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It is not an internal legal act of Czestochowa University  
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for the rights and obligations.**

## Appendix to the Procedure No 14/2026

The project entitled „PROM – Short-term Academic Exchange” agreement No. BPI/PRO/2025/1/00037/U/00001 is implemented under the „PROM – Short-term Academic Exchange – Call 2025” program organised by the Polish National Agency for Academic Exchange (NAWA). The project is co-financed by the European Union through the European Social Fund Plus (ESF+) under the European Funds for Social Development 2021-2027 program.

**Rules and Regulations for recruitment and participation in the project implemented at Czestochowa University of Technology (Politechnika Czestochowska) entitled PROM – Short-term Academic Exchange – for students, PhD students and staff members of University of Turkish Aeronautical Association, Ankara, Turkey – activity: short-term incoming mobility – participation in short-term educational programmes (courses-workshops at Czestochowa University of Technology).**

The mobility of students, PhD students and staff members will be carried on-site at the Faculty of Mechanical Engineering of the Czestochowa University of Technology (CUT), Poland.

Planned duration of the mobility: **7 days, in May 2026**

Main activity: **incoming mobility – participation in short-term educational programmes (courses-workshops at Czestochowa University of Technology)**

Start date of the recruitment: **16 February 2026, 12:00 (CET)**

Application deadline at CUT: **20 February 2026, 12:00 (CET)**

Number of available mobility slots: **8**

**(including: 2 university staff members, 4 PhD students, 2 students)**

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PROM program website at CUT: <https://cop.pcz.pl/projekty/fundusze-strukturalne/prom--krotkookresowa-wymiana-akademicka-26.html>

1. Project Manager at CUT is **Adam Cwudziński, PhD, DSc, CUT Assoc. Prof.**
2. Information about the recruitment for the PROM project will be made available to students, PhD students, and staff members via the project website at CUT.
3. In accordance with §4 and §6 of the Rules and Regulations for Recruitment and Participation in the project implemented at Czestochowa University of Technology entitled PROM – Short-term Academic Exchange, the following individuals may apply in the incoming short-term mobility activity:
  - 3.1. Students from foreign universities enrolled in first-cycle, second-cycle, or long-cycle studies who, at the time of recruitment for short-term incoming mobility – participation in short-term educational programmes (courses-workshops at Czestochowa University of Technology):
    - 3.1.1. have active student status in fields related to mechanical engineering at the University of Turkish Aeronautical Association, Ankara, Turkey;
    - 3.1.2. have successfully completed the summer semester 2024/2025 (does not apply to first-semester students of first-cycle studies);
    - 3.1.3. have grades entered for all courses from the summer semester 2024/2025, all of them are positive (does not apply to first-semester students of first-cycle studies);
    - 3.1.4. have successfully completed at least three courses related to mechanics – does not apply to first-semester students of first-cycle studies. First-semester students must document six months of professional experience in the industry related to mechanics (a certificate issued by the employer, in English, is required);
    - 3.1.5. whose home institution declares that they maintain student status throughout the entire duration of their participation in the Project;
    - 3.1.6. declare that their English language skills are at least at level B1.

3.1.6.1. The International Students Office, as part of the language competence assessment process, will obtain confirmation from University of Turkish Aeronautical Association, Ankara, Turkey, that participant's knowledge of English is at least at the B1 level.

3.1.6.2. If such confirmation is not available, the International Students Office will require the student to provide evidence of language proficiency or will direct them to a language competence test conducted by the Foreign Languages Centre of CUT.

3.1.7. Certificates referred to in points 3.1.1., 3.1.2., 3.1.3., 3.1.4., 3.1.5., and 3.1.6.1. may be submitted during the recruitment process either as separate documents issued and certified by authorized person of the home institution in English, or as a single document issued by the home institution in English, separately listing and detailing all the above-mentioned criteria, provided that the six-month professional experience can only be confirmed by the employer.

3.2. PhD students of the foreign university who, at the time of the recruitment for short-term incoming mobility – participation in short-term educational programmes (courses-workshops at Czestochowa University of Technology):

3.2.1. have active PhD student status in disciplines related to mechanical engineering at the University of Turkish Aeronautical Association, Ankara, Turkey;

3.2.2. provide the documentation confirming that, by the beginning of the winter semester 2025/2026, they had no outstanding obligations related to the progress of their doctoral dissertation (does not apply to PhD students starting their doctoral work in the winter semester 2025/2026);

3.2.3. provide documentation confirming that the topic of their doctoral dissertation is aligned with the task planned under the call for applications;

3.2.4. whose home institution declares that they maintain PhD student status throughout the entire duration of their participation in the Project;

3.2.5. declare that their English language skills are at least at level B1.

