

RECRUITMENT REGULATIONS

§1

General Provisions

1. This regulation sets out the rules for recruiting participants to the project “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. The general principles of participation in the project, including the rights and obligations of the Project Participant and the rights and obligations of the Beneficiary, are defined by the project regulations.

§2

Scope of support

Scope of support: the purpose, subject matter, qualification/competency standards, criteria for assessing learning outcomes, and methods for verifying learning outcomes for each form of support are indicated in recruitment announcements.

	Name of a form of support	Organising entity
Task 1 - Joint training for international teams		
1.	Training – Computational Methods for Building Physics and Construction Materials	W2
2.	Training - SAHC Master Course	W2
3.	Training - Simulation of surface water management, simulation of flash and storm floods, runoff patterns, surface runoff, no runoff areas	W7
4.	Training - Programming and Maintenance of Industrial Robots	W10
5.	Training - Integration of industrial automation systems - industrial networks	W10
6.	AgilePM® Foundation Accredited Training	W2, W7, W10, CUI
7.	PRINCE2 Foundation Accredited Training	W2, W7, W10, CUI
Task 3 - Competency acquisition		
8.	Summer or winter school- 2 editions	W2

9.	Guest lectures	W2
10.	Training on microclimate/comfort in buildings	W7
11.	Training on water resources management	W7
12.	Summer or winter school- 2 editions	W7
13.	Guest lectures	W7
14.	Summer or winter school- 3 editions	W10
15.	Summer or winter school- 2 editions	CUI
16.	Seminar on Innovative solutions in urban logistics systems	CUI
17.	Seminar on material innovations in construction processes	CUI
18.	Workshop on Concepts for the improvement of urban systems in the research of young scientists	CUI
19.	Workshop for young talents in construction	CUI
20.	Seminar – 2 editions	W4N
Task 4 - Sharing of research infrastructure		
21.	Training related to the use of research infrastructure	W4N
22.	Training related to the use of research infrastructure	W10

§3

Conditions for participation in the project

1. The target group for each form of support is indicated in the recruitment announcements.
2. A participant in the project is a natural person directly benefiting from support within the Project as defined in §2 and §4 of the Project Regulations.
3. Applicants must meet the following conditions:
 - a) meet the target group criteria specified in the Recruitment Form,
 - b) submit a complete set of documents specified in §4 point 4,
 - c) get acquainted with the information on personal data processing (attachment no. 3).¹
4. In the next stage (after the application has been verified by the Faculty Recruitment Committee and applicants qualified to participate in the given form of support have been informed), the applicant will need to register on the NAWA Agency Governing platform: <https://programs.nawa.gov.pl/login> as a project participant. The registration instructions for the applicant can be found in attachment no. 2 (in Polish and English).
The applicant, after registering, is required to send a PDF confirmation of registration along with completed forms in PDF format to the Project Office.
Failure to fulfil this obligation disqualifies the applicant from commencing the given form of support.²

§4

Recruitment Rules

1. The recruitment announcement for the form of support under a specific task will appear on the project's website: <https://uteam.pwr.edu.pl/en/>. The recruitment deadline and the

¹ Only for individuals who do not register on the NAWA Agency Portal. Appropriate information clauses are provided to those registering on the NAWA Agency Governing platform when submitting forms in the system.

² Not applicable to non-mobility students and doctoral candidates.

address for sending documents electronically, as mentioned in point. 4 §4, are provided in the recruitment announcement.

2. The recruitment process will be conducted according to the project implementation schedule based on the established criteria and seat limits resulting from the project funding application.
3. Application will be made by means of an online application form prepared in Polish or English.
4. Applicants recruiting for a given form of support are required to submit the following documents, within the specified deadline and location, as stated in the recruitment announcement:
 - a. completed electronic recruitment form for a given form of support (attachment no. 1),
 - b. documents confirming the skills and qualifications declared by the applicant, as well as engagement in courses/trainings, if required,
 - c. certificate from the e.g. Human Resources Department confirming the status of an employee,
 - d. certificate confirming the status of a student and doctoral candidate.
5. The basis for qualifying a candidate for the form of support indicated by him/her in the recruitment form is the completion of criteria specified in the recruitment form (attachment no. 1), which have a specified number of points. After the analysis of the recruitment documents by the Faculty Recruitment Committee, a ranking list is created, on the basis of which a decision is made on the eligibility of candidates for a given form of support.
6. The complete recruitment form (in electronic form along with the required documents proving skills and qualifications as well as the certificate confirming the status of and employee/student/doctoral candidate) must be sent from a university email address allowing for applicant identification.
7. Documents submitted after the deadline or incomplete documents will not be accepted.
8. The recruitment of applicants for the project will be conducted by the Faculty Recruitment Committee (FRC).
9. The applicant is required to document the skills and qualifications they declare, as well as their involvement in courses/trainings, as indicated in the recruitment form.
10. If two or more participants achieve the same number of points, the order of registration will be taken into account.
11. If the number of applications for a particular form of support exceeds the available spots, a waiting list is created.
12. In the case of a lower number of applications than the size of the group, the Beneficiary reserves the right not to open a form of support.
13. Applicants from the reserve list will be included in the support programme if previously qualified individuals withdraw or fail to meet the conditions.
14. Applicants qualified to participate in the specific form of support will be informed of this.
15. The detailed qualification criteria for participants in the project can be found in the recruitment form (attachment no. 1).
16. The target group for each form of support is indicated in the recruitment announcements and in the recruitment form (attachment no. 1).
17. The standard of requirements, describing the competencies (regarding the forms of support that lead to the acquisition of competencies), will be specified no later than before the participant starts the form of support.



§5

Final Provisions

18. The Beneficiary reserves the right to amend the regulations in the event of changes in project documentation or legal provisions.
19. Issues not regulated by these rules shall be decided by the Beneficiary.
20. The Regulations shall enter into force on the date of their promulgation.
21. The terms and conditions may be subject to change. All changes will be published on the project's website (<https://uteam.pwr.edu.pl/en/>).

ATTACHMENTS:

1. Attachment No. 1 - Recruitment Form
2. Attachment No. 2 - A guide to setting up an account and submitting the FERS form
3. Attachment No. 3 - Information on personal data processing ³

³ Only for individuals who do not register on the NAWA Agency Governing platform.