



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”

# **OPEN CALL REGULATIONS FOR RESEARCH MOBILITY PARTICIPANTS**

Dąbrowa Górnicza, Poland

12 June 2026

This document has been prepared within the project “Support for the European University Alliance Q-Helix – Inclusive European University Based on the Quintuple Helix Model”, implemented by WSB University under the NAWA Programme “Support for European Universities”. The project is financed by the European Union under the European Funds for Social Development 2021–2027 Programme.

## §1 General Provisions

1. These Open Call Regulations define the rules for recruitment, participation, implementation, financing, and settlement of research mobilities carried out within the project:

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

implemented by WSB University under the NAWA Programme “Support for European Universities”, financed by the European Union under the European Funds for Social Development 2021–2027 Programme.

2. The Regulations apply to research mobilities implemented within the Q-Helix Alliance and financed from the project budget.
3. The main objective of the research mobility scheme is to strengthen international scientific cooperation within the Q-Helix Alliance through the development of existing and new international research groups, exchange of knowledge and experience, competence development, and implementation of joint research activities within the strategic areas of the Alliance.
4. Research mobilities implemented under the Project shall support activities related to at least one of the following strategic areas of the Q-Helix Alliance:
  - a) Security;
  - b) Healthcare;
  - c) Smart City;
  - d) Environmental Conservation;
  - e) Artificial Intelligence as a horizontal component supporting the above-mentioned areas.
5. The recruitment process is open, international, transparent, and based on equal treatment principles.
6. The official language of the recruitment process and all documentation related to participation in research mobilities under the Project shall be English.
7. All application documents, supporting documents, reports, certificates, declarations, and communication related to the recruitment and implementation process shall be submitted in English.
8. Documents originally issued in another language may require translation into English upon request of the Organiser.
9. Research mobilities may be implemented exclusively between universities belonging to the Q-Helix Alliance and listed in these Regulations.
10. Research mobilities under the Project may be implemented from **12 June 2026 until 31 May 2027**, subject to the availability of project funds and mobility slots.
11. For the purposes of these Regulations, the following definitions shall apply:
  - a) Project – the project entitled “Support for the European University Alliance Q-Helix – Inclusive European University Based on the Quintuple Helix Model”, implemented by WSB University under the NAWA Programme “Support for European Universities”;
  - b) Q-Helix Alliance / Alliance – the international alliance of higher education institutions cooperating within the framework of the European Universities Initiative and the Project;

- c) Research Mobility – a short-term international research stay implemented within the Project for the purpose of conducting research activities, developing scientific cooperation, strengthening research groups, and improving research competences;
- d) Participant – a researcher, academic teacher, or scientific staff member qualified to participate in the research mobility under these Regulations;
- e) Sending Institution – the university affiliated with the Participant at the time of application and implementation of the mobility;
- f) Host Institution – the Q-Helix Alliance university where the research mobility is implemented;
- g) Host Researcher – a researcher affiliated with the Host Institution who supervises, supports, or cooperates with the Participant during the mobility;
- h) Research Group – an existing or newly established international research cooperation structure involving representatives of at least two Q-Helix Alliance universities;
- i) Recruitment Committee – the body responsible for formal and substantive evaluation of applications submitted within the Open Call;
- j) International Center for Quality in Education and Research Q-Helix – an international quality assurance and advisory body operating within the Q-Helix Alliance, composed of representatives of partner universities and responsible for the evaluation, quality assurance, and approval of activities implemented within the Project;
- k) Organiser – WSB University acting as the coordinator of the Project and organiser of the Open Call.

## **§2 Number and Types of Research Mobilities**

1. Within the framework of the Project, a total of **50 research mobilities shall be financed.**
2. Research mobilities shall be implemented in the form of short-term international research stays aimed at strengthening scientific cooperation within the Q-Helix Alliance.
3. Each research mobility shall include:
  - a) 5 days of research activities implemented at the Host Institution;**
  - b) up to 2 additional travel days financed within the Project budget.**
4. Research mobilities may be implemented exclusively between universities belonging to the Q-Helix Alliance and listed in these Regulations.
5. **The following types of mobilities are foreseen within the Project:**
  - a) mobilities of employees/researchers from WSB University to partner universities of the Q-Helix Alliance – 15 mobilities;**
  - b) mobilities of employees/researchers from partner universities of the Q-Helix Alliance to WSB University – 5 mobilities;**
  - c) mobilities implemented between partner universities of the Q-Helix Alliance other than WSB University – 30 mobilities.**
6. One Participant may receive funding for only one research mobility under the Project.
7. Research mobilities shall be financed in the form of lump sums covering:
  - a) travel costs;
  - b) accommodation and subsistence costs.

