in section 8
Regulations for the recruitment, participation and implementation of language training for teaching and administrative staff in the project “Smart Public Poland-Albania. Double Degree Programme: Smart Governance &Public Administration

implemented under the KATAMARAN Programme of the Polish National Agency for Academic Exchange, financed by the European Funds for Social Development (FERS) 2021–2027

§ 1. General provisions

1. These Regulations set out the rules for recruitment, participation and implementation of language training for teaching, research-and-teaching and administrative staff under the project entitled “Smart Public Poland–Albania. Double Degree Programme: Smart Governance & Public Administration”.
2. The Project is implemented under the KATAMARAN Programme – development and implementation of international study programmes, financed by the Polish National Agency for Academic Exchange (NAWA) from the European Funds for Social Development (FERS) 2021–2027.

1. The Project is jointly implemented by:

a) Kazimierz Wielki University in Bydgoszcz (UKW) – the Beneficiary,

b) Aleksandër Moisiu University of Durrës (UAMD) – the Partner University.

2. The objective of the Project is to develop and launch the international double degree programme “Smart Governance and Public Administration” and to enhance the competences of the staff involved in its preparation and implementation.

3. Language training is an integral part of the project task: "Preparation of academic and administrative staff for the launch and implementation of the new English-taught programme".

§ 2. Definitions

1. Programme – the NAWA KATAMARAN Programme.
2. Project – "Smart Public Poland–Albania. Double Degree Programme: Smart Governance & Public Administration".
3. Funding Institution – the Polish National Agency for Academic Exchange (NAWA).
4. Partner University – Aleksandër Moisiu University of Durrës (UAMD)
5. Project Participant – a teaching (or research-and-teaching) or administrative employee of UKW or UAMD who has been selected to participate in the language training, meets the eligibility criteria and actively participates in the implementation of Project tasks.
6. Candidate – a person applying to participate in the language training.
7. Selection Committee – a body appointed by the Project Manager to assess recruitment applications.
8. Language Training – a form of support consisting of 40 hours of individual language consultations per participant, aimed at acquiring or improving the language competences necessary for the implementation of the Project.
9. Language Competences – knowledge, skills and social competences in the use of English, in particular academic and specialist English, consistent with the learning outcomes specified in § 3.
10. Learning Outcomes – the knowledge, skills and social competences that the Project Participant acquires or develops as a result of the language training.

11. Project Participant Documentation – the documents referred to in § 7, including declarations, consents and the personal data form.
12. Regulations – this document.

§ 3. Purpose and scope of support and the competency standard

1. Purpose of the support: to improve the English language competences of UKW and UAMD staff necessary for the development, implementation and administration of the English-taught double degree programme “Smart Governance and Public Administration”.
2. Scope and subject matter of the support:

a) academic and specialist English (Smart Governance, Public Administration),

b) preparation of teaching materials and administrative documentation in English,

c) communication in an international environment,

d) improvement of language skills for cooperation with the international partner.

3. Scope of support: 40 hours of individual language consultations for each Project Participant.
4. Number of participants: 20 persons, including:

a) 15 UKW employees,

b) 5 UAMD employees.

5. Competency standard

Table 1. Learning outcomes

Category	Learning outcomes – upon completion of the training, the Participant:
Knowledge	knows vocabulary and language structures typical of academic and specialist English in the field of Smart Governance and Public Administration;

	understands the principles of preparing teaching and administrative documentation in English.
Skills	is able to communicate in English in an academic and administrative environment; is able to prepare teaching materials, presentations and documents in English; is able to participate in working meetings and consultations with the international partner.
Social competences	is ready to work in an international team; understands the importance of intercultural communication; uses language accurately and appropriately in professional communication.

6. Criteria for assessing learning outcomes after completion of the support:

a) demonstration of knowledge of vocabulary and language structures appropriate to academic and specialist English in the field of Smart Governance and Public Administration,

b) demonstration of the ability to communicate in English in academic and administrative situations related to the implementation of the Project,

c) demonstration of the ability to prepare a teaching material or administrative document in English,

d) demonstration of readiness for appropriate communication and cooperation in an international academic environment.

