

**Faculty Regulations for Recruitment to the Project
regarding the activities of the Faculty of Mechanical Engineering of Białystok
University of Technology**

Programme: PROM - Short-term academic exchange - recruitment 2024

Project: PROM – Short-term academic exchange

Project Number: BPI/PRO/2024/1/00021

§ 1

General information

1. The implementation of the PROM project at the Faculty of Mechanical Engineering will be carried out using the principles of horizontal policies regarding:
 - a) **accessibility for persons with special needs**, including persons with disabilities and persons in a more difficult situation due to other premises (e.g. persons with low income, foreigners, refugees, etc.);
 - b) **equal opportunities and non-discrimination**, including respect for other persons participating in the programme irrespective of their: sex, race, colour, descent, genetic features, language, religion, beliefs, political or any other opinion, membership of a national minority;
 - c) **equal opportunities for women and men**, including equal treatment of both sexes;
 - d) **principles of sustainable development**, concerning the application of the 'do no significant harm' principle to the environment (DNSH principle) based on the assumption that no activities may worsen the state of the environment and contribute to the escalation of the climate crisis.

§ 2

The scope and subject of support

1. Eligible actions for the Project are short study visits – outgoing or incoming mobilities related to the subject of the diploma thesis, doctoral dissertation, teaching and scientific activities.
2. Funded costs are related to participation in short study visits of 7 to 10 days, including 2 days for travel, having an international character.
3. The Project Participant receives financial support calculated on the basis of flat rates divided into three categories (in accordance with Appendix 1):
 - a) travel costs - Table No 1;
 - b) costs of living and accommodation in the destination country, including days for travel (Table 2);
 - c) scholarship - Table No 3.

§ 3

Characteristics of the target group

Project participants can be:

- a) representatives of the academic staff of the Faculty of Mechanical Engineering of Białystok University of Technology and partner foreign institutions;
- b) doctoral students of the Faculty of Mechanical Engineering of Białystok University of Technology studying in the discipline of mechanical engineering or biomedical engineering and partner foreign institutions;

- c) students of the Faculty of Mechanical Engineering of Białystok University of Technology in the following programmes: Mechanics and Construction of Machinery/ Automatic Control and Robotics/Mechatronics /Biomedical Engineering and partner foreign institutions.

§ 4

Criteria for qualifying participants for the Project

1. A condition for participation in the recruitment procedure is reading the '*Regulations for organization, recruitment, participation and payment of scholarships and other forms of financial support under the PROM project*' and these '*Faculty Regulations for Recruitment to the Project*', accepting the conditions and submitting application documents in accordance with the templates.
2. The completed, printed and signed application form (Attachment No. 2) together with the necessary attachments should be submitted in hard copy to the PROM Faculty Expert, Assoc. Prof. Izabela B. Zglobicka, DSc, PhD, Eng. (WM-109) and by e-mail (in pdf format) to i.zglobicka@pb.edu.pl.
3. The application should contain a short description of the planned activity (study visit), including:
 - a) an explanation of the purpose of the visit;
 - b) a short description of planned activities;
 - c) expected results;
 - d) information on host institution;
 - e) learning outcomes planned to be obtained by the Project Participant, benefits for the Białystok University of Technology in connection with the implementation of the Project activity.
4. Criteria for evaluating candidates applying for the outgoing mobility:
 - a) compatibility of the planned activity with the discipline represented by the candidate;
 - b) compatibility of the subject of the candidate's ongoing research work with the profile of the host institution;
 - c) justification for the need to conduct research at the host university;
 - d) previous scientific achievements of the candidate;
 - e) knowledge of English at a communicative level, confirmed by a certificate or a document from the FLC;
5. Criteria for evaluating candidates applying for the incoming mobility:
 - a) documented compatibility of the subject of the candidate's ongoing research work with the task planned as part of the recruitment;
 - b) knowledge of English or Polish at a communicative level (certificate, document);
 - c) opinion of the scientific supervisor (in the case of students / doctoral students/ postdocs) or the head of the home unit;
 - d) previous scientific achievements of the candidate;
 - e) the time of submitting the required recruitment documents.
6. In order to ensure equal access, information about activities, i.e. conditions and deadlines for recruitment and implementation, will be communicated to candidates through a faculty website dedicated to the PROM project and made available on the website: <https://pb.edu.pl/iros/projekty-nawa/prom-2024/rekrutacja/>
7. The recruitment of participants for the Project will be conducted on the basis of evaluation criteria individually developed for each of the announced competitions.
8. The submitted applications will be evaluated by the Faculty Recruitment Committee for the PROM project, composed of:
 - a) Assoc. Prof. Izabela B. Zglobicka, DSc, PhD, Eng., – chairwoman, PROM Faculty Expert

- b) prof. Michał Kuciej, DSc, PhD, Eng. - member
 - c) Adam Bajkowski, PhD, Eng. - member
 - d) Izabela Senderacka, PhD - member
9. The final decision on whether or not to admit candidates to participate in the project will be made by the host party.
 10. After the visit to the host university, the Project Participant will prepare a report summarizing the research results achieved, contacts made and other outcomes achieved.
 11. The recruitment procedure takes into account and obliges the persons responsible for the implementation of the project to comply with the issue of personal data protection.

