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*Appendix to Resolution No. 66 of the Rector of the University of Lodz of 7.01.2025*

## **Internal Regulations for the Implementation of the PROM Project – Short-Term Academic Exchange at the University of Lodz, financed by the Polish National Agency for Academic Exchange**

### **§1**

#### **The PROM Project at the University of Lodz**

1. These Regulations define the process for the qualification of Participants arriving at and departing from the University of Lodz under the PROM Project – Short-Term Academic Exchange at the University of Lodz during the 2024/2025 academic year.
2. The aim of the Project is to enhance the internationalisation of the University of Lodz through short-term scholarship-based exchange and to improve the quality of education and develop the competences of Project Participants.
3. The Regulations apply to the implementation of the PROM Project awarded under the agreement No BPI/PRO/2024/1/00044/U/00001.
4. The terms used in these Regulations shall have the following meanings (glossary of terms in alphabetical order):
  - **Academic staff** – representatives of Polish and foreign higher education and research institutions, including university teachers, non-academic staff (if their participation in the Project is substantively justified), researchers and research-technical staff, and other employees of research units (if their participation in the Project is substantively justified), employed at the University of Lodz (under an employment contract or a civil-law contract) or at a foreign institution on the date of application for participation in the Project and during its implementation;
  - **Administrative Project Manager** – the person responsible for monitoring and evaluating the progress of Project implementation. Responsible for substantive and financial monitoring of the Project, including indicator monitoring, proper expenditure of financial resources, organising team meetings, and maintaining Project documentation;
  - **Agreement** – an agreement concluded between the University of Lodz and the Project Participant for short-term academic exchange;
  - **Beneficiary of the Programme** – University of Lodz, ul. Narutowicza 68, 90-136 Lodz,
  - **Call** – a call for applications announced by the University of Lodz for the implementation of the PROM Project – Short-Term Academic Exchange;



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- **Candidate** – a person expressing a willingness to participate in the Project, who has submitted the required documents in response to the announced call and who belongs to the target group of the Project;
- **Competences** – a defined set of study effects that have been verified through a validation process in accordance with the requirements established for a given competence, particularly in relation to the study effects that constitute it;
- **Doctoral Schools of the University of Lodz** – Bio-Med-Chem Doctoral School of the University of Lodz and Lodz Institutes of the Polish Academy of Sciences, University of Lodz Doctoral School of Humanities, University of Lodz Doctoral School of Social Sciences, University of Lodz Doctoral School of Exact and Natural Sciences;
- **Doctoral student** – a Project participant who holds the status of a doctoral student at the University of Lodz Doctoral School of or a foreign higher education institution;
- **Employee Service** – an academic employee system that requires login credentials and contains content available only to University of Lodz employees;
- **NAWA** – The Polish National Agency for Academic Exchange;
- **Participant** – a doctoral student or representative of higher education and research institutions participating in activities implemented within the Project;
- **Programme** – PROM – Short-Term Academic Exchange Programme, funded by the European Union under the project titled ‘Short-Term Academic Exchange as a Means of Improving the Quality of Education in Higher Education and Research Institutions, No FERS.01.05-IP.08-0218/23;
- **Project** – the project titled PROM – Short-Term Academic Exchange, as referred to in the funding agreement No BPI/PRO/2024/1/00044/U/00001 concluded between the University of Lodz and NAWA;
- **Project Office** – 21/23 Matejki Street, 90-237 Lodz, 1st floor, room 123;
- **Project Team** – a team responsible for the formal evaluation of recruitment applications to verify the candidate’s affiliation with the target group.
- **Qualification** – a specific set of study effects in terms of knowledge, skills, and social competences acquired through formal education, non-formal education, or informal learning, compliant with the established requirements for a given qualification, whose achievement has been validated and formally certified by an authorised certifying institution;
- **Recruitment Committee** – a team conducting a substantive evaluation of recruitment applications;
- **Regulations** – these internal Regulations for the implementation of the PROM Project – Short-Term Academic Exchange at the University of Lodz, financed by the Polish National Agency for Academic Exchange;



