



PROM – KRÓTKOOKRESOWA WYMIANA AKADEMICKA

THE RULES FOR RECRUITMENT TO THE PROM – SHORT-TERM ACADEMIC EXCHANGE PROJECT

AT THE INSTITUTE OF ANIMAL REPRODUCTION AND FOOD RESEARCH, POLISH ACADEMY OF SCIENCES (hereinafter referred to as IAR&FR PAS)

I. Basic information about the project

1. The PROM project (hereinafter referred to as the project) is implemented as part of the “PROM – Short-term Academic Exchange” program co-financed by the European Union under the European Social Development Funds (hereinafter referred to as ESDF) program.
2. The aim of the project is to improve the competences of doctoral students and academic staff from Poland and abroad, including those from outside the EU, through short-term academic exchanges (hereinafter referred to as Activities).
3. Project implementation period: October 1, 2025 – September 30, 2026.
4. The project finances participation in Activities lasting a minimum of 5 calendar days and a maximum of 30 calendar days.
5. The project finances the following for participants:
 - a. scholarships (the number of days of stay includes 2 days for travel) calculated on a flat-rate basis in accordance with the rates specified in Table 1,
 - b. living and accommodation expenses (the number of days of stay includes 2 days for travel) calculated as a lump sum in accordance with the rates specified in Table 2,
 - c. travel expenses (round trip) calculated as a lump sum in accordance with the rates specified in Table 3,
 - d. costs of conference fees, training courses, and workshops settled at actual cost (based on accounting documents issued to IAR&FR PAS).

II. Conditions for joining the project

1. The project is dedicated to doctoral students of the Interdisciplinary Doctoral School of Agricultural Sciences (hereinafter IDSAS) of the Institute of Soil Science and Plant Cultivation – State Research Institute (IAR&FR PAS) and employees of IAR&FR PAS involved in the education of doctoral students or the operation of ISDNR IAR&FR PAS, as well as doctoral students and researchers from foreign institutions (hereinafter Project Participants).
2. As part of the project, doctoral students of the Interdisciplinary Doctoral School of Agricultural Sciences (hereinafter IDSAS) IAR&FR PAS and employees of IAR&FR PAS involved in the education of doctoral students or the operation of ISDNR IAR&FR PAS will be financed to participate in one of the following forms of competence development abroad (hereinafter Departures):
 - a. active participation in a conference (e.g., oral presentation, poster, flash talk),
 - b. gathering materials for a doctoral dissertation or scientific article,



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- c. participation in a summer/winter school (as a student or as a lecturer), the subject matter of the school program must be closely related to the subject matter of the doctoral dissertation and/or ongoing research,
 - d. taking measurements using unique equipment, testing research equipment,
 - e. participation in courses, including intensive courses credited towards the educational process, workshops, professional or industrial internships, study visits, including those carried out at companies,
 - f. participation in the preparation of an international grant application.
3. The project will finance the participation of doctoral students and researchers from foreign institutions in one of the following forms of competence development in Poland (hereinafter referred to as Arrivals):
 - a. research internship at IAR&FR PAS (in the case of doctoral students),
 - b. study visits to IAR&FR PAS (in the case of researchers).
4. Applications for participation in the project will be accepted on an ongoing basis until the funds allocated to IAR&FR PAS for the implementation of the project are exhausted. Information about the exhaustion of funds will be published on the IAR&FR PAS website, at which point the call for applications for participation in the project will be suspended.
5. Applications submitted for participation in the project will be evaluated by a Recruitment Committee appointed by the Director of IAR&FR PAS.
6. The Recruitment Committee will meet at least once a month, depending on the number of applications submitted.
7. The process of qualifying candidates for participation in the project will take place in the form of a competition. The condition for participation in the project is to obtain a minimum of 50% of the points described in section III, paragraph 2 of these Rules.
8. A member of the Recruitment Committee shall be excluded from performing activities related to the recruitment of a candidate for the project if there is a conflict of interest on their part.
9. A conflict of interest arises when the person referred to in section 8 above:
 - a. applies to participate in the project;
 - b. is in a professional relationship with the candidate for participation,
 - c. remains in the supervisor-doctoral student relationship, if the supervisor of a candidate who is a doctoral student is a member of the Recruitment Committee.
10. A Project Participant may receive funding for only one Activity, during which they will implement the selected form(s) of competence development.
11. Within the project, double financing of the same costs under an Activity is prohibited. If double financing is detected, the Project Participant who has been awarded support will be required to return the entire amount of funding awarded, together with statutory interest.



