

RECRUITMENT REGULATIONS FOR PARTICIPATION IN THE ECR4ERUA PROJECT:

§ 1

[Definitions]

The terms used in the Recruitment Regulations for Participation in the ECR4ERUA Project (hereinafter referred to as the "Recruitment Regulations") shall be understood as follows:

1. "Project" — unless stated otherwise: "Early Career Researchers 4 ERUA", acronym "ECR4ERUA" and the forms of support provided under it.
2. "Recruitment Regulations" — understood as the Recruitment Regulations for participation in the ECR4ERUA project.
3. "Form of support" — an activity carried out as part of tasks 1-6 planned in the project in the form of:
 - 3.1. (Task 1) a mentoring program for young researchers with a PhD (representing level R2 according to the European Commission) — a form of support which aims to strengthen the research and development competences of young scientists and other skills necessary in building research teams and applying for research funds under the EU research framework programs; as part of the program, the Participant will take part in a 5-day training in Sopot aimed at strengthening the competences necessary to apply for an ERC Starting Grant and building resilience in planning a research career; The Participant will take part in four individual mentoring sessions (online) with ERC grant holders and will undertake two 5-day mobilities to selected ERUA universities (choice of: universities where the mentors work or a selected university in the EU where the ERC grant can be realized), if it is in line with the objectives of task 1;
 - 3.2. (Task 2) summer school — a form of support addressed to doctoral students (representing level R1 according to the European Commission), whose aim is to strengthen the research competences of doctoral students; the summer school is addressed to doctoral students pursuing their doctoral programs at USWPS or ERUA universities; the summer school takes the form of a 5-day intensive training program in Warsaw; the program will include training blocks in the area of "transversal skills", which complement the doctoral programs carried out at the home universities and are tailored to the needs of doctoral students in the fields of social sciences and humanities; doctoral students of USWPS will be able to hold one 30-day mobility to a selected ERUA university.

- 3.3. (Task 3) a pre-doctoral program — a form of support addressed to people who have the status of a student in the last year of a master's degree at one of the ERUA universities and are interested in applying to doctoral schools; the program will be implemented in the form of a 5-day intensive training program at one of the USWPS campuses; the program will include blocks of courses necessary for candidates for doctoral programs in the fields of social sciences, humanities and art (design); for participants in this form of support, no additional mobility is planned.
- 3.4. (Task 4) conference (hackathon) — the objective of this form of support is to present the acquired competences (in the form of presentations and conference speeches) within the framework of the project in the context of Social Innovation (SOCIN) — a series of conferences within the framework of ERUA; participants of the conference can be participants of tasks 1, 2, 3 or other people who meet the conditions of participation specified in the Recruitment Regulations;
- 3.5. (Task 5) workshops — the objective of this form of support is to strengthen the USWPS doctoral school in cooperation with the EUV partner, including the creation of a bilateral agenda for the creation and strengthening of doctoral education in legal sciences and research support; participation in this form of support is limited to selected experts, researchers and supervisors from USWPS and EUV;
- 3.6. (Tasks 1, 2 and 6) mobility — otherwise known as international employee mobility — a physical, hybrid or virtual form of improving skills abroad by people employed at the USWPS, including academic teachers, researchers and employees of the organizational division. It may include teaching, training, exchange of experiences, scientific visits and other forms of professional, scientific or academic activity. Travels to academic conferences are not considered mobility regardless of the form of participation (active or passive). The minimum duration of an employee's mobility is 2 days, with the period of mobility not including the time spent traveling to and from the hosting institution. In the project, mobility has the dimension of a 5-day or 30-day travel to the hosting institution referred to in paragraph 2 item 9.
4. The “Steering Committee” — responsible for technical supervision and support in the implementation of the project.
5. The “Recruitment Committee” — responsible for evaluating the submitted applications and preparing a ranking list.
6. “University” or “USWPS” — unless otherwise stated, this refers to the SWPS University.
7. “Partner” or “EUV” — unless otherwise stated, this is the European University Viadrina in Frankfurt (Oder).
8. “ERUA” — the European Reform University Alliance.
9. “Candidate” — a person referred to in paragraph 2 item 5, who is interested in participating and whose documents are being considered in the recruitment process.

10. "Participant" — a person covered by the support, the decision of the Recruitment Committee, in the project, i.e., one who has started at least one of the mentioned forms of support in the project.
11. "Project manager" — a person who carries out and supervises the administrative and substantive day-to-day management of the ECR4ERUA project.
12. "ERUA" — the European Reform University Alliance, funded by the European Commission / Erasmus+ program as part of the "ERUA-2" project, which includes the universities listed in paragraph 2 item 5.
13. "Electronic application form" — an IT tool for submitting recruitment documents for participation in the project (according to the attached form); a link to the form will be published in each recruitment announcement.
14. "Financial support for the Project Participant" — includes funds eligible in the project intended for the Project Participant to cover mobility costs related to participation in the project, i.e., the mobility referred to in paragraph 6 item 11.
15. "Deadlines" — if the regulations refer to deadlines expressed in days, they should be understood as calendar days, counted from the day following the day on which the fact or event that starts the deadline occurs.

§ 2

[General Provisions]

1. The objectives of the ECR4ERUA project are:
 - 1.1. strengthening the competencies of young research staff (including transversal skills);
 - 1.2. building cooperation structures, including those based on international exchange, which will ensure the long-term development of this staff;
 - 1.3. increasing institutional capacity for international and interdisciplinary cooperation, particularly within the framework of the ERUA alliance.
2. The project is being carried out in partnership with the SWPS University and the European University Viadrina.
3. Participation in the project is free of charge.
4. The costs associated with the implementation of the support measures are fully financed by the Polish National Agency for Academic Exchange from the program "Support for European Universities — Call 2024", co-financed under the European Social Fund program for 2021-2027.
5. Eligible Participants:
 - 5.1. students in their final year of a master's degree (or equivalent program),
 - 5.2. doctoral students, university teachers and full-time research or research and technical staff (post-doc),
 - 5.3. employees of the organizational unit,

from the USWPS, EUV and the ERUA universities: New Bulgarian University (NBU), University Paris 8 (UP8), University of Aegean (UAEGEAN), University Las Palmas de Gran Canaria (ULPGC), Mykolas Romeris University (MRU), University of Macerata (UNIMC) and the ERUA affiliated partners: University of Roskilde (RUC) and University of Konstanz (UKON), referred to as “Candidates”.

6. The project will be divided into 6 tasks:
 - 6.1 Task 1 — Mentoring program for young researchers with a doctoral degree (R2) in preparing an ERC grant application;
 - 6.2. Task 2 — Summer School for doctoral students of the SWPS University (R1) with the participation of mentors and doctoral students from ERUA;
 - 6.3. Task 3 Pre-Doctoral School — an intensive program for candidates for doctoral schools;
 - 6.4. Task 4 — Organization of a hackathon and a scientific conference to conclude the project for doctoral students and young scientists;
 - 6.5. Task 5 — Strategic workshops for science managers and employees of doctoral school offices on the development of joint doctoral programs or pre-doctoral programs (including the development of a curriculum for a doctoral school of legal sciences (in cooperation with the EUV partner);
 - 6.6. Task 6 — Research Support Network — employee mobility in the organizational division.
7. The unit responsible for the implementation of the project is the Research Administration Office [DAN] with the support of the Office of the Doctoral School and the Development Projects Office of the USWPS.
8. Each Participant will take part in at least one of the forms of support.
9. In addition, participants from the USWPS will have the opportunity to participate in a mobility program at a university of their choice in tasks 1, 2, and 6.
 - 9.1. Participants in task 1 are entitled to two 5-day mobilities;
 - 9.2. Participants in task 2 are entitled to one 30-day mobility program;
 - 9.3. Participants in task 6 are entitled to one 5-day mobility.
10. The forms of support planned in the project will be carried out in English.
11. The Steering Committee appointed by the Vice-Rector for Research at the USWPS will supervise the substantive implementation of the project.
12. The Committee consists of representatives of research institutes at USWPS, at least with a postdoctoral degree, one each from the Institute of Psychology, the Institute of Law, the Institute of Social Sciences, the Institute of Humanities, the Institute of Design, and the Director of the Doctoral School. The Committee is chaired by the Director of the Doctoral School at the USWPS. The Committee, in its advisory capacity, may invite a representative of the partner — EUV and a representative of the consortium leader ERUA — UP8 to participate in the meetings.

