



Fundusze Europejskie  
dla Rozwoju Społecznego



Rzeczpospolita  
Polska

Dofinansowane przez  
Unię Europejską



## REGULATIONS ON THE RECRUITMENT OF FOREIGN PhD STUDENTS AND STAFF

for participation in the PROM Project – short-term academic exchange implemented by the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences (hereinafter referred to as the “Project”)

### §1 Introductory information

1. These Recruitment Regulations define in particular the rules of recruitment and the criteria for the evaluation of applications submitted by Project participants, as well as the objective of the support offered under the Project, the scope and subject matter of the support offered under the Project, target groups, participant profiles, eligibility criteria, rules for granting support under the Project, the standard of requirements describing the competences acquired as a result of the support, criteria for evaluating learning outcomes after completion of the support, and methods for verifying learning outcomes based on the adopted criteria.
2. The objective of the Project is to introduce a comprehensive and structured system for managing international mobility which, in both the short-term and long-term perspective, will influence the quality of education in doctoral schools and strengthen the international character of research conducted at the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences (hereinafter: “IBB PAS”), and consequently increase their scientific level and the recognition of the Institute, as well as its attractiveness as an employer and as a place for pursuing doctoral training.
3. The Institute of Biochemistry and Biophysics implements the Project on the basis of Agreement No. BPI/PRO/2025/1/00036/U/00001 concluded with the Polish National Agency for Academic Exchange.
4. These Recruitment Regulations have been prepared on the basis of the agreement referred to in point 3 above, including the Beneficiary’s Handbook constituting Appendix No. 3 to that agreement, as well as on the Call for Applications for participation in the PROM programme. The template agreement, the Beneficiary’s Handbook and the Call for Applications are available on the website of the Polish National Agency for Academic Exchange (<https://nawa.gov.pl/>).
5. The programme is financed by the Polish National Agency for Academic Exchange from European funds under the European Social Fund 2021–2027 (FERS).

### §2 Project implementation period

1. The Project shall be implemented from 1 October 2025 to 30 September 2026.
2. The implementation of the activities referred to in §3 must be completed no later than 30 September 2026.

### **§3 Supported forms of activity for foreign participants**

1. Under the Project, IBB PAS finances – from funds provided by NAWA – short-term scholarship exchanges lasting from 5 to 30 days (including travel time). Travel to and from the host institution included in the mobility may not exceed 2 days in total.
2. Under the Project, it is possible to co-finance short-term scholarship exchanges of staff from foreign institutions, provided that they fall within the thematic scope of the Project and that participants carry out at least one of the following activities during the exchange:
  - 2.1. conducting joint scientific research with IBB PAS research teams,
  - 2.2. delivering teaching activities,
  - 2.3. transfer of good practices in the use of artificial intelligence in teaching and scientific research,
  - 2.4. participation in the preparation of a grant application involving international cooperation.
3. Under the Project, it is possible to co-finance short-term scholarship exchanges of PhD students from foreign institutions, provided that participants carry out at least one of the following activities during the exchange:
  - 3.1. obtaining materials for a doctoral dissertation or a scientific article
  - 3.2. performing measurements using unique research equipment, testing research apparatus,
  - 3.3. participation in the preparation of a grant application involving international cooperation or a manuscript.
4. The activities referred to in point 2 above shall be carried out primarily in an on-site format. In exceptional and justified cases, with the consent of the Recruitment Committee, these activities may be carried out in a blended format, provided that this does not hinder the achievement of the expected mobility outcomes.
5. One mobility may include more than one form of activity, provided that all such forms are organised during a single visit (e.g. participation in workshops and obtaining materials for a scientific article).

### **§4 Project participants**

1. Project participants may be persons belonging to one of the following groups:
  - 1.1. foreign PhD students,
  - 1.2. representatives of academic or research staff from abroad.
2. Definitions used in the Project
  - 2.1. A PhD student is a person holding PhD student status in accordance with the rules applicable at the foreign institution.
  - 2.2. An academic or research staff representative is a person employed in a scientific or teaching position at a foreign institution.

