

Regulations for Participation in the EUREKA Project Implemented by Lodz University of Technology and Partners Universities under the NAWA SPINAKER Programme

§1 Glossary of Terms

1. **TUL** – Lodz University of Technology with its seat at 116 Zeromskiego Street, 90-924 Lodz, Poland.
2. **NAWA** – Polish National Agency for Academic Exchange with its seat at 40 Polna Street, 00-625 Warsaw, Poland.
3. **SPINAKER Programme** - NAWA programme that supports Polish universities and research institutions in developing and implementing Intensive International Education Programs conducted in foreign languages. It is financed from the European Fund for Social Development 2021–2027 (FERS) as part of the NAWA project entitled "Support for the creation and implementation of international education programs" under number FERS.01.05-IP.08-0436/23.
4. **Project** – EUREKA - Global Challenges, Local Solutions: Shaping Future Leaders through Knowledge and Innovation. The Project is implemented by TUL under the SPINAKER Programme in accordance with the agreement with NAWA no. BPI/SPI/2024/1/00038/U/00001.
5. **Project Partners** – Universities from abroad formally engaged in the Project: Avantika University (India), Universiti Malaysia Perlis and Papua New Guinea University of Technology.
6. **IIEP** - Intensive International Education Programme “The Europe Ready Challenge” implemented by TUL under the Project.
7. **Regulations** – These Regulations for participation in the Project.
8. **Mobility** – Incoming visit of a student from the Partner university to TUL, for the purpose of participating in the IIEP.
9. **Candidate** – A person applying to participate in the Project.
10. **Participant** – A person who has been qualified to participate in the Project on the basis of the Regulations and has signed a participation agreement in the Project.
11. **ERQC** – Europe Ready Qualification Committee appointed by the Project Coordinator to evaluate Candidate applications and qualify Participants for the IIEP. Members of the Committee include representatives of TUL and each Project Partner.
12. **Project Office** – The office established for the purposes of the Project implementation, with its seat in the International Cooperation Centre of TUL, 36 Zwirki Street, 90-539 Lodz, building A16, 1st floor, room 110. E-mail: eduprojects@info.p.lodz.pl, Phone: + 48 42 638 38 18.

The above terms shall be understood as defined herein for the purposes of these Regulations.

§2 Basic Information about the Project

1. The Project is implemented in the period from 01.06.2025 to 31.07.2026.
2. The Project aims to enhance the quality of education at TUL and increase the university's attractiveness among international students, particularly from the Asia and Oceania region.
3. As part of the Project, TUL will create and implement the Intensive International Education Programme "The Europe Ready Challenge" within the English-language undergraduate study programme Business, Society and Technology conducted at TUL's International Faculty of Engineering.
4. The IIEP is aimed at a group of at least 60 students, including 15 from TUL and 45 from Partner universities.

5. As part of the IIEP, students will develop skills highly valued in the global labor market, including critical and innovative thinking, problem-solving, interdisciplinary collaboration, intercultural competence, and leadership.
6. The IIEP will include 150 hours of educational activities in a blended learning format – both online and during a 3-week stay in Lodz.
7. The dates of the online activities will be agreed upon by TUL and Project Partners. The stationary part in Lodz will take place **from 11.05.2026 to 29.05.2026**.
8. Within the IIEP, students will undertake workshops with academic and industry experts and conduct study visits to partner companies of TUL.
9. The IIEP program is based on the Challenge-Based Learning (CBL) approach, with challenges defined in collaboration with partner companies to ensure practical application and industry relevance.
10. The acquisition of learning outcomes by the students of the IIEP will be confirmed by an independent team of experts.
11. Students whose learning outcomes are positively validated by an independent team of experts will receive 6 ECTS credits and a formal confirmation of their competencies in the form of a micro-credential.
12. The Project website is available at <https://cwm.p.lodz.pl/en> (International projects and programmes → Educational projects at TUL → NAWA → EUREKA).