§ 3

[Recruitment Rules]

1. Candidates for participation in the project may be domestic or foreign: a student in the final year of a master's degree (or equivalent program), a doctoral student at a doctoral school (or equivalent program), an academic teacher or a full-time research employee, or research and technical (e.g., post-doc) and an employee of the organizational department from USWPS, EUV and another ERUA university, subject to the provisions of the Recruitment Regulations.
2. The Recruitment Committee, which will include members of the Steering Committee and members recommended by the directors of the Institutes at the USWPS and the Board of the Doctoral School, will be responsible for the recruitment procedure for participation in the project.
3. The conditions for qualification to participate in the project are as follows: the Candidate submits the recruitment documents required by the Recruitment Regulations in the Electronic Recruitment Form, meets the eligibility criteria for Candidates in the project, and receives a positive evaluation of the recruitment documents submitted via the Electronic Recruitment Form — provided in the call for applications for a given form of support in the project — by the Recruitment Committee and the transfer of personal data required for the provision of support and confirmation of belonging to the target group — provided in the NAWA system.
4. Qualified Candidates are required to create a Participant account in the NAWA system and fill in the Participant form on the NAWA website (link: <https://bit.ly/3DvP3Db>) in Polish or English, download the completed draft in PDF format and send it to ecr4erua@swps.edu.pl. In accordance with paragraph 6 item 5. The candidate **does not** send the form in the NAWA system without the consent of the Project Manager.
5. The Participant is obligated to conclude an agreement with USWPS in accordance with the template constituting Appendix No. 6 to the Recruitment Regulations (including the USWPS information clause). The deadline for the agreement to be received by USWPS starts the period for the payment of due benefits in the form of a lump sum for travel expenses and a lump sum for accommodation and subsistence expenses — if the documents provided by the Participant are complete, the deadline for the payment of the lump sums does not exceed 15 days.
6. The Agreement with the Participant can be in paper form (a document signed by hand by the Project Participant) or in electronic form: a document electronically authorized, i.e., with a qualified electronic signature by the Participant (a document that has been a set saved in electronic form from the beginning of its creation).

§ 4

[Criteria for Candidates]

1. Candidates will be required to submit the following documents in English and, unless otherwise stated, via the Electronic Recruitment Form:
 - 1.1. (tasks 1, 2, 3) Academic CV with a list of publications and conference presentations according to the template in Appendix No. 1 to the Recruitment Regulations. The Europass format (max. 4 pages) is permitted.
 - 1.2. (task 1) Narrative CV (only ERC mentoring candidates) according to the template in Appendix No. 2a to the Recruitment Regulations — broken down into the following parts (sections) (max. 4 pages):
 - 1.2.1. Basic personal information (education, key qualifications and job positions),
 - 1.2.2. Most important academic achievements (max. 10 examples), so-called *Research achievements*,
 - 1.2.3. *Peer recognition*,
 - 1.2.4. *Career breaks, diverse career paths and major life events*,
 - 1.2.5. *Other contributions to the research community*.
 - 1.3. (tasks 1, 2, 3) Cover letter including benefits and commitment to further project activities (max. 2 pages) — Europass format (cover letter) is acceptable;
 - 1.4. (tasks 2, 3) Letter of recommendation from an academic supervisor or promoter — only for doctoral students in the summer school and candidates for the pre-doctoral program;
 - 1.5. (task 2, 3) Description of the ongoing or planned master's, doctoral or research project (max. 2 pages);
 - 1.6. (task 1) Description of the ERC Starting Grant project proposal according to the template in Appendix No. 2b of the Recruitment Regulations — only applies to Candidates for Task 1 — a mentoring program in the preparation of an ERC grant for young researchers with a PhD (R2) — divided into the following parts (sections):
 - 1.6.1. title, so-called *tentative title* (200 characters),
 - 1.6.2. a brief description of the research idea, the so-called *summary of the research idea* (2500 characters),
 - 1.6.3. research hypothesis, so-called *hypothesis* (1500 characters),
 - 1.6.4. description of a significant increase in scientific potential, so-called *progress beyond the-state-of-art* (1500 characters),
 - 1.6.5. description of research risk, so-called *high-risk nature* (1500 characters),

- 1.6.6. description of the benefits of the project, so-called *high-gain* (1500 characters),
- 1.7. (task 2, 3) Abstract of a conference presentation or draft of a scientific article (masterclasses) — only applies to doctoral students for the summer school in task 2 and candidates for the pre-doctoral program in task 3 (max. 2 pages);
- 1.8. (task 6) Candidates (employees of the USWPS organizational unit) to participate in assignment 6 submit: Planned mobility program with an indication of benefits — according to the template in Appendix No. 3 to the Recruitment Regulations (max. 2 pages);
- 1.9. (task 1, 2) Planned mobility program with an indication of the benefits for the Participants of task 1 — mentoring program in the field of preparing an ERC grant for young researchers with a doctoral degree (R2) or task 2 — Summer School for doctoral students of the SWPS University (R1) with the participation of mentors and doctoral students from ERUA — according to the template in Appendix No. 3 to the Recruitment Regulations (max. 2 pages); the mobility program should be submitted to the project manager no later than 60 days before the planned start of the mobility, together with the consent of the person responsible on the part of the hosting institution/university;
- 1.10. The electronic application form will enable the submission of the recruitment documents specific to the form of support referred to in items 1.1-1.7;
- 1.11. The planned mobility program, including an indication of the benefits, should be sent by e-mail to the Project Manager at ecr4erua@swps.edu.p
2. Recruitment consists of two stages:
 - 2.1. Formal evaluation of submitted documents by employees of the Research Administration Office [DAN] or the Office of the Doctoral School;
 - 2.2. Substantive evaluation by the Recruitment Committee.
3. A member of the Committee is excluded if the application of the candidate for which he/she is the promoter or supporting promoter is being evaluated.
4. The Committee will select the Participants of forms of support in tasks 1, 2, 3 and 4 based on the criteria referred to in paragraph 5.
5. Priority for participation in mobility in tasks 1 and 2 is given to participants of the mentoring workshop for young researchers (R2) and participants of the summer school for doctoral students (R1).
6. The priority of participation in the form of support (specified in tasks No. 1, 2, 3) will be decided by a ranking list, prepared on the basis of all applications submitted for a given form of support. The Committee may create a reserve list.
7. In the event of a tie, the Chair of the Committee — the Director of the Doctoral School of the USWPS — has the casting vote.
8. The number of places for participants from the USWPS and the ERUA Universities is limited for each form of support, depending on the form of support (task):

- 8.1. 10 people in the mentoring program, including 5 people from USWPS and 5 people from other ERUA universities;
- 8.2. 25 people in the summer school for doctoral students, including 15 people from USWPS and 10 people from other ERUA universities;
- 8.3. 15 people in the pre-doctoral program — including USWPS and ERUA universities;
- 8.4. 20 people in a hackathon / conference concluding the project — including USWPS and other ERUA universities;
- 8.5. 15 people in organizational unit employee mobility — only from USWPS.
9. Qualification and organizational information will be sent by e-mail from the address: ecr4erua@swps.edu.pl— no later than 7 weeks (50 days) before the start of the given form of support.
10. The Committee's decision is final.
11. The recruitment process of Participants is carried out with respect for the principles of openness, transparency, non-discrimination and equal opportunities.
12. In the case of people with disabilities who will be Project Participants, their needs will be taken into account in terms of organization, content (teaching materials), as well as the accessibility of rooms and places of stay.

§ 5

[Criteria for Evaluating the Qualifications of Candidates]

1. Criteria for formal qualification to participate in the form of support specified in task 1: ERC mentoring:
 - a. Doctorate awarded no earlier than January 1, 2018;
 - b. ERUA employee status;
 - c. Affiliation in a discipline in the field of social sciences or humanities;
 - d. The correctness and completeness of the submitted recruitment documents.
2. Criteria for formal qualification to participate in the form of support specified in task 2: summer school for doctoral students:
 - a. Master's degree or equivalent;
 - b. Status of a doctoral student at a doctoral school or equivalent doctoral program at an ERUA university;
 - c. Affiliation in a discipline in the field of social sciences or humanities;
 - d. The correctness and completeness of the submitted recruitment documents.
3. Criteria for formal qualification to participate in the form of support specified in task 3: pre-doctoral program:

- a. Status of a student in the final year of a master's degree or equivalent, leading to the acquisition of level 7 EQF qualifications or equivalent (Level 7 EQF);
 - b. Representation of the discipline in the area of social sciences and humanities or art (design);
 - c. The correctness and completeness of the submitted recruitment documents.
4. Criteria for formal qualification to participate in the form of support specified in task 4: hackathon/conference:
 - a. Status of student or early-career researcher (R1, R2) affiliated with one of the ERUA universities;
 - b. The correctness and completeness of the submitted recruitment documents.
5. Criteria for formal qualification to participate in the form of support specified in task 6:
 - a. Status of an employee of the USWPS organizational unit;
 - b. The correctness and completeness of the submitted recruitment documents.
6. Substantive eligibility criteria for participation in the form of support specified in tasks 1 and 2: mentoring program and summer school — in total, the candidate can obtain 60 points:
 - a. Previous publications, including international publications in English (0-15 points);
 - b. Management of or participation in research projects, including international projects (0-10 points);
 - c. Active participation in international or national academic conferences (0-5 points);
 - d. International research collaborations (0-5 points);
 - e. Research excellence of an abstract or a proposal for an article and a doctoral project or a proposal for an ERC Starting Grant project (0-15 points);
 - f. Cover letter, taking into account the benefits and commitment to further activities in the project (0-10 points).
7. Criteria for substantive qualification to participate in the form of support specified in task 3: pre-doctoral program — the candidate can obtain 60 points total:
 - a. Previous publications or artistic achievements (e.g., portfolio) (0-15 points);
 - b. Participation in research or art projects (0-10 points);
 - c. Active participation in conferences, seminars or academic workshops (0-10 points);
 - d. Scientific maturity of the abstract of the proposed article or planned doctoral project (0-15 points);
 - e. Cover letter, taking into account the benefits and involvement in project activities (0-10 points).
8. Substantive qualification criteria for participation in the form of support specified in task 4 — in total, the candidate can obtain 10 points:
 - a. Abstract of the proposed article or conference presentation (0-10 points).