7. Methods for verifying learning outcomes:
    a. a final validation interview covering the specified areas of language competence,
    b. analysis of the prepared language, teaching or administrative material,
    c. structured observation of communication in a professional situation.
8. Validation of learning outcomes is carried out by a person with appropriate language competences who did not conduct language consultations with the Project Participant concerned, ensuring separation between the learning process and validation.

9. Acquisition of language competences is confirmed by a certificate issued by the training provider, compliant with NAWA requirements for FERS projects.
10. The document referred to in section 9 is a certificate confirming the acquisition of language competences (it does not constitute a qualification within the meaning of the Act on the Integrated Qualifications System) and contains at least:

a) information identifying the Project (European Funds, Republic of Poland, EU and NAWA logos, project number and title, name of the NAWA Beneficiary);
b) information identifying the form of support (type and title of the support, details of the provider, implementation period, description of acquired competences divided into knowledge, skills and social competences, and description of learning outcomes);
c) information identifying the method of verification and confirmation of learning outcomes (verification method based on the adopted criteria, confirmation of achievement of learning outcomes, confirmation of separation between the learning process and validation, place and date of issue of the document).

§ 4. Target group and eligibility criteria

1. Target group:

a) domestic or international teaching or research-and-teaching staff,
b) domestic or international administrative staff,
c) employed by UKW or UAMD and involved in the implementation of the Project.

2. Eligibility criteria:

a) the Candidate meets the eligibility criteria for participation in the Programme and in the NAWA Beneficiary's Project,
b) the Candidate belongs to the target group specified in section 1,
c) the Candidate actively participates in the implementation of the Project, as confirmed by the Project Team Leader or a person designated by them,
d) the Candidate has provided the required personal data and submitted the declarations and consents referred to in § 7,
e) the Candidate has committed to participate in the training throughout its duration.

§ 5. Recruitment

1. Recruitment is conducted through a competitive procedure, in accordance with the principles of equal opportunities and non-discrimination.
2. Recruitment and training are conducted with due regard to accessibility for persons with special needs, in accordance with the Accessibility Standards for Cohesion Policy 2021–2027. A Candidate/Project Participant may report to the Project Team Leader the need for a reasonable accommodation (e.g. adaptation of the format or venue of consultations or the format of training materials), which will be provided insofar as the organizational and financial capacities of the Project allow.
3. Candidates complete the recruitment form in English and submit it to the e-mail address smartgovernance@ukw.edu.pl or to the Secretariat of the Faculty of Political Science and Administration at UKW.
4. Applications are assessed by the Selection Committee appointed by the Project Team Leader.
5. The Selection Committee consists of:

a) the Project Team Leader or a person designated by them, employed at the Faculty of Political Science and Administration (WNOPiA) of UKW, acting as Chair of the Committee.
b) one representative of WNOPiA UKW.
c) one representative of UAMD.

6. Assessment criteria:

a) level of involvement in the preparation and implementation of the “Smart Governance & Public Administration” programme – 0–5 points,
b) need to improve language competences in connection with tasks carried out under the Project – 0–5 points,
c) scope of planned use of the acquired language competences in the teaching or administrative delivery of the programme – 0–5 points.

7. A maximum of 15 points may be awarded. The position on the ranking list is determined by the number of points obtained.
8. Candidates will be informed of the recruitment results electronically within 7 days of the end of the recruitment procedure.
9. If a Project Participant withdraws, the next person on the ranking list may be invited to participate in the training.

§ 6. Rules for providing support

1. Participation in the Project is confirmed by signing the Project Participation Agreement.
2. The Project Participant is required to:

a) register in the NAWA system prior to the commencement of support and complete the required documentation, which must be promptly sent to the Project Manager in PDF format
b) participate regularly and actively in the language training,
c) carry out Project tasks in accordance with the schedule,
d) participate in the initial diagnosis of language competences and needs and in the final validation of learning outcomes,
e) comply with confidentiality and personal data protection rules,
f) comply with the rules of the NAWA KATAMARAN Programme and the FERS guidelines.

3. The conditions for completing the training are:

a) regular participation in language consultations in accordance with the agreed schedule,
b) participation in the initial diagnosis of language competences and needs,
c) participation in the final validation of learning outcomes,
d) obtaining a positive result in the final validation of learning outcomes.

4. A Participant who fulfils the conditions specified in section 3 will receive a certificate confirming the acquisition of language competences.
5. The Project Participant is required to provide the data and documents required by NAWA that are necessary for the Beneficiary to register and report their participation in the Project in the NAWA ICT system.