§3 General Rules for Participation in the Project

1. Participants of the Project may include:
 - At least 15 Polish students from TUL enrolled in first-cycle studies, major in Business, Society and Technology (only students of the 2nd year of studies can be considered).
 - At least 45 students from Partner universities (only students of the 2nd, 3rd and 4th year of studies can be considered):
 - Avantika University: first-cycle studies, i.e. major in Design, Management, Computer Applications and Engineering;
 - University Malaysia Perlis: first-cycle studies, i.e. major in Materials Engineering;
 - Papua New Guinea University of Technology: first-cycle studies, i.e. majors in Business and Management, Mechanical Engineering, Business in Information Technology, Business in Applied Economics.
2. In order to apply for the IIEP, Candidates must meet all of the following formal criteria:
 - Current status as a student at the home university (enrolled in first-cycle studies and maintaining active student status - without special or dean's leave, suspension, etc.);
 - No grounds for exclusion of citizens from the Russian Federation;
 - Knowledge of the English language at a minimum B2 level;
 - Availability for the entire duration of the IIEP, including both the online and stationary parts in Lodz.
3. Additional scoring criteria for participation in the IIEP include:
 - Average grade from the semester preceding participation in IIEP;
 - Academic interests and achievements;
 - Justification and motivation for participation;
 - Planned application of knowledge and experience gained during the IIEP.
4. TUL will provide Participants from the Partner universities with co-financing of the following mobility costs to Lodz, in accordance with rates specified in Appendix 6:
 - Subsistence and accommodation costs at a flat rate;

- Travel-related costs (including travel, insurance, and visa) at a flat rate depending on a Participant's home country.

Due to the adoption of the flat-rate principle for the above costs, TUL will not require Participants to provide accounting evidence of expenses related to subsistence, accommodation, and travel, except in the situation described in §8 paragraph 6.

5. In addition to the funding referred to in §3 paragraph 4, Participants from the Partner universities will be awarded a scholarship, in accordance with flat rates specified in Appendix 6.
6. Due to local residency and SPINAKER Programme rules, Participants from TUL are not eligible for co-financing of mobility costs or a scholarship.
7. Candidates and Participants who, due to particular individual needs - including disabilities - require special support in the process of recruitment and Project implementation are requested to report this fact to the Project Office as early as possible. Such support will be provided by the Project Office, the Office for People with Disabilities, or the Academic Trust Centre, to the greatest extent possible, within the organizational, technical, and financial capabilities of TUL. For this purpose, Candidates and Participants from the Partner universities may also contact appropriate units and representatives of their home universities.

§4 Recruitment of Participants

1. Participants will be selected through an open call announced on the Project website.
2. Participants will be selected by the ERQC.
3. The manner of work of the ERQC will be determined by the Project Coordinator and representatives of the Project Partners.
4. Administrative support for the work of ERQC will be provided by the Project Office.
5. Recruitment will be conducted according to the Schedule (Appendix 1). If the pool of places is not used, TUL will announce supplementary recruitment. Up-to-date information on available places will be posted on the Project website.
6. Formal assessment of Candidates, based on the formal criteria specified in Appendix 3, will be conducted by the Project Office.
7. Applications that do not meet the formal criteria will be rejected and will not be subjected to further assessment.
8. The ERQC will evaluate Candidates based on the substantive criteria set out in Appendix 3. Candidates who obtain the highest number of points during the substantive assessment will be nominated to participate in the IIEP.
9. In the event that Candidates obtain the same number of points, the order of submission of applications to the Project Office will determine eligibility for funding.
10. Candidates may appeal against a negative decision of the ERQC to the Project Coordinator (Chairwoman of the ERQC) within 10 working days from the date of notification by the Project Office. The appeal letter must be submitted to the Project Office in person or by e-mail.
11. Recruitment to the Project will be conducted in accordance with the principles of impartiality, openness, and transparency, with respect to equal rights and equal opportunities.
12. Project Partners are not authorized to introduce any additional eligibility criteria for participation in the Project beyond those specified in these Regulations. They are also prohibited from conducting any form of pre-selection prior to submission of applications to the Project Office. All Candidates must apply directly to TUL in accordance with the recruitment procedure outlined in these Regulations, and the final decision on qualification rests solely with the ERQC.
13. By entering the recruitment process, a Candidate accepts these Regulations with Appendices.

