

Regulations for Participation in the Project
as part of enhancing the competencies of staff involved in the education process

These regulations define the rules for recruitment and participation in the project “Teaching Staff and Doctoral Student Training Hub at the University of Szczecin,” contract no. FERS.01.05-IP.08-0155/23-00, co-financed by the European Union under the European Funds for Social Development 2021-2027 (FERS), Priority 1: Skills, Measure 01.05: Skills in Higher Education.

§1.

General Provisions

1. The beneficiary of the funding is the University of Szczecin.
2. The National Centre for Research and Development serves as the Intermediary Institution.
3. The main objective of the project is to build the potential of the University of Szczecin by implementing comprehensive activities aimed at enhancing the competencies or qualifications of teaching staff, as well as the competencies or qualifications of doctoral students at the University of Szczecin.
4. The objective of the task titled SUPPORT PROGRAM FOR US DOCTORAL STUDENTS is to develop mandatory teaching, digital, and green transition competencies of the university’s teaching staff.
5. The project implementation period is from 01.01.2024 to 30.06.2026.

§2.

Definitions and General Terms

The terms used in these Regulations mean:

1. project – the project “Teaching Staff and Doctoral Student Training Hub at the University of Szczecin”, co-financed by the European Union under the European Funds for Social Development 2021-2027 (FERS), Priority 1: Skills, Measure 01.05: Skills in Higher Education, implemented under contract no. FERS.01.05-IP.08-0155/23-00 concluded between the University of Szczecin and the National Centre for Research and Development;
2. University – the University of Szczecin, headquartered at al. Papieża Jana Pawła II 22a, 70-453 Szczecin;
3. Project Department – an administrative unit of the University of Szczecin, headquartered at al. Papieża Jana Pawła II 31, 70-453 Szczecin, overseeing the implementation of the project using external funding sources;
4. project manager – a person authorized by the Rector to manage the project;

5. substantive manager for the support program for us doctoral students (hereinafter SMD) – a person responsible for the substantive and logistical coordination of tasks;
6. project participant (hereinafter PP) – a doctoral student as defined in § 200 of the Act – Law on Higher Education and Science (Journal of Laws 2024, item 1571, as amended);
7. support – training, e-learning courses, study visits dedicated to the project participant, included in the SUPPORT PROGRAM FOR US DOCTORAL STUDENTS as part of the project's tasks;
8. project office – located at the Project Department, al. Papieża Jana Pawła II 31, Szczecin, room 313, and at the Doctoral School, ul. Mickiewicza 16, Szczecin, room 106;
9. project website – <https://kuznia.usz.edu.pl>;
10. project participant documents – the personal data processing form (a document enabling the monitoring of project participants' data), the project application form, and GDPR statements on personal data processing – all of these documents must be completed by each project participant before receiving support under the project.

§3.

Conditions for Participation in the Project

1. Participation in the project is free of charge for PP.
2. The recruitment process respects the principles of equal opportunities and non-discrimination, including accessibility for persons with disabilities, as well as gender equality. It also aligns with the principles of sustainable development, meaning that environmentally friendly solutions will be applied during recruitment.
3. The support is directed at PP representing doctoral students of the University.
4. The status of PP must be maintained throughout the entire participation period in the project.
5. The PP is required to:
 - complete and sign the PP documents specified in §2(10) and provide information necessary for the evaluation, monitoring, and proper implementation of the project,
 - inform the SMD (via email or in writing) in case of withdrawal from the project,
 - notify the SMD of any changes to personal data,
 - complete an evaluation survey each time before (pre-test) and after (post-test) receiving support.
6. Providing personal data is voluntary; however, failure to do so will result in the inability to participate in the project.

Failure to comply with the participation rules outlined in these Regulations may result in the removal of PP from the list of project participants.

§4.

General Recruitment Conditions

1. The following criteria play a decisive role in qualifying participants for the project:
 - 1) formal criteria:
 - a) correct submission of the completed registration form (online);
 - b) confirmation that the candidate has accepted the Regulations and will comply with its terms (online);
 - c) submission of a document confirming the status of a doctoral student in accordance with §3(3);
 - d) submission of the formal documents attached to the registration form.
 - 2) substantive criteria:
 - a) list of publications included in the registration form;
 - b) participation in a conference (active);
 - c) participation in projects/grants.
 - 3) qualification criteria include:
 - a) List of publications (max. 4) – 1 point per scientific publication if it is not included in the ranked scientific journals of the Ministry of Science and Higher Education (MNiSW), in the case of publications included in the ranked scientific journals of MNiSW, the candidate receives 2 or more points. A maximum of 4 publications may be submitted. A scientific publication is defined according to the MNiSW Regulation of 22 February 2019, §9.
 - publication not included in the ranked scientific journals of the Ministry of Science and Higher Education (MNiSW) – 1 point
 - publication in scientific journals scored by the Ministry of Science and Higher Education (MNiSW) for 20 points – 2 points
 - publication in scientific journals scored by the Ministry of Science and Higher Education (MNiSW) for 40-70 points – 3 points
 - publication in peer-reviewed scientific journals of the Ministry of Science and Higher Education (MNiSW) for 100 points or more – 5 points
 - b) conference participation (max. 4) – 1 point for each conference
 - c) participation in projects/grants (max. 4) – 1 point for each project/grant
2. Applications are assessed by a committee appointed by the SMD, consisting of three professors from the University.
3. All doctoral students will be informed of their qualification for the project by the SMD via email.
4. All doctoral students placed on the reserve list will be admitted to the project if a previously accepted candidate withdraws or is removed from the list.
5. If there is an insufficient number of applications, participant rotation, or other justified reasons, a supplementary recruitment process may be conducted.
6. Doctoral students qualified for the project will receive the status of project participants.