3.2.5.1. The International Students Office, as part of the language competence assessment process, will obtain confirmation from University of Turkish Aeronautical Association, Ankara, Turkey, that PhD student's knowledge of English is at least at the B1 level.

3.2.5.2. If such confirmation is not available, the International Students Office will require the PhD student to provide evidence of language proficiency or will direct them to a language competence test conducted by the Foreign Languages Centre of CUT.

3.2.6. Certificates referred to in points 3.2.1., 3.2.2., 3.2.3., 3.2.4. and 3.2.5.1. may be submitted during the recruitment process either as separate documents issued and certified by authorized person of the home institution in English, or as a single document issued by the home institution in English, separately listing and detailing all the above-mentioned criteria.

3.3. Representatives of the academic, research, research-and-teaching, teaching or administrative staff of the foreign university who, on the date of the recruitment for short-term incoming mobility – participation in short-term educational programmes (courses-workshops at Czestochowa University of Technology):

3.3.1. have active staff member status at their home institution throughout the entire duration of their participation in the Project;

3.3.2. can demonstrate and document that the scope of their research work and/or administrative activities is aligned with the task planned as part of the call for applications;

3.3.3. declare that their English language skills are at least at level B1.

3.3.3.1. The International Students Office, as part of the language competence assessment process, will obtain confirmation from University of Turkish Aeronautical Association, Ankara, Turkey, that the staff member's knowledge of English is at least at the B1 level.

3.3.3.2. If such confirmation is not available, the International Students Office will require the staff member to provide evidence of language proficiency or will direct them to a language competence test conducted by the Foreign Languages Centre of CUT.

3.3.4. Certificates referred to in points 3.3.1., 3.3.2., 3.3.3., and 3.3.3.1. may be submitted during the recruitment process either as separate documents issued and certified by authorized person of the home institution in English, or as a single document issued by the home institution in English, separately listing and detailing all the above-mentioned criteria.

4. A short-term academic exchange of students, PhD students, and staff members may be financed only if all the following conditions are met:

4.1. The application, together with required attachments, is submitted within the recruitment deadline (late applications will not be considered);

4.2. The application covers at least one activity referred to in §3.1 of the Rules and Regulations for Recruitment and Participation in the project implemented at the Czestochowa University of Technology entitled PROM – Short-term Academic Exchange – Call 2025, and meets the conditions of an eligible action;

4.3. The planned activities are relevant to the field of study / PhD research topic / ongoing research / or related to the specific nature of the teaching, academic, professional or administrative duties performed by the participant;

4.4. The application receives a positive evaluation by the PROM Recruitment Committee (PRC) and appears on the list of qualified candidates;

4.5. The candidate has not previously participated in the project entitled PROM – Short-term Academic Exchange – Call 2025;

4.6. The participant declares that their English language skills are at least at level B1, which is required for the implementation of the mobility;

4.7. The participant declares the ability to apply the newly acquired competences in their academic or professional work.

