Regulations for the Implementation and Forms of Support under the "Support for European Universities" Program as part of the "Support for Synergistic and Complementary Actions of the SEA-EU 2.0 – SEA-nergy Project" at the University of Gdansk

Project: Support for Synergistic and Complementary Actions of the SEA-EU 2.0 – SEA-nergy Project, with the number (BPI/WUE/2024/1/00019/U/00001)

§ 1 Definitions used in the Regulations

1. **NAWA** - National Agency for Academic Exchange.
2. **Project** - „Support for Synergistic and Complementary Actions of the SEA-EU 2.0 SEA-nergy Project".
3. **Beneficiary** - Applicant of the Project, University of Gdansk.
4. **Project Office** - SEA-EU Project Office, University of Gdansk, Bazynskiego 8 Street, Room 222, 80-309.
5. **Beneficiary's Handbook** - a document outlining the general and detailed principles for planning and implementing Projects under the funding scheme.
6. **SEA-EU** - a consortium of higher education institutions within the "European Universities" program, consisting of 9 universities:
    - University of Cádiz (Spain),
    - University of Western Brittany (France),
    - Christian-Albrechts-University of Kiel (Germany),
    - University of Gdansk (Poland),
    - University of Split (Croatia),
    - University of Malta in Valletta (Malta),
    - University of Algarve (Portugal),
    - University of Parthenope in Naples (Italy),
    - University of Nord (Norway).
7. **Project Participants** or **Participants** - members of the University of Gdańsk community benefiting from support under the Project:
    - domestic student,
    - domestic PhD student,
    - representative of the domestic teaching or academic staff,
    - representative of the domestic research staff,
    - representative of the domestic administrative staff.
8. **Support** - funding for outbound mobility or the opportunity to participate in activities planned within the project.
9. **Competencies** - confirmed abilities to apply knowledge, as well as personal, social, and methodological skills, in the context of professional or educational tasks, and in the course of professional and individual development.
10. **Website** - the SEA-EU UG Project website SEA -EU |
11. **Substantive Coordinator** - the person responsible for coordinating and overseeing the execution of the assigned task, ensuring its proper implementation.

§ 2 About the Project

1. The purpose of these Regulations **About the Project** is to define the organization, recruitment conditions, participation in the Project, as well as the payment of scholarships and other forms of support within the Project.
2. The project "Support for Synergistic and Complementary Actions of the SEA-EU 2.0 SEA-nergy Project" is part of the NAWA program "Support for European University Alliances," funded by the European Funds for Social Development.
3. Project Number BPI/WUE/2024/1/00019/U/00001.
4. Project implementation period: from October 1, 2024, to September 30, 2026.
5. The Project Team consists of:
    a) Project Manager,
    b) Executive Coordinator,
    c) Task-specific Content Coordinators,
    d) Members of the task teams.
6. The specific objectives of the Project include 8 tasks:
    a) Task 1: short-term mobility for students and PhD students,
    b) Task 2: international training for administrative staff,
    c) Task 3: English language courses for administrative staff,
    d) Task 4: creation of Massive Open Online Courses (MOOCs),
    e) Task 5: modernization of the Research Potential and Shared Infrastructure Database,
    f) Task 6: organization of research mobility,
    g) Task 7: SEA-EU Student Ambassador Program,
    h) Task 8: supporting young researchers through international study visits.
7. Participation in the Project Support is voluntary and free of charge.
8. The Project adheres to the principles of horizontal policies, concerning:
    a) principles of equal opportunities and non-discrimination, including accessibility for people with disabilities,
    b) principles of gender equality,
    c) principle of sustainable development,
    d) principle of DNSH - Do Not Significant Harm.
9. Each person applying for Support in the Project (Project Participant) is required to familiarize themselves with the content of the Regulations and may proceed with the qualification process only after accepting its provisions.