9. Criteria for substantive qualification to participate in the form of support specified in task 6 based on the Planned travel program along with an indication of benefits — in total, the candidate can obtain 5 points:
 - a. justification indicating that the planned program fits into the current or target scope of responsibilities performed at SWPS University (0-2 points);
 - b. justification indicating the achievement of the ECR4ERUA project objectives (0-2 points);
 - c. documented knowledge of a foreign language necessary for the realization of the mobility (based on an attached certificate or statement from a direct superior) (0-1 point).
10. The eligibility criteria in item 9 apply to Mobility Participants within the framework of this form of support specified in tasks 1 and 2, regardless of the eligibility criteria specified in item 6. Detailed regulations are included in the Detailed Regulations for the Granting and Implementation of Financial Support for Participation in Mobilities in the ECR4ERUA project (Appendix No. 4 to the Recruitment Regulations).

§ 6

[Required Documents for the Participant and Detailed Financing Rules]

1. After receiving the decision of the Recruitment Committee referred to in paragraph 4 item 9, candidates are obligated to immediately register in the NAWA system referred to in paragraph 3 item 4 — becoming a Participant from that moment on.
2. After receiving the decision of the Recruitment Committee referred to in paragraph 4 item 9, the Participant is obligated **within 3 days** to fill in, sign and send the agreement referred to in paragraph 3 item 5 and constituting Appendix No. 6 to the Recruitment Regulations: a hand-signed paper version in 2 copies to the USWPS correspondence address (by courier with shipment tracking) **and a scan of the signed agreement to the** e-mail address ecr4erua@swps.edu.pl or in electronic form, signed with a qualified electronic signature, to the e-mail address ecr4erua@swps.edu.pl
3. Participants fill in the following documents concerning participation in the support in the NAWA system in Polish or English:
 - 3.1. Declaration of participation in the project;
 - 3.2. Personal data form of the Project Participant;
 - 3.3. Information clauses regarding the processing of personal data for the Project Participant:
 - 3.3.1. Information clause of the managing institution — the Minister responsible for regional development;
 - 3.3.2. Information clause of the intermediary institution — National Center for Research and Development;

- 3.3.3. Information clause of the Polish National Agency for Academic Exchange regarding the processing of personal data of Participants of projects financed by the European Funds for Social Development 2021-2027 (ESDF);
- 3.4. The Participant's consent to the processing of data and image.
4. After filling in the documents referred to in item 3 in the NAWA system, the participant downloads a draft from the NAWA system and sends it in PDF format to the e-mail address ecr4erua@swps.edu.pl within 3 days from the date of receiving the information about qualifying for participation in a given form of support.
 5. The documents in the NAWA system, referred to in item 3 and after sending the draft version referred to in item 4, after checking or correcting it with the participation of the Participant and a representative of USWPS, with the consent of the Project Manager, will be sent in the NAWA system on the first day of participation in the project (support form or on-site workshop) at the latest.
 6. The Participant, for the duration of the given form of support (does not apply to tasks: 4 and 5), will receive financial support:
 - 6.1. A Participant from the USWPS who realizes a form of support in the form of personal participation in competence-enhancing activities at a location other than their university campus in the form of: coverage of actual travel expenses, accommodation, and per diems settled in accordance with the internal procedure of the USWPS (domestic business travels);
 - 6.2. A Participant from the ERUA university: a lump sum for travel expenses, a lump sum for accommodation and subsistence, and a scholarship — the amounts are specified in paragraph 6 item 11;
 - 6.3. A Participant from the USWPS who realizes a form of support for 5- or 30-day mobility in the form of: a lump sum for travel expenses, a lump sum for accommodation and subsistence, and a scholarship — the amounts are specified in paragraph 6 item 11.
 7. Financial support in the form of a lump sum for subsistence costs and a lump sum for travel costs for the Participant in the project in the amount specified in item 11, shall be paid no later than 30 days before the start of the mobility, provided that the Participant meets the conditions described in the Recruitment Regulations and the Regulations on Lump Sums and Scholarship, including sending the Mobility Agreement (template in Appendix No. 6), correctly completed and signed by the Participant, no later than **45 days** (date of receipt by USWPS) before the start of the mobility, and filling in the form by the Participant in the NAWA system referred to in items 1 and 3.

- 7.1. The Participant is obligated to send a PDF file with the completed and unsent form in the NAWA system, referred to in item 4, together with a scan of the agreement with USWPS signed by the Participant within 3 days of receiving confirmation of qualification to participate in a given form of support to the e-mail address ecr4erua@swps.edu.pl.
- 7.2. USWPS reserves the right to maintain a 15-day period between the date of receipt of a correctly completed and signed agreement and the final deadline for the payment of lump sums.
8. The scholarship rate is calculated in accordance with the rules specified in the Beneficiary's Manual — Programmes for institutions or the Announcement on the call for applications for participation in program No. 6/2024 dated 08.04.2024 for the duration of a given form of support.
9. For Participants **leaving the USWPS**, the scholarship is paid without undue delay, after an e-mail statement confirming the start of the Participant's mobility has been sent by an authorized representative of the hosting institution indicated in the Planned mobility program referred to in paragraph 4 items 1.8 and 1.9., sent to the e-mail address ecr4erua@swps.edu.pl.
10. For people **coming to the USWPS**, the scholarship is paid out without undue delay, after the condition referred to in item 5 has been met.
11. Financial support for the Participant in the project includes:

11.1. Lump sum for living expenses and accommodation:

Type:	Country:	Daily rate PLN	Monthly rate PLN
Countries with lower costs	Bulgaria, Lithuania, Poland	300	4000
Countries with average costs	France, Greece, Germany, Spain, Italy	400	6000
Countries with higher costs	Denmark	500	8000

11.2. Lump sum for travel expenses (round travel) for mobility to and from Poland:

Group	Country:	Lump sum in PLN:
1.	Lithuania	1000

2.	Denmark, Germany	1500
3.	Bulgaria, France, Greece, Italy	2000
4.	Spain	3000

11.3. Scholarship for Project Participant:

Participant category	Daily rate PLN
Student	75
Doctoral Student or Employee	125
Doctor, assistant professor, professor or equivalent title	250

12. The details of lump sum payments, scholarships and mobility settlements are specified in:
- 12.1. Regulations for the awarding and implementation of foreign mobility scholarships under the ECR4ERUA project, constituting Appendix No. 4 to the Recruitment Regulations;
 - 12.2. Agreement with the Mobility Participant in the ECR4ERUA project (template), constituting Appendix No. 6 to the Recruitment Regulations.

[Rights and Obligations of the Participant]

§ 7

- Each Participant is obligated to participate in the form of support for which they have been qualified, including lectures, workshops, etc., for no less than 75% of the number of hours provided for in the program for a given form of support.
- The Participant is obligated to complete the tests or evaluation surveys provided for a given form of support. The Participant will be informed about the type of test or survey before starting to participate in a given form of support.
- The Participant in task 1 is required to complete a pre-test and a post-test to measure the acquisition of competencies.

4. The Mobility Participant should bear in mind the necessity of financial and didactic settlement of the travel and the related adjustments in the program of studies or education at a doctoral school or employee duties, including research and teaching. This applies in particular to Participants of task 1, task 2 and task 6.
5. The Participant will receive training materials and other teaching aids as well as subject-specific and organizational support provided for the given form of support.
6. Each Participant will receive a certificate of completion for the stationary form of support in task 2 and task 3 after fulfilling the conditions specified in item 1 and in task 1 after fulfilling cumulatively the conditions specified in items 1 and 3.
7. After completing their participation in the project, each Participant is obligated, at the request of USWPS, to provide information regarding their situation after the end of their participation in the project for the purposes of the final report to NAWA.
8. The Participant may withdraw from the project due to force majeure (understood as an external event, an event that is impossible or almost impossible to predict; An event whose consequences cannot be prevented) or due to the occurrence of random causes beyond his/her control (illness, death of a loved one, sudden deterioration of the Participant's financial situation) or other justified cause.

[Final Provisions]

§ 8

1. The USWPS reserves the right to change the Recruitment Regulations at any time with effect from the day following their introduction and publication on www.swps.edu.pl.
2. By submitting an electronic application form, you agree to the Recruitment Regulations and the rules of participation in the forms of support and the ECR4ERUA project.
3. In matters not covered by the Recruitment Regulations, decisions are made by the Project Manager, and in substantive matters — by the Chair of the Steering Committee.
4. The Recruitment Regulations come into force on the date of announcement.
5. The Recruitment Regulations are prepared in Polish and English, with the Polish version being binding.

[Templates of Attachments]

1. Academic CV.
2. a) Narrative CV b) ERC StG project idea (research project idea).
3. Planned program of the travel with an indication of the benefits.



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4. Detailed regulations for the awarding and implementation of financial support for participation in mobilities in the ECR4ERUA project ("Regulations on lump sums and scholarships").
5. a) Statement confirming participation in the mobility program (or certificate); b) Statement confirming participation in the mobility program to the hosting institution (English: Confirmation of attendance)(template)
6. Agreement with the Mobility Participant in the ECR4ERUA project (template).
7. Participant declaration regarding the processing of personal data and USWPS (RODO) information clause.

Appendix No. 1 to the Recruitment Regulations

Academic CV:

Résumé for Researchers (max. 4 typed pages)

I) Personal details:

Provide your personal details, your education, key qualifications and relevant positions you have held.