8. The amount of financial support shall depend on:
- the country of destination;
  - the applicable accommodation and subsistence cost group;
  - the distance between the Participant's place of residence/place of departure and the Host Institution location, calculated using the distance calculator indicated by NAWA.
9. Research mobilities shall be implemented subject to the availability of financial resources allocated within the Project budget.
10. Due to safety considerations and risk management requirements related to the implementation of international activities, research mobilities shall not be implemented in locations affected by warfare or elevated security risk.
11. As of the date of entry into force of these Regulations, the restriction referred to in paragraph 10 applies to mobilities implemented on the territory of Ukraine.
12. In the event of changes in the security situation, the Organiser reserves the right to update the rules concerning eligible mobility destinations.

### §3 Eligible Universities for Research Mobilities

- Research mobilities under the Project may be implemented exclusively between universities belonging to the Q-Helix Alliance.
- Eligible Host Institutions for research mobilities are listed in Annex No. 4 to these Regulations.
- As of the date of entry into force of these Regulations, the following universities are eligible for participation in research mobilities under the Project:

| University                                          | Country   | City              |
|-----------------------------------------------------|-----------|-------------------|
| WSB University                                      | Poland    | Dąbrowa Górnicza  |
| Hochschule Reutlingen (RTU)                         | Germany   | Reutlingen        |
| University of Prešov (UNIPO)                        | Slovakia  | Prešov            |
| Public International Business College (IBCM)        | Kosovo    | Mitrovica         |
| Universitatea Titu Maiorescu (UTM)                  | Romania   | Bucharest         |
| EPHEC                                               | Belgium   | Brussels          |
| European Humanities University (EHU)                | Lithuania | Vilnius           |
| Université d'Artois                                 | France    | Arras             |
| Instituto Superior Politécnico Gaya (ISPGAYA)       | Portugal  | Vila Nova de Gaia |
| Dnipro University of Technology                     | Ukraine   | Dnipro            |
| Kyiv National University of Technologies and Design | Ukraine   | Kyiv              |

- Research mobilities may be implemented only if the Participant has established cooperation with at least one Host Researcher affiliated with the Host Institution.
- The planned mobility must be implemented:**

**a) within an existing international research group; or**

**b) for the purpose of establishing a new international research group within the Q-Helix Alliance.**

6. The Participant shall submit a **Host Researcher Declaration** confirming:

- a) readiness to host the Participant during the mobility period;
- b) willingness to cooperate in research activities during the mobility;
- c) participation in an existing or newly established research group.

7. The Organiser reserves the right to suspend or exclude selected mobility destinations due to force majeure, safety concerns, travel restrictions, or other circumstances affecting the proper implementation of the Project.

8. Any updates regarding eligible mobility destinations shall be communicated through the official communication channels of the Project and the Q-Helix Alliance.

#### **§4 Recruitment Process and Timeline**

1. The recruitment process for research mobilities under the Project shall be conducted in the form of an open continuous call.

**2. The Open Call shall start on 12 June 2026 and remain open until the exhaustion of available mobility slots or financial resources allocated within the Project.**

**3. Research mobilities must be completed no later than 31 May 2027.**

4. Applications shall be submitted electronically in the form of scanned and signed documents to the following e-mail address: **q-helix@wsb.edu.pl**

5. The date and time of submission of the complete application documentation to the e-mail address indicated in paragraph 4 shall be considered the official submission date.

6. Applications shall be evaluated on an ongoing basis according to the order of submission and in accordance with the rules specified in these Regulations.

