

Regulations for participation in the project implemented by Lodz University of Technology under the PROM Programme – short-term academic exchange

§1 Glossary of terms

1. **TUL** – Lodz University of Technology with its seat at 116 Żeromskiego Street, 90-924 Łódź.
2. **NAWA** – Polish National Agency for Academic Exchange with its seat at 40 Polna Street, 00-625 Warsaw.
3. **PROM Programme** – short-term academic exchange, financed from the European Union funds under the NAWA project entitled “Short-term academic exchange as a way to improve the quality of education at institutions of higher education and science” with the number FERS.01.05-IP.08-0218/23.
4. **Project** – the Project implemented by TUL under the PROM Programme in accordance with the agreement with NAWA no. BPI/PRO/2024/1/00017/U/00001.
5. **Regulations** – these Regulations for participation in the Project.
6. **Mobility** – an outgoing visit of a doctoral student of TUL/an academic teacher of TUL to a foreign centre or an incoming visit of a doctoral student/an academic teacher from a foreign centre to TUL, for the purpose of carrying out specific activities within the Project.
7. **Candidate** – a person applying for qualification to participate in the Project.
8. **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.
9. **UQC** – the University Qualification Committee appointed by His Magnificence Rector of TUL for the purpose of qualifying Participants to take part in the Project.
10. **Project Office** – the Project Office established for the purposes of the Project implementation, with its seat in the International Cooperation Centre of TUL, 36 Żwirki Street, 90-539 Łódź, building A16, 1st floor, room 110.

§2 Basic information about the Project

1. The Project is implemented in the period from 01.10.2024 to 31.12.2025.
2. The main objective of the Project is to develop the internationalization of TUL through the implementation of short-term scholarship exchange of doctoral students and academic teachers. The specific objectives

assume the increase in the number of completed outgoing and incoming mobilities, the acquisition of competencies by Participants and the increase in the quality of education at the university.

3. There are 100 mobilities available for Participants in the Project, including:
 - 60 outgoing visits, including doctoral students (50) and academic teachers of TUL (10) to foreign centres, and
 - 40 incoming visits, including doctoral students (35) and academic teachers (5) from foreign centres to TUL.
4. The Participant's mobility lasts a minimum of 5 and a maximum of 30 calendar days, including a maximum of 2 days for travel - 1 day before the start of substantive activities at the location and 1 day after their completion.
5. As part of the Project, mobility activities are offered, which are defined by:
 - the number of days
 - A Candidate may apply for mobility lasting a total of 5, 7, 14, 21 or 30 days. In justified cases, it is possible to apply for an outgoing/incoming mobility lasting +/- 2 days (however, not less than 5 and not more than 30 days), e.g. when participation in a conference or an organized form of education i.e. summer/winter school is planned, with a strictly defined implementation date.
 - Mobility activities lasting 5 or 7 days include the implementation of substantive activities only on working days, in a row, from Monday to Friday. The exception is participation in a conference or an organized form of education, i.e. summer/winter school, with a strictly defined implementation date.
 - A Candidate's destination/home country, with regard to outgoing mobilities from Poland and incoming mobilities to Poland.

The list of available mobilities under the Project is included in Appendix 1 to the Regulations.

In the event that the pool of funds allocated for outgoing/incoming mobilities is not used, TUL may decide to transfer the funds between the budget categories, taking into account the rules of the Programme implementation and permissible limits for transfer of funds within the Project.

6. The Project Office is located at the International Cooperation Center of TUL, 36 Żwirki Street, 90-539 Lodz, building A16, 1st floor, room 110
 - Services for outgoing Candidates and Participants from TUL
email: promobility-outgoing@info.p.lodz.pl
phone: +48 42 638 38 71, +48 42 638 38 73
 - Services for incoming Candidates and Participants to TUL
email: promobility-incoming@info.p.lodz.pl
phone.: +48 42 638 38 74, +48 42 638 38 73

The Project website is found at <https://cwm.p.lodz.pl/pl> (International projects and programmes - International educational projects at TUL - NAWA - PROM).

