



PROM PROGRAM REGULATIONS – SHORT-TERM ACADEMIC EXCHANGE 2025

§ 1

General provisions

The Regulations define the principles and criteria for granting funds for mobility under the *PROM programme – short-term academic exchange* financed by the National Agency for Academic Exchange, hereinafter referred to as the Project.

1. The PROM programme provides financing for short-term mobility aimed at improving the competences of students, doctoral students and employees of Rzeszów University of Technology and foreign universities cooperating with Rzeszów University of Technology.
2. The Project implementation period is 12 months: from 1 October 2025 to 30 September 2026. Mobilities under the Project can only be implemented during this period. The duration of a single mobility period is from 5 to 30 calendar days, including a maximum of 2 days for travel, in accordance with the NAWA Beneficiary Handbook.
3. The project is aimed at employees of the Faculty of Mechanical Engineering and Aeronautics and the Faculty of Civil, Environmental Engineering, and Architecture, and the Department of International Cooperation, Rzeszów University of Technology. Participation is expected from Rzeszów University of Technology students from all fields of study.
4. The following activities may be financed under the program:
 - 4.1 and second-cycle students of the Rzeszów University of Technology
 - a) group study visits;
 - b) participation in a summer school to improve the competences and qualifications of participants.
 - 4.2 for students of first and second cycle studies at foreign universities cooperating with PRz
 - a) group study visits;
 - b) participation in a summer school to improve the competences and qualifications of participants.
 - 4.3 for doctoral students and research and teaching staff employed at the Rzeszów University of Technology:
 - a) active participation in a conference abroad (speech),
 - b) completing an international research internship, conducting research activities, developing cooperation, acquiring materials for publications, doctoral theses, exchanging good practices and building lasting cooperation relationships.
 - 4.4 for doctoral students and research and teaching staff employed at foreign universities cooperating with PRz
 - a) completing a scientific internship at the Research and Development Institute, conducting research, exchanging experiences and strengthening cooperation;



b) participation in study visits;

4.5 for non-academic staff

participation of employees responsible for coordinating international cooperation of universities in study visits to foreign universities in order to establish cooperation, sign cooperation agreements/understandings, learn about good internationalisation practices and develop competences of staff supporting international activities of students and employees.

5. The mobility grant includes:

- 5.1 a lump sum for subsistence and accommodation costs, a lump sum for travel costs – calculated in accordance with the rates specified in the NAWA Beneficiary Manual (tables in points 6.9.14 and 6.9.15) and in Annex 1 to these Regulations.
- 5.2 scholarships for project participants paid in accordance with the rates specified in the announcement of the call for applications for participation in the program No. 14/2025 and in Annex 1 to these Regulations.
- 5.3 Detailed issues related to the allocation of the Grant are regulated by the Financial Agreement, Annex No. 2 to these Regulations.
6. These funds constitute a scholarship and are fully transferred to the mobility participant. The flat rate represents the entire expense incurred and can only be settled with NAWA after the mobility period ends.
7. Each mobility must lead to the acquisition or improvement of competences/qualifications, which is confirmed by a certificate, the template of which is attached as Annex 3 to these Regulations.
8. Document templates and formal requirements related to the trip are published on the Project website.
9. Each Participant is obliged to settle the mobility within 14 days of its completion by submitting a certificate confirming the completion of the mobility along with a description of the acquired competences/qualifications, completing the NAWA evaluation questionnaire, preparing a mobility report (Annex 8 to these Regulations) and submitting documents required by the internal regulations of the Rzeszów University of Technology regarding the settlement of business trips (e.g. business trip order), if applicable.
10. Detailed principles of financing mobility are specified in the Financial Agreement concluded with the mobility Participant, drawn up on the basis of the template specified by NAWA – the template of the agreement constitutes Annex No. 2 to these Regulations.
11. Confirmation of acquired competencies/qualifications is based on a certificate, a template of which is attached as Appendix 3 to these Regulations, prepared in accordance with the NAWA template. Verification of acquired competencies/qualifications will take place in the form of an interview before the Learning Outcomes Evaluation Committee, no later than 30 days after the end of the mobility period.