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- **Short form of education** – a form of training conducted in foreign institutions aimed at improving and enhancing the scientific competences of Project Participants, such as internships, courses, workshops, and training sessions;
- **Study effects** – a description of what a learner knows, understands, and is capable of doing upon completing the learning process (support), divided into categories of knowledge, skills, and social competences;
- **Substantive Project Manager** – the manager of the PROM Project – Short-Term Academic Exchange, as referred to in the funding agreement No BPI/PRO/2024/1/00044/U/00001, concluded between the University of Lodz and NAWA. Responsible for the substantive management of the entire Project and chairing the Recruitment Committees;
- **Supervisor at the University of Lodz** – a person who submits the Project application on behalf of a foreign candidate and is responsible for academic supervision and substantive settlement of the funded mobility;
- **University** – University of Lodz; NIP 724 000 32 43, REGON 000001287.

## §2

### Project Implementation Period

1. The Project is implemented from 1.10.2024 to 30.09.2025.
2. The implementation of activities referred to in § 4(1) may commence no earlier than 10.02.2025 and must conclude no later than 31.08.2025.

## §3

### Project Participants and Recruitment for the Call

1. The following may be Project Participants:
  - a) doctoral students of the University of Lodz doctoral schools – 75 persons,
  - b) employees of the University of Lodz (including university teachers and non-academic staff employed at the University of Lodz) – 30 persons,
  - c) doctoral students from foreign higher education institutions – 16 persons,
  - d) university teachers, researchers, and research-technical staff as well as non-academic staff employed at foreign higher education institutions – 9 persons.
2. The qualification of Participants to the Project is conducted under a relevant call announced via a Communication by the Substantive Project Manager published on the Project's website: <https://www.uni.lodz.pl/en/strefa-doktoranta/rozwoj/prom-project-at-ul-1> and on the Employee Service of the University of Lodz.



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3. The Communication about the call will include information on the conditions and procedure for granting mobility, including the application submission deadline, assessment criteria, duration of planned mobilities, and the decision date of the call.
4. To participate in the recruitment process for the Project, candidates must complete an **online application form available at: <https://forms.office.com/e/amWGdnxizJ>** (a template of the application form is provided in Appendix 1 to the Regulations).
5. Doctoral students listed in para. 1(c) and representatives of the academic staff listed in para. 1(d) are nominated by the inviting person from the University of Lodz, who will also act as the supervisor of the foreign guest during their stay at the University of Lodz. The supervisor may be a doctoral student or employee of the University of Lodz who has received written approval from their supervisor/superior to perform this role. A single person may nominate a maximum of 3 Participants.
6. The doctoral student or employee of the University of Lodz submitting the nomination for a potential Project Participant is responsible for correctly submitting the application on behalf of the individual arriving at the University of Lodz.
7. The application submitted on behalf of the individual arriving at the University of Lodz must include a scanned statement of intent to participate in the Project signed by the invited person (Appendix 2 to the Regulations), confirming: familiarity with these Regulations, willingness to come to the University of Lodz, and consent to participate in the Project.
8. Applications submitted by candidates during the recruitment process will undergo a formal assessment to verify the candidate's affiliation with the target group in accordance with the Project rules and to ensure the required attachments have been provided (*Approval from the foreign scientific unit* obtained via email/letter/certificate for the candidate to carry out the mobility and, in the case of a foreign candidate, a *Statement of intent to participate in the Project* as per Appendix 2 to the Regulations).
9. If the number of short-term mobilities allocated in a given call is not utilised, the Substantive Project Manager may announce an additional call during the academic year, maintaining the principles and conditions for awarding financial assistance for travel specified in the Regulations.
10. Incomplete or late applications will be rejected without the possibility of supplementation or correction.
11. Candidates' recruitment applications that meet the formal criteria will be forwarded to the Recruitment Committee for substantive evaluation.
12. In evaluating applications, priority in qualification will be given to individuals who have not previously benefited from support under the PROM Programme at the University of Lodz.
13. A Participant may receive financial assistance for mobility in the amount specified in the agreement only once during the Project implementation period.
14. For doctoral students who are on an extended period of education at the doctoral school, participation in the Project cannot serve as a basis for extending the deadline for submitting their doctoral dissertation.



