



PROJECT REGULATIONS

U-TEAM! An alliance of European universities for building a joint educational offer and conducting research

§1

General Provisions

These Regulations set out the rules for the implementation of 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. Information about the project is available on the NAWA website: <https://nawa.gov.pl/en/nawa/projekty-fers>.

1. The project is implemented by Wrocław University of Technology, Wyb. Wyspiańskiego 27, 50-370 Wrocław, in short WUST.
2. The project is implemented from October 1, 2024, to September 30, 2026, in accordance with the project funding agreement number BP/WUE/2024/1/00031/U/0001.
3. The primary aim of the project is to advance the internationalisation of Wrocław University of Science and Technology by carrying out synergistic and complementary measures aligned with international academic partnerships under the European Universities alliances in the Unite! network, facilitating increased mobility of students and staff, as well as supporting the quality, integration, and competitiveness of higher education, during the period from October 2024 to September 2026.
4. Project scope – international.
5. Participation in the project is free of charge.
6. The project regulations specify the rules for implementation and conditions for participation in the project, in particular:
 - a. range of support
 - b. rights and obligations of Project Participants and the Beneficiary;
 - c. rules concerning: participation in the project, recruitment, payment and lump sums for travel, accommodation and subsistence, information and publicity, application of horizontal rules, documentation of substantive activities, monitoring and evaluation, reporting, preserving sustainability.

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Glossary

The following terms used in the Regulations shall mean:

- a. **Agency** - The National Agency for Academic Exchange (NAWA) based in Warsaw, which is the institution funding the project;
- b. **Beneficiary** - the entity executing the Project, i.e. Wrocław University of Science and Technology (WUST);
- c. **Project Office** - the office is located in Wrocław, at Wybrzeże Stanisława Wyspiańskiego 27, building A1, room 422;



- d. **Form of support** - the type of support planned in the project for the participant, including training, seminars, workshops, lectures, summer/winter schools;
- e. **European Funds for Social Development (EFSD)** - an operational programme co-financed by the European Social Fund Plus (ESF+) serving as a source of funding for the NAWA Programme;
- f. **Project implementing entities** - an organisational unit within the Beneficiary's structure carrying out the substantive and administrative activities planned within the project:
 - Projects Department
 - Faculty of Civil Engineering (W2)
 - Faculty of Information and Communications Technology (W4N)
 - Faculty of Environmental Engineering (W7)
 - Faculty of Mechanical Engineering (W10)
 - Centre for Urban Innovation (CUI)
- g. **Project Manager** – a member of the Project Team responsible for day-to-day project management, planning and organising work, overseeing task execution, managing risks, changes, and communication within the Project, as well as periodically reporting project progress to the Steering Committee.
- h. **Steering Committee** - a supervisory and advisory body consisting of representatives of the Central Administration (the relevant Vice-Rector and the Director of the Projects Department) and Units and Organisational Cells of the University (Inter-University Coordinators);
- i. **Unite!** - a network connecting nine European universities. Members of the network – including through joint curricula and a flexible study path – aim to develop a new model of European university education. The project involves three partner universities:
 - The Technical University of Darmstadt
 - Catalonia Polytechnic University
 - University of Lisbon
- j. **Beneficiary Guide** - a document outlining the rules for implementing the Project within the institutional programmes of the Agency, available on the project's website;
- k. **Agency Governing Platform** - the National Academic Exchange Agency's ICT system for the electronic handling of applicants, including participants in projects funded by the ESF, available on the website <https://nawa.gov.pl>;
- l. **Project** – project "U-TEAM! An alliance of European universities for building a joint educational offer and conducting research" implemented by WUST based on the project funding agreement number BP/WUE/2024/1/00031/U/0001, obtained as a result of a positive evaluation of the funding application;
- m. **Programme** - Support for European Universities;
- n. **Project Regulations** - this document governing the rules for the implementation of the Project, hereinafter referred to as the Regulations;
- o. **Project Participant** - a natural person directly benefiting from support within the Project, meeting the eligibility criteria entitling them to participate in the Programme and the Project. A Project Participant may be:
 - a person studying at the first and the second cycle programme, integrated master's degree programmes, doctoral studies, or in a doctoral school;
 - a person working in a higher education and science institution.
- p. **Project website** – <https://uteam.pwr.edu.pl/en/>



