



Regulations for Recruitment and Participation in the SEIKO – Strategic Education & Interdisciplinary Knowledge Orchestration Project, implemented by Poznań University of Technology under the NAWA Strategic Partnerships Programme, for Participation in Workshops Organised in Cooperation with Industry Representatives

Funding Agreement No.: **BPI/PST/2024/1/00080/U/00001**

Task: Implementation of activities aimed at developing competencies and conducting joint research with doctoral students

§1. Definitions

1. **Project** – the Poznań University of Technology project entitled “SEIKO – Strategic Education & Interdisciplinary Knowledge Orchestration”, implemented under the Strategic Partnerships Programme of the Polish National Agency for Academic Exchange and financed from national funds. Funding Agreement No.: BPI/PST/2024/1/00080/U/00001.
2. **Funding Agreement** – the agreement between Poznań University of Technology and the Polish National Agency for Academic Exchange (NAWA), based in Warsaw, concerning implementation of the Project.
3. **Short-Term Academic Exchange (KWA)** – a 14-day international visit (including travel time) by doctoral students of the Doctoral School of Poznań University of Technology, undertaken as part of the Project to the partner institution, the University of Electro-



Communications in Tokyo, Japan, for the purpose of participating in workshops organised in cooperation with industry representatives.

4. **Host University** – the foreign university partnering in the implementation of KWA under the Project.
5. **Applicant** – a doctoral student of the Doctoral School of Poznań University of Technology applying to participate in the Project and undertake KWA.
6. **Project Participant** – an Applicant selected for the Project who meets all formal and substantive requirements.
7. **Recruitment Committee** – the body appointed by the Project Manager, Professor Mariusz Głąbowski, to conduct the substantive assessment of Applicants' application forms.
8. **Evaluation Committee** – the body appointed by the Project Manager, Professor Mariusz Głąbowski, to assess the competencies acquired by Project Participants through KWA.
9. **Participant Agreement** – an agreement between Poznań University of Technology and a Project Participant governing the implementation and financing of KWA.
10. **Mobility Grant** – financial support awarded to a Project Participant for undertaking KWA under the Project.
11. **Application Form** – an electronic form completed by the Applicant and used as the basis for the substantive assessment by the Recruitment Committee. The Application Form constitutes Appendix 1 to these Regulations.
12. **Ranking List** – a list of Applicants ordered by the points awarded, identifying those selected for the Project, those placed on the reserve list, and those not selected.
13. **Project Participant Documentation** – the set of documents required under the Project and Funding Agreement through which a Project Participant provides personal data and confirms compliance with the formal eligibility criteria (Appendix 2 to these Regulations). Participants' personal data and information confirming or determining eligibility are collected using the following documents:

- a. Project Participant Declaration
- b. Consent to the Processing of Personal Data and Use of Image

§2. Objectives of the Support Provided under the Project

1. The specific objectives of the support provided under the Project are:
 - a. To promote the internationalisation of Poznań University of Technology by offering support in the form of KWA.
 - b. To enable Project Participants to acquire the following competencies:
 - i. Development of competencies through participation in a range of educational activities.
 - ii. Development of labour-market-relevant competencies in (1) artificial intelligence, (2) computer and telecommunications networks, (3) cybersecurity, and (4) the edge–cloud continuum.



- iii. Acquisition of competencies needed to present research and project-related topics to international groups of students, practitioners, and researchers.
- iv. Acquisition of competencies needed to work in international and intercultural research teams.
- v. Acquisition of competencies needed to establish social contacts with people from other countries and doctoral students enrolled in educational programmes outside the Participant's immediate area of interest.

§3. Scope and Subject Matter of the Support Provided under the Project

1. The Project provides financial support in the form of a Mobility Grant to Project Participants undertaking KWA.
2. KWA will last 14 days and involve participation in workshops organised in cooperation with industry representatives.
3. All mobility activities under this Project must be completed by 31 July 2027.

§4. Target Group and Eligibility Criteria for Project Participants

1. Project Participants may be doctoral students of the Doctoral School of Poznań University of Technology who meet the formal requirements specified for the Project in the Call for Applications for the NAWA Strategic Partnerships Programme, attached to the Funding Agreement (<https://nawa.gov.pl/institucje/partnerstwa-strategiczne/popzednie-nabory/nabor-zakonczony-2024/ogloszenie>).
2. Applicants are assessed according to the following points-based criteria:

No.	Assessment criterion	Maximum points
1.	Alignment of the Applicant's research with the SEIKO Project themes (artificial intelligence; artificial intelligence in automation and robotics; computer and telecommunications networks; cybersecurity; the edge-cloud continuum), assessed on the basis of a brief description of the research conducted, motivation for participating in the workshops, and expected benefits for academic development (maximum 2,000 characters including spaces).	40
2.	Previous research activity , including in particular scientific publications, conference presentations, participation in research projects, and other documented academic achievements.	30



	(a) Publications recorded in the SIN system (total publication points; maximum 20 points), based on Ministry scores: <ul style="list-style-type: none">- 1–40 – 5 points;- 41–100 – 10 points;- 101–140 – 15 points;- 141–200 – 20 points; (b) Conference presentations (5 points) (c) Participation in projects and other documented academic achievements (5 points)	
3.	Language skills necessary for cooperation in an international environment at the Host University: (a) English-language course grade on the first-cycle degree diploma: <ul style="list-style-type: none">- grade 4.0 – 5 points;- grade 4.5 – 10 points;- grade 5.0 – 15 points; (b) Official English-language certificates at a minimum of B2 level (5 points).	20
4.	Additional organisational activity and engagement in the academic community , in particular participation in organising academic events, involvement in doctoral student organisations, and participation in initiatives supporting international cooperation, confirmed by a certificate.	10