7. Submission of an application does not guarantee qualification for participation in the mobility.

8. Applications shall undergo:

a) formal evaluation conducted by the Recruitment Committee;

b) substantive evaluation conducted by the Recruitment Committee;

c) approval procedure carried out by the International Center for Quality in Education and Research Q-Helix.

9. Only applications that successfully pass the formal evaluation stage shall be subject to substantive evaluation.

10. Only candidates who obtain at least 70% of the maximum number of points available in the substantive evaluation shall be presented for approval during the meeting of the International Center for Quality in Education and Research Q-Helix.

11. Meetings of the International Center for Quality in Education and Research Q-Helix shall be organised once per month.

12. For the approval of mobilities to be valid, the presence of representatives of at least half of the partner universities of the Q-Helix Alliance shall be required.

13. Positive approval issued by the International Center for Quality in Education and Research Q-Helix shall constitute the basis for qualification of the Participant for the mobility.

14. Information regarding the recruitment results shall be communicated individually to applicants via e-mail.

15. Information regarding approved mobilities and implemented activities may additionally be published through the official communication channels of the Q-Helix Alliance, including:

- a) the Q-Helix LinkedIn profile;
- b) the project website available at: <https://wsb.edu.pl/q-helix/>

16. The Organiser reserves the right to suspend, modify, or terminate the recruitment process in justified cases related in particular to:

- a) force majeure;
- b) changes in project implementation conditions;
- c) exhaustion of available financial resources;
- d) decisions of the funding institution or applicable legal regulations.

### **§5 Application Documentation**

1. Applications for participation in research mobilities under the Project shall be submitted using the application documents specified in these Regulations and their annexes.

2. All application documents must be completed in English.

3. The Applicant shall submit complete application documentation electronically in the form of scanned and signed documents to the following e-mail address: **q-helix@wsb.edu.pl**

4. Mandatory application documents shall include:

- a) Application Form for Research Mobility (**Annex No. 1**);
- b) Sending Institution Confirmation Letter (**Annex No. 2**) confirming that the Applicant:
  - is affiliated with or employed by the Sending Institution at the time of application submission;
  - will remain affiliated with or employed by the Sending Institution during the planned mobility period;
- c) Host Researcher Declaration (**Annex No. 3**) confirming:
  - readiness to host the Participant during the mobility period;
  - willingness to cooperate in research activities during the mobility;
  - implementation of the mobility within an existing or newly established research group;
- d) Information Clause on the Processing of Personal Data for Participants of Q-Helix Research Mobilities (**Annex No. 12**), signed by the Applicant;
- e) any additional documents or explanations requested by the Organiser if necessary for the evaluation of the application.

5. Applicants selected for funding may be required to submit additional documents necessary for the implementation, registration, monitoring and reporting of the mobility, including in particular:

- a) documents required for registration in the NAWA system;
- b) documents required for the conclusion of the mobility grant agreement;
- c) other documents required under the applicable Project, NAWA or institutional regulations.

5. The Application Form template is attached as Annex No. 1 to these Regulations.

6. Documents submitted after the exhaustion of available mobility slots or project funds shall not be considered.
7. Incomplete applications or applications containing formal deficiencies may be rejected or returned to the Applicant for correction or completion within the timeframe specified by the Organiser.
8. Failure to complete or correct the application within the indicated timeframe may result in rejection of the application for formal reasons.
9. The Organiser reserves the right to request additional documents, clarifications, explanations, or corrections necessary for proper evaluation of the application.
10. Submission of application documents shall be deemed equivalent to acceptance of these Regulations by the Applicant.