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15. Participation in recruitment will be open to all doctoral students and academic staff regardless of gender, age, disability, race, ethnic origin, religion, belief, or sexual orientation.
16. Recruitment will be conducted in accordance with the principles of equal opportunities and non-discrimination, including ensuring gender equality.

#### § 4

#### Implementation and Funding of Short-Term Mobility

1. Under the Project, financial assistance for short-term mobilities is possible provided that Participants undertake at least one of the following activities during the exchange:
  - a) active participation in an academic conference abroad (presentation, including participation in a poster session),
  - b) acquisition of materials for a doctoral dissertation/scientific article,
  - c) participation in a summer school (both as a participant and as a lecturer),
  - d) performing measurements using unique equipment, including large research infrastructures unavailable (or difficult to access) in Poland,
  - e) participation in short forms of education: language courses, intensive courses included in the educational process, workshops, professional internships or industrial placements, study visits, including those conducted at business enterprises,
  - f) conducting archival/library queries,
  - g) conducting didactic classes,
  - h) participation in the preparation of an international grant application,
  - i) participation in other short forms of education aimed at enhancing competences.
2. The activities listed in para. 1 should be carried out in an in-person format. In exceptional and justified cases, with the consent of the Recruitment Committee, these activities may be conducted remotely or in a blended learning format, provided that the expected outcomes of the mobility can be achieved.
3. During the short-term academic exchange, Participants may engage in one or more forms of activities aimed at enhancing competences.
4. For mobilities described in para. 1, individuals arriving from abroad will receive 100% of the allocated funds under the Project on the next business day after completing the formalities at the Project Office (immediately after arrival in Lodz).
5. The Call includes funding for 130 mobilities specified in para. 1, subject to the availability of funds allocated in the budget items of the approved Project.
6. Under the Project, Participants may receive financial assistance for:
  - a) a mobility scholarship in the form of a lump sum, paid according to the following daily rates:
    - for doctoral students: PLN 125 per day of stay,
    - for academic staff without a doctoral degree: PLN 125 per day of stay,
    - for academic staff with a doctoral degree: PLN 250 per day of stay,



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- b) a lump sum for subsistence and accommodation costs (rates as per Appendix 3 to the Regulations),
- c) a lump sum for travel costs (rates as per Appendix 3 to the Regulations).
7. Participants may receive financial assistance for actual costs incurred in connection with conference fees, fees for training/courses/study visits, and other short forms of education related to mobility in a traditional (outgoing-incoming) format, subject to the availability of funds allocated in the Project and with the consent of the Recruitment Committee.
8. Financial assistance granted to Participants will be paid into the bank account indicated by them within the timeframe individually agreed in the Agreement (Appendix 7 to the Regulations) concluded between the University of Lodz and the Project Participant.
9. For mobilities conducted wholly or partially in a remote format, only the actual costs of participation in the activity (e.g., conference fees, training/course costs) will be reimbursed.
10. Applicants must specify in their financial assistance application the departure and return dates, indicating the total number of mobility days (including two travel days) along with the exact start and end dates of the mobility.
11. Financial assistance will be transferred to Participants in compliance with:
  - a) the Regulations of the NAWA Programme 'PROM – Short-Term Academic Exchange,'
  - b) the guidelines and principles for implementing projects under the programmes of the Polish National Agency for Academic Exchange.