§3 Project Participants

1. Participants of the Project may include:

- Doctoral students of TUL, i.e. those pursuing their training at the Interdisciplinary Doctoral School of Lodz University of Technology.
- Doctoral students of foreign universities, i.e. those pursuing a study program leading to a doctoral degree in countries other than Poland (e.g. doctoral programme/PhD programme/other equivalent) in scientific disciplines corresponding to the educational paths of the Interdisciplinary Doctoral School of Lodz University of Technology.
- Academic teachers of TUL, i.e. those employed at the university under an employment contract or a civil-law contract, in the groups of didactic, research and research and didactic staff, with a PhD degree at least.
- Academic teachers from abroad, i.e. those employed at universities located outside Poland employed in an equivalent mode and with an analogous scope of activity at home university as academic teachers of TUL, with a degree of at least PhD or an equivalent degree obtained abroad. The scope of academic activity at home university corresponds to the scientific disciplines of TUL.

The status of a doctoral student or an academic teacher must be maintained by the Participant throughout the period of his/her participation in the Project.

2. In connection with the cessation of cooperation between the Government of the Republic of Poland and the Government of the Russian Federation within the framework of the Agreement on cooperation in the field of culture, science and education, concluded in Warsaw on August 25, 1993, resulting from the aggression of the Russian Federation against Ukraine, individuals who are citizens of the Russian Federation, institutions and other entities located in the territory of the Russian Federation are excluded from participation in the Project.
3. The participant must know a foreign language (i.e. the language in which the exchange takes place) at a minimum B2 level.
4. Candidates/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. 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, as far as the organizational, technical, and financial capabilities of TUL allow.

§4 General rules for participation in the Project

1. A Participant may take part in only one short-term mobility under the Project, i.e. receive co-funding for only one incoming/outgoing mobility. During mobility, the Participant will carry out selected activities from among those listed in §4 paragraph 2.

2. Short-term mobility carried out by a Participant may involve activities such as:
 - active participation in a conference held abroad (presentation, including, for example, participation in a poster session),
 - obtaining materials for a PhD thesis, scientific article,
 - participation in a summer school or winter school,
 - taking measurements with the use of unique equipment, testing research equipment,
 - participation in short forms of education, i.e. courses, including intensive courses counted as part of the educational process, workshops, professional or industrial internships, study visits, including those to entrepreneurs,
 - carrying out archival/library queries,
 - conducting teaching classes,
 - participation in preparation of an international grant application.
3. The actions listed in §4 paragraph 2 can be implemented in a stationary, remote and mixed formula.
4. With a view to achieving the objectives of the Project, the UQC may define which of the activities listed in §4 paragraph 2 will be given priority in the procedure for qualifying Participants to the Project.
5. During one mobility, the Participant may take part in a maximum of 3 forms of activities listed in §4 paragraph 2, which he/she will carry out in the same place, if substantively justified. In this case, the co-financing under the Project will cover the total period of implementation of 3 forms of actions, provided that there are no breaks between them. The dates of implementation of individual forms of activities may overlap.
6. The objectives of the mobility for doctoral students should be closely related to the dissertation subject they are pursuing.
7. Mobility can last from 5 to 30 days (including 2 days of travel).
8. Mobility must be completed by 31.12.2025.
9. TUL will provide the Participant with co-financing of the following mobility costs¹:
 - subsistence and accommodation costs at a flat rate depending on the number of mobility days and the destination country, in accordance with the table in Appendix 2 to the Regulations; and
 - travel costs (i.e. travel, insurance and visa) at a flat rate depending on the Participant's destination/home country, in reference to outgoing mobilities from Poland and incoming mobilities to Poland, in accordance with the table in Appendix 2 to the Regulations.

Due to the adoption of the flat rate principle in relation to the abovementioned costs, TUL will not require from the Participants to provide accounting evidence of the expenses incurred in relation to subsistence,

¹ Only in the case of physical mobility of the Participant abroad.

accommodation and travel costs, with the exception of the situation described in §8 paragraph 6. Confirmation of the proper implementation of the mobility will be a Certificate constituting Appendix 1 to the Agreement (Appendix 7 to the Regulations) and positive verification of competencies acquired by the Participant conducted on the basis of the Competency Form (Appendix 9 to the Regulations).