First and last name
Identifier (e.g., ORCID)
URL website

Education and key qualifications:

YYYY — topic of the doctoral dissertation/project (if applicable)
Department / Institute / University / Country

YYYY — title of the master's thesis
Department / Institute / University / Country

YYYY — title of bachelor thesis (if applicable)
Department / Institute / University / Country

Current position or university affiliation:

YYYY-YYYY job title
Department / Institute / University / Country

II) Module 1 — How have you contributed to the generation of knowledge?



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In this section, explain how your research contributes to new studies/ideas; how you use research hypotheses or skills to create new ideas and test hypotheses. How do you communicate your ideas and research results? You can indicate selected publications with a description of how they have contributed to the advancement of knowledge in the field of research. You can list, for example, publications: articles (pre-prints available); monographs, chapters in monographs, conference speeches, research data, software, patents, licenses, standards, start-ups or other achievements relevant to the research field.

This module can be used to explain how you have contributed to the generation of new ideas and hypotheses and which key skills you have used to develop ideas and test hypotheses. It can be used to highlight how you have communicated on your ideas and research results, both written and verbally, the funding you have won and any awards that you have received. It can include a small selection of outputs, with a description of why they are of particular relevance and why they are considered in the context of knowledge generation. Outputs can include open data sets, software, publications, commercial, entrepreneurial or industrial products, clinical practice developments, educational products, policy publications, evidence synthesis pieces and conference publications that you have generated. Where outputs have a DOI please only include this.

III) Module 2 — How have you contributed to the development of individuals?

In this section, please describe your role in the research team, your involvement in teaching students, national or international collaborations, and the organization of events to promote research.

This module can be used to highlight expertise you provided which was critical to the success of a team or team members including project management, collaborative contributions, and team support. It can include your teaching activities, workshops or summer schools in which you were involved (for undergrads, grads and post-grads as well as junior colleagues), and the supervision of students and colleagues. It can be used to mention mentoring of members in your field and support you provided to the advancement of colleagues, be it junior or senior. It can be used to highlight the establishment of collaborations, from institutional (maybe interdisciplinary) to international. It can be used to describe where you exerted strategic leadership, how you shaped the direction of a team, organisation, company or institution.

IV) Module 3 — How have you contributed to the wider research community?

In this section, you can describe how you participate in research life at your university, e.g., participation, organization of summer schools, co-creation or participation in research teams, strengthening of research culture.

This module can include various activities you have engaged in to progress the research community. It can be used to mention commitments including editing, reviewing, refereeing, committee work and your contributions to the evaluation of researchers and research projects.

It can be used to mention the organisation of events that have benefited your research community. It can highlight contributions to increasing research integrity, and improving research culture (gender equality, diversity, mobility of researchers, reward and recognition of researchers' various activities). It can be used to mention appointments to positions of responsibility such as committee membership and corporate roles within your department, institution or organisation, and recognition by invitation within your sector.

V) Module 4 — How have you contributed to broader society?

In this section, you can describe examples of your social commitment or knowledge transfer or your cooperation with industry or the private or public sector, as well as your involvement in public life.

This module can include examples of societal engagement and knowledge exchange. It can include engagement with industry and the private sector. It can be used to mention engagement with the public sector, clients and the broader public. It can be used to highlight positive stakeholder feedback, inclusion of patients in processes and clinical trials, and other impacts across research, policy, practice and business. It can be used to mention efforts to collaborate with particular societal or patient groups. It can be used to highlight efforts to advise policy-makers at local, national or international level and provide information through the press and on social media.

VI) Personal statement:

Indicate your most important objectives or motivations for participating in the activities you are involved in.

Provide a personal statement that reflects on your overarching goals and motivation for the activities in which you have been involved.

VII) Additions:

You can use this section to describe examples of milestones in your life, secondments, research internships, volunteering, work outside of university.

Mention career breaks, secondments, volunteering, part-time work and other relevant experience (including time spent in different sectors) that might have affected your progression as a researcher.

Appendix No. 2a to the Recruitment Regulations

Narrative CV:

(max. 4 typed pages)

I) PERSONAL DETAILS:

Please provide basic personal information (education, key qualifications and job positions):

First and last name

Identifier (e.g., ORCID)

URL website

Education and key qualifications:

DD/MM/YYYY — title of the doctoral dissertation

Department / Institute / University / Country

YYYY — title of the master's thesis

Department / Institute / University / Country

Current job positions:

YYYY-YYYY job title

Department / Institute / University / Country

Previously held positions:

YYYY-YYYY job title

Department / Institute / University / Country

[Provide your personal details, your education and key qualifications, current position(s) and relevant previous positions you have held.]

Family name, First name:

Researcher unique identifier(s) (such as ORCID, Research ID, etc. ...):

URL for web site:

• **Education and key qualifications**

DD/MM/YYYY PhD

Name of Faculty/ Department, Name of University/ Institution, Country

Name of PhD Supervisor

YYYY Master

Name of Faculty/ Department, Name of University/ Institution, Country

• **Current position(s)**

YYYY - YYYY Current Position

Name of Faculty/ Department, Name of University/ Institution/ Country



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YYYY – YYYY Current Position

Name of Faculty/ Department, Name of University/ Institution/ Country

• **Previous position(s)**

YYYY - YYYY Position held

Name of Faculty/ Department, Name of University/ Institution/ Country

YYYY - YYYY Position held

Name of Faculty/ Department, Name of University/ Institution/ Country

RESEARCH ACHIEVEMENTS & PEER RECOGNITION:

II) RESEARCH ACHIEVEMENTS:

Please list up to 10 examples of your most important academic achievements that have made a significant contribution to your field of research, e.g., publications: articles (available pre-prints); monographs, chapters in monographs, conference presentations, research data, software, patents, licenses, standards, start-ups or other achievements relevant to the research field. You can describe the actual justification for the impact of the selected achievements on the research field and indicate how they will affect your ability to successfully complete your ERC project.

Provide a list of up to ten research outputs that demonstrate how you have advanced knowledge in your field with an emphasis on more recent achievements, such as publications, articles deposited in a publicly available preprint server, books, book chapters, conference proceedings, data sets, software, patents, licenses, standards, start-up businesses or any other research outputs you deem relevant in relation to your research field and your project. You may include a short, factual explanation of the significance of the selected outputs, your role in producing each of them, and how they demonstrate your capacity to successfully carry out your proposed project.

III) PEER RECOGNITION:

Indicate selected examples of recognition of your work by other researchers or the community, e.g., awards, internships or research stays, memberships in organizations, personal invitations to conferences, or other examples of significant recognition of your research activity relevant to your research field or project. For selected examples, it is possible to briefly describe their high significance.

Provide a list of selected examples of significant recognition by your peers if applicable, such as prizes, awards, fellowships, elected academy memberships, invited presentations to major conferences or any other examples of significant recognition you deem relevant in relation to your research field and project. Example, not to be completed You may include a short



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explanation of the significance of the listed examples.

ADDITIONAL INFORMATION:

IV) Career breaks, diverse career paths and major life events

In this section, you can describe milestones or significant changes in your research career, such as secondments, voluntary work, other professional activities, activities in other sectors, or the effects of major life changes, e.g., a pandemic or parenthood.

You may include a short factual explanation of career breaks or diverse career paths such as secondments, volunteering, part-time work, time spent in different sectors or the effects of major life events such as long term illness as well as the effects of pandemic restrictions on research productivity.

V) Other contributions to the research community

In this section, please indicate noteworthy contributions to the research/academic community other than the above recognition in section III. You can describe the nature of this contribution, the impact ... This section will help to make sure that you have additional responsibilities, commitments or have played a leadership role in areas other than research.

You may include a list of particularly noteworthy contributions to the research community you have made other than research achievements and peer recognition and a short explanation of these contributions. The purpose of this section is to allow the panels to take a more rounded view of your career and achievements and to ensure that any additional responsibilities, commitments and leadership roles that you have taken on beyond your individual research activities are recognised and taken into account.

Appendix No. 2b to the Recruitment Regulations

ERC StG research project idea:

(number of characters specified for each section below)

I) Tentative title (up to 200 characters):

Please suggest a (preliminary) title for your project
Please provide a short tentative title for your project

II) Summary of the research idea (up to 2500 characters):

Please provide a brief description of your concept/project idea.
What is the main topic?



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What is the main research question / significant challenge / knowledge gap?
What are the main research objectives and how are they planned to be achieved?

Please provide a short description of your research idea:

- *What is the topic of your research?*
- *What major scientific question, key challenge or knowledge gap do you aim to address?*
- *What are the main objectives of the research and how do you plan to achieve them?*

III) Hypothesis (up to 1500 characters):

What is the innovative hypothesis? How is this hypothesis supported/justified?

What is your novel hypothesis? What support do you have for this hypothesis?

IV) Progress beyond the State of the Art (up to 1500 characters):

What is innovative and groundbreaking about your project proposal? How does this concept go significantly beyond the current state of research in the field (including the perspective of your past and current research)?

Are you asking these research questions for the first time in your research career? If so, why weren't they raised earlier? If not, how do you intend to broaden or deepen your research?

**** Please note that a requirement for success in the ERC StG grant is a significant broadening or deepening of the research field in the indicated area.**

What is the novelty and ground-breaking nature of your proposed idea and how does it go beyond the current state of the art in your field (including your own past and ongoing research)?