## §5

### Recruitment Committee

1. The Recruitment Committee is appointed by the Vice-Rector for Education, ensuring adherence to the principles of gender equality and non-discrimination.
2. The Committee comprises the following members: the Vice-Rector for Education, the Substantive Project Manager, the Directors of each of the four University of Lodz Doctoral Schools, the Director of the International Hub, and a representative of the University Doctoral Students' Government Council (excluding doctoral students who have applied for participation in the Project).
3. The tasks of the Recruitment Committee include:
  - 1) approving the Project implementation plan (including the schedule provided in the call announcement) and templates of documents used in internal recruitment;
  - 2) conducting substantive evaluation of applications submitted in the call procedure and assigning scores;
  - 3) approving the ranking list of candidates for the Project.
4. The Substantive Project Manager or a person designated by them chairs the meetings of the Recruitment Committee.
5. The Recruitment Committee makes decisions by a simple majority vote in the presence of at least half of its members. In the event of a tie, the Chair's vote is decisive.



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6. Members of the Recruitment Committee do not evaluate applications submitted by candidates for whom they act as supervisors (in the case of doctoral students) or superiors (in the case of employees), or if the application concerns themselves. In such cases, the Committee member is excluded from voting.
7. The Committee performs a substantive evaluation of the applications according to the following criteria:
  - a) description of planned activities, including the purpose and schedule of mobility with justification for the selected activities (0–20 points). Additionally:
    - for conferences, training sessions, courses, internships, or summer schools: justification for the choice of the specific activity and its alignment with defined study effects must be provided;
    - for didactic classes: the title, description, planned hours, and target group must be provided, along with alignment with defined study effects;
  - b) assessment of the impact of mobility on further academic/professional career development (0–10 points).
8. Within the available budget, the Recruitment Committee qualifies candidates for mobility who meet all formal and substantive requirements. The maximum total score is 30 points.
9. In the event of tied scores among candidates, the order of application submission (date and time) determines the ranking position.
10. Priority in mobility qualification is given to individuals specified in §3(12).
11. Members of the Recruitment Committee are entitled to conduct additional interviews with candidates (in-person or online). The interview date is agreed upon with the candidate.
12. After evaluating the applications submitted in the call, the Recruitment Committee prepares a ranking list of candidates and awards scholarships to those with the highest scores. The Committee's decisions are final.
13. If the number of applications exceeds the financial limits, the Committee may create a reserve list. Placement on the reserve list is determined by the number of points scored.
14. Applications submitted after the deadline specified in the Project implementation schedule or that do not meet formal requirements will not be considered.
15. The evaluation of applications is conducted in accordance with the principles of equal opportunities and non-discrimination, including ensuring gender equality, based on the criteria specified in §5(7) and according to the Application Evaluation Form (Appendix 4 to the Regulations).
16. The call results are announced on the Project website by the deadline specified in the Call recruitment schedule and communicated to candidates via email.
17. Minutes are prepared for each meeting of the Recruitment Committee.

§6

**Conditions for Granting Financial Assistance**



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1. Financial assistance for mobility is available to doctoral students who meet the following criteria:
  - a) are actively pursuing their education (not on a break or suspended) at the University of Lodz doctoral school or at a foreign higher education institution;
  - b) are not receiving funding under other NAWA projects supporting internationalisation.
2. Financial assistance for mobility is available to academic staff employed at their home institution under a current employment contract or civil-law contract, except in cases specified in para. 1(b).
3. The Participant's stay at the foreign institution must conclude within the Project implementation period (by 31.08.2025 at the latest). Substantive and financial reporting for the mobility must be submitted to the Project Office by the Participant no later than 30.09.2025.
4. Only individuals who have provided the personal data required to receive support and confirmed their membership in the target group (by submitting the necessary documents and statements confirming compliance with the Project's eligibility criteria) may participate in the Project.
5. Individuals awarded financial assistance under the Project are required to **complete and submit the Project Participant electronic form** (template in Appendix 5 to the Regulations) through the NAWA ICT system using the activation link: <https://programs.nawa.gov.pl/applications/fers---projekt-nr-bpipro2024100044-2024-2025/new>  
Failure to complete this requirement will be treated as withdrawal from participation in the Project.
6. The form submitted by the Participant includes: a declaration of intent to participate in the Project; the Participant's personal data form; information clauses regarding the processing of the Project Participant's personal data.
7. To activate the link, the Participant must register an account in the NAWA ICT system: <https://programs.nawa.gov.pl/register> (providing their first name, surname, email address, and password) and log in. A guide on account registration and submitting the FERS form is available in Appendix 6 to the Regulations.
8. Full activation of the NAWA system account is possible once the Participant:
  - a) declares that they have read and accepted the Regulations of the Programs of the Polish National Agency for Academic Exchange;
  - b) acknowledges the content of the information obligation;
  - c) provides all required data.
9. The Project Participant is required to promptly (within 7 working days) submit a PDF version of the form generated from the NAWA ICT system to the Project Office in person or via email ([prom@uni.lodz.pl](mailto:prom@uni.lodz.pl)).
10. Confirmation of the Participant's enrolment in the Project will be signing the Project Participation Agreement (Appendix 7 to the Regulations).
11. The Participation Agreement between the Project Participant and the University of Lodz is signed at the Project Office. Failure to sign the agreement within 14 calendar days of receiving an email notification of the prepared Agreement will be treated as withdrawal from participation in the Project.