- 2.3. A foreign institution is a research institute, university, or other entity whose primary activity is scientific research.
3. A **Project participant** may be a person who, at the time of application and throughout the Project's participation, holds the status of a PhD student or an employee of a foreign institution.
  4. The Project provides funding for **9 incoming short-term exchanges**, including:
    - 4.1. 6 grants for foreign PhD students,
    - 4.2. 3 grants for foreign research staff.
  5. Project participants shall be selected through a competitive procedure.
  6. The Project is addressed to all persons regardless of health status or disability and is implemented in accordance with the principles of equality and non-discrimination.

### **§5 Rules for the implementation of short-term scholarship exchanges**

1. for foreign participants a short-term scholarship exchange of PhD students or academic/research staff carried out at IBB PAS (hereinafter referred to as "Mobility") may be co-financed under the Project, provided that **all** of the following conditions are met:
  - 1.1. it concerns at least one of the activities referred to in §3 point 2;
  - 1.2. it ends within the period referred to in §2 point 2;
  - 1.3. the subject matter of the mobility falls within the thematic scope of the Project, i.e. concerns interactions between organisms and the environment;
  - 1.4. the application has received a positive evaluation by the Recruitment Committee and has been placed on the ranking list, i.e. it has obtained the minimum required number of points in the evaluation of the application;
2. the scholarship may be awarded to a given person only once during the duration of the PROM Project;
3. the Mobility is implemented on the basis of an agreement using the template constituting Appendix No. 1z to the Recruitment Regulations;
4. for the incoming mobility, an individual mobility plan has been prepared using the template constituting Appendix No. 2z to the Recruitment Regulations;
5. the participant has fulfilled all obligations referred to in §8.

### **§6 Rules for the recruitment of Project participants**

1. Recruitment of Project participants is conducted through a competitive process on a continuous basis until available funds are exhausted.
2. Information on the exhaustion of funds will be published on the Project website.
3. In the case of financing incoming mobilities of foreign PhD students and foreign staff members, the competition application is submitted **on behalf of the foreign Candidate** by an IBB PAS research employee holding at least a doctoral degree (hereinafter referred to as the "Inviting Staff Member")
4. The application must be approved by the head of the laboratory of the Inviting Staff Member

5. The Inviting Staff Member submits the recruitment application in electronic form via the link: electronic application form (the template of the application for participation in the Project constitutes Appendix No. 3z to the Recruitment Regulations).
1. The Candidate is required to submit the application in electronic form bearing an electronic signature recognised in Poland or to send a scan of the document signed by the Candidate to the following address: [prom\\_2025@ibb.waw.pl](mailto:prom_2025@ibb.waw.pl).
2. Any questions or doubts at the recruitment stage may be addressed to:  
[prom\\_2025@ibb.waw.pl](mailto:prom_2025@ibb.waw.pl).
3. A condition for participation in the recruitment process is the submission of the application **in English**, together with:
  - 3.1. consent to the processing of personal data (scan of the document signed by the Candidate);
  - 3.2. a declaration of meeting the eligibility criteria (scan of the document signed by the Candidate).
4. All documents must be attached to the electronically submitted application as PDFs.
5. Original documents, i.e., the application (if submitted as a scan), the consent to the processing of personal data, and the declaration of meeting the eligibility criteria, must be delivered to **DBWN** during the mobility period.
6. If the participant plans to deliver teaching activities, the application requires the Head of Doctoral Studies' consent. (Appendix No. 7z to the Recruitment Regulations).  
The consent shall be delivered to DBWN or sent as a document signed with an electronic signature to: [prom\\_2025@ibb.waw.pl](mailto:prom_2025@ibb.waw.pl).
7. Applications approved for funding by the Recruitment Committee that do not contain the required confirmations referred to in point 5 above shall be placed on a **reserve list**.  
Candidates will receive final confirmation of funding for the planned activity after the missing documents have been submitted.
8. All applications will be checked for completeness by DBWN and for compliance with eligibility and formal requirements by the Project Team, which will then forward the eligible applications for further evaluation by the Recruitment Committee.
9. Incomplete applications or applications containing formal deficiencies will be returned for correction. The Applicant will have no more than **5 working days** to correct the application. The Applicant is entitled to **one opportunity** to correct the application.  
Applications not corrected within the specified deadline shall be rejected.
10. The evaluation of applications is carried out by the Recruitment Committee, which shall consist of: the Project Academic Coordinator, research staff members designated by the Project Academic Coordinator, and, in the case of PhD student applications, the Head of the Doctoral School or a person designated by them.
11. The Recruitment Committee meets on the **first Monday of each month**. If this date falls on a non-working day, the Committee meets on the first working day thereafter.  
It is permissible for the first meeting of the Recruitment Committee to take place on a date other than that provided for in these Regulations.
12. In justified cases, the Recruitment Committee may meet more frequently than once a month.

