

*The project is carried out under the NAWA Support BPI/WUE/2024/1/00014*

**RECRUITMENT AND PARTICIPATION REGULATIONS FOR EDUCATIONAL SERVICES UNDER THE  
'UNGreen Skills - Mobility Training Program' PROJECT  
hereinafter referred to as the 'Regulations'**

**§ 1. General Provisions**

The regulations define the procedures for recruitment and participation in the educational services offered under the project 'UNGreen Skills - Mobility Training Program', carried out by the Warsaw University of Life Sciences, Nowoursynowska 166, 02-787 Warsaw, Poland, as part of the NAWA Support for European Universities Programme funded by the European Union, FERS.01.05-IP.08-0219/23.

**§ 2. Definitions**

The terms used in the Regulations have the following meanings:

- **International Relations Office** (hereinafter **IRO**) – employees of the SGGW International Relations Office performing tasks related to the Project;
- **Application forms** – electronic forms in the NAWA ICT system, filled in by the project participant after being accepted to the Programme.
- **Internet Candidate Recruitment** (hereinafter referred to as **IRK**) – the SGGW recruiting system used for online recruitment of candidates;
- **Applicant** - a person who has submitted an application form to take part in the educational service within the project;
- **Project Manager** – **IRO** employee responsible for the comprehensive management, coordination and supervision of the project implementation following the project objectives, schedule, budget and goals;
- **Skill** – a set of learning outcomes that have been verified in the assessment process in a manner consistent with the requirements established for a given skill;
- **NAWA** – Polish National Agency for Academic Exchange;
- **Programme** - NAWA Support for European Universities Programme;
- **Project** – The 'UNGreen Skills - Mobility Training Program' project carried out by the Warsaw University of Life Sciences from 1 October 2024 to 30 September 2026 under funding agreement no. BPI/WUE/2024/1/00014/U/00001 as part of the Support for European Universities programme (2024), funded by the European Union funds, FERS.01.05-IP.08-0219/23;
- **Regulations** – these Regulations for recruitment and participation in Educational Services within the Project;
- **Warsaw University of Life Sciences (SGGW)** – the university carrying out the Project;
- **UNGreen Alliance** – an alliance of European universities called The Green European University, comprising the following higher education institutions: University of Almería (Spain), Agricultural University of Iceland (Iceland), Agricultural University Plovdiv (Bulgaria), Haute École de la Province de Liège (Belgium), Polytechnic University of Coimbra (Portugal), Paris Sup'Biotech (France), Università degli Studi di Modena e Reggio Emilia (Italy), Warsaw University of Life Sciences (Poland);
- **Project Participant** – participant in the educational service provided as part of the Project;



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- **Project Participation Agreement** – an agreement concluded between the Warsaw University of Life Sciences and the Participant of the Educational Service within the Project;
- **Educational service** – a training course offered within the Project;

### **§ 3. Project details**

1. The Project's target group comprises university employees of the UNIGreen Alliance who meet the conditions specified in the Regulations.
2. The support offered within the Project aims to acquire skills from the UNIGreen Alliance University staff, strengthening the UNIGreen Alliance University's potential and improving the quality of education provided to students.
3. The scope of support offered to university staff in the UNIGreen Alliance Project includes the following educational services:
  - a. Intercultural communication course,
  - b. Train the Trainers course on internationalisation and coaching skills,
  - c. The intergenerational communication course focusing on new generations (Z and Alpha).
4. IRO coordinates the project at the Warsaw University of Life Sciences. Contact: [unigreen@sggw.edu.pl](mailto:unigreen@sggw.edu.pl).