### **§6 Formal Eligibility Criteria**

1. Only applications meeting all formal eligibility criteria specified in these Regulations may be admitted to the substantive evaluation stage.
2. The Applicant must be affiliated with or employed by a university belonging to the Q-Helix Alliance at the time of application submission and during the entire planned mobility period.
3. The Applicant must hold the status of:
  - a) academic teacher; or
  - b) researcher/scientific staff member.
4. The planned mobility must be implemented exclusively at a university belonging to the Q-Helix Alliance and listed in these Regulations.
5. The Applicant must indicate a Host Researcher affiliated with the Host Institution who confirms readiness to cooperate during the mobility period.
6. The planned mobility must be implemented:
  - a) within an existing international research group; or
  - b) for the purpose of establishing a new international research group within the Q-Helix Alliance.
7. The planned research activities must be related to at least one strategic area of the Q-Helix Alliance:
  - a) Security;
  - b) Healthcare;
  - c) Smart City;
  - d) Environmental Conservation;
  - e) Artificial Intelligence as a horizontal component supporting the above-mentioned areas.
8. The Applicant must submit complete application documentation in accordance with §5 of these Regulations.
9. One Participant may receive funding for only one research mobility under the Project.
10. Applications that do not meet the formal eligibility criteria shall be rejected and shall not proceed to the substantive evaluation stage.
11. Formal evaluation shall be conducted by the Recruitment Committee on the basis of the submitted application documentation and attached supporting documents.

## §7 Recruitment Committee

1. The recruitment process for research mobilities under the Project shall be conducted by the Recruitment Committee appointed by the Organiser.
2. The Recruitment Committee shall consist of three representatives of WSB University:
  - a) Director of the International Center for Quality in Education and Research Q-Helix;
  - b) Research Quality Coordinator of the International Center for Quality in Education and Research Q-Helix;
  - c) Education Quality Coordinator of the International Center for Quality in Education and Research Q-Helix.
3. The Recruitment Committee shall be responsible in particular for:
  - a) verification of formal eligibility criteria;
  - b) substantive evaluation of applications;
  - c) preparation of evaluation documentation;
  - d) preparation of recommendations for the International Center for Quality in Education and Research Q-Helix;
  - e) preparation of recruitment protocols and evaluation sheets.
4. Members of the Recruitment Committee shall confirm the evaluation results by signing the evaluation sheets and recruitment documentation.
5. The Recruitment Committee may request Applicants to provide additional explanations, corrections, or supplementary documents necessary for the proper evaluation of the application.
6. The Recruitment Committee shall evaluate applications in accordance with the principles of transparency, equal treatment, non-discrimination, impartiality, and quality assurance standards implemented within the Q-Helix Alliance.
7. In the event of a conflict of interest between a Committee member and an Applicant, the Committee member concerned shall be excluded from the evaluation of that application.
8. Applications positively evaluated by the Recruitment Committee and obtaining at least 70% of the maximum number of points in the substantive evaluation shall be presented for approval during the meeting of the International Center for Quality in Education and Research Q-Helix.
9. The International Center for Quality in Education and Research Q-Helix is composed of representatives delegated by partner universities of the Q-Helix Alliance.
10. Meetings of the International Center for Quality in Education and Research Q-Helix shall be organised once per month in an online or hybrid format.
11. For the approval of mobilities to be valid, the presence of representatives of at least half of the partner universities of the Q-Helix Alliance shall be required.
12. The International Center for Quality in Education and Research Q-Helix shall verify in particular:
  - a) the quality and relevance of the planned research activities;
  - b) consistency of the planned mobility with the strategic areas of the Q-Helix Alliance;
  - c) the scientific cooperation potential between partner institutions;
  - d) the contribution of the planned mobility to the development of research groups and international cooperation within the Alliance.
13. Positive approval issued by the International Center for Quality in Education and Research Q-Helix shall constitute the basis for qualification of the Participant for the mobility.

14. The final decision regarding qualification for participation in the mobility shall be made following approval by the International Center for Quality in Education and Research Q-Helix.

### §8 Substantive Evaluation Criteria and Scoring System

1. Applications meeting all formal eligibility criteria shall be subject to substantive evaluation conducted by the Recruitment Committee.
2. The substantive evaluation shall be based on a scoring system aimed at ensuring transparency, equal treatment of Applicants, support for new participants within the Alliance, and the development of international scientific cooperation within the Q-Helix Alliance.
3. The following substantive evaluation criteria shall apply:

| <b>Criterion</b>                                                                                                                                                                                                               | <b>Maximum number of points</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| Previous participation in Q-Helix Alliance activities – 1 point for each documented activity (e.g. conferences, research groups, educational activities, BIPs, international events, strategic structures, project activities) | max. 5 points                   |
| Applicant not previously involved in any Q-Helix Alliance activity                                                                                                                                                             | 3 points                        |
| Mobility planned at a Host Institution where the Applicant has not previously participated in a research mobility within the Q-Helix Alliance                                                                                  | 1 point                         |
| Justification of the relevance of the planned research activities to the strategic areas of the Q-Helix Alliance and to the scientific profile of the Host Researcher                                                          | max. 5 points                   |
| Potential contribution of the mobility to the development of existing or new international research groups within the Q-Helix Alliance                                                                                         | max. 3 points                   |
| Planned outputs and expected results of the mobility                                                                                                                                                                           | max. 3 points                   |