13. The dates of Recruitment Committee meetings will be published on the Project website.
14. The application, together with any attachments, must be submitted **no later than 2 weeks before** the Recruitment Committee meeting.
15. Applications submitted after this deadline will be considered at the next meeting.
16. Recruitment is open in nature. All persons meeting the criteria set out in these Recruitment Regulations are invited to participate in the Project.
17. The Recruitment Committee shall evaluate applications, taking into account the available financial resources, and shall then prepare ranking lists.
18. IBB PAS reserves the right to shorten the duration of the mobility in the event of limitations related to the achievement of the Project's quantitative indicators.
19. Failure to consent to the shortening of the mobility shall result in the rejection of the application.
20. Separate ranking lists shall be prepared for PhD students and for research staff.
21. Applications shall be evaluated based on the following criteria:
  - 21.1. compliance of the subject matter of the mobility with the thematic scope of the Project, i.e. interactions between organisms and the environment (formal criterion: yes/no) Failure to meet this criterion results in rejection of the application.
  - 21.2. value of the mobility in the context of improving the quality of education at IBB PAS, including the incorporation of AI elements into the education process – 0 or 2 points;
  - 21.3. value of the mobility in the context of conducting joint research work and achieving synergy with IBB PAS research groups – 0–9 points; The assessed aspects include the prospects for developing cooperation between IBB PAS and the sending institution and the mobility participant, including the preparation of a joint project or joint publication (9 points – very high potential; 0 points – no potential);
  - 21.4. value of the mobility in the context of introducing innovative research methods at IBB PAS – 0–4 points (4 points – very high potential; 0 points – no potential);
  - 21.5. scientific achievements of the Candidate – 0–3 points (outstanding achievements at the given stage of the academic career – 3 points; very significant achievements – 2 points; moderate achievements – 1 point; no achievements – 0 points).
22. The minimum number of points required for an application to receive a positive evaluation is **10 points**.
23. In the event of a limited number of places and an equal number of points obtained by Candidates, priority shall be given to Candidates who obtained a higher score under criterion c).
24. If, as a result of the recruitment procedure, the number of applications positively evaluated by the Recruitment Committee exhausts the funds allocated under the Project for co-financing short-term scholarship exchanges, the Committee may establish a **reserve list**.
25. The ranking lists and the reserve list shall be made public within **3 days** of their approval by the Recruitment Committee.
26. The lists will be published on the IBB PAS internal website, under the PROM tab.

27. In the event of resignation from participation in the Project by persons placed on the ranking list, their places shall be taken by subsequent persons from the reserve list.
28. A Candidate may appeal against a negative decision of the Recruitment Committee, i.e. rejection of the application, to the Director for Scientific Affairs, presenting arguments for reconsideration of the application.
29. If the appeal is upheld, the application shall be re-evaluated by another expert.
30. Information on the exhaustion of funds will be published on the Project website.