§ 3 Scope of support

1. Support for the Project Participant can be obtained for the following tasks:
a) Task 1: short-term mobility for students and PhD students,
b) Task 2: international training for administrative staff,
c) Task 3: English language courses for administrative staff,
d) Task 6: the organization of research mobility programs,
e) Task 7: the SEA-EU student ambassador program,
f) Task 8: supporting young researchers through international study visits.
2. Due to the specific nature of the documentation required for each task, detailed rules for participation in calls and the settlement of Support are provided in the announcements published on the Project's website.

3. The recruitment announcement must be published at least 20 calendar days before the start of the initiative.
4. The Project Participant must provide a valid student status/PhD student or employee of the University of Gdansk on the date of entering the recruitment process and throughout the entire period of Support. Applicants participating in the recruitment process may not apply for or participate in long-term international mobility, nor may they be on any form of leave.

§ 4 Regulations of the recruitment procedure for Project Participants

1. The recruitment and selection of Project Participants are carried out by the task-specific Coordinators responsible for the substantive aspects of the project.
2. The recruitment process is conducted in accordance with the horizontal principles outlined in § 2, point 8.
3. The recruitment announcement is prepared by the substantive Coordinator 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". The recruitment announcements are tailored to the specific initiatives implemented within the Project tasks.
4. The Participant in the Project may only be members of the Beneficiary's community, that is, the University of Gdansk:
    a) students,
    b) PhD students,
    c) representatives of the teaching or academic staff,
    d) representatives of the academic staff,
    e) representatives of the administrative staff.
5. 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 accessing the Support, as specified in the announcement and by the recruitment task Coordinator.
6. The detailed qualification criteria for Participants in each recruitment process are provided in the announcements published on the Project's website.
7. Upon completion of the recruitment process, the substantive Coordinator is required to conduct a session of the committee appointed by the executive coordinator, consisting of substantive coordinators, who will assess the applications based on the established criteria (hereinafter referred to as the 'Committee'). The Committee must prepare a report from the session, including the assigned scores, divided into qualified, reserve, and non-qualified individuals, along with a ranking list. The Committee's decision may be appealed to the Vice-Rector for Cooperation and Internationalization. The decision of the Vice-Rector for Cooperation and International Relations is final.
8. The recruitment results will be published on the Project's website and communicated via email.
9. 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 Coordinator.

§ 5 Rules for the payment of Financial Support

1. In tasks involving the allocation of financial support, the Participant may receive:
   a) a lump-sum grant covering travel, maintenance, and accommodation costs, as well as a scholarship, according to Annex 1 to Regulations „Flat-rate allowances for mobility within the project supporting synergistic and complementary activities of the SEA-EU 2.0 project – SEA-NERGY" (this applies solely to short-term mobility aimed at enhancing skills in tasks 1, 2, and 3),
   b) a lump-sum grant covering travel, maintenance, and accommodation costs, in accordance with Annex 1 to Regulations (this applies solely to long-term mobility aimed at enhancing competencies in task 8),
   c) a reimbursement of actual costs in accordance with the ministerial rates set out in the Journal of Laws 2022, item 2302 (this applies solely to Task 6).
2. The financial support is expressed and paid in Polish zloty.
3. Before a person participating in the Project receives financial support, it is required to complete all formalities specified in the recruitment announcement and outlined by the substantive Coordinator.

§ 6 Rights and obligations of the Project Participant

1. The Project Participant has the right to:
   a) receive Financial suport,
   b) receive a certificate confirming the acquisition of competencies, if applicable, as well as a certificate of completion of the specific form of Suport,
   c) appeal the Committee's decision to the Vice-Rector for Cooperation and International Relations within 7 days of receiving the decision,
   d) adapt the planned activities within the Project to their individual needs.
2. Assessment and confirmation of competencies:
   a. Learning outcomes covering knowledge, skills and social competencies, together with the criteria and methods for their assessment, are defined for each form of support and included in the recruitment announcements.
   b. Competency development is assessed using pre- and post-tests completed online via Microsoft Forms. Participants self-assess their knowledge, skills and social competencies before and after the activity, with reference to the specified learning outcomes.
   c. Pre- and post-test results are compared. Under the method used in the Project, a higher post-test score constitutes a positive result in the assessment of self-reported competency development.
   d. The results are analysed by a person who did not deliver the relevant form of support.
   e. Participants who complete a form of support receive a certificate of participation. Those with a positive result in the competency development assessment also receive a certificate confirming competency development.