4. The maximum number of points that may be obtained during the substantive evaluation shall be 20 points.
5. In order to qualify for approval by the International Center for Quality in Education and Research Q-Helix, the Applicant must obtain at least 70% of the maximum number of points available in the substantive evaluation.
6. The relevance of the planned mobility to the strategic areas of the Q-Helix Alliance shall be assessed on the basis of the justification provided in the application documentation and verified by the International Center for Quality in Education and Research Q-Helix.
7. The Recruitment Committee and the International Center for Quality in Education and Research Q-Helix may take into account in particular:
  - a) scientific quality and relevance of the planned activities;
  - b) expected contribution to international scientific cooperation within the Alliance;
  - c) sustainability and future development potential of the planned cooperation;

d) contribution to strengthening research groups and research excellence within the Q-Helix Alliance.

8. In the event of obtaining the same number of points by multiple Applicants, priority shall be given according to the following order:

- a) higher score in the criterion related to the relevance of the planned activities to the strategic areas of the Q-Helix Alliance;
- b) Applicant not previously participating in research mobility within the Q-Helix Alliance;
- c) earlier submission date of the complete application documentation.

9. The results of the substantive evaluation shall be documented in the evaluation sheets signed by the members of the Recruitment Committee.

### **§9 Approval Procedure Conducted by the International Center for Quality in Education and Research Q-Helix**

1. Applications positively evaluated by the Recruitment Committee and obtaining at least 70% of the maximum number of points available in the substantive evaluation shall be presented for approval during the meeting of the International Center for Quality in Education and Research Q-Helix.

2. The International Center for Quality in Education and Research Q-Helix is composed of representatives delegated by partner universities of the Q-Helix Alliance.

3. Meetings of the International Center for Quality in Education and Research Q-Helix shall be organised once per month in an online or hybrid format.

4. For the approval of mobilities to be valid, the presence of representatives of at least half of the partner universities of the Q-Helix Alliance shall be required.

5. The International Center for Quality in Education and Research Q-Helix shall verify in particular:

- a) the quality and relevance of the planned research activities;
- b) consistency of the planned mobility with the strategic areas of the Q-Helix Alliance;
- c) the scientific cooperation potential between partner institutions;
- d) the contribution of the planned mobility to the development of existing or new international research groups within the Alliance;
- e) the expected impact of the mobility on strengthening international cooperation and research excellence within the Q-Helix Alliance.

6. The International Center for Quality in Education and Research Q-Helix may:

- a) approve the mobility for implementation;
- b) request clarifications or additional information;
- c) recommend modifications to the planned mobility activities;
- d) reject the application in justified cases related to quality standards, strategic relevance, or organisational limitations.

7. Positive approval issued by the International Center for Quality in Education and Research Q-Helix shall constitute the basis for qualification of the Participant for the mobility.

8. The final decision regarding qualification for participation in the mobility shall be made following approval by the International Center for Quality in Education and Research Q-Helix.

9. Information regarding the recruitment results shall be communicated individually to Applicants via e-mail.
10. Information regarding approved mobilities and implemented activities may additionally be published through the official communication channels of the Q-Helix Alliance, including:
  - a) the Q-Helix LinkedIn profile;
  - b) the project website available at: [Q-Helix – WSB University](#)
11. Published information may include in particular:
  - a) Participant's name and surname;
  - b) Sending Institution and Host Institution;
  - c) thematic area of the mobility;
  - d) strategic area of the Q-Helix Alliance related to the mobility;
  - e) information regarding planned or implemented research activities and outputs.
12. Publication of information referred to in paragraph 11 shall be carried out in accordance with the principles of project visibility, dissemination requirements, and applicable personal data protection regulations.

