

REGULATIONS FOR THE PAYMENT OF LUMP SUMS FOR TRAVEL, SUBSISTENCE, AND ACCOMMODATION

§1

General Provisions

1. Participants in the project are awarded lump sums for living and accommodation costs, as well as travel cost funded by the “U-Team! An alliance of European universities for building a joint educational offer and conducting research” implemented under the NAWA Support for European Universities programme. The programme is funded by the European Union from the European Funds for Social Development 2021-2027 (EFSD) under the project titled. Support for alliances of European Universities with the number FERS.01.05-IP.08-0219/23.
2. A project participant is an individual directly benefiting from support under the Project as defined in §2 and §4 of the Project Regulations.
3. Lump sums for travel expenses and lump sums for subsistence and accommodation costs are associated with mobility within the form of support, aimed at acquiring competences or qualifications.
4. Mobility refers to a Participant's travel to a country other than where their university is located, for the purpose of participating in a form of support.

§2

Rules for granting lump sums for travel, subsistence and accommodation

1. Lump sums for travel expenses and lump sums for subsistence and accommodation costs are awarded to participants of the following forms of support (in the event of mobility):

Form of support	Organising entity	Number of support days
Task 1 - Joint training for international teams		
Training – Computational Methods for Building Physics and Construction Materials	W2	5
Training - SAHC Master Course	W2	20
Training - Simulation of surface water management, simulation of flash and storm floods, runoff patterns, surface runoff, no runoff areas	W7	3
Training - Programming and Maintenance of Industrial Robots	W10	3
Training - Integration of industrial automation systems - industrial networks	W10	3
Task 3 - Competency acquisition		
Summer or winter school- 2 editions	W2	5
Summer or winter school- 2 editions	W7	3



Summer or winter school- 3 editions	W10	3
Summer or winter school- 2 editions	CUI	5
Training on microclimate/comfort in buildings	W7	3
Training on water resources management	W7	3
Seminar – 2 editions	W4N	5
Seminar on Innovative solutions in urban logistics systems	CUI	2
Seminar on material innovations in construction processes	CUI	2
Workshop on Concepts for the improvement of urban systems in the research of young scientists	CUI	2
Workshop for young talents in construction	CUI	2
Task 4 - Sharing of research infrastructure		
Training related to the use of research infrastructure	W4N	5
Training related to the use of research infrastructure	W10	3

2. Regarding travel expense lump sums, the calculation of funds is done as follows:
 - in the case of mobility to or from Poland – in accordance with the rates indicated in point 6.9.15. of Beneficiary Guide available on the Project's website. The indicated rates apply to the execution of international round-trip travel;
 - in case of mobility between other countries – according to the rates indicated in point 6.9.16. of Beneficiary Guide available on the Project's website. The indicated rates refer to the execution of a round-trip international travel.
3. In the case of a lump sum for subsistence and accommodation expenses, funds are calculated in accordance with the rates specified in point. 6.9.14 of Beneficiary Guide available on the Project's website.
4. The amount of the granted lump sum for subsistence and accommodation costs depends on the number of days of support and the group of countries where the support is provided. The number of days of support may be increased by a maximum of 2 additional days for travel. The flat rate is calculated by multiplying the number of days by a given rate.
5. The lump sums are granted to individuals who participated in the recruitment process for a specific form of support, met all the requirements specified in the recruitment conditions outlined in the Recruitment Regulations attached as Appendix 1 to the Project Regulations, and were qualified to participate in a specific Form of support for which participation involves to mobility.
6. The confirmation of the lump sum being granted is a contract concluded between the Project Participant and Wrocław University of Science and Technology, the template of which is an appendix to the regulations. The contract is concluded before the commencement of the form of support.

§3

Rules for the payment of lump sums for travel, subsistence and accommodation

1. A lump sum for travel expenses and a lump sum for subsistence and accommodation costs are paid after the completion of the form of support for which the project participant has been qualified and for the mobility within which the lump sums have been granted.
2. The condition for the disbursement of lump sums is participation in the Form of support for which the Project Participant has been qualified. In the case of not participating in all days of the



form of support, the lump sum for subsistence and accommodation costs will be paid only in the case of justified absence due to unforeseen circumstances. The decision in this matter is made by the Project Manager.

3. The attendance list serves as confirmation of participation in the form of support.
4. If a project Participant loses their status before the start of the form of support or during it, they lose the right to receive the lump sums.
5. The lump sums are paid in Polish zlotys.
6. The lump sums are not subject to personal income tax.

§4

Final Provisions

1. For the correct payment of lump sums for subsistence, accommodation and travel, Wrocław University of Science and Technology needs to process the participant's personal data.
2. Data processing is conducted following the guidelines outlined in the Beneficiary Guide, which can be found on the project's website, in the section on personal data protection.
3. The National Agency for Academic Exchange provides the Participant of the project with relevant information clauses when submitting forms to the NAWA IT system. Wrocław University of Science and Technology provides an information clause on personal data processing on the website <https://biznes.pwr.edu.pl/en/processing-of-personal-data/>.