two-stage process, which takes into account formal criteria:
    - The candidate's membership of one of the target groups covered by the support (meets/does not meet),
    - Completeness and timeliness of the submitted documentation (complete/incomplete).





Once these requirements have been met, the documentation undergoes a substantive assessment, during which the following aspects are evaluated:

- The participant's objectives for the travel and their compatibility with the project's objectives [0-25 points].
  - Effects of the travel from the participant's point of view, including the impact of mobility on further development of cooperation within the Alliance [0-25 points].
  - Effects for the sending institution and the relationship between effects and expenditure from the point of view of the Medical University of Białystok in terms of the legitimacy of planned mobility costs. The evaluation criterion applies to both outgoing and incoming mobility [0-25 points].
  - Consistency of the subject matter with the scope of activities performed for the University or with scientific and/or educational interests [0-25 points].
- 6) The decision of the Admissions Committee is final and cannot be appealed.
  - 7) A positive decision means participation in mobility, a negative decision means that participation in mobility within the project is not possible.
  - 8) Information about the outcome of the recruitment process is communicated to the Candidate and the Substantive Supervisor in the manner indicated on the form, i.e. by telephone, e-mail or during a meeting at the Project Office.
  - 9) Documents may be submitted in Polish or English. All attachments are available for download on the project website.
3. The recruitment process for national participants of the Project Partner is as follows:
- 1) On behalf of the candidate (doctoral student or foreign EUNICE employee), the application form is submitted by the Academic Supervisor, who forwards the application in paper or electronic form to the address (Appendix 2b or 2c to the Regulations). The application should include the application form signed by the candidate and should include the signature of the supervisor. A handwritten signature or a qualified electronic signature is acceptable. In justified cases, it is possible to confirm this intention in the form of an additional document – a statement to be attached to the application form. The application form contains information about the Candidate's special needs. A person with a disability voluntarily provides information about special needs resulting from their disability. If such information is provided, the University undertakes to take all possible measures within its power to enable persons with disabilities to participate fully and without interruption in the project.
  - 2) The Substantive Supervisor should attach the following to the application form:
    - a) support form program;
    - b) invitation from the Host Institution

The above-mentioned documents should include, among other things, the date and purpose of the stay, the Candidate's name and surname, a brief description of the planned mobility (including the topic and expected outcomes) and the signature of the







- person managing/administering the unit where the Activity will be carried out or another person authorised to represent the Host Institution.
- 3) If the application is found to be incomplete, the Substantive Supervisor will be asked to complete it within 3 working days. If the application is not completed within the specified time limit, it will be rejected on the grounds of failure to meet the formal criteria.
  - 4) Complete application documents are forwarded by the Project Office to initiate the further recruitment process, which consists of evaluating the Candidate's application form in descriptive form, in a circular procedure. The processing time is up to 14 working days. The form is assessed on a scale of 0-100 points by the Admissions Committee, with the number of points being the arithmetic mean of the scores given by each member of the Admissions Committee. If the score is at least 70 points, the form is approved, which means that the planned mobility is accepted.
  - 5) The assessment process is a two-stage process, which takes into account formal criteria:
    - The candidate's membership of one of the target groups covered by the support (meets/does not meet),
    - Completeness and timeliness of the submitted documentation (complete/incomplete).

Once these requirements have been met, the documentation undergoes a substantive assessment, during which the following aspects are evaluated:

- The participant's objectives for the travel and their consistency with the project's objectives [0-25 points].
  - The outcomes of the travel from the participant's perspective, including the impact of mobility on the further development of cooperation within the Alliance [0-25 points].
  - Effects for the sending institution and the relationship between the effects and the expenditure from the point of view of the Medical University of Białystok in terms of the legitimacy of the planned mobility costs. The evaluation criterion applies to both travels and arrivals [0-25 points].
  - Consistency of the subject matter with the scope of activities performed for the University or with scientific and/or educational interests [0-25 points].
- 6) The decision of the Admissions Committee is final and cannot be appealed.
  - 7) A positive decision means participation in mobility, a negative decision means that participation in mobility within the Project is not possible.
  - 8) Information about the outcome of the recruitment process is communicated to the Candidate and the Substantive Supervisor verbally (by telephone or during a meeting at the Project Office) or in writing (via e-mail).
  - 9) Documents may be submitted in Polish or English. All attachments are available for download on the Project Website.