#### **§10 Appeals Procedure**

1. Applicants shall have the right to submit an appeal against the recruitment result within 5 working days from the date of receiving the recruitment result by e-mail.
2. Appeals shall be submitted electronically to the following e-mail address:  
**q-helix@wsb.edu.pl**
3. Appeals may concern exclusively:
  - a) formal errors in the evaluation process;
  - b) procedural irregularities;
  - c) errors in the calculation of points awarded during the substantive evaluation.
4. Appeals concerning the substantive opinion, scientific assessment, or strategic evaluation issued by the International Center for Quality in Education and Research Q-Helix shall not be considered.
5. Appeals shall be reviewed by the Recruitment Committee within 30 calendar days from the date of receipt of the appeal.
6. During the appeal procedure, the Recruitment Committee may request additional explanations or documents from the Applicant if necessary for proper examination of the appeal.
7. The decision issued following the appeal procedure shall be final and binding.
8. Submission of an appeal shall not suspend the implementation of the recruitment process or the approval of other mobilities under the Project.

#### **§11 Financial Support Rules**

1. Research mobilities under the Project shall be financed in the form of lump sums in accordance with the Project budget and the applicable NAWA Programme rules.
2. Financial support shall be granted in Polish currency (PLN).

3. Financial support for research mobilities shall include:

- a) travel grant;
- b) accommodation and subsistence grant.

4. The amount of financial support shall be determined individually for each Participant on the basis of:

- a) the country and city of the Host Institution;
- b) the applicable accommodation and subsistence cost group;
- c) the distance between the Participant's place of residence/place of departure and the location of the Host Institution, calculated using the distance calculator indicated by NAWA.

5. Detailed rules concerning the calculation of travel grants are specified in Annex No. 5 to these Regulations.

6. Detailed rules concerning accommodation and subsistence grants are specified in Annex No. 6 to these Regulations.

7. Financial support shall be transferred to the Participant in the form of pre-financing after:

- a) successful completion of the recruitment and approval procedure;
- b) signing of the mobility agreement with WSB University;
- c) completion of the required NAWA registration procedure, where applicable.

8. Participants who have already been registered in the NAWA system within another activity implemented under the Project shall not be required to complete a new registration procedure. In such cases, Participants shall inform the Organiser accordingly and provide the required information necessary for project reporting purposes.

9. The Organiser reserves the right to withhold the transfer of financial support in the event of incomplete documentation or failure to fulfil the obligations specified in these Regulations or in the mobility agreement.

10. The Participant may be required to return all or part of the received financial support in particular in the following cases:

- a) failure to implement the mobility;
- b) failure to submit the required mobility documentation;
- c) failure to submit the final report or mobility confirmation documents;
- d) submission of false information or documents;
- e) breach of the mobility agreement or these Regulations.

11. The detailed rules concerning settlement procedures, reporting obligations, and possible reimbursement of funds shall be specified in the mobility agreement concluded between the Participant and WSB University.

## **§12 NAWA Registration Procedure**

1. Participants qualified for research mobility under the Project shall be required to complete the registration procedure in the NAWA system before receiving financial support.

2. The NAWA 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 been registered in the NAWA system within another activity implemented under the same Project shall not be required to complete a new registration procedure.

4. Participants referred to in paragraph 3 shall inform the Organiser accordingly and provide the information necessary for project reporting and verification purposes.

5. Participants required to complete the NAWA registration procedure shall:

a) create an account in the NAWA system, where applicable;

b) complete the required registration form related to the Project;

c) submit the registration form in the NAWA system;

d) generate and submit to the Organiser a PDF version of the submitted registration form;

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

6. Detailed technical instructions concerning the NAWA registration procedure are specified in Annex No. 7 to these Regulations.

7. Failure to complete the NAWA registration procedure or failure to submit the required confirmation documents may result in suspension or refusal of financial support transfer.

8. The Organiser reserves the right to request additional information or documents necessary for verification of the Participant's registration status in the NAWA system.

### **§13 Implementation and Settlement of Research Mobilities**

1. Research mobilities shall be implemented in accordance with:

a) these Regulations;

b) the mobility agreement concluded between the Participant and WSB University;

c) the applicable rules of the NAWA Programme;

d) the approved mobility application and planned research activities.