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12. Upon qualification for mobility, the Participant must submit a travel application (travel order) along with the completed and signed Project Participation Agreement no later than 14 days before the trip.
13. For individuals arriving at the University of Lodz, the Agreement signing date is set individually through email communication.
14. The Project Participant must be insured for the duration of the travel and stay at the foreign institution. Insurance for doctoral students and employees on employment contracts is provided by the University of Lodz based on the submitted travel application. Employees participating in the Programme under a civil-law contract must obtain individual insurance covering at least basic health insurance and accident insurance for the duration of their stay and travel.
15. Individuals nominating a doctoral student or a researcher from a foreign higher education institution to stay at the University of Lodz are required, upon acceptance of their application, to accompany them to the Project Office on the agreed date to complete formalities (preferably on the day of their arrival in Lodz).

## §7

### Verification of Study Effects

1. All Project Participants who have completed a short-term mobility under the Project are required to undergo verification of the effects of their participation in the Project (hereinafter referred to as 'Verification of Study Effects') in accordance with the principles and techniques for verifying study effects/acquisition of competences described in §8, §9, and §10 of these Regulations.
2. The Verification of Study Effects will be conducted by a Study Effects Verification Specialist appointed from the Project Team.
3. The Study Effects Verification Specialist must not be directly involved in the educational process related to the activities undertaken by the Project Participant as referred to in §4(1) of these Regulations.
4. The Verification of Study Effects will primarily involve the analysis of substantive reports along with certificates, as referred to in §11(1), in terms of the degree of achievement of the objectives of the short-term scholarship-based exchange concerning the planned activities referred to in §4(1) of these Regulations.
5. If the Study Effects Verification Specialist deems it necessary to conduct an additional Verification of Study Effects for a specific Project Participant, the Participant may be required to participate in an interview with the Specialist (referred to as an informal interview).
6. The Participant will be informed of the interview date referred to in para. 5 via email sent to the address provided in the application form mentioned in §3(4).



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7. The interview, as mentioned in para. 5, may be conducted in-person or via videoconference.
8. In the case of a positive Verification of Study Effects, the Study Effects Verification Specialist will issue the Project Participant a certificate confirming the acquisition of the aforementioned competences and submit the relevant documentation to the Project Office.