3. Selection of Project Participants is competitive and based on a substantive assessment of applications.
 - a. A total of 10 KWA mobilities (10 workshop visits) will be organised under the Project for doctoral students of the Doctoral School of Poznań University of Technology travelling to the Host University.
4. A Project Participant must have doctoral student status at the Doctoral School of Poznań University of Technology when submitting the Application Form and throughout KWA.
5. The mobility must last 14 days, including travel time; the combined duration of outbound and return travel may not exceed two days.
6. Recruitment is conducted in accordance with the principles of equal opportunity and non-discrimination, including accessibility for persons with specific needs, and gender equality, with a commitment to preventing all forms of discrimination.
7. Participants with specific needs have the right to indicate those needs in the Application Form.
8. Depending on the needs reported, Applicants may be provided with support relating to transport, assistance, suitable premises, architectural accessibility, and specialised equipment, for example for persons who are blind.



9. All information on calls for applications, deadlines, and recruitment rules will be published on the Project website, seiko.put.poznan.pl, in Polish and/or English. seiko.put.poznan.pl

§5. Selection of Project Participants

1. Recruitment of Project Participants is conducted centrally by the Project Office. All communication between Applicants and the Recruitment Committee takes place by email.
2. The Recruitment Committee will announce the call for applications no later than 30 October 2026.
3. Applicants must complete the Application Form within the specified deadline. The form should be completed in Polish.
4. Applications are subject to formal and substantive assessment.
5. The formal assessment is carried out by the Project Coordinator, Michał Weissenberg, and covers:
 - a. completeness of the documentation;
 - b. submission of the Application Form by the deadline;
 - c. Applicant status as a doctoral student of the Doctoral School of Poznań University of Technology;
 - d. a declaration that the Applicant will hold a valid passport during the visit.
6. If any formal criterion is not met, the Application Form will not undergo substantive assessment.
7. The Recruitment Committee carries out the substantive assessment of applications (Application Forms).
8. The Recruitment Committee prepares the Ranking List and informs Applicants of the results of selection for KWA under the Project, any further formal and substantive requirements, and the deadlines for fulfilling them.
9. To obtain Project Participant status, an Applicant must fulfil all formal requirements specified in the notification from the Recruitment Committee within the stated deadlines. Failure to meet a requirement or deadline results in removal from the Ranking List. The Recruitment Committee may offer the vacated place to an Applicant on the reserve list.
10. The Recruitment Committee announces the closure of recruitment on the Project website.
11. Decisions of the Recruitment Committee may be appealed to the Vice-Rector for International Cooperation, who will consider the appeal within three days of its submission. The Vice-Rector's decision is final.
12. At the instruction of the Project Manager, the Recruitment Committee reserves the right to extend the recruitment deadline. Any extension will be announced in a notice on the website.



§6. Rules for Providing Support under the Project

1. Support under the Project is conditional upon signing the Participant Agreement and submitting the complete Project Participant Documentation to the Project Office before KWA begins.
2. Support is provided in the form of a Mobility Grant in the amount specified in the Participant Agreement.
3. The Mobility Grant covers:
 - a. the Participant's travel costs, health insurance, third-party liability insurance, personal accident insurance, and visa or residence legalisation fees, in accordance with the lump-sum rates specified in Appendix 3 to these Regulations;
 - b. the Participant's living and accommodation costs, in accordance with the daily lump-sum rates specified in Appendix 4 to these Regulations.
4. The Participant is required to:
 - a. complete the full KWA programme;
 - b. submit to the Project Coordinator, within 10 days after the end of KWA, the original certificate or confirmation issued by the Host University attesting to participation in an activity consistent with the purpose of KWA. A template of the certificate/confirmation will be attached to the Participant Agreement;
 - c. hold at least basic health insurance covering, in particular, medical treatment and transport to hospital, for the period of stay at the Host University/host institution and for travel to the institution and back to Poland.
5. Failure to submit the above documents within the specified deadline may result in termination of the Participant Agreement by the University and a demand that the Participant repay the funds received.
6. Project Participants are subject to monitoring intended to assess the effectiveness of activities undertaken under the Project and are required to participate in Project surveys.

§7. Processing of Personal Data

1. The controller of Applicants' personal data, solely for the purposes of recruitment to the Project, is Poznań University of Technology, ul. Jacka Rychlewskiego 1, Poznań; email: biuro.rektora@put.poznan.pl; telephone: +48 61 665 36 39.
2. Information on the processing of personal data by Poznań University of Technology pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter "GDPR"), is available at: <https://put.poznan.pl/ochrona-danych-osobowych>. <https://put.poznan.pl/ochrona-danych-osobowych>
3. Once selected for the Project, a Participant will also be required to provide personal data using the Project Participant Declaration, after reading the privacy notices



concerning the processing of personal data for Project purposes, which constitute Appendix 2 to these Regulations. Providing the data is voluntary but necessary for Project implementation. Refusal to provide the data means that support cannot be granted.

§8. Final Provisions

1. These Regulations enter into force on the date of their announcement and remain applicable until completion of the Project.
2. Poznań University of Technology reserves the right to amend these Regulations depending on the conditions of Project implementation.
3. By joining the Project, a Participant declares that they have read these Regulations and undertake to comply with their provisions.
4. The appendices to these Regulations form an integral part hereof.
5. Appendices to these Regulations:
 - a. Appendix 1: Application Form
 - b. Appendix 2: Project Participant Documentation
 - c. Appendix 3: Schedule of lump-sum rates for the Participant's travel costs, health insurance, third-party liability insurance, personal accident insurance, and visa or residence legalisation fees
 - d. Appendix 4: Schedule of daily lump-sum rates for the Participant's living and accommodation costs