3. The Project Participant is obligated to:
   a) complete all required documents, both before and after receiving the Financial Support, as specified in the recruitment announcement and provided by the substantive Coordinator,
   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) submit the signed „Agreement on the transfer of author's rights" (Annex 2 to the Regulations) directly in connection with the support provided (if applicable). The resulting works must be marked with the CC Attribution License (CC BY 4.0) and include the logos of the European Funds, the Republic of Poland, the European Union, and NAWA, available for download on the Project website. Works created by the Project Participant will be submitted to NAWA and made available on the NAWA website,
   f) hold an insurance policy covering the costs of medical treatment, medical intervention, hospital transport, repatriation, and accident insurance (NNW) during travel and stay both in Poland and abroad,
   g) independently ensure care for his/her own safety and health, including but not limited to any ongoing long-term or periodic medical treatment, allergies, or similar conditions,
   h) act in a manner that does not pose a threat to his/her own life and health or to the life and health of other Project Participants,
   i) bear material and financial responsibility for any and all damages caused during participation in the Project,
   j) providing a handwritten signature on the attendance sheets, if required by the organizer of the specific form of suport,
   k) familiarizing oneself with the information posted on the Project's website and the information sent to the email address provided during registration by the substantive Coordinator,
   l) complying with the provisions of these Regulations, the rules applicable at the Beneficiary, and principles of social conduct.
4. A Project Participant who fails to fulfill all obligations is required to partially or fully repay the received support, as decided by the Beneficiary. In particular, the Project Participant is obligated to repay the received support if they do not participate, in whole or in part, in the planned support, provide false information, or fail to fulfill the obligations specified in § 6 point 3 of the Regulations.

§ 8 Rules for Withdrawal from Participation in the Project

1. Withdrawal from participation in the Project is only allowed in justified cases. This fact must be promptly reported to the substantive Coordinator.
2. Withdrawal from participation in the Project may occur due to health reasons or force majeure, circumstances that could not have been known at the time of the commencement of participation in the Project.

3. In the event of withdrawal from the Project, the Project Participant shall be required to provide a written declaration specifying the reasons for their withdrawal.
4. Unauthorized withdrawal of the Project Participant from the Project before the completion of the planned forms of support will result in financial consequences in the form of reimbursement of costs incurred in relation to their participation thus far. An exception to this rule applies when a Project Participant selected during the recruitment process withdraws from the Project before commencing participation in the first form of support.

§ 9 Final Provisions

1. In matters not regulated herein, the provisions of Agreement No. BPI/WUE/2024/1/00019/U/00001 concluded between the National Agency for Academic Exchange (NAWA) and the Beneficiary, as well as the applicable guidelines and rules outlined in the Beneficiary's Handbook – NAWA Programs for Institutions, shall apply.
2. Issues not addressed in this document shall be resolved by the Vice-Rector for Cooperation and International Relations.
3. The Beneficiary reserves the right to amend the Regulations. Any changes to these Regulations must be made in writing and will be published on the Project's website.
4. These Regulations are published on the Project's website.
5. The Regulations come into force on the date of their signature and remain in effect for the duration of the Project.

Attachments:

Attachment 1 to the Regulations „Lump sum rates for mobility under the project supporting synergistic and complementary actions of the SEA-EU 2.0 – SEA-NERGY Project”

Attachment 2 to Regulations „Agreement on the transfer of author’s rights” (on request)