## §8

### Standards of Requirements Describing Competences Acquired Through Support

1. It is assumed that the Project Participant will achieve the following effects:
  - a) enhancement of knowledge, skills, and social competences in a specific scientific discipline, ensuring an improvement in the quality of education at the University of Lodz;
  - b) improvement of qualifications or professional competences (in the case of employment at the University of Lodz);
  - c) enhancement of teaching competences;
  - d) establishment and maintenance of collaboration with international partners;
  - e) acquisition of skills for more efficient use of a foreign language and specialised vocabulary in that language;
  - f) acquisition or development of skills for working in an international team;
  - g) development of skills for initiating and fostering international collaboration.
2. The actions of the Project Participant will strengthen the position of the University of Lodz as a research university by:
  - a) increasing the international scientific visibility of the higher education institution through a higher number of publications in scientific journals or conference proceedings with high citation indices in specific scientific disciplines and securing funding awarded through a call by foreign institutions or international organisations for research projects;
  - b) strengthening research cooperation with foreign scientific institutions;
  - c) enhancing the quality of education for doctoral students.
3. A Project candidate is required to indicate in the application form the study effects in terms of knowledge, skills, and social competences they intend to achieve through participation in the Project.
4. Under the Project, the Participant should achieve the following study effects:
  - 1) Knowledge:
    - W1 – Knows and correctly formulates research hypotheses;
    - W2 – Knows selected general and specific topics of global achievements in the relevant discipline;
    - W3 – Knows the main development trends in the relevant discipline;
    - W4 – Knows the principles of commercialising research results and knowledge transfer;
    - W5 – Knows techniques for presenting research results and/or research projects;
    - W6 – Knows effective methods for reaching the audience of



- academic-related activities;
- W7 – Knows teaching techniques and materials used abroad;
- W8 – Knows vocabulary, grammar, and verbal interaction specific to the academic context in a foreign language;
- W9 – Other.
- 2) Skills:
- U1 – Can present gathered research material;
- U2 – Can conduct scientific discussions;
- U3 – Can perform data analyses correctly;
- U4 – Can use specialised foreign language terminology in specific scientific disciplines;
- U5 – Can disseminate research results;
- U6 – Can conduct didactic classes in an international setting and/or in a foreign language;
- U7 – Can read, comprehend, and write texts in a specialised foreign language;
- U8 – Other.
- 3) Social Competences:
- K1 – Is ready to collaborate with scientists from foreign institutions;
- K2 – Is ready to improve communication competences, including participating in international discussions, and exchanging knowledge and information on scientific activities;
- K3 – Is ready to enhance personal competences;
- K4 – Is ready to refine their research skills;
- K5 – Is ready to understand diverse perspectives on the subject of didactic classes;
- K6 – Is ready to conduct classes with individuals from an international educational system; the education system
- K7 – Displays a positive attitude towards linguistic diversity and intercultural communication;
- K8 – Other.
5. The Project candidate may propose readiness to achieve additional or other study effects beyond those described in para. 4.
6. The planned study effects must be agreed upon with the doctoral student's supervisor or the Project candidate's superior/supervisor at the University of Lodz (for academic staff), and their acceptance is necessary for Project qualification. A relevant statement is included in the application form.
7. A document confirming the Project Participant's enhancement of the planned competences and qualifications is a certificate or confirmation of participation in a specific form of support, detailing all the study effects planned by the Participant.



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## §9

### Criteria for Evaluating Study Effects After Completion of Support

1. The planned study effects will be assessed based on their:
  - a) achievability within the planned timeframe for mobility;
  - b) consistency of study effects across knowledge, skills, and social competences, including alignment with the objectives of the Project;
  - c) justification of their significance by the Project candidate;
  - d) compliance of the study effects with the planned activities during mobility;
  - e) measurability;
  - f) suitability for the proposed method of verifying the study effects.

## §10

### Method of Verifying Study Effects Based on Established Criteria

1. The achievement of study effects planned by the Participant will be verified using planned verification methods outlined in Appendix 8 to the Regulations.
2. The Project candidate proposes one or more methods for verifying their planned study effects from the catalogue listed in para. 3 or other methods included in Appendix 8 to the Regulations.
3. Verification methods may include:
  - a) For study effects in knowledge: written responses to open-ended questions, written responses to short structured questions, reports, descriptions, interviews, ex-ante and ex-post surveys, presentations, or posters;
  - b) For study effects in skills: case study analysis, inquiry-based learning (identification of a research problem of interest to the Participant and preparation of a project to solve it), database creation, competence portfolios;
  - c) For study effects in social competences: observation and self-assessment; collaboration with researchers (e.g., a report, class scenarios, and observation of classes based on the scenarios), or surveys.
4. The Verification Methods for Study Effects must be consulted with the Study Effects Verification Specialist and subsequently approved by the doctoral student's supervisor or immediate superior/supervisor at the University of Lodz (for academic staff) before the candidate's participation in the Project (during the application submission stage).
5. The evaluation of achieved study effects based on appropriate verification methods is conducted after the completion of the respective activity in collaboration with the supervisor/immediate superior/supervisor at the University of Lodz (for academic staff) and the Study Effects Verification Specialist. The Study Effects Verification Specialist performs the initial methodological evaluation of the study effects using one of the verification methods mentioned in Appendix 8 to the Regulations, followed by a substantive evaluation by the



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supervisor/immediate superior/supervisor at the University of Lodz.