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III. Qualification for Departures

1. A candidate interested in participating in the project shall submit the following documents:
 - a. application form – DEPARTURES, in accordance with the template constituting Appendix 3 to the Rules,
 - b. confirmation of readiness to accept the Candidate as a Participant by the host institution (applies to internships),
 - c. confirmation of acceptance of the Candidate as a Participant in training/summer/winter school/conference, etc. (applies to the relevant form of education),
 - d. supervisor's opinion (applies to doctoral students),
 - e. opinion and consent of the immediate superior (applies to employees),
 - f. CV with a list of scientific achievements (applies to doctoral students and researchers),
 - g. CV (applies to administrative and technical staff),
 - h. consent to the processing of personal data and image (in accordance with the template in Appendix 2 to the Rules).
2. The documents listed in section 1 above, signed with a trusted or qualified signature, should be sent in electronic form in pdf format to the email address nawaprom2025@pan.olsztyn.pl, or the originals of the signed documents should be delivered in person or sent by traditional mail to the following address: Institute of Animal Reproduction and Food Research, Polish Academy of Sciences, ul. Trylińskiego 18, 10-683 Olsztyn, Poland (room no. 36) with the note "NAWA PROM."
3. The Recruitment Committee evaluates the submitted applications based on the following criteria:
 - a. in the case of doctoral students:
 - i. compliance of the subject matter of the Activity with the subject matter of the doctoral dissertation and/or ongoing research, with justification for participation in a given form of competence development – 0-10 points,
 - ii. progress of work on the Individual Research Plan (2nd-4th year doctoral students) or annual plan (1st year doctoral students) – 0-5 points,
 - iii. list of scientific achievements (conference materials and publications) – 0-2 points,
 - b. in the case of employees:
 - i. compliance of the subject matter of the Activity with the subject matter of the research conducted or the scope of duties at the IAR&FR PAS, with justification for participation in a given form of competence development – 0-10 points,



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- ii. for research staff – a list of the most important max. 5 scientific publications published in 2020–2025 – 0–5 points,
 - iii. for administrative and technical staff – professional career and/or scope of duties related to the planned form of competence development – 0–5 points.
4. After each meeting, the Recruitment Committee publishes a list of persons qualified for the trip on the IAR&FR PAS website. The Committee sends information about the decision to the email address of the Candidate for Participation.

IV. Qualification for Arrivals

1. An IAR&FR PAS researcher inviting a doctoral student (Candidate for Participation) shall submit the following documents:
 - a. application form – ARRIVALS, in accordance with the template constituting Appendix 4 to the Rules,
 - b. document confirming doctoral student status,
 - c. consent to the processing of personal data and image signed by the Candidate for Participant (in accordance with the template constituting Appendix 2 to the Rules).
2. A researcher at the IAR&FR PAS inviting a researcher from a foreign institution (Candidate for Participant) shall submit the following documents:
 - a. application form – ARRIVALS, in accordance with the template constituting Appendix 4 to the Rules,
 - b. consent to the processing of personal data and image (in accordance with the template constituting Appendix 2 to the Rules).
3. The Recruitment Committee evaluates the submitted applications based on the following criteria:
 - a. fulfillment of formal requirements (fulfilled/not fulfilled),
 - b. order of submitted applications.
4. After each meeting, the Recruitment Committee shall publish a list of persons qualified for admission on the IAR&FR PAS website. The Committee shall send information about its decision to the email address of the Candidate for Participation.
5. The IAR&FR PAS researcher inviting the Candidate to participate will be responsible for confirming the results of their education.

V. Receipt of funding and obligations of the Project Participant

1. A Project Participant qualified to participate in the project is required to:
 - a. send an application form in pdf format, generated from the website <https://programs.nawa.gov.pl/applications/fers---projekt-nr-bpipro2025100040-2025-2026/new>,



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- b. signing an agreement with IAR&FR PAS describing the terms and conditions for the implementation and settlement of a given activity and the forms of scholarship payment (hereinafter referred to as the Agreement, in accordance with the template constituting Appendix 6 to the Rules),
2. Within 7 days of returning, the Project Participant is required to:
 - a. settle the Activity (in accordance with the template constituting Appendix 5 to the Rules),
 - b. take part in an interview verifying the learning outcomes,
 - c. depending on the form of competence improvement:
 - i. submit the original certificate in accordance with the template constituting Appendix 6 to the Rules (hereinafter referred to as the Certificate) or
 - ii. submit the original micro-certificate in accordance with the template constituting Appendix 7 to the Rules (hereinafter referred to as the Microcredential).