- q. **Project Team** - or Project Office - the Project Manager (with the tasks described earlier) and administrative staff of WUST responsible for the proper implementation of the Project from a formal standpoint; the Project Office (apart from the Project Manager) is located in the Projects Department, Key Projects Implementation Section;
- r. **Steering Teams** - employees of WUST and Unite! responsible for the proper implementation of the Project from the content standpoint.

§3

Scope of support provided within the project

1. The project involves four tasks under which the following actions will be undertaken:
 - a. Task 1 - Joint training for international teams - participation of Project Participants in certification training for international research teams (W2, W7, W10, CUI).
 - b. Task 2 - Working group meetings - activities related to networking and collaboration among Unite! alliance partners (W2, W7, W10, CUI).
 - c. Task 3 - Competency acquisition - organisation of summer/winter schools for students and seminars and lectures by visiting professors dedicated to the scientific department (W2, W4N, W7, W10, CUI).
 - d. Task 4 - Sharing of research infrastructure - actions related to strengthening the quality of conducted research through the possibility of mutual use of partners' infrastructure within the Unite! network partners (W2, W4N, W10).
2. The specific forms of support available to Project Participants are outlined in Appendix 1 – Recruitment Regulations.
3. Within the individual tasks, specific objectives are implemented:
 - a. Objective 1 - Improving the quality of education in the field of engineering through solutions developed within the Unite! network partnership.
 - b. Objective 2 - Development of the educational offer of Wrocław University of Science and Technology for first and second cycle students, based on collaboration with Unite! network partners.
 - c. Objective 3 - Intensification of academic exchange through international partnership cooperation.
 - d. Objective 4 - Enhancing the institutional capacity of Wrocław University of Science and Technology to build international partnerships.
 - e. Objective 5 - Strengthening WUST position on an international level through conducting joint research.

§4

General Rules for Participation in the Project

1. Acquiring the status of a Project Participant is a prerequisite for receiving support.
2. The process preceding the acquisition of Participant status in the project includes:
 - a. qualification for participation in a specific form of support obtained under internal recruitment conducted in a WUST unit participating in the project; the recruitment procedure is described in appendix 1 – Recruitment Regulations;
 - b. self-registration, submission of personal data, and making declarations confirming the fulfilment of eligibility criteria in the specific Programme on the Agency Governing



Platform; the registration procedure and handling of forms filled out on the Agency Governing Platform are described in Appendix 1 – Recruitment Regulations.

3. A Project Participant may be:

- a. an academic teacher; a non-academic staff member, provided their involvement in the project is substantively justified:

- Faculty of Civil Engineering (W2)
- Faculty of Information and Communications Technology (W4N)
- Faculty of Environmental Engineering (W7)
- Faculty of Mechanical Engineering (W10)
- Centre for Urban Innovation (CUI)

as well as representatives from partner universities within the Unite! network, performing functions essentially similar to those of representatives of Polish higher education and scientific institutions;

- b. a person studying at first or second cycle programmes, long-cycle Master's programmes, doctoral studies, or a doctoral school

- Faculty of Civil Engineering (W2)
- Faculty of Environmental Engineering (W7)
- Faculty of Mechanical Engineering (W10)
- fields of study: architecture, engineering, technology and mobility (for Support Forms organised by the Urban Innovation Centre (CUI)

and an international student or doctoral candidate from partner universities in the Unite! network arriving at the Beneficiary as part of the Project to undertake mobility.