Is this the first time the main research question is being raised? If yes, why wasn't this addressed until now? If not, what progress do you propose beyond existing approaches?

**** Please mind that an ERC project is expected to present a ground-breaking idea that goes significantly beyond the state of the art.**

V) High-risk nature (up to 1500 characters):

What is the conceptual/theoretical challenge of your project?
What are the possibilities of failure in the project or part of the project?
Please describe any circumstances that may lead to such failures.

What is the scientific conceptual/theoretical challenge in your proposed idea (could be more than one)?

What are the chances of failure of the project or parts of it (e.g. refuting your hypothesis, encountering unsolvable challenges)? Please describe the possible reasons for such failure.

VI) High gain (up to 1500 characters):

Describe the high-gain and expected impact of your project.
What impact will the project results have on the research field, when will the project objectives be realized?
How and what new knowledge can your project contribute to the field of research?

Describe the high gain and expected impact of your research project (if it is successful)
— *What will be the expected impact of a successful project once the objectives are met?*
— *What would be the contribution of this new knowledge to the research field?*

Appendix No. 3 to the Recruitment Regulations

Planned program of the travel with an indication of benefits (also Annex I to the Agreement with Appendix No. 6)

(max. 2 pages of written text)

I) Information about the hosting institution / research team / local academic supervisor

Please indicate the hosting institution: university / department or institute / research group and the name of the academic supervisor / person authorized on behalf of the hosting institution

Please indicate hosting institution / faculty, department or institute / research team as well as authorised person on behalf of hosting institution

II) Planned program of the travel:

Please describe the program of your travel: describe the units, teams, people you plan to meet or the names of the courses or seminars you intend to attend.

Please provide a framework programme for mobility; please describe research or organisation units; persons / researchers you meet as well as meetings, trainings, seminars you participate in.

III) Benefits for individual development / team development at USWPS

Please describe how a stay at a foreign university will benefit your individual career or research/organizational team, or doctoral/research/organizational project.

Please describe expected gains from the forthcoming mobility for your individual career or for your research / organisational team as well as (if relevant) for your current / future projects (PhD, research or organisational)

IV) Contact person at the hosting organization/university

(note: this person will be required to confirm the start of the mobility by e-mail, which is a condition for the payment of the scholarship!)

Contact person / manager of the hosting institution (first name, last name, academic degree, position, e-mail address; you can add a short dossier

Please name the contact person / manager of hosting institution: name, surname, degree, position and e-mail address; you may add short dossier.

Appendix No. 4 to the Regulations

Detailed Regulations for the Granting and Implementation of Financial Support for Participation in the Mobilities in the ECR4ERUA Project

(hereinafter referred to as the “Regulations on Lump Sums and Scholarship”):

§ 1

General Information

1. The Regulations define the rules for granting and implementing financial support for mobility within the ECR4ERUA project.
2. The project implements the following types of mobility for students, doctoral students and employees of USWPS and ERUA universities, referred to in paragraph 2 item 9 of the Recruitment Regulations, including:



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- 2.1. As part of task 1: Participants from the USWPS can complete two mobilities, each lasting 5 days, to a university/institute of their choice in order to strengthen their competencies in applying for an ERC Starting Grant, including to the university of the program mentor.
- 2.2. As part of task 2, the Participant from the USWPS can take part in one mobility for a period of 30 days to a selected ERUA university; including doctoral students referred to in paragraph 2 item 7 of the Regulations on lump sums and scholarships.
- 2.3. As part of task 6, the Participant from the USWPS can take part in a 5-day mobility program at a selected university in the field of strengthening employee competences in the area of research support.
- 2.4. As part of tasks 1 and 2, the Participant from an ERUA university can take part in a 5-day mobility program to Poland (USWPS) in order to participate, on site, in the selected form of support for which he/she has been qualified based on the ranking list drawn up by the Recruitment Committee, referred to in paragraph 4 item 6 of the Recruitment Regulations.
3. The hosting institution for the project will be:
 - 3.1. A member university or a university affiliated with the European Reform University Alliance (ERUA) as referred to in paragraph 2 item 5 of the Recruitment Regulations;
 - 3.2. Another university or research institute from an EU member state or a third country associated with the Erasmus+ program, with which USWPS has an agreement.
 - 3.3. The SWPS University for the implementation of form of support specified in task 2 and task 1 of the ECR4ERUA project aimed at doctoral students (R1) and academic employees (R2) from ERUA universities, respectively.
4. The mobility of the Participant, who is an employee or doctoral student at the SWPS University or another ERUA university as part of the ECR4ERUA project, is not carried out on the instructions of the SWPS University and does not constitute a business travel within the meaning of Article 775 of the Act of June 26, 1974 — the Labor Code.
5. Recruitment for participation in mobilities are accepted on an ongoing basis, with the subject to the mobility referred to in subsection 2.2 shall take place no earlier than after the end of the Summer School.

§ 2

Qualification Procedure

1. The qualification procedure is conducted in accordance with the rules set out in the Regulations for recruitment to participate in the ECR4ERUA project, subject to the following specific provisions of the Regulations on lump sums and scholarships.



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2. The qualification procedure is carried out by the Qualification Committee (hereinafter referred to as the “Committee”):
 - 2.1. appointed by the Vice-Rector for Research for the duration of the project.
 - 2.2. The Committee consists of three people:
 - 2.2.1. representative of the Research Administration Office;
 - 2.2.2. representative of the Office of the Doctoral School;
 - 2.2.3. representative of the Office of the Doctoral School or the Office of the Institute Directors.
3. The Committee operates by circulation or in stationary mode.
4. The Committee makes decisions with a three-person panel.
5. A member of the Committee is excluded if his/her application for qualification for participation in the mobility program is the subject of the deliberations. In the event of a tie, the Project Manager shall have the casting vote.
6. A Project Participant interested in participating in the mobility program should send their application to the e-mail address ecr4erua@swps.edu.en with the subject line “Application to participate in the ECR4ERUA mobility — Participant”, hereinafter referred to as the “Application”, no later than 60 days before the planned start of the mobility and attaches:
 - 6.1. A planned travel program with an indication of benefits (Appendix No. 3 to the Recruitment Regulations);
 - 6.2. Confirmation (consent to the Participant's admission), in the form of an e-mail or invitation letter, from an authorized representative of the hosting institution.
 - 6.3. Approval for the mobility in the form of an e-mail from the direct supervisor or promoter or academic supervisor (doctoral students).
 - 6.4. Certificate of language proficiency or a statement from the direct supervisor about the language proficiency necessary to carry out the mobility.
7. A Doctoral Student who does not have Participant status (i.e., has not participated in the summer school — task 2) may express their interest in participating in the mobility (subject to availability) by sending their application/registration to the e-mail address ecr4erua@swps.edu.en in the subject line of the e-mail “Application to participate in the ECR4ERUA mobility program — doctoral student” and attaches:
 - 7.1. A planned travel program with an indication of benefits (Appendix No. 3 to the Regulations);
 - 7.2. Confirmation in the form of an e-mail or invitation letter from an authorized representative of the hosting institution
 - 7.3. Consent in the form of an e-mail from the supervisor or academic supervisor.
 - 7.4. Certificate of language proficiency or a statement from the direct supervisor about the language proficiency necessary to carry out the mobility.
 - 7.5. Academic CV (according to the template in Appendix No. 1 to the Recruitment Regulations) or in Europass format (max. 4 pages).

8. A Participant of task 2 or doctoral student can apply once for participation in the mobility;
A Participant of task 1 can apply twice for participation in the mobility.
9. The application proceeding consists of the following stages:
 - 9.1. stage one — verification of the documents referred to in items 6-7;
 - 9.2. stage two — evaluation of the above-mentioned documents in terms of meeting the quality criteria.
10. Fulfilling the formal criteria means sending the application form with the complete set of documents specified in items 6-7.
11. In the case of formal deficiencies, the Committee calls for the deficiencies to be remedied.
12. Qualified persons are selected on a first-come, first-served basis, until the limits referred to in paragraph 4 item 8 of the Recruitment Regulations are reached, and subject to these Regulations, by decision of the Committee:
 - 12.1. for USWPS in task 1 planned number of mobilities: “10” 5-day travels (for 5 Participants);
 - 12.2. for USWPS in task 2 planned number of mobilities: “20” 30-day travels (for 20 Participants);
 - 12.3. for USWPS in task 6 planned number of mobilities: “15” 5-day travels (for 15 Participants);
13. The qualification of persons from ERUA universities is based on the ranking list referred to in paragraph 4 item 6 of the Recruitment Regulations until the limits referred to in paragraph 4 item 8 of the Recruitment Regulations are reached and subject to these Regulations:
 - 13.1. for the ERUA university in task 1 planned number of mobilities: 5 visits to the USWPS 5-day only for qualified Participants;
 - 13.2. for the ERUA university in task 2 planned number of mobilities: 10 visits to the USWPS 5-day only for qualified participants.
 - 13.3. The quality criteria for people coming to USWPS, referred to in item 14, do not apply.
14. Quality criteria for NAWA-registered Participants with USWPS, subject to a points assessment (0-5 points):
 - 14.1. justification indicating that the planned program fits into the current or target scope of responsibilities performed at SWPS University (0-2 points);
 - 14.2. justification indicating the achievement of the ECR4ERUA project objectives (0-2 points)
 - 14.3. documented knowledge of the language necessary for the realization of the mobility (0-1 point)
15. The qualification information is sent to the Participants by e-mail — from the address: ecr4erua@swps.edu.pl. — within **10 days**, counting from the date of receipt of the complete application form.