### **§7 Individual mobility plan and evaluation of learning outcomes**

1. The Inviting Staff Member prepares, in cooperation with the Participant, an **Individual Mobility Plan**.
2. Within the mobility plan, the following shall be specified: the scientific/teaching objective, the scope of tasks, detailed learning outcomes and the method of their evaluation. The plan shall be submitted to DBWN. (The template of the Individual Mobility Plan constitutes Appendix No. 3z to the Recruitment Regulations).
3. A condition for the preparation of the Individual Mobility Plan is the submission by the Participant of the Agreement signed with a qualified electronic signature and the NAWA documents referred to in §8 point 1(b).
4. The mobility Participant shall carry out a **self-assessment of competences before and after** the mobility, in accordance with the procedure set out in the Individual Mobility Plan.
5. Project Participants are obliged to undergo **verification of learning outcomes** within the Project. (hereinafter referred to as “Verification of Learning Outcomes”) In accordance with the evaluation method specified in the Individual Mobility Plan.
6. An Expert designated by the Recruitment Committee (the Expert may not be the Inviting Staff Member) shall verify the Learning Outcomes on the basis of:
  - 6.1. analysis of the Mobility Report  
(the template of the Mobility Report constitutes Appendix No. 4z to the Recruitment Regulations);
  - 6.2. an interview, presentation, or completion of a practical task in accordance with the method described in the Individual Mobility Plan.
7. In the event of a **positive Verification of Learning Outcomes**, the Expert shall issue a **Certificate** to the Project Participant **confirming the acquisition of the above competences** and shall forward the relevant documentation to DBWN.  
(the template of the Certificate constitutes Appendix No. 5z to the Recruitment Regulations).
8. In the event of **negative Verification of Learning Outcomes**, the Institute reserves the right to **withhold payment of the second instalment of the co-financing**.

### **§8 Obligations of participants – before the start of mobility**

1. The obligations of PROM Project participants shall include, in particular:

- 1.1. submission to DBWN of the agreement referred to in §5 point f, signed with an electronic signature;  
Submission of a scan of the signed document is permitted, provided that the original agreement is delivered during the mobility.
- 1.2. completion in the NAWA electronic system of the participant form containing (The link to complete the forms will be provided after submission of the agreement in electronic form.):
- 1.3. declaration of participation in the Project,
  - personal data form of the Project participant,
  - information clauses concerning the processing of the Project participant's personal data;
2. submission to DBWN of confirmation of successful registration in the NAWA system together with copies of the forms referred to in point b) and a declaration of the validity of the data referred to in §4, in particular concerning the status of a PhD student or staff member. The documents must be submitted in electronic form to [prom\\_2025@ibb.waw.pl](mailto:prom_2025@ibb.waw.pl) no later than **3 working days before** the start of the mobility;
3. Persons applying for participation in the Project who, due to special individual needs, including disability, require additional support in the recruitment process and the implementation of the Project are requested to notify DBWN in advance of all individual needs. The organisers shall make every effort to ensure that the required support is provided to the greatest extent possible, within organisational, technical and financial capabilities.

### **§9 Obligations of participants after completion of the mobility**

1. The obligations of PROM Project participants shall include:
  - 1.1. submission to DBWN of the **Mobility Report** on the last day of the mobility;
  - 1.2. participation in the **assessment of acquired competences** in accordance with the type of mobility and the description included in the Individual Mobility Plan;
  - 1.3. completion of the **evaluation questionnaire** within **14 days** of completion of the mobility;
  - 1.4. submission to DBWN of documents enabling the precise determination of the duration of the mobility, such as boarding passes, tickets, etc.

### **§10 Information obligations of mobility participants**

1. The mobility participant is obliged to:
  - 1.1. provide necessary information by completing evaluation questionnaires both during the Project implementation and after its completion, for the purpose of monitoring programme outcomes. The questionnaires must be submitted at the designated place and within the designated time limit. The Project Team may request the participant to supplement the questionnaire. If supplementation is required, the participant is obliged

to make the required corrections within **5 working days** from the date of notification of such requirement;

2. participate in Project evaluation meetings organised by the Project Team;
3. participate in the Project evaluation conducted by NAWA;
4. mark all works, materials and documents prepared under or in connection with the Project and made publicly available with appropriate logos and information on financing. Detailed information in this regard shall be provided to Participants after signing the agreement with IBB PAS.
5. inform IBB PAS of the loss of PhD student or staff status within **7 days** of the occurrence of such an event, if this fact occurs during the period from submission of the application to completion of the mobility;
6. inform IBB PAS on an ongoing basis of any circumstances that may affect the proper implementation of the provisions of these Regulations and the agreement;
7. direct correspondence concerning the Project to the following e-mail address:  
[prom\\_2025@ibb.waw.pl](mailto:prom_2025@ibb.waw.pl).