4. Recruitment will be conducted based on the principle of non-discrimination, in an impartial manner, in accordance with transparent and equal conditions for all Candidates applying within the entities participating in the Project, taking into account the Project criteria, based on application documents, in accordance with the principle of equal opportunities, equal access to support, regardless of gender, disability, etc. in accordance with the rules set out in the Agency Beneficiary Guide and the appendices to this Guide.
5. A Project Participant taking part in a form of support requiring mobility, aimed at acquiring competences or qualifications, receives a lump sum for travel expenses and a lump sum for subsistence and accommodation expenses. Regulations in this regard are described in Appendix 2 - Regulations for the payment of lump sums for travel, subsistence and accommodation.
6. All necessary information and application documents/project forms are available on the project's website.

§5

Rules for withdrawal and removal from project participation

1. Withdrawal from the Project is possible only due to health reasons, force majeure, or other important reasons that, by nature, cannot be known to the Project Participant at the start of their involvement.
2. Should the Participant wish to withdraw from the Project, they are required to provide a written declaration of resignation, including the reasons for their decision.
3. In the event of withdrawing from the Project, the Project Participant is obliged to remain in contact with the Beneficiary as part of monitoring the indicators specified in the Project.



4. A Project Participant, who is a student or a doctoral candidate, will be removed from the list of Project Participants if they lose their status as a student or doctoral candidate.
5. A Project Participant who is an employee will be removed from the list of Project Participants in the event of termination of employment with WUST or a Unite! network partner.
6. In the event of a Participant's withdrawal from the Project or removal from the list of Project Participants, the rules for the payment of lump sums for the travel costs and for subsistence and accommodation costs are regulated in the Agreement with the Project participant, which is an appendix to the Regulations on lump sum payments for travel, subsistence, and accommodation.

§6

Rights and obligations of Project Participants

1. A Project Participant is granted the following rights:
 - a. To participate in complimentary forms of support implemented under the Project, provided the formal requirements are met;
 - b. To receive free educational materials, consumable materials intended for the implementation of specific forms of support;
 - c. to access the content of their data and to rectify, erase or restrict the processing of their data, as well as to object to the processing of their data, if the conditions set out in Articles 15, 16, 17, 18 and 21 of the RODO are met.
2. A Project Participant is obliged to:
 - a. submit of truthful, current, and necessary data required for the Beneficiary to fulfil obligations in terms of data collection, monitoring, and reporting within the Agency's Programme, including confirmation of data completion and submission on the Agency's Governing Platform;
 - b. inform of any changes in the Project Participant's data (especially changes concerning surname, contact phone number) provided in the project documents, within 7 days of the change occurring;
 - c. regularly and punctually attend the Support Forms for which they have been qualified;
 - d. confirm their attendance each time while participating in a given form of support on the attendance list;
 - e. undergo an assessment of the level of competencies and/or qualifications specified in the project before the start of a given form of support and after its completion, or in the form in which the assessment of the acquisition of competencies/qualifications is provided for in specified forms of support;
 - f. submit the participant status after leaving the project, which is verified within 14 days from the end of support in the Project;
 - g. participate in the measurement of the Project's results up to 4 weeks after completing the support, in surveys and evaluations conducted for the purposes of the Project;
 - h. inform the Project Office employees about the loss of student or doctoral candidate status, or the termination of employment with WUST or a Unite! network partner;
 - i. become acquainted with and follow the terms of the project's regulations and its appendices.

