

*Appendix to Order No. 197/2022
of the Rector of the Wrocław University of
Environmental and Life Sciences
of December 16, 2022*

**Regulations for handling trips of representatives of Ukrainian universities
as part of the project “Designing new internationalization paths through the EU GREEN
consortium”**

I General Provisions

§ 1

The Regulations set out the rules for handling trips of representatives of Ukrainian universities to host institutions (foreign research institutions). Service under these regulations means recruitment, management and settlement of trips under the project "**Designing new internationalization paths through the EU GREEN consortium**", hereinafter referred to as the **INTERACT** project, financed by the Polish National Agency for Academic Exchange under the agreement No. BPI/UE/2022/16-00.

§ 2

1. The project “Creating new paths of internationalization through the EU GREEN consortium” is supported by the International Relations Department, hereinafter referred to as the Department.
2. Representatives of Ukrainian universities, hereinafter referred to as Participants shall mean students, doctoral students, scientists and representatives of university authorities (e.g. rectors, vice-rectors, department heads).
3. Trips shall mean mobilities in the following four categories:
 - consortium meetings (5 days),
 - summer schools (7 days),
 - study visits (7 days),
 - internships (30 days).
4. Information about the date and rules of recruitment shall be provided by the Department in the form of an announcement on the University's website.
5. Detailed explanations on a specific trip shall be provided in the Department.

§ 3

1. Participants shall carry out trips to universities belonging to the EU GREEN consortium as part of the INTERACT project.

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2. Recruitment of Participants for internships, summer schools and study visits shall be conducted centrally by the recruitment committee referred to in §8 paragraph 5.

§ 4

1. Grants for the trips from the INTERACT project fund are granted in accordance with the grant mechanisms defined by the Polish National Agency for Academic Exchange in Warsaw, hereinafter referred to as NAWA, in the Regulations of the PROM Program - International scholarship exchange of doctoral students and academic staff.
2. Information on the detailed rules for trips under the project are posted on the website of the Wrocław University of Environmental and Life Sciences.

§ 5

In the recruitment process, access to participation in the project shall be conducted under equal terms for all persons entitled to be candidates, observing the principles of equal opportunities for women and men and the principle of non-discrimination, including accessibility for people with disabilities.

§ 6

1. Participants shall be obliged to conclude for the period of the Trip (including travel days) a casualty insurance and obtain appropriate health insurance before going abroad.
2. If required by the specificity of the host entity, the participant shall also be required to have third party liability insurance.

§ 7

1. The duration of INTERACT trips shall depend on the type of mobility, in order: consortium meetings - 5 days, summer schools - 7 days, study visits - 7 days and internships - 30 days, including the travel period of up to 2 days.
2. The Participant receiving grant from the INTERACT project budget undertakes to strictly comply with the rules set out in the individual financial agreement concluded with the Wrocław University of Environmental and Life Sciences.

II Rules for recruiting Participants for Trips

§ 8

1. Recruitment of Participants for internships, summer schools and study visits shall occur at any time in the academic year in which the Trip is to be carried out.

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2. The prerequisite for the summer school shall be the completion of a field of study related to the subject of the Trip.
3. There will be no recruitment for consortium meetings. Sending Universities shall be responsible for the selection of participants.
4. Representatives interested in going abroad, shall take part in the recruitment for the project, and submit the following to the Department:
 - 1) for internship:
 - a) application form including the plan of stay, constituting **Appendix no. 1.1** to the regulations, signed by the host institution,
 - b) additional consent to the processing of personal data, constituting **Appendix no. 2.1** to the regulations,
 - 2) for summer school:
 - a) application form, constituting **Appendix no. 1.2** to the regulations, signed by the host institution,
 - b) additional consent to the processing of personal data, constituting **Appendix no. 2.1** to the regulations,
 - 3) for study visit:
 - a) application form including the plan of stay, constituting **Appendix no. 1.3** to the regulations, signed by the host institution,
 - b) additional consent to the processing of personal data, constituting **Appendix no. 2.1** to the regulations.

within the time limit specified by the Department in the announcement referred to in § 2 paragraph 2.

3. Participants are selected by the recruitment committee, which consists of 4 employees of the International Relations Department.
4. The recruitment committee makes decisions by a simple majority of votes in a composition of not less than 3 people.
5. The task of the recruitment committee is to conduct the selection procedure, which includes:
 - 1) verification of documents submitted by persons interested in participating in the project,
 - 2) decision on the selection of project participants,

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- 3) drawing up a summary report from the qualification procedure, including a list of Participants qualified for the trip in the order resulting from the results obtained by the Participants.
6. When selecting Participants for internships and study visits, the following criteria and scoring are taken into account:
 - 1) assessment of the plan of stay: 0 - 10 points;
 - 2) assessment of motivation and justification for participation in the scholarship exchange: 0 - 5 points;
7. When selecting Participants for summer schools, the following criteria and scoring are taken into account:
 - 1) assessment of the motivation letter 0 - 10 points;
 - 2) assessment of the relationship between the subject of studies and/or conducted research with the summer school program: 0 - 5 points;
7. In the case of equal number of points of candidates, priority will be given to a person who has not participated in the INTERACT project so far.
8. In the case of more applications than places, a reserve list shall be created.
9. If a qualified candidate resigns from the trip, it shall be possible for a candidate from the reserve list to go on the trip.
10. Qualified persons shall be informed by the Department by email about the recruitment results.

III Implementation of Participants' trips

§ 9.

1. Before leaving, the Participant shall conclude an individual financial agreement with the Wrocław University of Environmental and Life Sciences, constituting, depending on the type of mobility, **Appendix no. 3.1 or 3.2 or 3.3 or 3.4** to the Regulations, including the following appendices:
 - 1) mobility certificate template - **appendix no. 4,**
 - 2) declaration of the project participant - **appendix no. 2.2.**
2. The University shall transfer the amount of the grant to the Participants' bank account before their departure abroad, in the amount and under the conditions specified in the individual financial agreement referred to in paragraph 1.
3. Not later than 14 days after returning from a stay at the host institution, the Participant shall be

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obliged to provide the Department with:

- a) financial agreement (depending on the type of mobility, **Appendix no. 3.1** or **3.2** or **3.3** or **3.4**) and declarations of the project participant (**Appendix no. 2.1**, **Appendix no. 2.2**),
- b) mobility certificate - **Appendix no. 4**,

IV Final Provisions

§ 10

The provisions of these regulations may be amended by order of the Rector of the Wrocław University of Environmental and Life Sciences.

LIST OF APPENDICES

Appendix 1.1 Application Form including a plan of stay - internship

Designing new internationalization paths through the EU GREEN consortium

Agreement no. BPI/UE/2022/16-00



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Appendix 1.2 Application Form - summer school

Appendix 1.3 Application Form including a plan of stay - study visit

Appendix 2.1 Additional consent to the processing of personal data

Appendix 2.2 Declaration of the project participant

Appendix 3.1 Financial Agreement - internship

Appendix 3.2 Financial Agreement - summer school

Appendix 3.3 Financial Agreement - study visit

Appendix 3.4 Financial Agreement - consortium meeting

Appendix 4 Mobility Certificate template