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## § 6 Participation in mobility

1. A person who has received a positive decision regarding participation in mobility will be asked to provide the Project Office with the necessary project documentation, according to the following scheme:
  - 1) After the application form has been approved, the participant will receive an e-mail with the internet address for the NAWA system.
  - 2) The participant is obliged to create an account in the NAWA system and fill in the electronic form (application) for project participants in the NAWA system, available after logging in to the [NAWA website](#).
    - a) To start using the NAWA system, you must register an account and activate it by clicking on the activation link sent by the system to the e-mail address provided by the participant during registration.
    - b) Full completion of the Account activation procedure in the NAWA system is possible when the User:
      - Declared that they have read and accepted the Regulations,
      - Declared that they have read the information obligation,
      - Provided all required data.
    - c) The system allows you to view/generate a PDF of the participant's form (application) at any time when logged into your account.
    - d) The system allows you to submit a correction to your application at any time using the same link.
  - 3) A person who has been approved after submitting a form (application) in the NAWA system shall send the PDF document generated by the system to the Project Office, thus confirming the effectiveness of registration in the NAWA system, as an attachment to an e-mail sent to the Project Office, immediately, at the latest within 3 working days of receiving the activation link from the Project Office.
  - 4) Failure to provide confirmation of submission of the application form in the NAWA system within the deadline specified in point 3 will result in removal from the list of project participants, of which the person with a positive decision on participation in mobility will be informed by e-mail.
  - 5) After the Project Participant submits confirmation of the form (application) in the NAWA system, the Project Office sends an e-mail with final confirmation of participation in the Project.
2. The participant shall submit the following to the International Cooperation Department:
  - 1) For participants from the Medical University of Białystok (MUB) – an application for a travel abroad in accordance with the current Regulation of the Rector of the Medical University of Białystok on foreign travels by employees, doctoral students and students of the Medical University of Białystok. The content of the current regulation and



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attachments, including the application for a trip abroad, can be found on the MUB website in the 'Internationalisation' tab.

- 2) In the case of participants from outside the Medical University of Białystok (applies only to employees) – the application for admission of a guest is submitted by the Substantive Supervisor, in accordance with the current Regulation No. 140/2021 of the Rector of the Medical University of Białystok of 6 December 2021 on the introduction of the amended Regulations for the admission of guests by the Medical University of Białystok. The content of the current order and attachments, including the application for a travel abroad, can be found on the UMB website in the Internationalisation tab.
3. The University shall sign a scholarship agreement with the Project Participant for the implementation of mobility, a template of which is attached as Appendix 4 to these Regulations.
4. Project Participants are entitled to mobility funding as follows:
  - 1) for participants from MUB and international Alliance members:
    - a) after signing and approving the application for a travel abroad (in the case of travels abroad) or the application for a guest's arrival (in the case of arrivals at the Medical University of Białystok) in accordance with the Regulations for receiving guests by the Medical University of Białystok, which is an Appendix to the Rector's Order No. 140/2021 of 6 December 2021 and signing the scholarship agreement, the participant shall receive 80% of the lump sum due within 7 working days at the latest, in the form of a transfer to a bank account as part of:
      - scholarship (depending on the type of participant and the number of days of stay),
      - travel costs (depending on the destination country)
      - living and accommodation costs (depending on the destination country and the number of days of stay).
    - b) The lump sums are specified in Appendix 5 to the Regulations. Due to the lump sum payment of the above funds, the Project Participant is not obliged to submit invoices/tickets related to travel, accommodation, maintenance, etc.
    - c) In connection with the payment of lump sums described in section 5, the project participant shall not be entitled to any other benefits related to foreign travel, such as foreign allowances, lump sums for travel to/from the airport, lump sums for transport, reimbursement of accommodation costs, reimbursement of air/train/coach tickets, etc.
    - d) Participants shall organise their own travel arrangements and cover all costs of participation with the lump sums to which they are entitled.
    - e) Short-term mobility is carried out in accordance with the scholarship agreement and these Regulations.





- f) The Project Office recommends that participants use public transport, including trains/buses for travel to European countries (especially neighbouring countries) instead of airplanes (where possible, reasonable and rational) or carpooling for group trips. It is also recommended that participants take out additional insurance for the entire duration of their trip.
- 2) in the case of Project Partner participants:
  - a) after signing and approving the application for the guest's arrival in accordance with the Regulations for receiving guests by the Medical University of Białystok, which is an Appendix to the Rector's Order No. 140/2021 of 6 December 2021. For this type of mobility, expenses related to:
    - travel expenses,
    - accommodation expenses
 are organised and settled by the Host Institution, which in this type of mobility is UMB. The above-mentioned expenses are settled at actual cost. It is also recommended that Project Partner Representatives purchase additional insurance for the entire duration of the trip.
5. Upon returning from mobility, the participant submits:
  - 1) mobility settlement form, submitted by all participants except representatives of the Project Partner (a template of the document is attached as Appendix 6 to the Regulations)
  - 2) a certificate signed by an authorised representative of the Host Institution (a template of the document is attached as Appendix 7 to the Regulations). The document should be approved and signed by an authorised representative of the Host Institution.
  - 3) a short mobility report (the description of the trip should be between 1,500 and 2,000 characters with spaces, in accordance with the template in Appendix 6 to the Regulations)
  - 4) complete the questionnaire after the mobility (Appendix 8 to the Regulations). Through this questionnaire, the participant demonstrates their level of competence after the mobility, in accordance with the objective of the project (§ 1, paragraph 4, point 1).

