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 PARTICIPANTS OF Q-HELIX INTERNATIONAL THEMATIC SCHOOLS

Dąbrowa Górnicza, Poland

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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 Regulations define the rules for recruitment, participation, financing, competence validation, certification, and settlement of participation in **Q-Helix International Thematic Schools** organised within the Project:

"Support for the European University Alliance Q-Helix – Inclusive European University Based on the Quintuple Helix Model".

2. The organiser of the recruitment process is **WSB University**, acting as the coordinator of the Q-Helix Alliance.

3. The Regulations apply to all International Thematic Schools organised within the Project.

4. Detailed information concerning a particular School, including its topic, location, dates, number of available places and recruitment deadlines, shall be specified in separate Open Call announcements.

5. Recruitment shall be conducted in accordance with the principles of:

- transparency;
- equal opportunities;
- non-discrimination;
- open access.

6. The working language of the recruitment process and all Schools shall be **English**.

§2. International Thematic Schools

1. Within the Project, four International Thematic Schools shall be organised by partner institutions of the Q-Helix Alliance.

2. Each School shall correspond to one of the strategic thematic areas of the Q-Helix Alliance.

3. Each School shall last **five educational days**.

4. Each School shall host a total of **30 participants**.

5. Participants shall be divided into:

a) **Local Participants** – students of the Host Institution: up to **20**;

b) **International Participants** – students of Q-Helix Alliance institutions other than the Host Institution: up to **10**.

6. No more than three International Participants from the same institution may participate in a single School.

7. Each School shall be preceded by an online organisational meeting conducted jointly by WSB University and the Host Institution.

§3. Eligible Participants

1. Participation is open to students of universities belonging to the Q-Helix Alliance.

2. Applicants must:

a) hold active student status throughout the entire period of participation in the School;

b) possess sufficient English language skills enabling active participation in international educational activities;

c) be available for participation in the entire School programme;

d) submit all required application documents within the specified deadline.

3. Local Participants and International Participants shall be subject to the same eligibility requirements.

4. A student may receive funding for participation in only one International Thematic School organised outside their home institution during the Project implementation period. Participation in a School organised by the student's home institution as a Local Participant shall not affect eligibility to apply for and receive funding for one International Thematic School organised by another Q-Helix member university.

§4. Rights and Obligations of Participants

Rights of Participants

1. Participants shall have the right to:

a) participate in all educational and networking activities organised within the School;

b) receive educational materials prepared for the School;

c) participate in competence validation activities;

d) receive a Certificate of Competences upon successful completion of the School.

Obligations of Participants

2. Participants shall be obliged to:

a) participate actively in the School programme;

b) attend all mandatory educational activities;

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

d) participate in evaluation and monitoring activities;

e) comply with organisational and behavioural rules established by the Host Institution and Organiser;

f) promote the values and objectives of the Q-Helix Alliance.

§5. Recruitment Procedure

1. Recruitment shall be conducted separately for each International Thematic School.

2. Open Call announcements shall be published by **WSB University** on:

a) the Q-Helix project website;

b) the NAWA project website;

c) official Q-Helix communication channels.

3. Partner institutions shall support dissemination of the Open Calls among their students and provide assistance to applicants where necessary.

4. Applications shall be submitted electronically to:

q-helix@wsb.edu.pl

using the Application Form specified in **Annex No. 1** and other documents required under the relevant Open Call.

5. Recruitment of International Participants shall be conducted centrally by **WSB University**.

6. Applications shall be evaluated by WSB University in accordance with the criteria specified in these Regulations.

7. International Participants shall be selected on the basis of:

a) fulfilment of all eligibility requirements;

b) obtaining the minimum evaluation threshold;

c) the order of submission of complete and formally correct applications.

No more than three International Participants from the same institution may participate in a single School.

8. The Host Institution shall recruit and select up to **twenty Local Participants** from among its students in accordance with the principles set out in these Regulations.

9. The proposed list of participants shall be presented to the **International Center for Quality in Education and Research Q-Helix** for approval.

§6. Evaluation Criteria

1. Applications shall be evaluated solely on the basis of formal eligibility and completeness requirements.

2. The purpose of the evaluation is to verify the formal completeness and eligibility of applications. The awarded score shall not constitute a ranking criterion.

3. The following evaluation criteria shall apply:

Criterion	**Points**
Active student status confirmed	1
Application Form completed correctly	1
Application submitted within the deadline	1
Motivation Question 1 completed	1
Motivation Question 2 completed	1
Motivation Question 3 completed	1
English language proficiency declared at B2 level or higher	1
Availability confirmed for the entire duration of the School	1
Required declarations and consents completed	1
Compliance with all eligibility requirements	1
Total	**10**

4. The minimum threshold required for qualification shall be **10 points**.

5. Applications meeting all formal requirements shall be considered eligible.

Eligible applications shall be processed according to the order of receipt of complete application packages.