§5.

Rules for Providing Support

1. Mandatory support within the project is directed at the University's doctoral students to enhance their competencies directly related to teaching activities, digital skills, and competencies for the green transition. In this regard, the following training modules are planned in English:
 - BLOCK I – TEACHING COMPETENCIES: The following topics are planned within this block, divided into modules: PBL (problem-based learning) – learning through problem-solving (3h); Innovative teaching methods (6h); Discussion as a teaching method – past, present, and future (3h);
 - BLOCK II – DIGITAL COMPETENCIES: The following topics are planned within this block: Digital proficiency – what it is and why it is worth acquiring (4h); E-learning platforms (4h); Digital resilience – mental health in the digital world (4h);
 - BLOCK III – COMPETENCIES FOR THE GREEN TRANSITION: The following topics are planned within this block: Methods and technological tools for reducing CO2 emissions in modern scientific research (6h); Challenges of the green transition in science (6h).
2. PP will receive a training voucher worth up to PLN 2,000.00. The training voucher may be used for training in the design and implementation of scientific research or in the commercialization of knowledge and research results. Participation in this form of support will be possible after completing the first form of support, i.e., the training modules. This form must be completed by the end of 2025.
3. PP will participate in a study visit lasting from 3 to 5 days at academic institutions in Poland or abroad. Participation in this form will be possible after completing the first form of support, i.e., the training modules. This form must be completed by the end of 2025.
4. A prerequisite for participation in the project is a declaration of full participation in all types of support listed in paragraphs 1, 2, and 3.

§6.

1. Before starting the training, course, or workshop specified in §5(2), the doctoral student must obtain approval from the SMD. This approval is granted based on an application for participation in external training and a general training program.
2. It is stipulated that, upon request from the project administration, the PP may also be required to provide proof of market research, such as printed emails with received price offers, printed screenshots of training institutions' websites with pricing offers, or other relevant documentation (if applicable), or a justification in the application explaining the choice of the training provider.
3. The University commits to financing individual training, courses, or workshops aimed at enhancing competencies within the framework of the training voucher. The costs incurred in connection with the support chosen by the PP must be

documented and settled based on actual expenses. In justified cases, after approval of the training participation application, the PP may apply for an advance payment before or during the training.

4. The costs specified in paragraph 3 will be reimbursed based on a complete set of documents submitted by the PP no later than 21 days after the training is completed (in justified cases, this deadline may be extended). Required documents include an application for reimbursement of incurred costs, proof of registration for the training, a training registration form or training order (depending on the registration procedure at the training provider), an invoice or equivalent document (issued in the PP's name), proof of payment, and a copy of the certificate or confirmation issued for the PP by the training provider.
5. The maximum amount allocated per PP is PLN 2,000.00. This amount covers training costs only; additional expenses such as per diems, accommodation, and travel costs are not covered by project funds. Increasing the funding per PP will only be possible after all participants have completed the support program, subject to available resources.

§7.

Rights and Obligations of the Project Participant

1. The PP has the right to:
 - a) participate in all classes offered as part of the SUPPORT PROGRAM FOR US DOCTORAL STUDENTS;
 - b) participate in the project;
 - c) receive a certificate confirming the completion of the project;
 - d) access and update personal data.
2. The PP is required to:
 - a) submit the documents specified in §6(4);
 - b) inform about any changes in personal data, particularly changes in surname, place of residence, phone number, or email address;
 - c) complete an evaluation form/survey after the project ends;
 - d) provide any additional documents necessary for project completion upon request by SMD;
 - e) sign the attendance list, if applicable.

§8.

Final Provisions

1. These Regulations come into force on the date of publication and are available on the project website.

2. The project implementer reserves the right to amend these Regulations, program documents, and introduce additional provisions in the event of changes in project guidelines and implementation conditions.
3. Matters not regulated by these Regulations are decided by SMD, after consulting the project manager and the Project Department.

Attachments to the Regulations:

- personal data processing form,
- GDPR declarations,
- project application form,
- application for participation in external training,
- application for reimbursement of incurred costs,
- application for a study visit.