§5 Procedure and Rules for Qualifying for the Project

1. Application for participation in the Project is made by submitting all required documents within the time specified in the Recruitment Schedule (Appendix 1) to the Project Office, either electronically via the designated e-mail address or in person.
2. The set of all documents required in the recruitment process includes:
 - Application Form (Appendix 2),
 - Certificate/Statement¹ confirming knowledge of English language at a level of at least B2,
 - A document issued by the home university confirming that a Candidate from the Partner university has a current student status².
3. ERQC evaluates the applications based on the documents submitted, reserving the right to interview Candidates if deemed necessary (either face-to-face or remotely). In such case, the date of the interview will be agreed with each Candidate.
4. Candidates are evaluated individually on the basis of the assessment criteria adopted in the Project (Appendix 3). ERQC may adopt the minimum number of points that Candidates should obtain in order to qualify for the Project.
5. Candidates who obtain the highest number of points will be qualified for the Project, in order, until all places or funds are exhausted.
6. As a result of the evaluation, ERQC prepares a ranking list of Candidates, including:
 - a list of people with a positive assessment, qualified for the Project,
 - a reserve list of people with a positive assessment, not qualified for the Project due to lack of places or funds,
 - a list of people with a negative assessment, not qualified for the Project.
7. In the event of resignation from participation in the Project by one of the Candidates, another person from the reserve list will be qualified for participation in the Project by ERQC.
8. ERQC awards co-funding to a Participant from the Partner university in the amount specified in the Financial Rates (Appendix 6).
9. The Project Office will inform each Candidate about the ERQC's decision by e-mail. Candidates will be able to see the assessment of their application, which will be made available upon request by the Project Office.

§6 Mobility Implementation Rules and Participants' Obligations

1. After receiving notification of the ERQC's decision to qualify for the Project, a Candidate must deliver, in person or by e-mail, within 10 working days, a form with the data necessary to sign the Agreement on Project participation (Appendix 4) to the Project Office. Failure to comply will result in automatic withdrawal from the Project.
2. Generally, the Project Office will prepare the Agreement with a Participant (Appendix 5) no earlier than 2 months before the planned start of the IIEP. Signing the Agreement earlier will be possible only in justified cases and at a Participant's request, particularly in cases involving high air ticket costs or extended visa procedures. To mitigate risks caused by force majeure referred to in §8, TUL may implement special procedures related to signing the Agreement. The rules for such procedures will be specified by the ERQC.
3. Before the start of the IIEP, a Candidate qualified for the Project is required to:

¹ If a Candidate is enrolled in a study program conducted entirely in English at their home university, a statement from the university confirming this fact will be sufficient (applicable only to Candidates from Partner universities). In all other cases, a Candidate must provide an official certificate confirming English language proficiency at a minimum B2 level.

² This requirement does not apply to students of TUL. Their student status will be confirmed directly by the Project Office.

- sign the Agreement (Appendix 5),
- submit the Project Participant Form (Appendix 8) in the NAWA ICT system³, and then deliver the generated document in PDF format to the Project Office. The activation link to the form will be provided to a Candidate by the Project Office.

Failure to meet the requirement to complete, sign and submit the indicated documents by a Candidate means resignation from participation in the Project.