VI. Requirements for competences acquired as a result of support

1. The requirements for competences acquired as a result of support are in accordance with the provisions of Appendix 1 to the Beneficiary's Manual (Category B) "Rules for recruitment, reporting, and data collection of participants in projects financed by the ERDF."
2. The competences acquired by the Project Participant as a result of the Activity will be assessed by the Verification Committee appointed by the Director of IAR&FR PAS in accordance with the established standard of requirements expressed in terms of expected learning outcomes, divided into three categories:
 - a. Knowledge: The Project Participant gained in-depth knowledge of the latest techniques, methodologies, etc. used worldwide.
 - b. Skills: The Project Participant is able to effectively use modern techniques and technologies, etc., and is able to communicate in international teams.
 - c. Social competences/attitudes: The Project Participant has developed adaptability, communication skills, and the ability to work in an international team.
3. A member of the Verification Committee shall be excluded from performing activities related to the work of the Verification Committee if there is a conflict of interest on their part.
4. A conflict of interest arises when the person referred to in paragraph 3 above:
 - a. applies to participate in the project;
 - b. is in a professional relationship with the applicant;
 - c. is in a supervisor-doctoral student relationship, where the supervisor of the doctoral student applying to participate in the project is a member of the

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Verification Committee.

5. The Verification Committee shall evaluate the documentation accounting for the Measure.
6. The Verification Committee shall meet at least once a month, depending on the number of settlement documents submitted.
7. The method of verifying learning outcomes based on the adopted criteria is an interview conducted in person or remotely (online) by one of the members of the Verification Committee.
8. The assessment of acquired competences will be based on:
 - a. an interview with the Project Participant covering the course and effects of the Activity in relation to the competences indicated in the cover letter,
 - b. a document confirming completion of the Activity, indicating its duration in days.
9. The criteria for assessing learning outcomes after the end of the support are as follows:
 - correctness and completeness of answers given during the interview to questions concerning the competences acquired during the Activity.
10. A positive assessment of the acquired competences, depending on the form of competence improvement, results in the issuance of:
 - a. the Certificate or
 - b. the Microcredential.

VII. Final provisions

1. In the event of any conflict between the provisions of these Rules and the provisions of the "Recruitment Regulations" constituting Appendix 1 to the Announcement of the call for applications for participation in program No. 14/2025 of March 18, 2025 (<https://nawa.gov.pl/instytucje/program-prom/ogloszenie>), the provisions of the latter shall prevail.
2. In the event of changes or changes in the interpretation of selected provisions (e.g., taxation of lump sums) specifically indicated by NAWA, IAR&FR PAS reserves the right to amend these Rules.
3. The Project Participant's application to participate in the project is tantamount to reading and accepting the provisions of the Information Clause (Appendix 1 to the Rules).

Table 1. Scholarship (lump sum)

	Kategoria	Stawka dzienna w zł
I	Pracownik z tytułem naukowym niższym niż doktor i doktorant	125
II	Pracownik z tytułem naukowym wyższym niż doktor	250

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	Grupa krajów	Kraje	Stawka dzienna w zł
I	Kraje o niższych kosztach utrzymania i zakwaterowania	Bośnia i Hercegowina, Brazylia, Bułgaria, Egipt, Gruzja, Indie, Litwa, Łotwa, Maroko, Mołdawia, Polska, Rumunia, Turcja, Ukraina, Wietnam oraz pozostałe kraje świata.	300
II	Kraje o średnich kosztach utrzymania i zakwaterowania	Andora, Austria, Azerbejdżan, Belgia, Chorwacja, Czechy, Cypr, Francja, Grecja, Indonezja, Jordania, Kazachstan, Kirgistan, Macedonia Północna, Niemcy, Malta, Niderlandy, Portugalia i Hiszpania, Monako, Państwo Watykańskie, San Marino, Serbia, Słowacja, Słowenia, Tajlandia, Węgry, Włochy, Uzbekistan,	400
III	Kraje o wyższych kosztach utrzymania i zakwaterowania	Arabia Saudyjska, Australia, Bahrajn, Brunei, Chiny, Dania, Estonia, Finlandia, Islandia, Irlandia, Hongkong, Japonia, Kanada, Katar, Korea Południowa, Korea Północna, Kuwejt, Liechtenstein, Luksemburg, Makau, Meksyk, Norwegia, Nowa Zelandia, Oman, Singapur, Szwecja, Szwajcaria, Tajwan, Wyspy Owcze, Zjednoczone Królestwo, Zjednoczone Emiraty Arabskie	500
IV	Kraje o najwyższych kosztach utrzymania i zakwaterowania	Stany Zjednoczone Ameryki, Izrael,	700