10. In addition to the funding referred to in §4 paragraph 9, the Participant will be awarded a scholarship² by TUL at a flat rate, depending on the number of mobility days and the category of eligible individuals, in accordance with the table included in Appendix 2 to the Regulations.
11. UQC may grant the Participant additional funds to cover the real costs of conference fees, training, courses, etc., depending on the availability of funds in the Project and taking into account the justification of such costs presented by the Participant. If such funding is granted, the Participant will be required to account for the real costs incurred and provide accounting evidence of the expenses incurred.
12. Funding cannot be awarded for mobility that has already been completed, i.e. completed before the date of the UQC's decision to qualify a Participant under the Project.
13. Funding cannot be awarded if, as part of the mobility, the Participant has been provided with subsistence, accommodation, and/or travel costs and/or scholarship support from other sources. In the event of disclosure of the fact of double financing of the costs of subsistence and accommodation and/or travel and/or scholarship support as part of the mobility, the Participant will be obliged to reimburse the entire funding awarded, together with the statutory interest required in accordance with the rules of the PROM Programme.

§5 Recruitment of Participants

1. Participants will be selected through an open competition.
2. Participants will be selected by the UQC.
3. The manner of work of the UQC is determined by His Magnificence the Rector of Lodz University of Technology.
4. Administrative support for the work of UQC will be provided by the Project Office.
5. Recruitment for the Project will be conducted according to the schedule presented in Appendix 3 to the Regulations. 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.

² As above

6. Formal assessment of Candidates, based on the formal criteria specified in Appendix 5 to the Regulations, is made by the Project Office.
7. Applications that do not meet the formal criteria are rejected and are not subject to further assessment.
8. The UQC evaluates the Candidates in two- stage process, on the basis of the substantive criteria, which are set out in Appendices 5A and 5B to the Regulations. The first stage of the substantive assessment involves the verification of the application by a member of the UQC - a representative of the academic discipline corresponding to the Candidate's scientific profile. The representative of the discipline evaluates the application and decides whether to recommend it for funding. The final decision on funding mobility is made by the UQC at a joint meeting, after reviewing the evaluation prepared by the discipline representative.
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 UQC to His Magnificence the Rector of Lodz University of Technology within 7 working days from the date the Project Office notifies them of the UQC's decision.
11. Recruitment to the Project will be conducted in accordance with the principle of impartiality, openness and transparency, with respect to equal rights and equal opportunities.
12. By entering the recruitment process, the Candidate accepts these Regulations and Appendices.

S6 Procedure and rules for qualifying for the Project

1. Application for participation in the Project is made by submitting, in person or by e-mail, all required documents to the Project Office, within the time specified in the recruitment schedule:
 - Mobility funding application (Appendix 4A or 4B to the Regulations)
 - A document (e.g. letter, e-mail) confirming the willingness of the host institution to accept the Candidate, including information on the date of mobility, schedule of planned substantive activities and consent to their implementation in the receiving unit, the data of the academic supervisor in the host institution.

In the case of outgoing/incoming mobilities to conferences or summer/winter schools, the Candidate may, for the purpose of recruitment for the Project, present a registration for the conference/summer or winter school. In the case of a positive decision of the UQC, the grant will be awarded conditionally, and when the Candidate presents the confirmation of his/her admission to the conference/summer or winter school - the grant will be awarded finally.
 - A document issued by the home university confirming that the Candidate from abroad has a current status of a doctoral student/academic teacher at home university. The status of the Candidate from TUL is independently confirmed by the Project Office on the basis of data from the Interdisciplinary Doctoral

School of Lodz University of Technology (with regard to the status of doctoral students) and the Human Capital Management Centre (with regard to the status of academic teachers).

2. UQC members evaluate the applications of the Candidates on the basis of the documents presented, reserving the right to interview the Candidates, if they deem it necessary (by face-to-face or remote interview). The date of the interview will be agreed with each person.
3. Candidates are evaluated individually on the basis of the assessment criteria adopted in the Project (Appendices 5A and 5B to the Regulations). UQC may adopt the minimum number of points that Candidates should obtain in order to qualify for the Project.
4. The Project Office determines the possibility of co-financing a given mobility on the basis of the financial assumptions of the Project and the rules of its implementation.
5. Candidates who obtained the highest number of points will be qualified for the Project, in order, until places or funds are exhausted.
6. As a result of the evaluation, UQC 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 UQC.
8. UQC awards co-funding to the Participant in the amount specified in the rules of the PROM Programme and with the provisions of the Regulations.
9. If the Candidate has applied for additional funds for conference fees, training, courses, etc., UQC makes a separate decision to award additional funds, depending on the availability of funds in the Project and taking into account the justification of such costs presented by the Candidate.
10. Each Candidate will be informed individually about the UQC's decision or by e-mail by the Project Office. Candidates will be able to see the assessment of their application, which will be made available upon request by the Project Office.
11. 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 regulation on data protection), Journal of Laws EU.L.2016.119.1, International Cooperation Centre informs that:



- a) The administrator of the Candidate's personal data is Lodz University of Technology, address: Żeromskiego 116, 90-924 Łódź.
- b) The administrator has appointed a data protection officer, e-mail contact: iod@adm.p.lodz.pl, tel. 426312039.
- c) The personal data of the 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 PROM programme – short-term academic exchange financed by the Polish National Agency for Academic Exchange, including for archiving.
- d) The 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) The 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 he/she considers that the processing of his/her personal data violates the provisions of the regulation indicated at the beginning.
- f) Providing personal data by the Candidate is a statutory requirement.
- g) Decisions made with regard to the Candidate and his/her personal data will not be made in an automated manner, including profiling.
- h) Personal data of the Candidate may be shared with NAWA and other institutions controlling the Project, including the correctness of the procedures for recruiting Participants to the Project.

§7 Mobility implementation rules and Participants' obligations

1. After receiving notification of the UQC's decision to qualify for the Project, the Candidate is obliged to 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 6 to the Regulations) to the Project Office. Failure to meet this requirement by the Candidate means resignation from participation in the Project.
2. As a rule, the Project Office will prepare the Agreement with the Participant (Appendix 7 to the Regulations) not earlier than 3 months before the planned start of the mobility. Signing the agreement earlier will be possible only in justified cases and at the request of the Participant, especially in the case of travel to/from distant countries, high costs of air tickets, extended visa procedure, etc. In order to limit the damages caused by, inter alia, force majeure referred to in §8, TUL may implement special procedures related to signing of the Agreement with the Participant of the Project. The rules on specific procedures in this regard are specified by the UQC.
3. Prior to the start of mobility, the Project Office, in cooperation with the representative of the discipline corresponding to the Candidate's scientific profile, prepares a Competency Assessment Form - part A (Appendix 9 to the Regulations) containing:
 - the standard of requirements describing competencies planned to be acquired as a result of participation in the Project
 - evaluation criteria of the learning outcomes planned to be acquired

- methods of verification of the learning outcomes planned to be acquired.
4. In the process of preparing the standard of requirements, criteria and methods of verification of learning outcomes, the separation of functions between the process of education and competence verification will be maintained. The scheme of competency verification will be determined by a representative of the relevant scientific discipline, who will not implement support for the Participant under the Project.
 5. Before the start of mobility, the Candidate qualified for the Project is required to:
 - sign the Agreement (Appendix 7 to the Regulations)
 - submit the Project Participant Form (Appendix 8 to the Regulations) in the NAWA ICT system, and then deliver the generated document to the Project Office. The activation link to the form will be provided to the Candidate by the Project Office.
 - sign the Competency Assessment Form - part A (Appendix 9 to the Regulations)
 - fill in the electronic pre-test evaluation survey provided by the Project Office.Failure to meet the requirement to sign/submit/complete the indicated documents by the Candidate means resignation from participation in the Project.
 6. The signing of the Agreement (Appendix 7 to the Regulations) by the Candidates from TUL takes place at the Project Office within 10 working days from the date of receipt of information on preparation of the document. In the case of Participants coming to TUL from abroad, the Project Office will send the documents by traditional mail or e-mail to the Participant, who is obliged to return the signed documents to the postal or electronic address of the Project Office within 10 working days from the date of their receipt. In justified cases, the documents may be signed no later than on the day of the commencement of mobility at TUL, at the Project Office.
 7. After the signing of the Agreement with the Participant (Appendix 7 to the Regulations), TUL will make a grant payment of 80% of the amount due within 10 working days, by bank transfer to the bank account indicated in the Agreement³. In the case of Participants coming to TUL from abroad, TUL will make a grant payment of 80% of the amount due within 14 working days from the date of receipt of the original and signed documents at the Project Office. In order to limit the damage caused by, inter alia, force majeure referred to in §8, TUL may implement special procedures related to the payment of the grant to the Project Participant from abroad, including the possibility of paying the grant in cash, in PEKAO SA bank - in any branch or in the bank's branch in building A27 of the Faculty of Chemistry, Żeromskiego 116, 90-924 Łódź. The rules for specific procedures in this regard are defined by the UQC in consultation with the Bursar of TUL.
 8. In the event that funds are awarded by UQC to cover the conference fees, the costs of training courses, summer schools, etc., the Participant will agree with the Project Office how these will be paid and accounted for.

