



## REGULATIONS OF THE *PROM* PROGRAM – *SHORT-TERM ACADEMIC EXCHANGE*

### § 1

#### General Provisions

1. The regulations define the principles and criteria for awarding funds for mobility under the *PROM* program – *short-term academic exchange* funded by the Polish National Agency for Academic Exchange (NAWA).
2. The *PROM* program envisages financing short-term mobilities aimed at enhancing the competencies of students, PhD students, and staff of the University of Wrocław.
3. The program lasts from October 1, 2024, to September 30, 2025. Mobilities may begin no earlier than January 1, 2025, and must end no later than August 31, 2025.
4. The program may finance the following activities:
  - 4.1. for students of first and second cycle studies and integrated Master's degree programs:
    - group study visits;
    - participation in summer/winter schools, courses, and other organized forms of skill and competence development.
  - 4.2. for PhD students and employees of the University of Wrocław:
    - active participation in international conferences (presentations, including poster sessions),
    - acquiring materials for PhD thesis or scientific articles,
    - participation in summer or winter schools,
    - conducting measurements using unique apparatus, testing research equipment or unique artistic instruments,
    - participation in short educational formats such as courses (including intensive courses contributing to educational processes), workshops, professional internships or industrial placements as well as study visits, including those conducted at business enterprises;
    - conducting archival or library research,
    - delivering teaching activities,
    - preparing international grant applications.
5. The grant consists of a lump sum for travel, a lump sum for subsistence costs, and a stipend calculated according to rates specified by NAWA in the Beneficiary Manual (tables in sections 6.9.14 and 6.9.15). Detailed issues regarding the grant are governed by the Financial Agreement (Annex 1).
6. Each mobility must lead to the acquisition or enhancement of competencies/qualifications, confirmed by a certificate, the template of which is provided in Annex 2 to these Regulations.
7. Each participant must settle their mobility within 14 days of its completion. The settlement includes presenting a certificate confirming the mobility, along with a description of acquired skills/competencies, completing an evaluation survey, and submitting financial



documentation of the delegation. The certificate template is attached to the financial agreement.

8. Funds amounting to PLN 1,626,250.00 are allocated for the mobility of students, PhD students, and staff, while PLN 129,000.00 is reserved for enrollment fees.

## § 2

### Participant Recruitment

#### 1. Student travel

##### 1.1. Individual travel

1.1.1. Only individuals who have completed the first year of studies at the University of Wrocław and hold an active student status may apply for a grant.

1.1.2. Students applying for individual travel to summer/winter schools, courses and other organized formats must submit the following documents to the International Cooperation Office (BWM):

- a motivational letter;
- the event program;
- certificate of the overall grade point average for the entire studies (minimum GPA: 4.0).
- confirmation of proficiency in the language in which the event is conducted at the B2 level
- a letter of recommendation from an academic teacher at the University of Wrocław (UWr)

Incomplete applications will not be considered.

1.1.3. If the submitted documents meet the formal evaluation criteria, they will be approved for funding. If the application is incomplete, the missing document must be submitted within 2 business days from the notification.

1.1.4. The application process is continuous, until the funds are exhausted. The order of applications will be decisive.

##### 1.2. Group travel

1.2.1. The academic employee organizing the student travel submits an application to the International Cooperation Office (BWM) that includes:

- a list of participants in the group travel along with the recruitment protocol.
- a program of stay containing the following information: the date and location of the travel, a description of activities, and planned outcomes.



Incomplete applications will not be considered.

1.2.2. The person organizing the travel will be responsible for confirming the learning outcomes of the participants by issuing certificates (template provided by the International Cooperation Office).

1.2.3. The group cannot consist of more than 10 participants.

1.2.4. The application process is continuous, until the funds are exhausted. The order of applications will be decisive.

## 2. Incoming students:

2.1. An academic staff member who wants to invite a group of students from a foreign institution submits a complete set of documents to the International Cooperation Office (BWM), including:

- list of students,
- program of stay (including the date and location of the stay, a description of activities, and expected outcomes),
- nomination of students from the home university.

Incomplete applications will not be considered.

2.2. The organizer of the travel will be responsible for verifying the participants' learning outcomes.

2.3. The application process is continuous, until the funds are exhausted. The order of applications will be decisive.

## 3. PhD students' travel

3.1. PhD students applying for the travel submit the following documents to the International Cooperation Office:

- a motivation letter,
- a program of stay (e.g. research project, literature review, laboratory research, and others),
- a current certificate confirming PhD student status,
- acceptance from the host institution,
- a recommendation from the supervisor,
- approval from the head of the doctoral school for the travel,
- proof of proficiency in the language in which the visit program will be conducted.

Incomplete applications will not be considered.

3.2. If the submitted documents meet the formal evaluation criteria, they will be accepted for funding.

3.3. The application process is continuous, until the funds are exhausted. The order of applications will be decisive.



#### 4. PhD student arrivals

4.1. An academic staff member inviting the PhD student submits an application to the International Cooperation Office (BWM) containing:

- guest's contact details
- date of stay,
- a description of activities, the purpose of the visit, and its expected outcomes.

Incomplete applications will not be considered.

4.2. If the submitted documents meet the formal evaluation criteria, they will be approved for funding.

4.3. The application process is continuous, until the funds are exhausted. The order of applications will be decisive.

#### 5. Academic staff travel

5.1. The employee applying for the travel submits the following documents to the International Cooperation Office (BWM):

- program of stay indicating the duration of the visit, the purpose of the visit, a description of activities, and the planned outcomes of the visit,
- acceptance from the host institution, including the surname of the person directly collaborating with the traveler, the signature of the head of the unit where the visit will take place; the original document issued on official letterhead is required.
- approval from the direct superior.

Incomplete applications will not be considered.

5.2. If the submitted documents meet the formal evaluation criteria, they will be approved for funding.

5.3. The application process is continuous, until the funds are exhausted. The order of applications will be decisive.

#### 6. Academic staff arrivals

6.1. The academic staff member from the University of Wrocław submits an application for funding the visit of a person from a foreign institution, containing the following elements:

- guest's contact details
- date of stay
- a description of activities, the purpose of the visit, and its expected outcomes.

Incomplete applications will not be considered.

6.2. If the submitted application meets the formal evaluation criteria, it will be approved for funding.

6.3. The application process is continuous, until the funds are exhausted. The order of applications will be decisive.