6. International Participants shall be selected according to:

a) the date and time of submission of a complete and eligible application;

b) the availability of places within the School;

c) the maximum number of International Participants available for the School;

d) the limit of three International Participants from the same institution per School.

§7. Selection and Approval of Participants

1. Recruitment results for International Participants shall be prepared by WSB University.

2. The proposed list of participants shall be presented to the **International Center for Quality in Education and Research Q-Helix**.

3. Approval of participants shall require the presence of representatives of at least half of the Q-Helix Alliance institutions participating in the meeting.

4. Following approval, participants shall be informed of the recruitment results by e-mail.

5. Recruitment results may additionally be published on:

a) the Q-Helix website;

b) official Q-Helix communication channels.

§8. Financial Support

1. International Participants may receive financial support for participation in the School.

2. Financial support may include:

a) **Travel Grant**;

b) **Accommodation and Subsistence Grant**.

3. Financial support shall be granted in the form of lump sums in accordance with applicable NAWA Programme rules.

4. Detailed financial conditions for each School shall be specified in the relevant Open Call announcement and related annexes.

5. Local Participants shall participate free of charge but shall not receive mobility grants.

§9. NAWA Registration

1. All Participants shall be required to complete registration in the NAWA system.

2. International Participants shall complete the registration before receiving mobility funding.

3. Local Participants shall complete the registration before the start of the School.

4. Participants who have already been registered within the same Project shall not be required to register again.

5. Detailed registration instructions shall be provided by the Organiser.

6. Failure to complete the required registration procedure may result in the loss of eligibility for financial support.

§10. Competence Validation and Certification

1. All participants shall complete a **pre-test** at the beginning of the School.

2. All participants shall complete a **post-test** at the end of the School.

3. The comparison of pre-test and post-test results shall constitute the primary mechanism for assessing the acquisition of competences and learning outcomes achieved during participation in the School.

4. Successful completion of the School shall require:

a) participation in mandatory programme activities;

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

c) compliance with organisational requirements established by the Host Institution.

5. Participants who successfully complete the School programme shall receive a **Certificate of Competences** issued by the Host Institution.

6. The Certificate of Competences may indicate the learning outcomes, skills and competences acquired during participation in the School.

§11. Withdrawal of Participants

1. Participants who receive financial support and subsequently withdraw from the School or fail to fulfil the obligations specified in these Regulations may be required to return all or part of the received funding in accordance with the mobility agreement and applicable Project rules.

§12. Appeals Procedure

1. Applicants may submit an appeal within **5 working days** from receiving the recruitment result.

2. Appeals shall be submitted electronically to:

q-helix@wsb.edu.pl

3. Appeals may concern only procedural or formal aspects of the recruitment process.

4. Appeals shall be reviewed within **30 calendar days**.

5. Decisions issued following the appeal procedure shall be final.

§13. Personal Data Protection and Image Use

1. Personal data shall be processed in accordance with applicable GDPR regulations and Project requirements.

2. Participation in the Project may involve dissemination, communication, reporting and promotional activities.

3. Participants acknowledge that photographs, recordings and other materials created during Project activities may be used for Project-related communication, dissemination, reporting and promotional purposes.

4. Detailed provisions concerning personal data protection and image use are specified in **Annex No. 7**.

§14. Final Provisions

1. These Regulations shall enter into force on the date of approval by WSB University.

2. The Organiser reserves the right to amend these Regulations where necessary due to legal, organisational, financial or Project-related requirements.

3. In matters not regulated herein, applicable national law, European Union law, NAWA Programme regulations and Project documentation shall apply.

4. These Regulations together with their annexes constitute the complete framework governing participation in Q-Helix International Thematic Schools.

5. The following annexes constitute an integral part of these Regulations:

a) **Annex No. 1 – Application Form;**

b) **Annex No. 2 – Evaluation Sheet;**

c) **Annex No. 3 – Student Status Confirmation;**

d) **Annex No. 4 – Travel Grant Rules;**

e) **Annex No. 5 – Accommodation and Subsistence Grant Rules;**

f) **Annex No. 6 – Competence Acquisition Summary Report**

g) **Annex No. 7 – Information Clause on the Processing of Personal Data**

h) **Annex No. 8 – National Student Mobility Coordinators;**

i) **Annex No. 9 – Host Institution Participant Confirmation List.**