4. The signing of the Agreement (Appendix 5) by Candidates must take place within 10 working days from the date of receipt of information on its preparation.
5. The Project Office will send the documents by traditional mail or e-mail to a Participant from the Partner university, who must return the signed documents to the postal or electronic address of the Project Office within 10 working days. If a Candidate holds a qualified electronic signature, they are required to use it to sign the Agreement and send it in PDF format to the Project Office's e-mail address within 10 working days. In justified cases, documents may be signed no later than on the day of the commencement of mobility at TUL, at the Project Office.
6. A Participant from TUL will be invited to sign the Agreement in person at the Project Office. If in-person signing is not feasible or preferred, a Participant may also sign the Agreement electronically under the same rules as described above.
7. After signing the Agreement (Appendix 5), TUL will make a grant payment to a Participant from the Partner university amounting to 90% of the total due, within 10 working days, by bank transfer to the account indicated in the Agreement. To mitigate risks caused by force majeure referred to in §8, TUL may implement special procedures related to grant payment, including the possibility of paying the grant in cash at any branch of the PEKAO SA Bank. The rules for such procedures will be defined by the Project Coordinator in consultation with the Bursar of TUL.
8. Each Participant must have health, third-party liability, and accident insurance valid in Poland. A Participant declares that they will maintain appropriate insurance for the duration of the IIEP. Within 10 working days of signing the Agreement, a Participant must provide the Project Office by e-mail or in-person with information on the type of insurance held, the name of the insurer, and the policy number, including a scanned copy of the policy in PDF format. A Participant is responsible for concluding the insurance contract. However, if obtaining insurance valid in Poland proves difficult, TUL will provide Participants from Partner universities with the option to purchase an insurance policy from the company that provides coverage for local students. In such cases, a Participant is requested to contact the Project Office.
9. Implementation of mobility to Lodz by a Participant from the Partner university is subject to any restrictions imposed by the authorities of the Republic of Poland and the home country, as well as decisions of the sending and receiving institutions.
10. TUL offers Participants from Partner universities the possibility of accommodation in its Residential Area for a duration of the stationary part of the IIEP. Interested participants should inform the Project Office at least one month before their arrival in Lodz. Accommodation will be provided only if vacancies are available in the dormitories.
11. No later than the last day of the stationary part of the IIEP, Participants are obliged to deliver to the Project Office, in person or by e-mail, all works, materials, and documents created in connection with the implementation of the IIEP.
12. Participants are required to mark all works, materials, and documents created in connection with the implementation of the IIEP and made public by placing, in a visible location, the Project's marking containing the following emblems:

³ <https://programs.nawa.gov.pl/login>



- for marking the Project



or



and the statement in Polish or English:

Projekt EUREKA jest realizowany w ramach programu SPINAKER, finansowanego ze środków Funduszu Europejskiego dla Rozwoju Społecznego 2021–2027 (FERS), w ramach projektu NAWA pn. „Wsparcie tworzenia i realizacji międzynarodowych programów kształcenia”, nr FERS.01.05-IP.08-0436/23.

The EUREKA project is implemented under the SPINAKER programme which is financed from the European Fund for Social Development 2021-2027 (FERS) as part of the NAWA project entitled "Support for the creation and implementation of international education programs", project number FERS.01.05-IP.08-0436/23.

In audio products, information about financing the Project must be read during the recording.

- for marking TUL



Politechnika Łódzka

or



Lodz University
of Technology

TUL logotype shall be placed beyond the line of the Project's logotypes.

The Project Office will make the appropriate logos and information materials available on the Project website.

13. A Participant undertakes to make all works, creative and scientific outputs produced as part of the Project, which may be subject to copyright protection, available under an open Creative Commons license - CC BY 4.0⁴.
14. On the last day of the stationary part of the IIEP, each Participant will receive an Attendance Certificate.
15. Competences acquired by a Participant will be validated through an additional Micro-credential Certificate issued by TUL.
16. No later than the last day of the stationary part of the IIEP, a Participant must complete an electronic post-test evaluation questionnaire provided by the Project Office.
17. Participants may also be subject to separate evaluation surveys conducted at NAWA's request during the Project and after its completion.
18. After completing the IIEP, TUL's representative of the academic discipline corresponding to the IIEP shall carry out a verification of the competences acquired as a result of participation in the Project, based on the assessment criteria and methods for the verification of the learning outcomes specified in the Competency Assessment Form (Appendix 10).
19. In the assessment process the separation of functions between the learning process and the competence verification will be maintained. The assessment will be carried out by TUL's representative of the relevant academic discipline, who has not provided support to a Participant within the Project.
20. Representatives of Partner universities will be involved in the process of competency verification as observers.
21. The acquisition of competencies will be confirmed by the issuance of a Micro-credential Certificate by TUL containing specified learning outcomes achieved.
22. As part of the micro-credential, participants will be awarded 6 ECTS credits.
23. Within 10 working days of TUL's acceptance of the documents indicated in §6 paragraph 11, 16 and 17, TUL will pay the remaining part of the funding to a Participant from the Partner university in a form specified in the Agreement (Appendix 5), in the amount resulting from the Financial Settlement of the Mobility (Appendix 7).
24. If the amount of funds transferred to a Participant under §6 paragraph 7 exceeds the amount due, a Participant must reimburse the difference within 10 working days of TUL's request.
25. In the event of resignation from participation in the Project after signing the Agreement (Appendix 5), the Participant must immediately inform the Project Office and return the co-financing within 10 working days of providing this information.
26. A Participant must return the funds if they:
 - fail to complete the IIEP⁵;
 - do not present the documents referred to in §6 paragraphs 11, 16 and 17;
 - do not submit the documents referred to in §8 paragraph 6, or if NAWA does not recognize the costs incurred as eligible;
 - receive double financing for subsistence, travel, or scholarship support;
 - breach the Agreement (Appendix 5).

