Q-HELIX ALLIANCE

NAWA Programme “Support for European Universities”

Project No. BPI/WUE/2025/1/00016

“Support for the European University Alliance Q-Helix – Inclusive European University Based on the Quintuple Helix Model”

ANNEX NO. 7

NAWA REGISTRATION GUIDELINES

Dąbrowa Górnicza, Poland

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NAWA REGISTRATION GUIDELINES

1. General Information

1. Participants qualified for research mobility under the Project may be required to complete the registration procedure in the NAWA system before receiving financial support.
2. The registration procedure shall be completed only after:

a) successful completion of the recruitment and approval procedure;

b) signing of the mobility agreement with WSB University.

3. Participants who have already completed registration within another activity implemented under the same Project shall not register again in the NAWA system.
4. Participants referred to in point 3 shall inform the Organiser accordingly and provide information necessary for project reporting purposes.
5. Failure to complete the registration procedure or failure to submit the required confirmation documents may result in suspension of the mobility grant transfer.

2. Step 1 – Creation of a NAWA System Account

1. Participants required to complete the registration procedure shall first create an account in the NAWA system using the following website:

NAWA Registration System

2. During account creation, the Participant shall provide:

- name and surname;
- e-mail address;
- password.

3. After registration, the system shall send an activation link to the provided e-mail address.
4. The Participant must activate the account before proceeding to the next stage of registration.

3. Step 2 – Registration in the Project

1. After activating the account, the Participant shall complete the Project registration form using the dedicated registration link provided by the Organiser.
2. The Participant shall complete all mandatory sections of the registration form.
3. During registration, the Participant shall in particular:

a) select "AKADEMIA WSB" as the institution name;

b) complete personal and contact information;

c) indicate the appropriate participant status;

d) complete mandatory declarations;

e) submit the registration form in the NAWA system.

4. Participant Status Information

1. During registration, Participants shall indicate their citizenship category according to their status.
2. Participants shall select the following participant type:

"An employee or representative of an institution/entity"

3. Participants shall indicate:

"An employed person"

as the labour market status.

4. Participants affiliated with universities shall indicate:

"a person working at a university"

where applicable in the registration form.

5. Submission Confirmation

1. After submission of the registration form, the Participant shall:

a) generate and download the PDF version of the submitted registration form;

b) send the PDF document to the Organiser;

c) forward the e-mail confirmation received from the NAWA system confirming successful registration.

2. Required documents shall be sent electronically to:

q-helix@wsb.edu.pl

3. The Organiser reserves the right to request additional clarifications or corrections related to the registration procedure.

6. Additional Information

1. Participants are responsible for the correctness and completeness of the information provided in the NAWA system.
2. Participants may save draft versions of the registration form before final submission.
3. Detailed instructions or additional technical information may be provided by the Organiser during the implementation of the Project.
4. The registration procedure shall be carried out in accordance with the applicable NAWA Programme requirements and Project implementation rules.