

## **REGULATIONS on the implementation of the SEA-EU partner universities students' project competition in the University of Gdańsk**

### **§ 1. COMPETITION OBJECTIVE**

The objective of the SEA-EU partner universities students' project competition is to strengthen student and doctoral collaboration between SEA-EU partner universities and encourage the identification of innovative solutions to societal challenges in the following areas: inclusivity, diversity and gender equality, sustainability and climate justice, multilingualism and pluralism, digitisation and digital forms of collaboration.

### **§ 2. COMPETITION PARTICIPANTS**

0. The participant of the SEA-EU partner universities students' project competition may be a person who :
  - a. is a Bachelor's or Master's degree student at the University of Gdańsk  
or
  - b. is a doctoral student at a University of Gdańsk's doctoral school.
2. The team running a project must comprise at least two members from different SEA-EU universities. The maximum number of team members is not defined.
3. Roles in a project team are as follows:
  - a. project leader as the main applicant and beneficiary of the funding at the University of Gdańsk. Students and doctoral students from Christian-Albrecht University of Kiel, University of Split, and NORD University receiving funding from their home university may also become leaders;
  - b. project partner who is responsible for co-organising the project but is not the beneficiary of the funding. Project partners may be students and doctoral students of all SEA-EU partner universities;
  - c. team supervisor who is an employee of the University of Gdańsk and is responsible for confirming the factual compliance of the project and formal issues related to the disbursement of funds.

### § 3. FUNDING

1. A single grant of the maximum amount of PLN 17,298.80 - the equivalent of EUR 4,000 according to the average exchange rate of the National Bank of Poland of 01.02.2024r. (Table No. 023/A/NBP/2024 of 2024-02-01), i.e. the date of the call for project proposals opening – may be awarded for implementing the activities as part of the competition. The grant is available for use between April 1, 2024, and November 30, 2024. The University of Gdańsk may award a maximum of two grants (for two teams).
2. A budget plan for the implementation of the project should be filled in at the time of entering the competition, in which an inventory of all planned expenditures should be shown. The plan should indicate materials and services which will be used exclusively for the implementation of the project. The rules of spending the grant are specified in Attachment No. 1 to the Regulations of the Competition entitled 'Disbursement of the grant obtained as a result of the competition'. In particular, the amount of the financial grant awarded as a result of the competition is not transferred directly to the team. The grant may be refused in whole or in part in the event of non-compliance with Attachment 1.
3. The budget plan should indicate estimated amounts for the purchase of materials and services necessary for the implementation of the project. The amounts should be expressed in EUR.
4. The funding received for the project must be implemented under the budget plan presented. Once the grant has been received, no modification of budget items is foreseen.
5. Funds awarded shall be used to cover:
  - a. costs of creating and delivering learning materials and new media formats for use in education;
  - b. costs of expert fees for carrying out e.g. workshops or lectures necessary for the implementation of the project;
  - c. experts' travel expenses to meet project objectives e.g. workshops, lectures;
  - d. costs of materials and equipment provided that they are necessary for the implementation of the project and will be used exclusively for the project;
  - e. publication fees.
6. Within the funds awarded it is not possible to apply for:
  - a. physical resources that are part of the basic equipment of university staff. This includes, but is not limited to, personal computers, laptops, tablets, printers, desktop equipment, and printer paper;
  - b. covering travel expenses for the University of Gdańsk students and doctoral students from the team implementing the project as leaders.

7. The cost eligibility period for the funding obtained shall commence on April 1, 2024, and expire on November 30, 2024.
8. The project leader is obliged to submit the project report, Attachment No. 2, together with copies of documents confirming the expenses incurred to the Centre for Student and Doctoral Student Activity by December 31, 2024.

#### § 4. SUBMITTING APPLICATIONS

1. To enter the competition, the following documents must be submitted: a complete application form, a budget plan, a work schedule and a letter of intent from the team supervisor.
2. Models of documents listed in § 4 section 1 are available on the [SEA-EU project Polish website](#) in the 'Aktualności' tab.
3. Completed documents should be submitted via e-mail at [apply-seaeu@uv.uni-kiel.de](mailto:apply-seaeu@uv.uni-kiel.de). The deadline for submitting applications is February 29, 2024, at 23:59 (GMT+1). Applications submitted after the deadline shall not be considered.
4. Submission of an application shall be considered as acceptance of the Regulations.

#### § 5. ASSESSMENT OF APPLICATIONS

1. The applications shall be formally assessed by the Competition Committee for the implementation of the SEA-EU partner universities students' project competition. The formal assessment shall consider whether the application is complete and whether the applicant has met the requirements regarding programme participants.
2. Applications which fail to meet the formal requirements shall not undergo further substantive assessment.
3. The substantive assessment of applications shall be carried out by the Competition Committee for the implementation of the SEA-EU partner universities students' project competition. The Committee comprises 1 representative of each SEA-EU university appointed to implement the task 4.2 Increasing student's participation through the Alliance.
4. The final point-based assessment shall be determined by the Competition Committee.
5. The Competition Committee shall decide on the amount of grant described in §3 section 1.

6. Information on the decision of the Competition Committee will be communicated to the applicant individually in electronic form and in the form of an announcement on the [SEA-EU project Polish website](#) in the 'Aktualności' tab regarding the implementation of the SEA-EU partner university student project competition on March 18, 2024.

#### § 6. SETTLEMENT

1. To settle participation in the competition, participants shall provide the report on the competition participation (Attachment No. 2) by December 31, 2024. The model report is available on the [SEA-EU project Polish website](#) in the 'Aktualności' tab.
2. If implementing the project for which funding was awarded is not possible, the Centre for Student and Doctoral Student Activity and the project supervisor shall be notified immediately.
3. If an instalment is collected in advance and spent or settled in an ineligible way, the project may not be implemented, or the purchase for which an advance was granted is not made, the project supervisor may be required to return it to the University of Gdańsk.

#### § 7. FINAL PROVISIONS

1. The University of Gdańsk reserves the right to make changes to the regulations and to cancel the competition at any time.
2. The University of Gdańsk decides on matters not covered by the regulations.