³ In the case of doctoral students of TUL, this must be the same bank account to which the doctoral scholarship is transferred.

9. Each Participant is obliged to have health, third party liability and accident insurance valid in the territory of the country where mobility takes place.
10. Implementation of mobility by the Participant is possible only taking into account any restrictions imposed by the authorities of the Republic of Poland and the country of destination/home country as well as the resulting decisions of the authorities of sending and receiving institutions.
11. Participants are required to mark all works, materials and documents created in connection with the implementation of the mobility, which are made public, by placing on them jointly, in a visible place, the Project's marking containing the following emblems:

- for marking the Project



Fundusze Europejskie
dla Rozwoju Społecznego



Rzeczpospolita
Polska

Dofinansowane przez
Unię Europejską



NARODOWA AGENCJA
WYMIANY AKADEMICKIEJ

or



European Funds
for Social Development



Republic
of Poland

Co-funded by the
European Union



POLISH NATIONAL AGENCY
FOR ACADEMIC EXCHANGE

and the definition

Program PROM – krótkookresowa wymiana akademicka jest finansowany ze środków Unii Europejskiej w ramach projektu pn. „Krótkookresowa wymiana akademicka sposobem na podniesienie jakości kształcenia w instytucjach szkolnictwa wyższego i nauki” o numerze FERS.01.05-IP.08-0218/23.

or

The PROM programme - short-term academic exchange is funded by the European Union as part of the project entitled “Short-term academic exchange as a way to improve the quality of education at institutions of higher education and science” with the number FERS.01.05-IP.08-0218/23.

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.

12. Copies of all works, creative and scientific outputs produced by the Participant within the Project must be submitted to the Project Office along with the completed Participant's report - part B of the Competency Assessment Form (Appendix 9 to the Regulations).
13. The Participant undertakes that all works, creative and scientific outputs produced as part of the Project, the characteristics of which indicate that they may be subject to copyright protection, will be made available under an open license of the Creative Commons⁴ type.
14. Within 10 working days of the end of the mobility, in any case no later than 14.10.2025, the Participant is obliged to deliver to the Project Office, in person or by traditional mail (by registered mail)/courier mail:
 - a) an original Certificate, confirming completion of mobility:
 - A Certificate issued on the receiving institution's own template, which should contain all the information that is included on the first page of the template provided in Appendix 1 to the Agreement with the Participant (Appendix 7 to the Regulations), or
 - A Certificate covering the first page of the template constituting Appendix 1 to the Agreement with the Participant (Appendix 7 to the Regulations), if the host institution does not issue its own certificates.
 - b) Participant's report - part B of the Competency Assessment Form (Appendix 9 to the Regulations).
15. Within 30 days of the end of the mobility (and in any case no later than 14.10.2025), the Participant is obliged to fill in an electronic post-test evaluation questionnaire provided by the Project Office.
16. Participants may be subject to separate evaluation surveys conducted at the request of NAWA during the Project and in the period after its completion.
17. After completing the mobility, a representative of the academic discipline corresponding to the Participant's scientific profile shall carry out a verification of the competences acquired as a result of participation in the

⁴ <https://creativecommons.org/>

Project, based on the assessment criteria and methods for the verification of the learning outcomes specified in the Certificate of Competence - Part A (Appendix 9 to the Regulations).