The above-mentioned documents must meet the requirements specified in Appendix 1 to the Beneficiary's Handbook entitled Rules for recruitment, reporting and data collection of participants in projects financed by the FERS (Appendix 1 to the Regulations)
6. In the case of participants from MUB and international participants from outside MUB, after acceptance of the settlement, within 7 working days the participant receives a balancing payment of 20% of the lump sum specified in the scholarship agreement. If the settlement needs to be supplemented, the Project Participant is required to provide the relevant documentation within 5 working days of receiving the relevant information from the Project Office. For domestic participants from outside MUB, mobility is settled by the Host Institution.
7. Failure by the Project Participant to fulfil the obligation to settle the formalities related to the completed mobility will result in a request to reimburse all lump sum and actual costs paid as





part of participation in the project. The Project Participant shall reimburse all funds paid out to date under the project within 10 working days from the date of delivery of the request for reimbursement of costs incurred by the project.

8. Failure to complete the mobility programme in accordance with the application form and the signed scholarship agreement will result in the participant being required to return the funds received within 10 working days of the date of the request for reimbursement.
9. After signing the scholarship agreement, the participant is obliged to complete the mobility programme. The only exception allowing for the termination of the agreement is the occurrence of force majeure. Force majeure shall be understood as an event or combination of events beyond the participant's control which prevent or seriously impede the performance of their obligations under the Agreement, which the project participant could not have foreseen or prevented, and which they could not have overcome by performing the Activity with due diligence. In the event of force majeure preventing or interrupting participation in the project, the Project Participant should notify the Project Office immediately by e-mail, no later than within 3 working days of its occurrence. The occurrence of force majeure must be properly documented.
10. Project participant data will be reported in the NAWA system in periodic reports and the SL report.
11. The university is obliged to share to NAWA works related to communication and visibility (e.g. photographs, films, brochures) created as part of the project, including making these works available under a Creative Commons open licence ([Target licence - CC Attribution CC BY 4.0. – Non-commercial use –No derivative works](#)). Works provided by the University may be shared on the NAWA website. Works may include, among others, a multimedia presentation prepared by a project participant, an expert opinion, an analysis, a poster, and other works created during the project
12. With reference to section 11, the project participant shall transfer to the university, free of charge, the economic copyright to the work(s) created as a result of the scholarship agreement. At the same time, the University shall grant the project participant a non-exclusive licence to use the work in the fields of exploitation specified in the scholarship agreement for an indefinite period of time, free of charge. The details of the transfer of rights and the granting of the licence shall be specified in the scholarship agreement concluded between the project participant and the University. The consent to the transfer of the above-mentioned rights issued by the project participant by signing the scholarship agreement is necessary for the University to fulfil its obligation towards NAWA, and is therefore a prerequisite for qualifying the candidate for the project to participate in the Project.
13. Project participants are obliged to mark all documents and materials created/developed during the project implementation, such as presentations, educational materials, reports, scientific publications and others, with a set of project logos and information about co-financing from the FERS. The labelling obligation applies both before, during and after the mobility period. Documents containing the set of project logos should be printed in colour





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due to the presence of the flag of the Republic of Poland (the colours of the Republic of Poland are only available in full colour and achromatic and monochromatic versions cannot be used). Full guidelines on providing information about FERS funding can be found in the Detailed rules on information and promotion in projects financed by the FERS, which are available as an [appendix to the Beneficiary's Handbook on the NAWA website](#).

Example template for labelling each material or other result produced as part of the project (\*delete as appropriate or add another type of result):

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***Publication/material/presentation/article/.....\* produced as part of the valueEU project. The programme is funded by the European Union under the project entitled Support for European University Alliances, number FERS.01.05-IP.08-0219/23).***



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Polska

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Unię Europejską



## § 7 Withdrawal from participation in mobility

1. Withdrawal from participation in mobility is possible only in justified cases, i.e. it is permissible only in the event of unforeseen circumstances (force majeure) of which the Participant was not aware before the start of the mobility. Documented confirmation of unforeseen circumstances must be provided to the International Cooperation Department within 5 days of the occurrence of the aforementioned force majeure. If the funds have been paid out and force majeure has been recognised, the Project Participant will be obliged to return the unused funds. If the funds have been paid out and force majeure has not been recognised, the Project Participant will be obliged to return 100% of the funds received.
2. The justified cases referred to in section 1 of this paragraph may result from health reasons, circumstances beyond the Participant's control or force majeure and may not be known to the Participant at the time of submitting the mobility application documentation.
3. The training organiser/project manager reserves the right to remove a Participant from the list of Participants in the event of a breach of these Regulations, including:
  - 1) providing false personal data in recruitment documents;
  - 2) submitting a false statement;
  - 3) losing employment at MUB or a selected Alliance university due to prolonged absence from work.