### §11 Rules for financing mobility

1. Co-financing of an incoming mobility includes:
  - 1.1. a scholarship in the amount of **PLN 125.00 per day** for PhD students;  
**PLN 250.00 per day** for persons holding a doctoral degree;
  - 1.2. a **lump sum for subsistence and accommodation costs** in accordance with Annexe x (see Appendix No. 6z to the Recruitment Regulations);
  - 1.3. a **lump sum for travel costs** in accordance with the annexe, the amount of which depends on the country to which the incoming mobility takes place (see Appendix No. 6z to the Recruitment Regulations).
2. Participants of short-term exchanges implemented in a **blended format** (partly remote and partly on-site) are entitled to benefits:
  - 2.1. as for exchanges implemented in an on-site incoming format – for the period of mobility carried out on-site; and
  - 2.2. as for exchanges implemented in a remote format – for the period of mobility carried out remotely.
3. The Participant shall receive the **first instalment of co-financing, amounting to 80% of the mobility costs**, as an advance payment for the implementation of the mobility.
4. Payment of the first instalment of co-financing is conditional upon the fulfilment of all obligations and submission to DBWN of the documents referred to in §8 point e).
5. Payment of the first instalment of co-financing shall take place no later than **14 days** after fulfilment of the conditions referred to in point 4 above.
6. The Participant may organise travel independently or submit a request to DBWN for travel and accommodation organisation. If DBWN covers part of the costs related to the Participant's travel, the first instalment of co-financing in the amount of 80% shall be **reduced by the amount** IBB PAS expends to cover the costs incurred.

7. The Project Participant is obliged to **settle the co-financing** within **14 days** of completion of the mobility.  
The Inviting Staff Member is obliged to supervise and support the Participant in fulfilling the formal requirements.
8. Payment of the **second instalment of co-financing** shall take place within **14 days** of fulfilment of all requirements referred to in §9.
9. The Participant is entitled **only to the lump-sum cost**; any amount exceeding this shall not constitute grounds for receiving a higher co-financing amount.
10. Co-financing is paid in **PLN** and does not include costs related to currency exchange for the mobility co-financing.
11. Documents enabling precise determination of the duration of the stay, such as boarding passes or railway tickets, shall be required for the settlement of the mobility.
12. In the event of failure by the Participant to comply with the provisions of these Recruitment Regulations or the agreement, IBB PAS shall have the right to **demand reimbursement of costs** related to the Participant's participation in the Project, which does not exclude the possibility of pursuing damages by IBB PAS under general principles.

## §12 Final provisions

1. These Regulations shall enter into force on the date of publication.
2. In all activities carried out under the Project, IBB PAS undertakes to comply with the principles of **sustainable development, gender equality, equal opportunities and non-discrimination**, in particular on the grounds of disability, age, race, nationality, political beliefs, trade union membership, ethnic origin, religion or any other legally protected characteristic. Relevant documents in force at IBB PAS implementing these principles shall apply.
3. IBB PAS reserves the right to amend these Regulations as necessary due to changes in the guidelines for implementing the Project.
4. In matters disputed or not regulated by these Regulations, decisions shall be taken by the **Project Academic Coordinator**.

## Appendices

The Appendices constitute an integral part of these Regulations:

- **Appendix No. 1z** – Agreement with the participant
- **Appendix No. 2z** – Application for participation in Mobility  
(PhD student / staff)
- **Appendix No. 3z** – Individual Mobility Plan
- **Appendix No. 4z** – Mobility Report
- **Appendix No. 5z** – Certificate of acquisition of competences



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- **Appendix No. 6z** – Lump sums for travel and subsistence costs – amounts
- **Appendix No. 7z** – Consent of the Head of Doctoral Studies