§7

Rights and Obligations of the Beneficiary



1. The Beneficiary reserves the right to:
 - a. request for submission of additional documents and statements related to participation in the Project;
 - b. collect, process, and publish Project Participants' data in accordance with applicable personal data protection regulations;
 - c. change the deadlines for the implementation of Support Forms, especially in situations where important reasons arise;
 - d. request for the submission of a certificate confirming student status, doctoral candidate status, or employment at WUST or at a Unite! network partner university;
 - e. monitor the progress of Project Participants taking part in the offered forms of support and conduct Project evaluation;
 - f. make changes to these Regulations.
2. The Beneficiary is obliged to:
 - a. implementation of the Project in accordance with the recruitment regulations and the recruitment announcement, as well as the concluded funding agreement along with its appendixes, in particular in accordance with the funding application and the Beneficiary Guide and its appendixes:
 - Accessibility Standards: Examples of application;
 - Detailed rules for information and promotion of projects funded by FERS resources;
 - Principles of recruitment, reporting, and data collection of participants in projects financed by FERS funds.
 - b. understanding the consequences of non-compliance with the provisions of the Programme as outlined in the correction tariffs, and striving to implement the Project in accordance with the applicable rules;
 - c. ensuring that the substantive staff hold qualifications relevant to the classes conducted in the Project;
 - d. providing technical and facility infrastructure, including rooms and buildings adapted for people with disabilities, such as: ramps, lifts, classes in rooms with appropriate sound systems and adapted equipment;
 - e. following the principles of equal opportunities and non-discrimination in the recruitment process, ensuring accessibility for persons with disabilities and equal opportunities for women and men;
 - f. considering the special needs of participants;
 - g. informing about changes made to the project Regulations;
 - h. issuing a certificate or other documents confirming participation in a particular Form of support.

§8

Information and promotion

1. While implementing project activities, the Project Team and Steering Teams are obliged to fulfil informational and promotional obligations in accordance with the Beneficiary Guide, detailed rules regarding information and promotion in projects financed from FERS funds as specified in Appendix 2 to the Beneficiary Guide, informational and promotional standards contained in Appendix 1 to the Beneficiary Guide, and information posted on the NAWA



website <https://nawa.gov.pl/instytucje/wsparcie-universytetow-europejskich/materialy-informacyjno-promocyjne>.

2. To reach the largest group of participants, a digital information campaign will be conducted using e-leaflets, e-brochures, and e-posters.
3. Project communication activities are planned via:
 - a. the WUST internet portal and the Unite! network site,
 - b. Social media of WUST and partners within the Unite! alliance,
 - c. direct communication with alliance representatives during official meetings.
4. The templates applicable for fulfilling informational and promotional obligations are available at the Project Office.

§9

Horizontal principles

1. Horizontal principles concern: ensuring accessibility for people with special needs, ensuring equal opportunities and non-discrimination, including ensuring gender equality, and implementing the principles of sustainable development.
2. In carrying out project activities, the Project Team and Steering Teams are obliged to adhere to the principles concerning horizontal policies as described in the Recruitment Regulations.
3. To ensure accessibility, the Project Team and Steering Teams are required to adhere to the accessibility standards outlined in Appendix No. 1 of the Beneficiary Guide. These include the training availability standard, the information and promotion standard, and the digital standard.
4. Ensuring equal opportunities and non-discrimination, including gender equality, is considered when selecting members of the Project Team and Steering Teams, as well as during the recruitment of Project Participants for support activities. All individuals are guaranteed fair and full participation in project activities as well as access to the project's products and outcomes.
5. Sustainable development is pursued by minimising the use of paper materials and documents, hosting Steering Team meetings on-line, choosing electronic formats for training materials (following digital standards), and executing information and promotion campaigns primarily via electronic media.

§10

Documentation of substantive activities

1. While implementing project activities, Steering Teams are required to maintain documentation related to the correct substantive execution of these activities in accordance with the Beneficiary Guide requirements.
2. Documents confirming the implementation of substantive activities are submitted to the Project Office.
3. In the case of training courses, summer/winter schools, workshops, seminars, and lectures, the following are required: a programme containing the thematic scope, a description of the target group, learning outcomes, criteria, and methods for verifying outcomes; participant documentation including declarations to join the Project, personal data forms, information clauses, agreements (if required); attendance list; educational and training materials for classes (at least in digital form); confirmation of the distribution and use of educational and training materials to Project Participants; list with exam results, tests, other methods of



verifying the acquisition of qualifications/competences; certificates/statements of completion of the Support Form confirming the acquisition of qualifications/competences; list of issued certificates/statements; evaluation surveys (within the Support Forms implemented in task 3), photos (in the case of a seminar).

