



Fundusze Europejskie
dla Rozwoju Społecznego



Rzeczpospolita
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Unię Europejską



REGULATIONS FOR THE RECRUITMENT AND PARTICIPATION IN THE PROJECT IMPLEMENTED BY THE POZNAN UNIVERSITY OF TECHNOLOGY UNDER THE PROGRAMME "SUPPORT FOR EUROPEAN UNIVERSITY ALLIANCES", CO-FUNDED BY THE

Grant agreement number: **BPI/WUE/2024/1/00016/U/00001**

Task: Support the publication process within the Consortium (WPP)

§1 Definitions

1. **Project** - a project of Poznań University of Technology, implemented within the framework of the National Academic Exchange Agency programme *Support for European University Alliances*, co-financed by the European Funds for Social Development 2021 - 2027 (FERS) programme. Grant agreement number: BPI/WUE/2024/1/00016/U/00001.
2. **Grant Agreement** - agreement between Poznan University of Technology and the National Agency for Academic Exchange (NAWA), based in Warsaw, concerning the implementation of the Project.
3. **Partner University** - a foreign university that is part of the EUNICE alliance ([list of universities](#)).
4. **Candidate** - an employee/employee of Poznan University of Technology, applying for the right to participate in the Project and the implementation of WPP.
5. **Project Participant(s)** - Candidate(s), qualified for the Project and fulfilling all formal and content-related requirements. Participant is each co-author of a supported publication.
6. **Recruitment Committee** - a team evaluating the merits of the Candidates' application form, consisting of the Vice-Chancellor for International Cooperation and the recruitment supervisor
7. **Project Office** - European University Department, 5 Piotrowo Street, 61-138 Poznań, contact e-mail: joanna.buszkiewicz@put.poznan.pl, due@put.poznan.pl
8. **Application form** - an electronic form filled in by the Candidate which is the basis for the substantive assessment conducted by the Recruitment Committee. The application form constitutes Attachment No. 1 to the Regulations.
9. **Eligibility list** - a list of Candidates with the number of points awarded, together with information on the amount of support granted or refused.
10. **WPP** - Support to the publication process

§2 Purpose of the support offered by the Project

1. The specific objectives of the support provided under the Project are:
 - a. Increase in the number of publications in international journals co-authored by research and teaching staff of the Partner Universities,



- b. enabling research and teaching staff to obtain funding for the costs of publications, created in collaboration with those carrying out their research at the Partner Universities, in prestigious scientific journals and their dissemination in open access (*Open Access*, OA).
- c. Increase the number of scientific publications produced through international collaboration by 2028.
- d. Increase the number of research funding applications submitted jointly with Partner Universities by 2028.
- e. Increase the number of people involved in implementing research in an international environment.

§3 Scope and subject matter of support offered under the Project

1. The project offers support in the form of an award of funding to cover the costs of publication and placement of the article in the OA publication system in scientific journals from:
 - a. Q1 and Q2 according to the *Web of Science* (WoS) database,
 - b. min. 100 points according to the current list of the Ministry of Science and Higher Education at the date of the invoice
2. The maximum level of funding for the cost of a single publication is £13,200.00, including VAT.
3. Funding for publications shall be spent on a rolling basis until the allocated funds are exhausted or until the end date of the project, i.e. 30.09.2026.
4. The total pool of funds allocated is £105,648.00, including VAT.
5. If the publication fee is higher than the maximum funding indicated in §3.para. 2, the Candidate shall be obliged to indicate the additional source of funding together with the approval for their use issued by the fund administrator.

§Target group and eligibility criteria for Project Participants

1. Participants of the Project may be employees of Poznan University of Technology who:
 - a. They are interested in developing their teaching and research careers and acquiring new competences.
 - b. Show willingness to cooperate with foreign centres and research.
 - c. Meet the formal requirements specified within the Project, which are described in the Call for Proposals for participation in the Programme Support alliances of European Universities, which is an annex to the Grant Agreement (<https://nawa.gov.pl/institucje/wsparcie-uniwersytetow-europejskich/nabory-zakonczone-wue/nabor-zakonczony-wue-2024>).
2. The eligibility criteria are based on the scoring of the data contained in the application form, according to the following breakdown:
 - a. The co-author of the publication is an employee of the Poznan University of Technology - 1 point.