§ 7. Project Participant documentation and personal data protection

1. The personal data of Project Participants and information confirming or determining eligibility for participation in the NAWA Programme are collected using the following documents:
   a. Project Participant statement/declaration confirming fulfilment of the conditions for participation in the Programme,
   b. Project Participant statement confirming familiarisation with the rules on personal data processing,

c. Project Participant consent to the processing of personal data and image,
d. Project Participant personal data form.

2. The documentation referred to above should be obtained no later than on the first day of the Project Participant's participation in the support.
3. Templates of the above documents constitute appendices to these Regulations:

a) Appendix No. 1 – Application Form,

4. Personal data are processed in accordance with the GDPR and the rules set out in the NAWA Beneficiary Handbook and in the Rules for Recruitment, Reporting and Collection of Data of Project Participants Financed from FERS (section 6.4 of Appendix No. 1 to the Handbook: Rules for Recruitment, Reporting and Collection of Data of Project Participants Financed from FERS: https://nawa.gov.pl/images/BPI-wzory-dokumentow/2024-03-20_KAT.B.ZAL_1_Zasady_rekrutacji_sprawozdawczosci_zbierania_danych_uczestnikow_FERS.pdf).
5. The Beneficiary is required to collect and retain the original Project Participant documents for the period required by law and NAWA guidelines.
6. Documentation confirming the implementation of language training includes in particular:

a) recruitment regulations,
b) list of participants,
c) attendance records
d) certificate of completion of the form of support and acquisition of competences,
e) Project Participant documentation.

7. For projects financed from FERS, Project Participant documentation is submitted to NAWA via the NAWA ICT system.
8. Pursuant to Article 88 of the Act of 28 April 2022 on the principles for implementing tasks financed from European funds in the 2021–2027 financial perspective, the personal data of Project Participants are processed by three separate controllers: the minister responsible for regional development (Managing Authority for FERS), the National Centre for Research and Development (Intermediate Body), and the Polish

National Agency for Academic Exchange. The full information clauses of the above-mentioned controllers are compliant with section 6.4 of Appendix No. 1 to the NAWA Beneficiary Handbook.

§ 8. Organisation of training

1. Language training is implemented from October 2026 to August 2027.
2. The training consists of 40 hours of individual language consultations per Project Participant.
3. Consultations may be conducted on-site or online.
4. Consultations are conducted for at least 2 hours per month, according to an individual schedule agreed with the Project Participant.
5. The detailed training schedule will be provided to Project Participants no later than 7 days before the start of the training.

§ 9. Financing

1. The costs of language training are financed from the KATAMARAN Project funds, in accordance with the agreement concluded with NAWA and the FERS rules.
2. Participants are not entitled to remuneration for participation in the training.
3. The financial resources are allocated to remuneration of language instructors.
4. Detailed rules for covering costs are specified in the Agreement concluded between the Participant and UKW.

§ 10. Withdrawal and termination of participation in the Project

1. A Project Participant may withdraw from the training only in exceptional circumstances beyond their control, such as serious illness, accident or another unforeseeable life event preventing further participation.
2. Withdrawal requires the immediate submission of a written statement together with appropriate documentation.
3. The validity of the reasons for withdrawal is assessed by a Committee appointed by the Project Team Leader.
4. UKW may terminate the Project Participation Agreement with immediate effect in the event of:

a) providing false information in the recruitment form,
b) failure to fulfil the obligations specified in the Agreement,
c) termination of the Project Funding Agreement concluded with the Funding Institution,
d) breach of the rules of the NAWA KATAMARAN Programme or the FERS guidelines.

5. If the Agreement is terminated due to reasons attributable to the Project Participant, the University has the right to demand reimbursement of the costs related to their participation in the Project.

§ 11. Final provisions

1. These Regulations enter into force on the date of their publication.
2. UKW reserves the right to amend these Regulations where this is necessary to adapt them to changing guidelines of the Funding Institution, legal provisions or other material circumstances affecting implementation of the Project.
3. Amendments to the Regulations are approved by the Project Team Leader.
4. In matters not regulated by these Regulations, decisions are made by the Project Manager, taking into account the guidelines of the Funding Institution and applicable law.