4. In the case of publications, the following are required: publication in the form of a link or PDF (articles/material published in international journals listed in the Scopus and Web of Science databases, possessing an index number); bibliographic data of the publication (authors, publication title, journal name, journal number and year of issue or planned publication date).
5. For research and development activities, the requirement is to submit quarterly and final reports detailing the course of the work.
6. For working group meetings, the requirements include: meeting minutes (unless a quarterly report on research and development progress has been prepared), photos (optional).
7. Templates required for documenting substantive activities are available at the Project Office.

§11

Monitoring and evaluation

1. Project activities are monitored on an ongoing basis by the Project Team, allowing for an assessment of the progress in Project implementation.
2. The progress of implementing planned substantive activities for each task is monitored, along with the achievement level of indicators and budget execution.
3. Participants of the project are subject to monitoring. The scope of the monitored data results from the Agency's requirements and is specified in Appendix No. 1 to the Beneficiary Guide: Principles of recruitment, reporting, and data collection of participants in projects funded by FERS.
4. Along with the final report, an evaluation survey concerning the completed Project is filled out, which is a part of the evaluation studies conducted by the Agency.
5. As part of the internal evaluation of the Project, the Steering Team assesses the achieved outcomes based on the reports presented to it.
6. At the level of Support Forms implemented in task 3, Project Participants complete evaluation surveys assessing the completed activities.
7. At the end of the project, an evaluation survey is conducted for those participating in the project activities.

§12

Reporting

1. Project Team and Steering Team are obliged to adhere to the reporting principles outlined in the Beneficiary Guide.
2. Reporting the progress of Project execution to the Agency takes place semi-annually from the start date of the Project. The Agency may change the reporting schedule, including the duration or the method for defining reporting periods, and shall in each instance provide written notice thereof to the Beneficiary. The report is submitted within 14 days from the end of the reporting period to which it pertains.
3. A report on completion is submitted within 30 days from the end of the Project implementation period.



4. The report includes a substantive section covering a description of the progress in the implementation of project activities, a financial section covering a summary of expenses incurred and the financial progress of the Project, and a reporting section covering the Project Participants.
5. The report is prepared by the Project Team, with substantive input provided by the Steering Teams.
6. The report is submitted via the Agency System.
7. Reporting also takes place within the Project and includes reporting from Steering Teams to the Steering Committee.
8. Steering Teams prepare internal substantive reports every 6 months on the actions taken and results achieved, including those related to the partner's tasks within the Unite! alliance. The reports collected by the Project Team are submitted to the Steering Committee, which evaluates, approves them, or orders corrective actions for the implementation of the Project.
9. The template for the internal substantive report is available at the Project Office.

§13 **Sustainability**

1. Steering Teams are obliged to adhere to the principles regarding Project sustainability described in the Recruitment Regulations.
2. According to the internal regulations of WUST, the duty of maintaining sustainability rests with the Project Manager.
3. Sustainability will be provided through:
 - a. utilising the enhancement of staff competencies and qualifications to shape the educational offer and conduct teaching;
 - b. utilising the transfer of knowledge and skills arising from scientific group meetings and sharing of research infrastructure to strengthen ongoing research, to undertake new joint scientific challenges, and to participate in the implementation of long-term research programmes.
4. The purchased fixed assets will be maintained for a period of 3 years from the receipt of the final payment.

§14 **Final Provisions**

1. Matters not regulated in this document are resolved by the Steering Committee and determined by the applicable rules of the European Universities Support Programme.
2. The Project Team reserves the right to amend the Regulations. All amendments to these Regulations require a written form.
3. The regulations and any amendments are published on the project's website and are available at the Project Office.
4. The Project Participants, the Project Team, and the Steering Teams are obliged to accept the Regulations and comply with its provisions.
5. The Regulations shall enter into force on the date of their promulgation.

§15 **Attachments**

Appendix 1 - Recruitment Regulations



European Funds
for Social Development



Republic
of Poland

Co-funded by the
European Union



Appendix 2 - Regulations for the payment of lump sums for travel, subsistence and accommodation