- b. A minimum of 1 employee of the Partner Universities is a co-author of the publication - 1 point.
 - c. The journal in which the publication will take place is published in OA and falls into Q1 or Q2 according to the WoS database and has a minimum of 100 points according to the list of the Ministry of Science and Higher Education at the date of the invoice - 1 point.
3. The process of qualification of Project Participants takes place in a continuous manner, until the end date of the project (i.e. 30.09.2026) or until funds are exhausted, on the basis of substantive assessment of the application.
4. The Project Participant(s) at the time of submitting the Application Form, throughout the WPP period and until the WPP settlement process is completed, must be employed at Poznan University of Technology in a research or research and teaching position.
5. One Participant can only apply for one WPP at a time under one call and participate in only one WPP under the Project.
6. Recruitment shall respect equal opportunities and non-discrimination, including accessibility for persons with special needs, and shall take into account the principles of equal opportunities for women and men counteracting all forms of discrimination.
7. All information regarding the call for applications, deadlines and recruitment rules for the Project will be posted on the Project website www.werse.put.poznan.pl.

§5 Qualification of Project Participants

1. Recruitment of Project Participants takes place centrally, at the Project Office, in a continuous mode until the project end date (i.e. 30.09.2026) or until funds are exhausted. Communication between Candidates and the Project Office is entirely by e-mail.
2. The Project Office will announce the first call no later than 5 May 2025.
3. Candidates joining the Project recruitment fill in and send a scan of the Application Form (attachment no. 1 to the Rules) together with required attachments to the contact address of the Project Office within the recruitment deadline announced by the Project Office. The form can be filled out in Polish or in English.
4. Applications (application forms) are subject to formal assessment and substantive evaluation.
5. The formal assessment is carried out by the Recruitment Process Supervisor. The formal assessment includes:
 - a. completeness of documentation,
 - b. timeliness of submission of the application form,
 - c. Candidate status.
6. If the formal criterion is not met, the application will not be subject to substantive assessment.
7. Substantive assessment of applications (application forms) is carried out by the Recruitment Committee.
8. The Commission draws up a qualification list and the Supervisor of the Recruitment Process informs the Candidates about the results of their recruitment to the WPP within the Project and about further formal requirements and their deadline.



9. It is a condition for becoming a Participant that all formal requirements presented in the notice provided by the [Recruitment Process Supervisor](#) are completed on time. If the formal requirements or the deadline are not met, the Candidate is struck off the qualification list. A vacant place on the eligibility list, may be offered to another Candidate/Candidate as a result of a decision taken by the Recruitment Committee.
10. The Project Office announces the closure of the recruitment procedure on the Project website.
11. Successful consideration of the application and the awarding of funds is conditional on obtaining 3 points in the substantive assessment.
12. The evaluation process is determined by the order of applications.

§6 Principles of support under the Project

1. The condition for the provision of support under the Project is the issuance of an award notice signed by the Project Manager and the Vice-Chancellor for International Cooperation and the delivery of a set of required documents to the Recruitment Process Supervisor prior to the commencement of the WPP.
2. Support is provided in the form of the execution of a full or partial publication fee, in the amount specified in the Notice of Award of Support to the Project Participant(s).

§7 Processing of personal data

1. The administrator of Candidates' personal data, solely for the purpose of Project recruitment, is Poznan University of Technology, in Pl. Marii Skłodowskiej-Curie 5, 60-965 Poznan, e-mail: biuro.rektora@put.poznan.pl, telephone: +48 61 665 36 39.
2. Information on the processing of personal data by Poznan University of Technology under the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (hereinafter "RODO") is available at the following link: <https://put.poznan.pl/ochrona-danych-osobowych>.

§8 Final provisions

1. The Regulations shall enter into force on the date of publication and shall remain in force until the end of the Project.
2. Poznan University of Technology reserves the right to amend the regulations depending on the conditions of the Project.
3. By joining the Project, the Participant declares that he/she has read and undertakes to comply with the provisions of these Regulations.
4. The Annexes to these Rules of Procedure shall form an integral part thereof.
5. Annexes to the Regulations:
 - a. Annex 1: Application form



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