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. 5

ACCOMMODATION AND SUBSISTENCE GRANT CALCULATION RULES

Q-HELIX INTERNATIONAL THEMATIC SCHOOLS

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 Principles

1. Accommodation and subsistence grants for participation in Q-Helix International Thematic Schools shall be financed in the form of lump sums in accordance with the Project budget and applicable NAWA Programme rules.

2. Financial support shall be granted in Polish currency (PLN).

3. Accommodation and subsistence grants shall be awarded exclusively to **Participants from Q-Helix member universities other than the Host Institution**.

4. Participants from the Host Institution may participate in the School free of charge but shall not be eligible for accommodation and subsistence grants.

5. The grant is intended to contribute to accommodation and subsistence costs related to participation in the School.

6. The Organiser reserves the right to verify the correctness of information provided by the Participant.

2. Daily Rates

1. Accommodation and subsistence grants shall be calculated according to the School location and the applicable country category.

2. The following daily rates shall apply:

School Location	**Daily Rate**
Romania	300 PLN
Poland	300 PLN
Kosovo	300 PLN
Belgium	400 PLN

3. Grant Calculation Method

1. Accommodation and subsistence grants shall be calculated according to the applicable country category and a fixed duration of participation.

2. For the purposes of the Project, each Participant from a Q-Helix member university other than the Host Institution shall receive support for:

a) **5 days of participation in the International Thematic School;**

b) **2 travel days.**

3. Therefore, the accommodation and subsistence grant shall always be calculated for **7 days**.

4. The total accommodation and subsistence grant shall be calculated as follows:

Daily Rate × 7 Days

5. Consequently, the following lump-sum amounts shall apply:

School Location	Grant Amount
Romania	2,100 PLN
Poland	2,100 PLN
Kosovo	2,100 PLN
Belgium	2,800 PLN

6. The final grant amount shall be specified in the grant agreement.

4. Grant Payment

1. Accommodation and subsistence grants shall be awarded exclusively to Participants from Q-Helix member universities other than the Host Institution.

2. Grants shall be paid in the form of **100% pre-financing**.

3. Payment may be made after:

a) approval of participation in the School;

b) completion of the required NAWA registration;

c) signing of the grant agreement.

4. The grant shall be transferred to the bank account indicated by the Participant in the grant agreement.

5. Participant Obligations

1. Participants receiving an accommodation and subsistence grant shall be required to:

a) participate in the School programme;

b) complete the pre-test and post-test assessments;

c) comply with the provisions of the Open Call Regulations;

d) obtain the Certificate of Competences issued after successful completion of the School.

2. Participants shall independently organise their accommodation and subsistence arrangements unless otherwise specified by the Host Institution.

6. Settlement of the Grant

1. The accommodation and subsistence grant shall be considered settled upon:

a) completion of participation in the School;

b) completion of the pre-test and post-test assessments;

c) receipt of the Certificate of Competences.

2. No invoices, accommodation confirmations, meal receipts or other proof of expenditure shall be required for settlement of the grant.

7. Recovery of Funds

1. The Organiser may require the Participant to return all or part of the received grant if the Participant:

a) withdraws from participation before the School begins;

b) fails to participate in the School without justified reason;

c) fails to complete the School programme;

d) provides false information during the recruitment process;

e) fails to fulfil obligations arising from the grant agreement.

2. The amount to be returned shall be determined individually by the Organiser in accordance with the grant agreement and applicable Project rules.

8. Final Provisions

1. The final amount of the accommodation and subsistence grant shall be determined by the Organiser in accordance with the applicable Project rules and NAWA Programme regulations.

2. The rules specified in this Annex shall apply subject to the applicable NAWA Programme regulations and the approved Project budget.

3. In matters not regulated herein, the provisions of the Open Call Regulations and the applicable Project documentation shall apply.