### **§ 4. Recruitment procedure for Educational Service participants within the Project**

1. Recruitment for the Project is open, public and transparent.
2. Recruitment is conducted following the principles of gender equality and equal opportunities.
3. IRO announces recruitment for a given Educational Service.
4. The exact date of the educational service, its scope, the recruitment schedule, and the required application documents will be provided by IRO during each recruitment call and posted on the dedicated website – [link](#).
5. Candidates must belong to the project's target group and fulfil the admission criteria specified in the regulations.
6. UNIGreen Alliance university staff can participate in one Educational Service during the Project.
7. The decision to admit a candidate to participate in the educational service is made by the Recruitment Committee, which consists of three members appointed by the Project Manager, including the Vice-Rector for Internationalisation at the Warsaw University of Life Sciences, the Chairperson of this Committee. A candidate admitted to the Project will be informed of the recruitment result via the IRK system.
8. When admitting a university staff member of the UNIGreen Alliance to participate in the Educational Service, the Recruitment Committee applies the provisions of Ordinance No. 140 of the Rector of the Warsaw University of Life Sciences of 31 December 2021, 'The SGGW Equal Treatment and Anti-Discrimination Policy'.
9. Application documents should include:
  - Application form,
  - Appendix 1 to the Regulations,
  - English language level certificate,



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- Description regarding the use of acquired skills.
10. After the application deadline, the Recruitment Committee evaluates the candidates and prepares a ranking list based on the qualification criteria.
  11. The admission criteria for the Project include:
    - 1) Formal criteria to be met jointly:
      - a. The candidate should fill in and submit the completed application form in the IRK system within the specified deadline. Incomplete applications without the required attachments and/or signatures of authorised persons will not be considered;
      - b. confirmation of employment at the UNIGreen Alliance university based on an employment relationship of at least half time for an indefinite period or a fixed period during the term of the support or based on a civil contract in force during the term of the support, confirmed by the person managing the unit in which the candidate is employed (Appendix 1 to the Regulations);
      - c. obtaining the approval of the direct supervisor for the participation of the UNIGreen Alliance university employee in the Educational Service (Appendix 1 to the Regulations);
      - d. English language skills confirmation (the Candidate is required to communicate in English at a level of at least CEFR B2, enabling full participation in the Educational Service; hence, the Candidate confirms that the requirement is met in the Application Form);
      - e. the convergence of the scope of duties or the scope of activities performed by the UNIGreen Alliance University Employee for the benefit of the UNIGreen Alliance University employing them, with the scope of the Educational Service, as confirmed by the supervisor of the UNIGreen Alliance University Employee in Appendix 1 to the Regulations.
    - 2) Substantive criteria:
      - a. Planned intended use of the acquired skills by the Participant after the Project has been completed (0-5 points).
  12. In the case of candidates who have obtained the same number of evaluation points, applicants will be ranked based on the order of their registration.
  13. The decision of the Recruitment Committee to admit or refuse to admit a Candidate to a given Educational Service is final and cannot be appealed.

#### **§ 5. Conditions for participation in the Educational Service within the Project**

1. A UNIGreen Alliance university employee accepted to participate in the Project must sign a Project Participation Agreement with the Warsaw University of Life Sciences, the template of which constitutes Appendix 2 to the Regulations.
2. Furthermore, the project participant must create and activate an account in the NAWA ICT system (<https://programs.nawa.gov.pl/register>) and fill in and submit the Project Participation Forms available there. Then, the project participant should send the forms generated by the system to the following e-mail address: [unigreen@sggw.edu.pl](mailto:unigreen@sggw.edu.pl).
3. The educational services provided as part of the Project are free of charge for their participants, subject to § 5(7).
4. UNIGreen Alliance university employees who have signed a Project Participation Agreement with the Warsaw University of Life Sciences become Project Participants and must participate



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in all activities provided for a given Educational Service. This does not apply in unforeseen circumstances (e.g., employee illness).