§ 2

Recruitment of participants

1. The recruitment of participants is carried out in accordance with the recruitment schedule announced on the project website: <https://dwm.prz.edu.pl/nawa/prom> and the recruitment criteria for individual groups of employees and students contained in these regulations.
2. Recruitment is conducted by the Recruitment Committee, hereinafter referred to as the Committee, for the purpose of conducting the project recruitment procedure. The Committee is composed of: Chairperson: Dr. Bartosz Miller, PhD, Eng., University Professor - Vice-Rector for Student Affairs and Internationalization, and members: Dr. Paweł Rzucidło, PhD, Eng., University Professor - Vice-Dean for Learning, and Edyta Ptaszek, MA, Head of the International Cooperation Department.
3. Recruitment will be conducted in compliance with the standards of equal opportunities for women and men, the principle of non-discrimination and accessibility for people with disabilities, in accordance with the NAWA Beneficiary Handbook.
4. Trips of PRz students:
 - 4.1 Only people who have completed the first year of studies at PRz and have active student status may apply for participation in mobility within the Project.
 - 4.2 Students applying for summer school/study visits should submit the following documents to the International Cooperation Department, building V, room 214 (hereinafter referred to as IRO):
 - a) consent of the dean of the home faculty,
 - b) information on the weighted average grades from the course of studies, certified by the dean's office;
 - c) the result of the English language placement test certified by the CJO
 - d) justification for the desire to participate in mobility,
 - e) documents confirming compliance with the point criteria in accordance with point 4.6Incomplete applications will not be considered.
 - 4.3 Only a person who meets the formal criteria listed in points 4.1 and 4.2 will be admitted to the qualification procedure.
 - 4.4 The following are taken into account in the qualification procedure:
 - a) weighted average grade from the semester preceding recruitment for mobility under the PROM Programme,
 - b) social involvement, additional student activity of a scientific/project nature.The maximum number of points a candidate can obtain is 6 points, including: up to 3 points for the weighted average grade and up to 3 points for social involvement.
 - 4.5 Points for weighted average grades. The committee determines the weighted average grades from the semester preceding enrollment (based on the dean's office



documentation or a printout from the system) and awards points according to the following scale:

- a) from 4.75 to 5.00 – 3.0 points,
- b) from 4.25 to 4.74 – 2.5 points,
- c) from 3.75 to 4.24 – 2.0 points,
- d) from 3.25 to 3.74 – 1.5 points,
- e) from 3.00 to 3.24 – 1.0 point

A candidate whose average is less than 3.00 will not receive a point in this category.

4.6 Scoring for social engagement - the maximum number of points for social engagement is 3 points. Points are awarded based on the candidate's declaration, confirmed by an appropriate person (student group supervisor, President of the Student Government Association, authorized representative of the student organization, vice-dean), and any additional documents. Points are awarded for:

- a) participation in the work of scientific circles – 1 point,
- b) work in student organizations (e.g. AZS, SZPiT "Połoniny", NZS, Student Circle of Beskid Guides, Academic Choir of the Polish Radio and Television) – 1 point,
- c) activity in the Student Government – 1 point,
- d) participation in university promotion events (e.g. Night meetings with science, Educational fairs, PRz Open Days, High School Graduates' Salon) – 1 point
- e) In total, a candidate can receive a maximum of 3 points in this category, even if they complete more than three of the above activities.

4.7 For each candidate, the Commission carries out an assessment which takes into account:

- a) score for grade point average,
- b) number of points for social involvement, number of points for additional student activity,
- c) total points (max. 6).
- d) This sum is the result of the candidate's assessment in the substantive part related to achievements and student activity and is then taken into account in the ranking of candidates in accordance with the principles set out in the recruitment regulations.

4.8 Those who obtain the highest number of points will create a ranking of their mobility participation and will leave in that order.

5. Arrivals of students from foreign universities

5.1 The partner university recruits students and the university coordinator sends a set of documents to DWM, including:

- a) list of students,
- b) stay program (including the date and place of stay, description of the activity, expected results/improvement of competences) –
- c) nomination of students from the home university,
- d) Details of the arrival coordinator from the foreign center (name, surname, position, university name, work email address).
Incomplete applications will not be considered.

5.2 For students traveling abroad, the Rzeszów University of Technology will be responsible for validating learning outcomes. For students traveling abroad, the host university will be responsible for validating learning outcomes .