Table 3. Travel (lump sum)

	Państwo	Stawka w zł
I	Białoruś, Litwa	1 000
II	Austria, Bośnia i Hercegowina, Chorwacja, Czechy, Dania, Estonia, Finlandia, Łotwa, Mołdawia, Niemcy, Rumunia, Serbia, Słowacja, Słowenia, Szwecja, Ukraina, Węgry	1 500
III	Albania, Andora, Belgia, Bułgaria, Czarnogóra, Francja, Grecja, Holandia, Irlandia, Kosowo, Liechtenstein, Luksemburg, Macedonia, Malta, Monako, Norwegia, Rosja, San Marino, Szwajcaria, Tunezja, Turcja, Watykan, Wielka Brytania, Włochy, Wyspy Owcze	2 000
IV	Algieria, Arabia Saudyjska, Armenia, Azerbejdżan, Bahrajn, Cypr, Egipt, Gruzja, Hiszpania, Irak, Iran, Islandia, Izrael, Jordania, Katar, Kazachstan, Kuwejt, Liban, Libia, Maroko, Palestyna, Portugalia, Syria, Tadżykistan, Turkmenistan, Uzbekistan	3 000
V	Afganistan, Benin, Bhutan, Burkina Faso, Burundi, Czad, Demokratyczna Republika Konga, Dżibuti, Erytrea, Etiopia, Gabon, Gambia, Ghana, Gwinea, Gwinea Bissau, Gwinea Równikowa, Indie, Jemen, Kamerun, Kenia, Kirgistan, Kongo, Liberia, Mali, Mauretania, Mongolia, Nepal, Niger, Nigeria, Oman, Pakistan, Republika Środkowoafrykańska, Republika Zielonego Przylądka, Rwanda, Senegal, Sierra Leone, Somalia, Sudan, Sudan Południowy, Togo, Uganda, Wybrzeże Kości Słoniowej, Wyspy Świętego Tomasza i Książęca, Zjednoczone Emiraty Arabskie	4 500
VI	Angola, Antigua i Barbuda, Argentyna, Australia, Bahamy, Bangladesz, Barbados, Belize Boliwia, Botswana, Brazylia, Brunei, Chile, Chiny, Dominika, Dominikana, Ekwador, Eswatini, Fidzi, Filipiny, Grenada, Gujana, Gwatemala, Haiti, Honduras, Hongkong, Indonezja, Jamajka, Japonia, Kambodża, Kanada, Kiribati, Kolumbia, Komory, Korea Południowa, Korea Północna, Kostaryka, Kuba, Laos, Lesotho, Madagaskar, Makau, Malawi, Malediwy, Malezja, Mauritius, Meksyk, Mikronezja, Mjanma, Mozambik, Namibia, Nauru, Nikaragua, Nowa Zelandia, Palau, Panama, Papua-Nowa Gwinea, Paragwaj, Peru, Południowa Afryka, Saint Kitts Nevis, Saint Lucia, Saint Vincent i Grenadyny, Salwador, Samoa, Seszele, Singapur, Sri Lanka, Stany Zjednoczone, Surinam, Tajlandia, Tajwan, Tanzania, Tonga, Trynidad i Tobago, Tuvalu, Urugwaj, Vanuatu, Wenezuela, Wietnam, Wyspy Salomona, Wyspy Marshalla, Zambia, Zimbabwe	6 500



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Appendix:

1. Information clause,
2. Template of data and image consent,
3. Template of the Application form – Departures,
4. Template of the Application form – Arrivals,
5. Template of the Financial Settlement,
6. Template of the Certificate,
7. Template of the Mikrocredential,
8. Template of the Agreement.