16. The Committee prepares a monthly summary of the recruitment status and forwards it to the project manager for the project manager report.
17. The Project Manager can change the Committee's decision, especially if the committee did not take into account all the circumstances affecting the evaluation of the documents that make up the application when making their decision.

§ 3

Formalities Before Mobility and Responsibilities in the Process

1. Participants qualified for the mobility program must sign a mobility agreement and send a scanned copy of this agreement to ecr4erua@swps.edu.pl within **3 days** of receiving the Committee's decision.
2. Participants qualified for the mobility must provide confirmation of a health insurance policy, insurance, accident insurance and liability insurance for the duration of the travel and the mobility project — at the latest **45 days** before the start of the mobility project — the date of receipt by USWPS is decisive.
3. The doctoral student referred to in paragraph 2 item 7 of the Regulations on lump sums and scholarships is additionally obligated to meet, within **3 days** of receiving the Committee's decision, the requirement to register in the NAWA system referred to in paragraph 3 item 4 of the Recruitment Regulations and to fill in the forms in the system, referred to in paragraph 6 item 3 of the Recruitment Regulations and sending the draft version to ecr4erua@swps.edu.pl for verification and approval by the Project Manager to send the application in the NAWA system.
4. The hosting institution where the Participant plans to carry out the mobility, the mobility period and its program must comply with the Planned mobility program with an indication of the benefits, attached to the application and evaluated by the Commission during the qualification procedure.
5. In a situation where the hosting institution informs that the mobility cannot be realized, the Participant is obligated to immediately inform the Committee about this fact (by forwarding the information received from the hosting institution). In this case, the Participant can submit a new application, taking into account the change of the mobility location. The application must include all the documents indicated in the qualification stage. If the application receives the same or a higher number of points as a result of the formal and content-related evaluation, the Committee will agree to a change of mobility location.

6. The Participant indicates in the agreement (Appendix No. 6 to the Recruitment Regulations) the number of the bank account in PLN to which the scholarship will be paid, as well as the lump sums to cover travel and accommodation/living expenses. If you use an account in a currency other than PLN, the lump sum payments and the scholarship will be converted at the exchange rate set by the bank. The University is not responsible for currency conversion. In order to avoid currency conversion, it is recommended to provide an account held in PLN.
7. The Participant is obligated to provide the Project Manager with 2 copies of the contract **signed** by the Participant (handwritten signature) or 1 copy (qualified electronic signature) no later than **45 days** before the start of the mobility — the date of receipt by USWPS is decisive.
8. The payment of lump sums for travel, accommodation and subsistence costs is only possible after the **conclusion** of an agreement with the mobility Participant in the ECR4ERUA project (Appendix No. 6 to the Recruitment Regulations) within **15 days** of the conclusion of the agreement, i.e., the last signature on the agreement is made by the Project Manager on behalf of USWPS.
9. The scholarship can only be paid out after the authorized representative of the hosting institution, as referred to in paragraph 6 item 9 of the Recruitment Regulations, has sent a **confirmation** of the start of the mobility to the address ecr4erua@swps.edu.pl or to the Project Manager in paragraph 6 item 10 of the Recruitment Regulations
10. The Office for International Cooperation is responsible for cooperating with foreign institutions, including preparing and updating the list of partner universities and concluding new inter-institutional agreements.
11. The Office of the Doctoral School is responsible for supporting doctoral students in preparing (including documentation) and completing their mobility.
12. Lump sum payments are made by Bursary, by wire transfer in PLN to the account indicated in the agreement, based on a payment order provided by the Project manager together with the mobility agreement (signed by the Participant and the Project manager).
13. The scholarship is paid out by the bursary after the Project Manager has submitted the **confirmation** referred to in item 8. The scholarship is paid by wire transfer in PLN to the account specified in the agreement.

§ 4

Scholarship and Lump Sums for Travel, Accommodation and Subsistence Costs

1. The lump sum for travel expenses and the lump sum for accommodation and subsistence expenses are calculated according to paragraph 6 subsections 11.1-11.2 of the Recruitment Regulations, and the scholarship according to paragraph 6 subsection 11.3 of the Recruitment Regulations.



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2. The scholarships and lump sums paid to participants going abroad as part of the project do not cover all the costs associated with the mobility. The scholarship and the lump sums are only meant to compensate for the difference in cost of living between the participants' home countries and their destination countries.
3. The Participant receives lump sums for travel expenses and a lump sum for accommodation and meals, which they can use to cover mobility-related expenses. The SWPS University does not require them to be confirmed by financial evidence.
4. The lump sum for maintenance and accommodation for 5-day mobilities is calculated as the sum of the product of the number of mobility days; for 30-day mobilities, the monthly rate is applied.
5. When paying a lump sum for travel expenses and planning mobility, we recommend using environmentally friendly means of transportation, such as trains or direct flights, in line with the principles of "green travel".
6. The scholarship amount is determined for a given category of eligible persons (I — student; II — employee or doctoral student; III — a person with at least a doctoral degree or equivalent obtained abroad), in accordance with paragraph 6 sub-section 11.3 of the Recruitment Regulations and is fixed for all countries to which the Participant goes for the purpose of mobility.
7. The Participant will receive a scholarship for each day of on-site mobility at the hosting institution. The final amount of the scholarship is calculated as the sum of the product of the number of mobility days.
8. The scholarship is paid out according to the rules specified in paragraph 6 items 9-10 of the Recruitment Regulations.

§ 5

Withdrawal from Participation in the Mobility Program

1. The eligibility to participate expires if the legal relationship between the Participant and USWPS or another ERUA university ends.
2. In case of cancellation of the mobility program, the Participant is obligated to notify this fact by e-mail to the address ecr4erua@swps.edu.pl without undue delay.
3. The Participant can cancel at any time before concluding the agreement and receiving the lump sum payment.
4. In the event of cancellation (subject to item 8) after the deadline specified in item 3 and before the start of the physical mobility, the Participant is obligated to reimburse the mobility funds paid in the form of lump sums. This does not apply to the scholarship.

5. Shortening of the duration of the Participant's stay at the hosting institution by the USWPS in the event of a breach by the Participant of the applicable mobility regulations or in the event of the Participant's withdrawal from the mobility program shall result in the amount of the scholarship due being reduced and the lump sums paid being refunded in full to the USWPS, subject to sections 7-8 below.
6. The deadline and rules for the reimbursement of the scholarship or lump sum payments will be specified in the request for reimbursement of the scholarship or lump sum payments, however, the deadline cannot be less than 14 days from the date of delivery of the request.
7. The Participant may withdraw from the mobility program due to force majeure, understood as an unforeseeable exceptional situation or unforeseeable exceptional event beyond the Participant's control and not resulting from his/her error or negligence.
8. The Project Manager decides whether the reason for the cancellation is considered as force majeure. Based on the discretion of the reason for cancellation as force majeure, the Participant may apply for the possibility of keeping part of the lump sums if tickets have already been purchased or a prepayment has been made for accommodation and subsistence and based on the proof of purchase (invoices) provided by the Participant.
9. In other cases causing the cancellation/interruption of the mobility due to the Participant's fault, the Participant is obligated to reimburse the lump sum for travel, the lump sum for accommodation and subsistence costs, and the scholarship to the account indicated in the request for reimbursement.

§ 6

End of Mobility

1. After returning from the mobility program, the Participant is obligated to provide confirmation of the mobility program within 14 days from the date of return in the form of statements in accordance with the templates constituting Appendices No. 5a and 5b to the Recruitment Regulations.
2. The mobility period confirmed by the hosting institution must correspond to the mobility period stated in the Planned Mobility Program with an indication of benefits and in the mobility agreement.
3. The confirmation should be delivered to the Project Manager in the form of an original and should include a handwritten signature of the representative of the hosting institution (the stamp of the hosting institution is not obligatory).
4. A Participant who does not submit the declaration referred to in item 1 by the deadline may be obligated by SWPS University to partially or fully repay the scholarship received.
5. The Project Manager prepares a summary of the completed mobilities.

§ 7

Final Provisions

1. The SWPS University may amend the Regulations on lump sums and scholarships in the event of necessity resulting from a change in NAWA guidelines or a change in the Recruitment Regulations on the basis of paragraph 8 item 1 of the Recruitment Regulations.
2. In case of disputes and matters not covered by the Regulations on Lump Sums and Scholarships, decisions shall be made by the Project Manager or the Chair of the Steering Committee.

Appendix No. 5a to the Recruitment Regulations

Declaration Confirming Participation in the Mobility (Template PL/EN) [Annex III to the Agreement]:

I, the undersigned

.....

(first and last name, title, PL unit)

I declare that I have completed the mobility to:

.....

(name of institution, city, country)

within:

.....

(dates of stay at the hosting institution)



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.....
Date and signature of the authorized representative of the hosting institution (according to the Planned mobility program)

I have made my travel to the selected institution:

☐ by public transportation: train, bus

☐ by carpooling[1]

☐ by non-environmentally friendly means of transportation: airplane, ferry, traveling alone by car

[2]Travel start date:

.....

means of transportation:

.....

on the route from

to

(place names)

Date of arrival:.....