5. Selection criteria for incoming candidates:
    - 5.1. mandatory: confirmed status of a student / PhD student / university staff member / researcher at a scientific institution, valid for the entire period of participation in the Project – in the absence of such confirmation, the candidate is disqualified, and their documents will not be considered;
    - 5.2. mandatory: documented relevance of the applicant's field of study, research area and/or administrative activities to the tasks planned within the given call – from 3.00 to 5.00 points may be awarded;
    - 5.3. mandatory: declared knowledge of English at a communicative level, indicated in the application form;
    - 5.4. additional: opinion of the academic supervisor (in the case of students / PhD students / postdoctoral researchers) or of the head of the home institution;
    - 5.5. additional: applicant's previous achievements – from 0 to 3.00 points may be awarded;
  6. In the event of candidates receiving an equal total score, those with the same number of points will be ranked according to the order in which their applications were submitted. If a candidate has submitted more than one application, only the most recent submission will be considered.
  7. Applications at Czestochowa University of Technology shall be submitted by the candidate by downloading the appropriate application form from the PROM project website at CUT (<https://cop.pcz.pl/projekty/fundusze-strukturalne/prom---krotkookresowa-wymiana-akademicka-26.html>), completing all required fields, signing with a legible signature, and sending it from your own email address along with attachments confirming the fulfilment of recruitment criteria to [nawa.prom@pcz.pl](mailto:nawa.prom@pcz.pl) before the deadline.
  8. Candidates are advised to use an email address registered in the domain of their home institution.
  9. The deadline for applications at CUT is 20 February 2026, 12:00 (CET). Applications received after this date will not be considered.
  10. PROM Recruitment Committee (PRC) shall no later than 27 February 2026:
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- 10.1. analyse and evaluate the submitted applications based on the adopted criteria,
  - 10.2. create a Ranking List for students, PhD students, and staff members,
  - 10.3. on the basis of available places and/or financial resources allocated for the mobility activity, compile a main list and a reserve list within the ranking list.
11. Members of the PRC will evaluate applications based on the information and documents submitted by the candidates, formal requirements, and the evaluation rules defined in point 5.
12. Applications that do not meet the formal criteria will be rejected and will not undergo further evaluation.
13. Candidates who receive the highest number of points on the ranking list from all submitted applications, taking into account the availability of places and the Project's financial resources, will be qualified for participation in the Project.
14. Candidates may appeal against the negative decision of the PRC in writing within 3 working days from the date of receiving the notification sent to the email address provided in the application.
15. In the event that a candidate resigns from participation in the Project, the PRC will qualify the next person from the reserve list.
16. In the case of a positive assessment, the PRC shall award the participant funding for the mobility in an amount determined by the Project Financial Coordinator, in accordance with the rules of the PROM Programme and these Regulations.
17. In the case of available funds, participants from the reserve list may be moved to the main list, where:
- 17.1. The proposal to move a participant from the reserve list to the main list is made sequentially, in accordance with the ranking, and is communicated to the participant via email by International Students Office,
  - 17.2. The participant must provide consent to be moved to the main list – via email [nawa.prom@pcz.pl](mailto:nawa.prom@pcz.pl) – by the deadline indicated in the correspondence received from International Students Office. If the deadline passes and
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International Students Office does not receive confirmation from the participant, the participant automatically loses the opportunity to be moved to the main list, and the offer will be passed to the next candidate on the reserve list according to ranking.

17.3. The deadline for confirming consent to be moved from the reserve list to the main list is identical for all participants. It is set by International Students Office based on the ongoing analysis of the project implementation process in relation to the final date of the incoming mobility activities at the Faculty of Mechanical Engineering of Czestochowa University of Technology.

18. The PROM Recruitment Committee (PRC) consists of:

18.1. Chairperson – NAWA PROM Project Manager (or their deputy)

18.2. Task Coordinator

18.3. Team member – Project Financial Coordinator,

18.4. Team member – Head of the International Students Office (or their deputy):

18.5. Team member – International Students Office staff member:

19. The PRC shall promptly inform candidates of the results of the recruitment process by sending an email to the address provided in the application, including whether the candidate has been qualified for the Project.

20. Candidates may appeal the PRC's decision regarding qualification to the Vice-Rector for Development of Czestochowa University of Technology within 2 days of receiving a notification of non-qualification.

21. Resignation from the incoming mobility activity after successful completion of the recruitment process results in the exclusion from applying for any PROM mobility activities at CUT for the following two years.

22. A candidate who resigns from the mobility activity is considered a participant on the main list who, within 8 working days from receiving the qualification notification, fails to submit to the International Students Office the required documents necessary for signing the Participation Agreement.

23. Candidates whose resignation is due to a documented case of force majeure or unforeseen events are exempt from the exclusion referred to in point 21 and must submit relevant documents to International Students Office via email [nawa.prom@pcz.pl](mailto:nawa.prom@pcz.pl) by 2 June 2026, after which the PRC will review the documents by 18 June 2026 and communicate its decision to the candidate by email. The candidate may appeal the PRC's decision to the Vice-Rector for Development within 7 days of receiving the notification.
24. In the event of a candidate's resignation, the next person on the reserve list, according to the ranking, will be offered the place (resignation must be submitted by the candidate via email: [nawa.prom@pcz.pl](mailto:nawa.prom@pcz.pl)).
25. Participants selected for the PROM program shall immediately contact International Students Office (email: [nawa.prom@pcz.pl](mailto:nawa.prom@pcz.pl)) to complete the next steps of the mobility procedure.
26. The Project Manager and International Students Office staff member will correspond with candidates via email or telephone, using the contact details provided in the application.
27. Candidates who fail to contact or respond to correspondence from the Project Manager or International Students Office staff member to their email by 27 February 2026 will be automatically removed from the list.
28. If some positions within the mobility activity remain unfilled after the completion of the recruitment process, the Vice-Rector for Development, at the request of a PRC member or the Dean of Faculty of Mechanical Engineering, may announce an additional recruitment round and specify its schedule.
29. Templates of documents related to the PROM project recruitment process constitute appendices to the Rules and Regulations for Recruitment and Participation in the project implemented at the Czestochowa University of Technology entitled PROM – Short-term Academic Exchange.