- 5.3 The recruitment process is carried out until the funds allocated for the mobility specified in the recruitment announcement are exhausted.
- 5.4 The partner university provides Rzeszów University of Technology with the personal data indicated in paragraph 5.

6. Trips of PhD students of PRz.

6.1 Doctoral students applying for mobility must submit the following documents to the International Cooperation Department:

- a) a cover letter including confirmation of previous cooperation with the inviting institution, e.g. publications, projects and information related to the general topic of the doctoral thesis
- b) residency program (e.g. research project, inquiry, laboratory and other tests, learning outcomes);
- c) a current certificate of doctoral student status (Doctoral School) and/or in the case of a PhD student at the University of Technology, consent from the superior/head of the unit to travel;
- d) acceptance by the receiving center;
- e) supervisor's opinion;

Incomplete applications will not be considered.

6.2 If the submitted documents meet the formal assessment criteria, they are subjected to substantive assessment:

- a) Conducting classes in a foreign language in learning programmes implemented at PRz, including those within the Erasmus Programme and BIP.
- b) Publication of articles in foreign-language journals included in the DN20 scientific achievements system.
- c) Active participation (presentation, paper, poster) in international conferences registered in the DN20 scientific achievements system.
- d) Obtaining the results of scientific research created in cooperation with foreign partners, in particular: patents, publications, teaching materials, industrial implementations and other documented effects.

6.3 The assessment of a candidate's internationalization achievements encompasses activities completed over the past three years, counted backward from the recruitment deadline. The assessment is based on the information provided in the application and the documentation submitted by the candidate confirming specific activities, particularly entries in the DN20 scientific achievements system, conference certificates, grant agreements, and other documents confirming international collaboration.



6.4 For each of the above categories, the Committee determines the number of activities completed by the candidate during the period under evaluation and awards points based on this number using a uniform scale: 1 point for one completed activity, 2 points for two completed activities, and 3 points for three or more completed activities. In the case of classes conducted in a foreign language, an activity is defined as the completion of classes in a single semester, while in the other categories, it is defined as a single event, project, proposal, or result (e.g., one article, one conference, one grant application, one patent).

6.5 The internationalization achievement assessment result is the sum of points obtained in all four categories and is included in the candidate's overall assessment in accordance with the principles set forth in the admissions regulations. The Committee's decisions regarding the awarded points are documented in the candidate's assessment sheet, which is an annex to the minutes of the Committee meeting.

6.6 Those who obtain the highest number of points will create a ranking of their mobility participation and will leave in that order.

6.7 The recruitment process is carried out until the funds allocated for the mobility specified in the recruitment announcement are exhausted.

7. Arrivals of doctoral students from foreign universities

7.1 The partner university recruits doctoral students. The university coordinator sends an application to the International Relations Department, including:

- a) guest contact details,
- b) date of stay,
- c) description of activities, purpose of the visit and its expected results, learning outcomes,
- d) a cover letter including confirmation of previous cooperation with the inviting institution, e.g. publications, projects and information related to the general topic of the doctoral thesis

Incomplete applications will not be considered.

7.2 If the submitted documents meet the formal assessment criteria, they are submitted for substantive assessment.

7.3 The recruitment process is carried out until the funds allocated to the mobility specified in the recruitment announcement are exhausted.

7.4 The partner university provides Rzeszów University of Technology with the personal data indicated in paragraph 7.

8. Trips of the academic staff of PRz

8.1 A PRz employee applying for travel shall submit the following documents to DWM:



- a) a programme of the stay indicating the duration of the visit, the purpose of the visit, a description of the activities, the planned results of the visit, and the learning outcomes;
- b) acceptance of the receiving center containing the name of the person directly cooperating with the departing person, the signature of the person in charge of the unit where the visit will take place; a document issued on headed paper is required, and in the case of a conference, confirmation of acceptance of the article to be presented at the conference;
- c) a cover letter including confirmation of previous cooperation with the inviting centre or conference organiser, e.g. publications, projects and justification of the impact of mobility on the development of a scientific career;
- d) consent of the immediate superior to participate in mobility.

Incomplete applications will not be considered.

