

Attachment No 1
to the Project Regulations**RECRUITMENT REGULATIONS****§1****General Provisions**

1. This regulation sets out the rules for the recruitment of participants to the project **“Green Wrocław University of Science and Technology in Unite!”**, implemented under the NAWA Programme “Support for European Universities – Call 2025”. The Programme is funded by the European Union under the European Funds for Social Development 2021–2027 (FERS) and is implemented as part of the project “Support for European Universities - 2025”, No. FERS.01.05-IP.08-0219/23.
2. The general principles of participation in the project, including the rights and obligations of the Project Participant and the rights and obligations of the Beneficiary, are defined by the Project Regulations.

§2**Scope of support**

1. The Project comprises the implementation of international educational, teaching and development activities addressed to Project Participants, delivered in the form of Blended Intensive Programmes (BIPs), workshops, training courses, micro-credentials, virtual student exchanges, study visits, internships, summer schools and international conferences, carried out under the nine Project tasks referred to in §3 of the Project Regulations.
2. Detailed rules governing the implementation of individual Forms of support, including their scope, subject matter, participation requirements and timelines, are published in the recruitment announcements available on the Project website:
<https://green.pwr.edu.pl/aktualnosci>.

§3**Conditions for participation in the Project**

1. Project Participants are natural persons directly benefiting from support provided under the Project, in accordance with the definition set out in §2 and §4 of the Project Regulations.
2. Applicants must meet the following conditions:
 - a. meet the target group criteria specified in the Recruitment Form;
 - b. submit a complete set of documents specified in §4 point 4;
 - c. get acquainted with the information on personal data processing.
3. A Project Participant who has been selected for participation is required to register on the NAWA Governing platform: <https://programs.nawa.gov.pl/login> (create an account) and complete the electronic Project Participant form (application) available on the Portal using the link provided by the Beneficiary. The form (application) submitted by the Project Participant confirms compliance with the eligibility criteria of the Programme “Support for European Universities - 2025” and includes:
 - a. a declaration of participation in the Project;
 - b. a Project Participant personal data form;

c. information clauses concerning the processing of the Project Participant's personal data. Registration instructions for applicants are provided in Appendix No. 2 (in both Polish and English).

4. After submitting the form (application) through the system, the applicant provides the Project Office with the PDF version of the form (application) generated by the system, thereby confirming successful registration on the Agency Portal and readiness to participate in the Project. Failure to fulfil this obligation disqualifies the applicant from commencing the relevant Form of support.¹
5. Where it is necessary to update or correct the information contained in a submitted application, the Project Participant may submit a corrected version of the application using the same registration link. The PDF version of the amended application generated by the system is submitted again to the Project Office.

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Recruitment Rules

1. Recruitment announcements for individual Forms of Support implemented under specific Project tasks will be published on the Project website: <https://green.pwr.edu.pl>.
2. The recruitment announcement for a given Form of Support specifies the conditions and rules governing the recruitment of participants to that Form of Support, taking into account the specific characteristics of the activity concerned, including:
 - a. the recruitment period for the relevant Form of support and the address to which the electronic documents referred to in §6 are submitted;
 - b. the scope and subject matter of the support offered under the Project;
 - c. the target group for the relevant Form of support, the requirements to be met by applicants, and the recruitment criteria specified in the application form.
3. The recruitment announcements referred to in point 1 comply with these Regulations and with Attachments No. 1a and 1b to the Agency Beneficiary Guide - NAWA Institutional Programmes, entitled "Rules for recruitment, reporting and collection of data on project participants financed under the European Funds for Social Development (FERS)".
4. The recruitment process will be conducted according to the project implementation schedule based on the established criteria and seat limits resulting from the project funding application.
5. Application will be made by means of an online application form prepared in Polish or English.
6. Applicants recruiting for a given form of support are required to submit the following documents, within the specified deadline and location, as stated in the recruitment announcement:
 - a. completed electronic recruitment form for a given form of support (Attachments No. 1a and 1b),
 - b. documents confirming the skills and qualifications declared by the applicant, as well as engagement in courses/trainings, if required,
 - c. certificate from the e.g. Human Resources Department confirming the status of an employee, issued by the home university
 - d. certificate confirming the status of a student and doctoral candidate, issued by the home university.

¹ Not applicable to non-mobility students and doctoral candidates.

7. The recruitment of applicants for the Project will be conducted by the Verification Committee Members.
8. The detailed eligibility and selection criteria for participation in the Project are specified in the recruitment form applicable to the relevant Form of Support (Attachments 1a and 1b). A specific number of points is assigned to each criterion. Following the assessment of the recruitment documents by the Verification Committee Members, a ranking list is prepared, forming the basis for the selection of candidates for participation in the relevant Form of Support.
9. The complete recruitment form (in electronic form along with the required documents proving skills and qualifications as well as the certificate confirming the status of and employee/student/doctoral candidate) must be sent from a university email address allowing for applicant identification.
10. Documents submitted after the deadline or incomplete documents will not be accepted.
11. The applicant is required to document the skills and qualifications they declare, as well as their involvement in courses/trainings, as indicated in the recruitment form.
12. If two or more participants achieve the same number of points, the order of registration will be taken into account.
13. If the number of applications for a particular form of support exceeds the available spots, a reserve list is created.
14. In the case of a lower number of applications than the size of the group, the Beneficiary reserves the right not to open a Form of support, prolong the recruitment or to launch the supplementary recruitment.
15. Applicants from the reserve list will be included in the support programme if previously qualified individuals withdraw or fail to meet the conditions.
16. Applicants qualified to participate in the specific form of support will be informed of this.
17. For each Form of support leading to the acquisition of competencies or qualifications, the expected learning outcomes, together with the assessment criteria and verification methods, are defined no later than before the commencement of the relevant Form of support. Learning outcomes are specified in terms of knowledge, skills and social competencies.
18. Upon completion of a Form of support leading to the acquisition of competencies or qualifications, participants undergo an assessment of the learning outcomes achieved, in accordance with the established assessment criteria. Project Participants who successfully complete the validation process receive a certificate or other document confirming the competencies or qualifications acquired, together with information on the learning outcomes achieved.
19. Priority for participation in a given Form of support is granted to individuals who have not previously participated in any other Form of support under the Project. Participants who have already taken part in Project activities may be admitted subject to the availability of places within the established limits and with the approval of the Project Manager.

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Final Provisions

1. The Beneficiary reserves the right to amend the regulations in the event of changes in project documentation or legal provisions.
2. Issues not regulated by these rules shall be decided by the Beneficiary.
3. Any matters not regulated by these Regulations are decided by the Beneficiary.



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4. These Regulations shall enter into force on the date of their promulgation.
5. The terms and conditions may be subject to change. All changes will be published on the project's website <http://green.pwr.edu.pl>.

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Attachments

1. Attachment No. 1a - Recruitment Form (PL)
2. Attachment No. 1b - Recruitment Form (EN)
3. Attachment No. 2 - A guide to setting up an account and submitting the FERS form