§7 Data Protection

1. Pursuant to Article 13(1) and (2) of 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), Journal of Laws EU.L.2016.119.1, the International Cooperation Centre informs that:

⁴ <https://creativecommons.org/licenses/by/4.0/>

⁵ Does not apply to cases of force majeure specified in §8.



- a) The administrator of a Candidate's personal data is Lodz University of Technology, address: Zeromskiego 116, 90-924 Lodz.
- b) The administrator has appointed a data protection officer, e-mail contact: iod@adm.p.lodz.pl, tel. 426312039.
- c) The personal data of a Candidate will be kept for the period necessary to fulfil the purpose of the processing, i.e. to carry out the qualification at Lodz University of Technology for the project implemented by Lodz University of Technology within the EUREKA project – Global Challenges, Local Solutions: Shaping Future Leaders through Knowledge and Innovation financed by the Polish National Agency for Academic Exchange, including for archiving.
- d) A Candidate has the right to request the administrator to access their personal data, rectify it, delete or limit processing, and the right to object to the processing, the right to transfer data.
- e) A Candidate has the right to lodge a complaint with the supervisory body, which in Poland is the President of the Personal Data Protection Office, address: Stawki 2, 00-193 Warsaw, when they consider that the processing of their personal data violates the provisions of the regulation indicated at the beginning.
- f) Providing personal data by a Candidate is a statutory requirement.
- g) Decisions made with regard to a Candidate and their personal data will not be made in an automated manner, including profiling.
- h) Personal data of a Candidate may be shared with NAWA and other institutions controlling the Project, including the correctness of the procedures for recruiting Participants to the Project.

§8 Force Majeure

1. A Participant is released from liability for failure to fulfil obligations under the Agreement (Appendix 5) due to force majeure.
2. Force majeure is understood as an event or combination of events beyond a Participant's control that prevents or seriously hinders the performance of obligations under the Agreement, which a Participant could not have foreseen or prevented by acting with due diligence.
3. A Participant may invoke force majeure only if they immediately, but no later than within 3 working days, notify the Project Office in writing of its occurrence, including a description of the situation, expected duration, and estimated consequences.
4. A Participant undertakes to take all necessary measures to limit damage caused by force majeure and to make every effort to resume implementation of the Agreement as soon as possible.
5. To mitigate potential losses, a Participant from the Partner university should purchase airline tickets with free return or rescheduling options and book accommodation with free cancellation, where possible.
6. If force majeure prevents mobility, a Participant from the Partner university must provide the Project Office with confirmation of actual expenses incurred, along with documents proving the occurrence of force majeure and remedial measures taken. The method of documenting these costs will be agreed with the Project Office.
7. Eligible costs incurred by a Participant from the Partner university are only those that cannot be recovered despite reasonable attempts to do so.
8. The final decision to recognize expenses as eligible under §8 paragraph 6 rests with NAWA.
9. To limit damage caused by force majeure, ERQC may issue additional decisions regarding specific rules for organizing, implementing, and settling mobility for Participants from Partner universities.

§ 9 Final Provisions

1. These Regulations enter into force on the date of signature and remain valid for the duration of the Project.
2. In matters not covered by these Regulations, the relevant rules of the SPINAKER Programme shall apply, available on the NAWA website: <https://nawa.gov.pl/instytucje/spinaker-intensywne-miedzynarodowe-programy-ksztalcenia/popzednie-nabory/nabor-2024>, as well as applicable provisions of EU and Polish legislation.

List of Appendices to the Regulations:

1. Recruitment Schedule
2. Application Form
3. Assessment Form
4. Data Form for the Agreement
5. Agreement Template
6. Financing Rates
7. Financial Settlement of the Mobility
8. Project Participant NAWA Form Template
9. Competency Assessment Form