[2]Return travel start date

.....

means of transportation:

.....

on the route from

to

(place names)

Date of arrival:

.....

I am aware of the criminal liability for making a false statement under Article 233 of the Act of June 6, 1997, the Penal Code (Journal of Laws of 2021, item 2345).

.....

Date and signature of the Mobility Participant

[1] *Carpooling — traveling together by car for individuals traveling the same route for personal reasons.*
 [2] *The individual stages of the travel must be indicated separately for each means of transport.*

Appendix No. 5b) to the Recruitment Regulations: Statement confirming participation in a foreign mobility to the hosting institution (English: Confirmation of Attendance)(template)

Confirmation of Attendance (To be completed at the end of the stay)

This is to confirm that(name and surname)..... attended the(name of the course/summer school/ seminar)..... organized by (name of the University)..... in.....(City)....., ...(Country).... from till as part of the project "Early Career Researchers 4 ERUA"

Date and Signature of University's Representative



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Appendix No. 6) **Template agreement with the Mobility Participant:**

AGREEMENT

between SWPS University and the Mobility Participant as part of the ECR4ERUA project co-financed by the European Union from the European Social Fund+, in the European Funds for Social Development Program 2021-2027 implemented under the European Universities Support program of the National Agency for Academic Exchange

Project No. [BPI/WUE/2024/1/00023/DEC/02]

COMPARISON

This agreement is concluded between the following parties:

one side

Full official name of the sending institution:	SWPS University
Full address of the sending institution:	19/31 Chodakowska
Postcode and city:	03-815 Warsaw
Type of activity:	<p>[select the appropriate task in the project]</p> <ul style="list-style-type: none"> task 1: "ERC Mentoring (ERUA Participant) task 1: R2 mobility (employee with a doctorate from USWPS) task 2: "Summer school" (ERUA participant) task 2: R1 mobility (USWPS doctoral student)

	<ul style="list-style-type: none"> task 6: Research Support Network (employee of the USWPS)
Number of a registered Participant in the NAWA system:	[if applicable]

hereinafter referred to as “USWPS”, represented for the purpose of signing this Agreement by

Full name of the legal representative of the sending institution	Position

and

Mr./Ms.	[Participant's first and last name]
Personal Identification Number (PESEL)	
Date of birth: (only for people without a PESEL number)	
Sex	
Home address:	[full address]
Phone:	

E-mail:	
Position / Workplace (for employees)	

Bank account number to which the financial support will be transferred

Bank account holder [if the account holder is not the participant, authorization to transfer funds to the account of another person is required]: Bank name: Bank SWIFT code (if applicable): Currency: IBAN — full account number:

hereinafter referred to as the “Participant” on the other hand.

The parties have agreed that this agreement (hereinafter referred to as the “Agreement”) consists of:

- 1) General terms
- 2) Annex I: The planned program of the travel, including an indication of the benefits referred to in paragraph 4 items 1.8-1.9, and the template constituting Appendix No. 3 to the Recruitment Regulations
- 3) Annex II: Participant's declaration — Participant's declaration on the processing of personal data and USWPS (RODO) information clause (Appendix No. 7 to the Recruitment Regulations)
- 4) Annex III: Declaration of the Mobility Participant (Appendix No. 5a to the Recruitment Regulations) and Confirmation of participation in a foreign mobility program (Appendix No. 5b to the Recruitment Regulations)

The provisions of this Agreement shall take precedence over the provisions of the Annexes to this Agreement.



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The exchange of the Annexes with original signatures is required.

GENERAL Terms

ARTICLE 1 — PURPOSE OF THE AGREEMENT

1.1 This Agreement sets out the rights and obligations and the conditions applicable to the financial support granted for the implementation of mobility activities within the framework of the "ECR4ERUA" project, co-financed by the European Union from the European Social Fund+ under the European Funds for Social Development Program 2021-2027 implemented under the principles of the Support for European Universities program of the National Agency for Academic Exchange

1.2 USWPS provides the Participant with support for the travel to carry out the mobility as part of the "ECR4ERUA" project, co-financed by the European Union from the FERS funds.

1.3 The Participant accepts the support conditions specified in Article 3 and undertakes to implement the mobility program agreed in Annex I.

1.4 Any amendments or additions to the Agreement shall be requested and agreed by both parties by means of a formal written notification or via e-mail (ecr4erua@swps.edu.pl). Each change will come into force on the date of signature (or confirmation) by the accepting party. The change shall become effective on the date of entry into force or on another date specified in the change.

ARTICLE 2 — DURATION, START DATE

2.1 The Agreement shall come into force on the date it is signed by the last of the parties — date of agreement conclusion.

2.2 The mobility period should start no earlier than [date] and end no later than [date].

The start date of the mobility period is the first day on which the Participant should be present at the hosting institution, and the end date of the mobility period is the last day on which the Participant should be present at the hosting institution. [...] days for travel will be added to the duration of the mobility period and taken into account in the calculation of the individual support due.

2.3 The detailed scope of activities is described in Annex I to this Agreement.



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2.4 The actual start and end date of the relevant period of professional activities must be specified in the Declaration confirming the completion of the mobility (Appendix No. 5a to the Recruitment Regulations) signed by an authorized representative of the hosting institution.

ARTICLE 3 — FINANCIAL SUPPORT [PLN]

3.1 The financial support will be calculated in accordance with the funding rules contained in the Recruitment Regulations and the Regulations on Lump Sums and Mobility Grants under the ECR4ERUA project, constituting Appendix No. 4 to the Recruitment Regulations.

3.2 The Participant will receive financial support from the European Social Fund 2021-2027 Program for the following number of days: [...] [the number of mobility days will be equal to the duration of physical mobility, including travel days].

3.3 The total amount of financial support for the mobility period is PLN [...], including:

3.3.1 lump sum for travel expenses PLN [...]

3.3.2 lump sum for accommodation and subsistence costs PLN [...]

3.3.3 scholarship PLN [...]

3.4 The Participant will receive support in the amount of PLN [...] in the form of a transfer of the amount specified in Article 3.3 to the bank account in PLN specified in the agreement.

3.5 Financial support may not be used to cover similar costs that have previously been financed with funds from the European Union.

3.6 The subsidy or part thereof shall be repayable if the Participant does not comply with the terms and conditions of the Agreement. However, no refund will be required if the Participant was unable to complete the planned activities abroad described in Annex I due to an event of force majeure (the definition of force majeure can be found in Article 10.2 of this Agreement). Such cases must be reported to USWPS in writing or by e-mail ecr4erua@swps.edu.pl. paragraph 5 item 8 of the Regulations on lump sums and scholarships shall apply.

3.7 In the event of cancellation of participation in the mobility, the Participant is obligated to immediately inform USWPS by e-mail to ecr4erua@swps.edu.pl, stating the reason.

ARTICLE 4 — ELIGIBILITY OF COSTS



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4.1 In order for the costs to be eligible, they must have been actually incurred by the Participant within the period specified in Article 2 and must be necessary for the implementation of the activity listed in Annex I — Planned travel program along with an indication of the benefits.

4.2 Financial support may not be used to cover the costs of activities already funded by EU funds or other public funds.

4.3 The Participant cannot claim reimbursement for exchange rate losses or bank charges incurred by the Participant's bank for transfers from the sending institution.

ARTICLE 5 — PAYMENT TERMS

5.1 Within **15 days** of the date of receipt by USWPS of a mobility agreement duly completed and signed by the Participant, a lump sum for travel expenses and a lump sum for accommodation and subsistence expenses shall be paid. The scholarship is paid, without undue delay, after the USWPS receives confirmation of arrival at the hosting institution, in accordance with paragraph 4 item 8 of the Regulations on lump sums and scholarships read together with paragraph 6 items 9-10 of the Recruitment Regulations.

5.2 The Participant must submit a **certificate** of stay (according to the template in Appendix No. 5b to the Recruitment Regulations) signed by an authorized representative of the hosting institution, indicating the start and end date of the mobility period at the hosting institution.

ARTICLE 6 — REIMBURSEMENT OF FINANCIAL SUPPORT

6.1 USWPS will ask the Participant to reimburse the financial support or part thereof if the Participant does not comply with the terms of the Agreement. If the Participant terminates the Agreement before its expiration, they will be obligated to return the amount of financial support already received, unless otherwise agreed with USWPS.

ARTICLE 7 — INSURANCE

7.1 USWPS will make sure that the Participant has adequate insurance, which is the Participant's responsibility in accordance with paragraph 3 item 1 of the Lump Sum and Scholarship Regulations.

7.2 The insurance shall include at least health, liability and accident insurance.

7.3 The party responsible for taking out insurance coverage and covering the costs of the insurance is the Participant.

ARTICLE 8 — INDIVIDUAL MOBILITY PARTICIPANT REPORT



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8.1 The Participant submits the Mobility Participant Statement (Appendix No. 5a to the Recruitment Regulations) and the Confirmation of Participation in Foreign Mobility (Appendix No. 5b to the Recruitment Regulations) within 14 days of the end of the mobility. Participants **can** also draw up a mobility report, in which they indicate good practices that may be useful in their daily organizational, research or project work.

8.2 The Participant **may** receive a request from the Project Manager to submit an individual report of the Mobility Participant or a supplementary report regarding the recognition of learning outcomes.

ARTICLE 9 — ETHICS AND VALUES

9.1 Mobility-related activities must be conducted in accordance with the highest ethical standards and applicable national, EU and international laws regarding ethical principles.