6. The outcome of the Study Effects Verification is considered positive only if both the doctoral student's supervisor or immediate superior of the Project Participant and the Study Effects Verification Specialist positively evaluate the achievement of the planned effects.

## **§11**

### **Settlement of Short-term Mobility**

1. The Project settlement by the Participant must be completed within 14 days of the return date and is based on the following:
  - a) a substantive report on the completed mobility (Appendix 9 to the Regulations) approved by the supervisor/immediate superior from the University of Lodz or supervisor at the University of Lodz, along with the result of the methodological evaluation referred to in §10(5);
  - b) a document confirming the acquisition of competences issued by the Study Effects Verification Specialist – a validation document (Appendix 10 to the Regulations);
  - c) a certificate(s) confirming participation in the activities for which the Participant received financial assistance (Appendix 11 to the Regulations);
  - d) a Mobility Settlement Form (Appendix 12 to the Regulations);
  - e) financial documents confirming the settlement of actual costs incurred during the mobility (e.g., invoices/receipts for conference fees, participation in short forms of education – workshops, courses, training sessions, summer schools, etc.).
2. If the Project Participant fails to submit the documents specified in para. 1(a–e), they are obligated to return the full amount received.
3. Withdrawal from participation in the Project is permitted only due to significant unforeseen circumstances that could not have been anticipated during recruitment. It requires the Participant to promptly submit a statement in writing otherwise being invalid, together with a detailed justification. The statement should be delivered to the Project Office in person or via registered mail.
4. The Beneficiary may terminate the Project Participation Agreement with immediate effect if:
  - a) the information provided in the Project Participant's form is false;
  - b) the Project Participant fails to meet the obligations specified in the Project Participation Agreement;
  - c) the funding agreement for the Project with the financing institution is terminated.
5. In cases of termination of the Project Participation Agreement due to the Participant's fault, the Beneficiary has the right to demand reimbursement of costs related to their participation in the Project, as well as any additional costs arising from the Project Participant's failure to fulfil the financial assistance agreement. This does not preclude the Beneficiary's right to claim damages from the Participant under general principles.



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## §12

### Information on the Processing of Personal Data

The processing of personal data of candidates and Participants is carried out in accordance with applicable laws, including 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 (General Data Protection Regulation). This is done in compliance with the terms of the funding agreement No BPI/PRO/2024/1/00044/U/00001 concluded between the University of Lodz and NAWA, the PROM Programme – Short-Term Academic Exchange Regulations, and the Guidelines and Principles for the Implementation of Projects under the Programmes of the Polish National Agency for Academic Exchange.

## §13

### Final Provisions

1. Amendments to these Regulations may be introduced in the event of changes to the funding agreement No BPI/PRO/2024/1/00044/U/00001 concluded between the University of Lodz and NAWA, the PROM Programme – Short-Term Academic Exchange Regulations, or the Guidelines and Principles for the Implementation of Projects under the Programmes of the Polish National Agency for Academic Exchange. Candidates will be notified via email of any amendments to the Regulations prior to their effective date unless this is not possible due to the timing of the amendments to the agreement or the rules applicable to the Programme or Project.
2. In matters not regulated by these Regulations, the provisions of the Act, the University of Lodz Doctoral School Regulations, the PROM – Short-Term Academic Exchange Programme Regulations, the Guidelines and Principles for the Implementation of Projects under the Programmes of the Polish National Agency for Academic Exchange, and internal documents of the University of Lodz apply.