§ 5

Competences acquired as a result of the support

As a result of the support obtained, Project Participants should acquire the following competences:

- a) **Knowledge** – The project participant knows and understands the main trends in the development of the represented discipline; Polish and international achievements including theoretical foundations and general issues and selected specific issues, methodology of scientific research in relation to the represented scientific discipline. The project participant expanded their knowledge in the field of their scientific discipline (mechanical engineering, biomedical engineering) and related disciplines (chemistry, physics, materials engineering). The participant presented the results of their research work / research subject to the researchers of the host unit obtaining comments and suggestions to enrich the further research process.
- b) **Skills** - The project participant is able to analyse the results obtained so far, verify the results of the research and compare them with literature data, evaluate and interpret the results of the research with a view to generating new knowledge, disseminate their results in the form of a multimedia presentation, take an active part and co-responsibility in joint projects; **use English at a communicative level in the field of specialist terminology, which enables them to prepare and deliver a presentation on the research project conducted; define directions for further learning, implement a process of self-education; use the methods and models they have learnt, modifying them if necessary; communicate with a varied audience in their research topic using appropriate terminology; plan and carry out experiments, including measurements and computer simulations, interpret and present the results obtained and draw conclusions.**
- c) **Social competences/attitudes** - The participant in the project shows high social competences, demonstrated by establishing relationships with researchers of the host unit, representing the same scientific discipline as the participant, as well as other disciplines. The Participant demonstrated adaptability in an international environment and the ability to work in a team. The participant has become familiar/enhanced knowledge of the history and culture of the host country. By their attitude they demonstrated full respect for the formal and informal moral code in science.

§ 6

Criteria for assessing the learning outcomes after the end of the support

a) **Knowledge:** knows and understands

Set of learning outcomes	Verification criteria
Polish and international achievements including theoretical foundations and general issues and selected specific issues along with the main trends in the development of the represented discipline	report after a short-term study visit, including a literature review – state of knowledge relating to the proposed activities and a description of the direction of development
methodology of scientific research in relation to the represented scientific discipline and research planned as part of the mobility	report after a short-term study visit, including a literature review – state of knowledge relating to the proposed activities and a description of the direction of development
expanding knowledge in the field of their scientific discipline (mechanical engineering, biomedical engineering) and related disciplines (chemistry, physics, materials engineering)	report after a short-term study visit, including a literature review – state of knowledge relating to the proposed activities and a description of the direction of development

b) **Skills:** is able to

Set of learning outcomes	Verification criteria
use English at a communicative level in the field of specialist terminology, which allows to prepare and deliver a presentation on a research project	certificate or document from the Foreign Language Centre
define directions for further learning, implement the process of self-education	report with directions for further cooperation identified
use the methods and models learnt , modifying them as necessary	report with the activities carried out during the visit and proposed modifications
using appropriate terminology, communicate with a diverse audience in the field of their research subject	report with recorded meetings, directions for further cooperation
plan and carry out experiments, including measurements and computer simulations, interpret and present the results obtained and draw conclusions	report with the activities carried out during the visit

c) **Social competence:** is ready for

Set of learning outcomes	Verification criteria
responsible fulfillment of professional duties, continuous education in areas of interest	report with the activities carried out during the visit
establishing relationships with researchers of the host unit, representing the same scientific discipline as the participant, as well as other disciplines	report with the activities carried out during the visit
demonstrating adaptability in an international environment and the ability to work in a team	report with the activities carried out during the visit
familiarize / expand knowledge of the history and culture of the host country	report with the activities carried out during the visit

§ 7

Methods of verifying the learning outcomes

1. Verification of learning outcomes will be carried out by the Faculty Evaluation Specialist (SE) through the Competence Growth Card (KWK) completed before and after the mobility. The forms used will allow to confirm the competences and skills acquired by the participants.
2. Each of the Project Participants will receive a certificate confirming the completion of the mobility, after submitting the mobility report and completing the Competence Growth Card (KWK).
3. Verification of the learning outcomes of people with disabilities and people with special needs will be tailored to the individual needs of the participants. **If necessary, a different method than the one provided above will be prepared and used, e.g. interview, participant's self-assessment, classroom observations.**
4. The verification of the effects will include, among others, the possibility of adjusting the time and date of the assessment of the learning outcomes at a later stage, conducting the assessment in different languages, etc.

Appendices:

1. Flat rates used in the PROM programme – recruitment 2024.
2. Application form of the candidate for the 'PROM – short-term academic exchange' project.