9.2 The Participant must commit to and ensure respect for the fundamental values of the European Union (such as respect for human dignity, freedom, democracy, equality, the rule of law and human rights, including minority rights).

9.3 If the Participant violates any of the obligations arising from this Article, the financial support may be reduced or not paid at all.

ARTICLE 10 — PERSONAL DATA PROTECTION

10.1 The Participant's personal data will be processed by the following data controllers: (1.) Ministry of Development Funds and Regional Policy, (2.) National Center for Research and Development, (3.) National Agency for Academic Exchange and (4.) USWPS.

10.2 All personal data within the framework of the Agreement shall be processed under the supervision of the data controllers specified above in Article 10.1 and in the information clauses posted in the NAWA system. The USWPS clause is attached as Appendix No. 7 to the Recruitment Regulations.

10.3 After registering in the NAWA system, the Participant will receive access to the information clauses of all the data controllers referred to above. The Participant will receive the USWPS information clause in the "Participant's Declaration", the template of which constitutes Annex II to the Agreement.

10.4 All personal data included in the Agreement will be processed in accordance with the applicable data protection regulations, in particular Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 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 (GDPR) for the purposes set out in the data controllers' information clauses.

10.5 The data referred to in Article 10.4 will be processed in connection with the performance of the Agreement and the European Social Fund program by the data controllers specified in Article 10.1 of the Agreement, taking into account the necessity to transfer data to the relevant services responsible for inspections and audits, in accordance with the Act of April 28, 2022, on the rules for the implementation of tasks financed from European funds in the financial perspective 2021–2027.

10.6 Upon written request, the Participant can access their personal data and correct any incorrect or incomplete information. Any questions regarding the processing of personal data should be addressed to USWPS, the Polish National Agency for Academic Exchange and/or the other data controllers indicated in Article 10.1 of the Agreement.

10.7 The Participant may file a complaint regarding the processing of personal data with the President of the Personal Data Protection Office.

ARTICLE 11 — SUSPENSION OF THE AGREEMENT

11.1 The Agreement can be suspended at the initiative of the Participant or USWPS if exceptional circumstances — in particular force majeure (see Article 16) — make it impossible or unreasonably difficult to fulfill the Agreement. The suspension shall take effect on the date agreed by the parties in a written notification. The Agreement can be renewed after this period.

11.2 The Institution may — at any time — suspend the Agreement if the Participant has committed or is suspected of having committed:

- a) significant errors, irregularities or fraud, or
- b) a serious breach of the obligations arising from this Agreement or during its duration (including improper performance of the activity, submission of false information, failure to provide required information, violation of ethics (if applicable), etc.).

11.3 When circumstances allow for the resumption of implementation, the parties must immediately agree on a resumption date (one day after the suspension end date). The suspension will be lifted with effect from the date of termination of the suspension.



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11.4 No financial support will be paid to the Participant during the suspension period.

11.5 The Participant cannot claim damages due to the suspension by the Institution.

11.6 The right of the Institution to terminate the Agreement (see Article 12) remains unaffected by the suspension.

ARTICLE 12 — TERMINATION OF THE AGREEMENT

12.1 The Agreement can be terminated by either party in the event of circumstances that make its fulfillment unfeasible, impossible or unreasonably difficult.

12.2 In the event of termination of the Agreement due to force majeure (Article 16), the Participant shall be entitled to receive at least the amount of financial support corresponding to the actual duration of the mobility period. Any remaining funds will have to be repaid.

12.3 In the event of a serious breach of duty or if the Participant has committed an irregularity, fraud, corruption or is involved in the activities of a criminal organization, money laundering, terrorism-related offenses (including financing of terrorism), child labor or human trafficking, the Institution may terminate the Agreement by formally notifying the other party.

12.4 The Institution reserves the right to initiate legal proceedings if the requested reimbursement is not made voluntarily within the period communicated to the Participant by registered letter.

12.5 The termination of the Agreement shall take effect on the date specified in the notification as the “date of termination of the Agreement”.

12.6 The Participant cannot demand compensation for termination of the Agreement by USWPS.

ARTICLE 13 — CHECKS AND AUDITS

13.1 The Parties to the Agreement undertake to provide all detailed information required by NAWA or any other external body authorized by the European Commission, Managing Authority (Ministry of Development Funds and Regional Policy) Intermediate Body (National Center for Research and Development) in order to verify that the mobility period and the provisions of the Agreement are being properly implemented.



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13.2. Any arrangements related to the Agreement may lead to the measures specified in Article 6 or further legal action in accordance with applicable national law.

ARTICLE 14 — DAMAGES

14.1 Each party of the Agreement shall indemnify the other party against any civil liability for damages incurred by it or its personnel as a result of the performance of this Agreement, provided that such damages do not result from gross or willful misconduct on the part of the other party or its personnel.

14.2 The Polish National Agency for Academic Exchange shall not be held liable for any claims arising from the performance of this Agreement regarding any damage caused during the mobility period. Consequently, NAWA will not consider any claims for compensation or reimbursement accompanying such a claim.

ARTICLE 15 — FORCE MAJEURE

15.1 A party whose performance of its obligations under the Agreement is prevented by force majeure shall not be deemed to be in breach of those obligations.

15.2 “Force majeure” means any situation or event that:

- prevents either party from fulfilling their obligations under the Agreement,
- was unpredictable, exceptional and beyond the control of the parties,
- was not caused by their error or negligence (or that of other entities participating in the activity), and
- proved unavoidable despite all due care and attention.

15.3 Any situation constituting force majeure must be immediately formally (in writing) reported to the other party, specifying its nature, probable duration and foreseeable consequences.

15.4 The parties must immediately take all necessary steps to limit any damage caused by force majeure and make every effort to resume the activity as soon as possible.

ARTICLE 16 — APPLICABLE LAW AND JURISDICTION

16.1 This Agreement is subject to Polish law.



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16.2 In the event of a dispute between the Institution and the Participant regarding the interpretation, implementation or validity of this Agreement, if it cannot be resolved amicably, the dispute shall be subject to the exclusive jurisdiction of the competent court of law.

16.3. The Agreement is drawn up in two identical copies, one for each party.

ARTICLE 17 — ENTRY INTO FORCE

The Agreement shall enter into force on the date of signature by the last of the parties.

SIGNATURES

Participant[1]

SWPS University

[first and last name]

[first and last name, position]

[signature]

[stamp and signature]

[location], [date]

[location], [date]

Appendix No. 7). Participant Declaration — Participant Declaration on the Processing of Personal Data and USWPS (RODO) Information Clause [Annex II to the Agreement]

STATEMENT OF THE PARTICIPANT

In connection with joining the *ECR4ERUA* project co-financed by the European Union from the European Social Fund+, the European Funds for Social Development Program 2021-2027, I declare that:



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— I have been informed that my data will be processed by the following controllers: Ministry of Development Funds and Regional Policy, National Center for Research and Development, National Agency for Academic Exchange, and the SWPS University.

— I have read the information clauses of the Ministry of Development Funds and Regional Policy, the National Center for Research and Development, the National Agency for Academic Exchange and the SWPS University, which were made available to me by the SWPS University and NAWA (in the NAWA system).

INFORMATION CLAUSE OF THE SWPS UNIVERSITY

In accordance with Article 13 sections 1 and 2 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 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) (OJ EU L 119 of May 4, 2016, p. 1), hereinafter referred to as "RODO", the SWPS University, with its registered office at Chodakowska 19/31, 03-815 Warsaw, Poland, hereinafter referred to as the SWPS University, informs that:

The Controller of personal data is the SWPS University with its registered office in Warsaw, at Chodakowska 19/31, 03-815 Warsaw (hereinafter: "SWPS University" or "Controller").

The Controller can be contacted via the e-mail address: swps@swps.pl, by phone at 22 517 96 00 or in writing at the address of the Controller's registered office.

The Controller has appointed a data protection officer (hereinafter: "IOD"), who can be contacted by e-mail at iod@swps.edu.pl or in writing at the address of the controller's registered office. The IOD can be contacted in all matters relating to the processing of personal data and the exercise of rights relating to data processing.

Personal data will be processed for the purpose of: concluding a funding agreement (Article 6 section 1 letter b of the RODO); data archiving and fulfilling the legal obligation resulting from the provisions of the Act of April 28, 2022 on the principles of implementation of tasks financed from European funds in the financial perspective 2021–2027 (Article 6 section 1 letter c of the RODO); investigation or defense against claims (Article 6 section 1 letter f of the RODO).

Personal data will be processed until the end of the project and its settlement, i.e., for a period of seven years from December 31 of the year in which the final report was approved or for the period specified in the implementing regulations to the Act of July 14, 1983, on the national archival resource and archives or until the purpose of processing ceases to exist.

Personal data may only be disclosed to other entities on the basis of legal regulations and to the extent specified therein.

The person whose data is being processed has the right to request: access to the data, its correction, its deletion or limitation of its processing, its transfer, as well as the right to object.

The person whose data is being processed has the right to file a complaint with the supervisory body dealing with the protection of personal data (President of the Personal Data Protection Office).

The provision of personal data is voluntary, but necessary for the conclusion of an agreement.

The administrator will not make automated decisions, including through profiling, based on the collected personal data.

[Signature of the Project Participant]

[signed: with qualified electronic signature; trusted profile; handwritten signature; electronic authorization]



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