18. 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 a representative of the relevant scientific discipline, who has not provided support to the Participant within the Project.
19. After the completion of the process of verifying the competencies acquired by the Participant, the Project Office in cooperation with the representative of the scientific discipline corresponding to the Participant's scientific profile prepares the Competency Assessment Form (Appendix 9 to the Regulations) containing a summary of the assessment conducted (part C) and comparison of the obtained results with the established requirements (part D). The acquisition of competencies will be confirmed by the issuance of a Certificate by TUL containing the specified learning outcomes, in accordance with the second page of the template constituting Appendix 1 to the Agreement (Appendix 7 to the Regulations).
20. Within 10 working days of the acceptance of the documents by TUL indicated in § 7, paragraphs 12, 14 and 15, TUL will pay the Participant the remaining part of the funding, by transfer to the bank account indicated in the Agreement (Appendix 7 to the Regulations), in the amount resulting from the financial settlement of the mobility constituting Appendix 2 to the Agreement.
21. If the amount of funds transferred to the Participant pursuant to §7 paragraph 7 exceeds the amount due, the Participant is obliged to reimburse the amount constituting the difference between the amount paid and the amount due, within 10 working days of the request from TUL.
22. In the event of resignation from participation in the Project after signing the Agreement (Appendix 7 to the Regulations), the Participant is obliged to immediately inform the Project Office and return the co-financing paid within 10 working days of providing this information.
23. The Project Participant is obliged to return the funds if he/she:
 - does not complete the mobility,
 - does not present the documents referred to in §7 paragraph 12, 14 and 15,
 - does not submit the documents referred to in §8 paragraph 6 or if NAWA does not recognize the costs incurred by the Project Participant pursuant to §8 paragraph 6 for eligible costs,
 - the fact of double financing of subsistence costs and/or travel and/or scholarship support as part of the mobility is revealed,
 - the Participant breaches the Agreement (Appendix 7 to the Regulations).

§8 Force Majeure

1. The Participant is released from liability for failure to fulfil his/her obligations under the Agreement (Appendix 7 to the Regulations) due to force majeure.

2. Force majeure is understood as an event or combination of events beyond the Participant's control that prevent or seriously hinder the performance of his/her obligations under the Agreement (Appendix 7 to the Regulations), which the Participant could not have foreseen and which he/she could not prevent or overcome them by acting with due diligence.
3. The Participant may only invoke force majeure if he/she immediately, but no later than within 3 days, notifies the Project Office in writing of the occurrence of force majeure (with a description of the situation or event), the expected duration of the force majeure and the estimated consequences of the force majeure.
4. The Participant undertakes to take the necessary measures to limit the damage caused by force majeure and to make every effort to resume the implementation of the Agreement as soon as possible (Appendix 7 to the Regulations).
5. In order to limit the damage caused by force majeure, the Participant undertakes to purchase airline tickets with the possibility of their return or rescheduling at no cost, to book a stay at the place of implementing a short form of education with the possibility of its cancellation at no cost, etc.
6. In the event of force majeure preventing the mobility in accordance with the Agreement (Appendix 7 to the Regulations), the Participant bearing the costs related to the incoming/outgoing mobility is obliged to provide the Project Office with confirmation of the actually incurred expenses (e.g. an invoice for conference fee) as well as any information and documents confirming the occurrence of force majeure and information on remedial measures taken by the Participant. The method of documenting the indicated costs and information is agreed by the Participant with the Project Office.
7. In the event of force majeure preventing the mobility in accordance with the Agreement (Appendix 7 to the Regulations), eligible costs incurred by the Participant are only costs that cannot be recovered, despite attempts made by the Project Participant to recover them.
8. The final decision to recognize the expenses incurred by the Project Participant pursuant to §8 paragraph 6 for eligible costs is undertaken by NAWA.
9. In order to limit the damage caused by force majeure, UQC may issue additional decisions regarding the implementation of specific rules for organization, implementation and settlement of mobility by the Participant.

§ 9 Final provisions

1. These Regulations shall enter into force on the date of signature. The Regulations are valid for the duration of the Project.
2. The Regulations have been drawn up in two language versions: Polish and English.

3. In matters not covered by the Regulations, the relevant rules of the PROM Programme shall apply, available at the NAWA website <https://nawa.gov.pl/instytucje/program-prom/ogloszenie>, as well as relevant provisions arising from EU and Polish legislation.

The list of appendices to the Regulations:

1. List of available mobilities
2. Travel, subsistence and accommodation costs and amount of scholarships
3. Recruitment schedule
4. A. Mobility Funding Application of a Doctoral Student
B. Mobility Funding Application of an Academic Teacher
5. A. Application Assessment Form for a Doctoral Student
B. Application Assessment Form for an Academic Teacher
6. Data form for the Agreement
7. Agreement template
 - 7.1. Appendix 1 to the Agreement – Certificate template
 - 7.2. Appendix 2 to the Agreement – Financial settlement of the mobility
8. Project Participant form
9. Competency Assessment Form of the Project Participant