8.2 If the submitted documents meet the formal evaluation criteria, they will be subject to substantive evaluation according to the following criteria:

- a) Conducting classes in a foreign language in learning programmes implemented at PRz, including those within the Erasmus Programme and BIP.
- b) Publication of articles in foreign-language journals included in the DN20 scientific achievements system.
- c) Active participation (presentation, paper, poster) in international conferences registered in the DN20 scientific achievements system.
- d) Serving as chairman or member of the scientific or organizing committee of international conferences.
- e) Organizing and/or supervising visits of foreign guests from universities or partner institutions under the Erasmus Programme at PRz.
- f) Submitting an application in a foreign grant competition implemented under the Erasmus or NAWA programmes.
- g) Participation in the implementation of a foreign grant or project as an institutional partner.
- h) Obtaining the results of scientific research created in cooperation with foreign partners, in particular: patents, publications, teaching materials, industrial implementations and other documented effects.

8.3 The assessment of a candidate's internationalization achievements encompasses activities completed over the past three years, counted backward from the recruitment deadline. The assessment is based on the information provided in the application and the documentation submitted by the candidate confirming specific activities, particularly entries in the DN20 scientific achievements system, conference certificates, grant agreements, and other documents confirming international collaboration.



8.4 For each of the above categories, the Committee determines the number of activities completed by the candidate during the period under evaluation and awards points based on this number using a uniform scale: 1 point for one completed activity, 2 points for two completed activities, and 3 points for three or more completed activities. In the case of classes conducted in a foreign language, an activity is defined as the completion of classes in a single semester, while in the other categories, it is defined as a single event, project, proposal, or result (e.g., one article, one conference, one grant application, one patent).

8.5 The internationalization achievement assessment result is the sum of points obtained in all eight categories and is included in the candidate's overall assessment in accordance with the principles set forth in the admissions regulations. The Committee's decisions regarding the awarded points are documented in the candidate's assessment sheet, which is attached to the minutes of the Committee meeting.

8.6 Those who obtain the highest number of points will create a ranking of their mobility participation and will leave in that order.

8.7 The recruitment process is carried out until the funds allocated for the mobility specified in the recruitment announcement are exhausted.

9. Arrivals of academic staff from foreign universities

9.1 The partner university recruits staff. The university coordinator sends an application to the International Relations Department, containing the following elements:

- a) guest contact details,
- b) date of stay,
- c) description of activities, purpose of the visit and expected results, learning outcomes.
- d) a cover letter including confirmation of previous cooperation with the host institution (PRz), e.g. publications, projects and those related to the general topic of the doctoral thesis

Incomplete applications will not be considered.

9.2 If the submitted application meets the formal evaluation criteria, it is accepted for funding.

9.3 The recruitment process is carried out until the funds allocated to the mobility specified in the recruitment announcement are exhausted.

9.4 The partner university provides Rzeszów University of Technology with the personal data indicated in paragraph 9.

10. Departures of non-academic staff

10.1 The condition for participation in the recruitment process is employment at PRz in an administrative position or another position that is not an academic teacher.



10.2 Employees of organizational units responsible for international cooperation and handling processes related to the internationalization of the University's activities may participate in study visits to foreign institutions.

10.3 A PRz employee applying for travel shall submit the following documents to DWM:

- a) a programme of the stay indicating the duration of the visit, the purpose of the visit, a description of the activities, the planned results of the visit, and the learning outcomes;
- b) approval of the receiving facility, including the name of the person directly cooperating with the departing person, the signature of the person in charge of the unit where the visit will take place; a document issued on company letterhead is required;
- c) consent of the immediate superior to participate in mobility

10.4 When qualifying candidates, particular consideration is given to:

- a) adequacy of the employee's scope of duties to the subject of the visit,
- b) previous involvement in international activities,
- c) declared method of disseminating and implementing good practices after return.

Incomplete applications will not be considered.

10.5 If the submitted application meets the formal evaluation criteria, it is accepted for funding.

10.6 The recruitment process is carried out until the funds allocated for the mobility specified in the recruitment announcement are exhausted.

11. Within a given recruitment process, a person applying for participation in the PROM Project may submit an application and carry out mobility only within one activity provided for in the Project.

§ 3

Recruitment results and appeals procedure

1. After completing the application process for participation in the Project, ranking lists are prepared.
2. Qualification for the Project is determined by the formal correctness of the submitted documents and the result of the substantive assessment of the recruitment procedure.
3. Persons applying to participate in the Project will be notified of the recruitment results by email.
4. If the number of applicants for mobility exceeds the number of ranking places, those with the highest points will be selected first. If more than one applicant receives the same number of points, the order in which the documents are submitted determines the ranking. The committee verifies the validity of submitted applications, evaluates them according to the criteria defined in the Regulations, and then establishes ranking lists of applications, arranged in descending order according to the number of points obtained.