2. The Participant shall be obliged in particular to:

a) implement the mobility within the approved period;

b) carry out the planned research activities at the Host Institution;

c) cooperate with the Host Researcher and the research group indicated in the application documentation;

d) comply with the organisational and administrative requirements of the Sending Institution, Host Institution, and Organiser;

e) promote the Project and the Q-Helix Alliance in accordance with the applicable visibility requirements.

3. Upon completion of the mobility, the Participant shall submit the required settlement documentation within the timeframe specified in the mobility agreement.

4. Settlement documentation shall include in particular:

a) Final Research Mobility Report (Annex No. 8);

b) Research Mobility Certificate and Competence Validation document issued by the Host Institution (Annex No. 9);

c) any additional documents required by the Organiser or resulting from the mobility agreement.

5. The Research Mobility Certificate issued by the Host Institution shall confirm in particular:

- a) the Participant's name and surname;
- b) the Sending Institution and Host Institution;
- c) the mobility implementation period;
- d) implementation of the planned research activities;
- e) cooperation with the Host Researcher and/or research group;
- f) competences developed or strengthened during the mobility;
- g) signature and identification of the authorised representative of the Host Institution.

6. The Final Research Mobility Report shall contain in particular:

- a) description of implemented activities;
- b) achieved results and outputs;
- c) information concerning developed competences;
- d) information regarding continuation or development of scientific cooperation;
- e) dissemination and visibility activities related to the mobility.

7. The Organiser and the International Center for Quality in Education and Research Q-Helix may verify the quality and completeness of the submitted settlement documentation.

8. Failure to submit the required settlement documentation or failure to properly implement the mobility may result in:

- a) rejection of the settlement documentation;
- b) request for corrections or additional explanations;
- c) obligation to return all or part of the received financial support.

9. Research mobility results may be disseminated within the framework of project activities, scientific publications, conferences, educational activities, and communication activities of the Q-Helix Alliance.

#### **§14 Resignation, Force Majeure, and Changes to Mobility Implementation**

1. A Participant may resign from participation in the research mobility by submitting written information electronically to the following e-mail address:

**q-helix@wsb.edu.pl**

2. In the event of resignation, the Participant shall immediately inform the Organiser about the reasons preventing the implementation or continuation of the mobility.

3. If the Participant resigns after receiving financial support, the Organiser may require the Participant to return all or part of the received funds in accordance with the mobility agreement and applicable Project rules.

4. The obligation to return funds may be waived or reduced in justified cases related to force majeure or circumstances beyond the Participant's control.

5. For the purposes of these Regulations, force majeure shall mean an external, unforeseeable, and unavoidable event preventing implementation or continuation of the mobility, including in particular:

- a) serious illness or accident;
- b) death of a close family member;

- c) natural disasters;
  - d) warfare, armed conflicts, or threats to public safety;
  - e) travel restrictions or administrative decisions preventing mobility implementation;
  - f) other extraordinary circumstances beyond the Participant's control.
6. In cases related to force majeure, the Participant shall provide relevant explanations and supporting documents, if reasonably possible.
7. The Organiser reserves the right to approve changes concerning:
- a) mobility dates;
  - b) organisational arrangements;
  - c) implementation format;
  - d) other justified elements of the mobility,
- provided that such changes remain consistent with the objectives of the Project and the applicable NAWA Programme rules.
8. Any substantial changes related to the mobility implementation may require additional approval by the Organiser and/or the International Center for Quality in Education and Research Q-Helix.