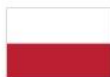


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## § 8 Rights and responsibilities of mobility participants

1. Each Participant is obliged to:
  - 1) comply with the rules and conditions set out in these Regulations.
  - 2) familiarise themselves with the project documentation specified in the Regulations and the recruitment announcement.
  - 3) confirm participation in a given mobility programme in the form specified by the training organiser.
  - 4) take part in a certified online examination after completing a given training course.
  - 5) comply with generally accepted rules and standards at universities (both MUB and the Alliance).
  - 6) keep the training organiser informed of any events that may interfere with participation in the mobility programme.
  - 7) provide current and accurate personal data, and in the event of any changes, immediately inform the training organiser and update the above-mentioned data.
  - 8) The primary form of communication between the parties during the project is email, telephone and face-to-face meetings. Each candidate and participant is required to regularly check the email address provided in the application form.

## § 9 Personal data protection

1. The administrator of candidates' personal data is the Medical University of Białystok. Candidates shall familiarise themselves with the information clauses concerning the processing of personal data by the Medical University of Białystok on the application form.
2. Separate controllers of the personal data of project participants are the minister responsible for funds and regional policy (MA), the National Centre for Research and Development (IP), and the National Agency for Academic Exchange (NAWA). Project participants shall familiarise themselves with the information clauses concerning the processing of personal data by the Managing Authority, the Intermediate Body and the Polish National Agency for Academic Exchange on the project participant form in the NAWA system submitted in the NAWA ICT system.
3. The personal data of project participants will be processed under this agreement for the purpose of implementing short-term mobility, settling accounts, verifying learning outcomes and enabling the monitoring, control and evaluation of the project

## § 10 Final provisions

1. The Regulations shall enter into force on 30 October 2025 and shall remain in force until the end of the project.
2. In matters not covered by the Regulations, the provisions of the approved Grant Application, the Call for Applications for the European Universities Support Programme, the Programme Beneficiary Handbook for Institutions, the Regulations for the recruitment of programmes for



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institutions, the internal regulations of the University (in particular the applicable Order of the Rector of the Medical University of Białystok on foreign travels by employees, doctoral students and students of the Medical University of Białystok, Order No. 140/2021 of the Rector of the Medical University of Białystok of 6 December 2021 on the introduction of the amended Regulations for receiving guests by the Medical University of Białystok) and generally applicable legal provisions.

3. Disputes shall be resolved by the Project Manager after consultation with the Management of the International Cooperation Department (including the Manager and Deputy Manager). In the event of any disputes, the approved Grant Application, Programme documentation and Project Participant documentation shall be re-examined in the first instance. Where appropriate, the Project Manager may consult the Programme Coordinator from the Polish National Agency for Academic Exchange before making a decision.
4. These Regulations are published on the website of the Medical University of Białystok in the 'Admissions' tab.
5. These Regulations set out the rules for the payment of scholarships, defining, among other things, the procedure, criteria and frequency of assessing the criteria/requirements for eligibility for a scholarship under the project, taking into account the principles 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 Regulations will be published immediately in the tab indicated in section 4, with the date of update provided.
7. The Regulations for participation in the Project have been prepared in two languages: Polish and English. Both language versions are identical.

#### **Appendices to the regulations:**

1. Appendix 1 – Rules for recruitment, reporting and data collection for participants in projects financed by the FERS
2. Appendix 2a – Application form for participants from the Medical University of Białystok in Polish
3. Appendix 2b – Application form for participants from outside the Medical University of Białystok in Polish
4. Appendix 2c – Application form for participants from outside UMB in English
5. Appendix 3 – Assessment form for the Admissions Committee
6. Appendix 4a – Scholarship agreement for participants in Polish
7. Appendix 4b – Scholarship agreement for participants in English
8. Appendix 5 – lump sum rates
9. Appendix 6a – mobility settlement form in Polish
10. Appendix 6b – mobility settlement form in English
11. Appendix 7a – mobility report in Polish
12. Appendix 7b – mobility report in English



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- 13. Appendix 8a – post-mobility questionnaire in Polish
- 14. Appendix 8b – post-mobility questionnaire in English



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