5. The following costs of the project participants are financed in the project:
  - 1) travel costs to the place of the educational service (representing a lump sum according to Appendix 4 to these Regulations),
  - 2) maintenance costs (constituting a lump sum according to Appendix 4 to these Regulations),
  - 3) scholarship costs (constituting a lump sum according to Appendix 4 to these Regulations).
6. After signing the Project Participation Agreement, the financial support is transferred to the Project Participant no later than 14 calendar days after both parties have signed the Project Participation Agreement, in 80% of the total amount of the calculated financial support.
7. The amount of financial support is expressed in PLN and is transferred to the bank account indicated in the Project Participation Agreement.
8. Project participants are obliged to comply with the Regulations and the Participation Agreement provisions, including submitting the required documents, under pain of returning the financial support received in the Project.
9. The project participant performs the Educational service according to the programme.
10. Educational services are generally provided in person at a location specified by the course organiser, but in justified cases, they can also be provided remotely using typically available IT tools.
11. Failure to participate in classes or lack of information about unforeseen circumstances before the classes start will result in the inability to continue participating in the Project.
12. As a result of the support offered within the Project, the Project Participant will acquire the skills described in the template using the learning outcomes categorised as knowledge, skills and social competencies provided before the start of the Educational Service.
13. The acquisition of skills by the Project Participant will be verified after the end of participation in the Educational Service, while maintaining the division of functions between the education and assessment processes.
14. Participation in the Educational service and the acquisition of skills will be confirmed when the Participant receives a document describing the learning outcomes related to the acquired skill(s).
15. After completing the Educational service, the project participant must complete an online evaluation survey within 5 days from the end of the course. IRO will provide the link to the survey.
16. The course organiser shall keep records of the project participants' course, including:
  - a. the course programme,
  - b. attendance lists of the project participants for each day of the course,
  - c. copies of documents issued to the project participants,
  - d. document describing the learning outcomes of the skill(s) acquired.
17. SGGW reserves the right to change the educational service dates or cancel them if unforeseen circumstances or force majeure prevent the service from being provided on the previously scheduled date.
18. The university must inform the project participants immediately about the cancellation or the new date of the educational service.



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#### **§ 6. Withdrawal and termination of the Project Participation Agreement with the Participant of the Educational Service**

1. Withdrawal from participation in the Educational Service after signing the Project Participation Agreement and before the end of the involvement in the Educational Service may have financial consequences in the form of reimbursement of costs incurred in connection with previous participation in the Educational Service following the procedures specified in the Project Participation Agreement, unless the Project Participant resigns from participation in the Educational Service before the list of participants is forwarded to the entity providing the Educational Service and the Warsaw University of Life Sciences has not incurred any costs for the provision of the Educational Service to such Project Participant.
2. A copy of the withdrawal form template for the Educational Service constitutes Appendix 3 to the Regulations.
3. SGGW reserves the right to terminate the Project Participation Agreement with the Project Participant immediately and remove them from the list of participants of the Educational Service in the event of a gross violation of the Regulations.
4. SGGW reserves the right to force the Project Participant to return the received funding in case of premature termination of the Project Participant's participation in the Educational service and, thus, failure to fulfil the Project Participation Agreement.
5. SGGW has the right to terminate the Project Participation Agreement with the Project Participant in the event of termination of the Co-financing Agreement between SGGW and NAWA, based on which SGGW implements the Project.
6. The Project participant shall not be entitled to compensation in the event of the circumstances set out in section 5.

#### **§ 7. Final Provisions**

1. The regulations come into force on the day of their approval and publication on the website – [link](#) – and are valid for the duration of the Project.
2. The final interpretation of the Regulations in disputable cases is up to the Vice-Rector for Internationalisation.
3. Any matters not regulated by these Regulations shall be settled by SGGW.
4. SGGW may change the conditions specified in the Regulations in the event of the occurrence of essential reasons, such as the introduction of new or amendment of existing generally applicable laws, if this has a direct impact on the content of the Regulations and requires their amendment, or amendment of the Funding Agreement between SGGW and NAWA, provided that these modifications cannot affect the acquired rights. Any changes to the Regulations shall come into force on the date of their approval and announcement under the provisions of section 1.
5. The regulations have been drawn up and should be interpreted following the provisions of Polish law. Any disputes should be settled by ordinary courts in Poland (national jurisdiction).
6. If there are any discrepancies between any other language version of the Regulations and the originally drafted language version of the Regulations, the Polish language version shall prevail (language version priority).



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I hereby approve the above:

VICE - RECTOR  
for Internationalization  
WARSAW UNIVERSITY OF LIFE SCIENCES-SGGW  
*M. Mendel*  
Dr hab. Marta Mendel, PhD, DSc  
Associate Professor  
Vice-Rector for Internationalisation

**Appendices to the Regulations:**

1. Written consent of the Supervisor and Confirmation of employment
2. Template of the Project Participation Agreement with the Participant of the Educational Service;
3. Template of the Project Withdrawal Form;
4. Lump sum rates for Travel expenses, Maintenance, and Scholarship amounts.