5. People who are not qualified for the trip because the planned number of places has been filled are placed on a reserve list.
6. Applicants to the project have the right to appeal the Committee's decision within seven days of the official list of applicants being compiled. The appeal body is the Rector of Rzeszów University of Technology. The appeal must include a detailed justification.
7. Confirmation of a person qualified to participate in mobility must be made in writing by email to: prom2025@prz.edu.pl, no later than 3 days after the announcement of the recruitment results.
8. People taking part in mobility under the PROM project cannot stay abroad at the same time under other programmes/projects/scholarships.
9. The share of mobilities undertaken by Polish and foreign staff cannot exceed 30% of the total number of Project Participants, as specified in the NAWA Announcement. If this limit is approached, the International Cooperation Department may limit the number of staff mobilities.
10. Rzeszów University of Technology employees are understood as persons employed at Rzeszów University of Technology on the basis of an employment contract or a civil law contract, whose participation in the Project is substantively justified, in accordance with the definition of staff in the NAWA announcement.
11. If the basic recruitment does not qualify the required number of participants for the project to implement the planned forms of support, it is possible to launch an additional recruitment, the so-called supplementary recruitment.

§ 4

Learning outcomes, their assessment criteria and verification methods

1. Learning outcomes¹:

Participation in mobilities carried out within the Project is intended to lead to an increase in the Participants' competences in three areas

- 1.1 knowledge
- 1.2 skills,
- 1.3 social competences/attitudes.
2. Learning outcomes in the area of knowledge relate in particular to learning about modern technical, organisational and/or didactic solutions and good practices in the internationalisation of learning and research.
3. Learning outcomes in the area of skills relate in particular to the ability to apply acquired knowledge in practice, improve linguistic and communication skills, and work in an intercultural environment.
4. Learning outcomes in the area of social competences/attitudes concern in particular openness to international cooperation, responsibility for implementing an individual work plan during mobility and willingness to share the results of mobility upon return.

¹A learning outcome is what a learner knows, understands and is able to do as a result of learning, expressed in terms of knowledge, skills and social competences.



5. Detailed learning outcomes for a given mobility are determined individually at the stage of submitting the application documents specified in §2 by the Participant, in cooperation with the academic supervisor/supervisor/host university.
6. Criteria for assessing learning outcomes:
 - 6.1 The assessment of the achievement of learning outcomes is made for each Participant in relation to the learning outcomes defined in the application documents specified in §2 .
 - 6.2 The assessment takes into account in particular:
 - 6.2.1 in the area of knowledge – the scope and substantive correctness of the information acquired and the degree of understanding of the solutions presented,
 - 6.2.2 in the area of skills – the ability to apply the acquired knowledge in practice,
 - 6.2.3 in the area of social competences/attitudes – commitment, teamwork, openness to cultural diversity and activity in disseminating mobility results.
7. Learning outcomes are considered to be achieved if:
 - 7.1 the main part of the tasks indicated in the application documents specified in §2 has been completed,
 - 7.2 the verification referred to in paragraph 3 shows that the Participant meets the defined effects in each of the three areas to an at least satisfactory degree.
8. Methods of verifying learning outcomes - the basic method of verifying learning is a conversation (structured interview) before the Committee for Verification of Learning Outcomes in the Project, appointed by the Rzeszów University of Technology.
9. The interview before the Committee is of an examination and summary nature and includes in particular:
 - 9.1.1 discussion of the tasks planned in the application documents specified in §2 and the degree of their implementation,
 - 9.1.2 questions about the increase in knowledge,
 - 9.1.3 questions about acquired skills,
 - 9.1.4 questions about social competences/attitudes.
10. The Committee makes an assessment based on an interview with the Participant, using an assessment sheet related to the learning outcomes specified in the application documents specified in §2 .
11. To confirm the results of the interview, the Committee may take into account in particular: the mobility report/statement, documents confirming participation in the activities covered by the mobility.
12. A positive result of the verification by the Committee is a condition for recognizing the mobility as having been implemented in accordance with the objective of the Project.