#### **§15 Equal Opportunities, Accessibility, Personal Data Protection, and Visibility Rules**

1. The implementation of research mobilities under the Project shall comply with:
- a) the principle of equal opportunities and non-discrimination;
  - b) accessibility requirements for persons with disabilities;
  - c) Article 9 of Regulation (EU) 2021/1060 laying down common provisions for European Union funds;
  - d) the Charter of Fundamental Rights of the European Union;
  - e) the United Nations Convention on the Rights of Persons with Disabilities.
2. WSB University and partner universities of the Q-Helix Alliance shall ensure equal access to participation in research mobility activities regardless of gender, age, nationality, disability, religion, ethnic origin, or other protected characteristics.
3. Reasonable accommodations and accessibility measures may be introduced where necessary to ensure equal participation opportunities for persons with disabilities or special needs.
4. Participants implementing research mobilities may receive organisational, scientific, and administrative support from:
- a) national Alliance coordinators at partner universities;
  - b) WSB University Science Development Department;
  - c) research support units operating within the Q-Helix Alliance.
5. Research mobilities may be implemented within existing Q-Helix research groups or for the purpose of establishing new international research groups within the Alliance.
6. Existing research groups operating within the Q-Helix Alliance may be presented in an informative annex to these Regulations. The list shall be non-exhaustive and may be expanded during the implementation of the Project.

7. Personal data of Participants shall be processed by WSB University in accordance with applicable personal data protection regulations, including Regulation (EU) 2016/679 (GDPR), exclusively for purposes related to the implementation, monitoring, evaluation, control, reporting, settlement, promotion, and dissemination of the Project.
8. Personal data may be shared with institutions, bodies, and entities authorised to monitor, evaluate, audit, control, or finance the Project in accordance with applicable legal regulations and NAWA Programme requirements.
9. Participation in the Project may involve information, dissemination, communication, and promotional activities related to the implementation of the Project and the activities of the Q-Helix Alliance.
10. By participating in the Project, the Participant acknowledges and accepts that the following materials and information may be used for project-related purposes:
  - a) name and surname;
  - b) name of the Sending Institution and Host Institution;
  - c) information concerning the implemented mobility and research activities;
  - d) achieved results and outputs;
  - e) photographs, audio-visual materials, and image recordings related to participation in Project activities.
11. Materials and information referred to in paragraph 10 may be published in particular:
  - a) on the Project website;
  - b) on websites of Q-Helix Alliance partner institutions;
  - c) on social media channels related to the Project and the Q-Helix Alliance;
  - d) in reports, publications, promotional materials, and dissemination activities related to the Project.
12. Detailed information concerning personal data processing, image use, and visibility obligations shall be specified in separate information clauses, declarations, and consent forms attached to the recruitment documentation.

## **§16 Final Provisions**

1. These Regulations shall enter into force on the date of their approval by the Organiser.
2. The Organiser reserves the right to amend these Regulations during the implementation of the Project, in particular in cases resulting from:
  - a) changes in applicable legal regulations;
  - b) changes in NAWA Programme rules or funding requirements;
  - c) recommendations or decisions issued by institutions supervising the Project;
  - d) organisational or financial circumstances affecting the implementation of the Project.
3. Any amendments to these Regulations shall enter into force on the date indicated by the Organiser and shall be communicated through the official communication channels of the Project and the Q-Helix Alliance.
4. In matters not regulated by these Regulations, the applicable provisions of national and European Union law, NAWA Programme rules, Project documentation, and internal regulations of WSB University shall apply.



5. The Organiser shall be responsible for the interpretation of these Regulations and resolution of matters related to the recruitment and implementation of research mobilities under the Project.
6. These Regulations together with their annexes constitute a complete set of rules governing the recruitment and implementation of research mobilities under the Project.
7. The following annexes constitute an integral part of these Regulations:
  - a) Annex No. 1 – Application Form for Research Mobility;
  - b) Annex No. 2 – Sending Institution Confirmation Letter;
  - c) Annex No. 3 – Host Researcher Declaration;
  - d) Annex No. 4 – List of Q-Helix Partner Universities Eligible for Research Mobility;
  - e) Annex No. 5 – Travel Grant Calculation Rules;
  - f) Annex No. 6 – Accommodation and Subsistence Grant Rules;
  - g) Annex No. 7 – NAWA Registration Guidelines;
  - h) Annex No. 8 – Final Research Mobility Report Template;
  - i) Annex No. 9 – Research Mobility Certificate and Competence Validation Template;
  - j) Annex No. 10 – Formal and Substantive Evaluation Sheet;
  - k) Annex No. 11 – Recruitment Committee Report Template;
  - l) Annex No. 12 – INFORMATION CLAUSE ON PERSONAL DATA PROCESSING.