



REGULATIONS OF THE PROJECT “Education without borders for medical faculties at UJK” Implemented under the SPINAKER NAWA 2024 programme

§ 1 Glossary

of Terms The terms used in these regulations shall mean:

- 1) Project - the “Education without borders for medical faculties at UJK” project, agreement number: BPI/SPI/2024/1/00021/U/00001 in the framework of the SPINAKER programme - Intensive International Education Programmes - Call 2024, implemented as part of the European Funds for Social Development 2021-2027 programme co-financed by the European Social Fund Plus;
- 2) University - Jan Kochanowski University of Kielce, hereinafter referred to as UJK, Beneficiary of the “Education without borders for medical faculties at UJK” project;
- 3) Project Participant - students, doctoral students and representatives of academic staff (research, teaching and research staff) from abroad, participating in Intensive International Education Programmes;
- 4) IIEP - Intensive International Education Programme implemented as part of the “Education without borders for medical faculties at UJK” project.

§ 2 General Provisions

1. These Regulations define the objectives and assumptions of the project, the principles of recruitment as well as the rights and obligations of participants in the Intensive International Education Programmes carried out as part of the Project.
2. The provisions of these Regulations are compliant with:
 - 1) NAWA call documentation for the SPINAKER programme (Call for Proposals, Beneficiary Manual, Grant Agreement);
 - 2) internal normative acts of the Project Operator;
 - 3) provisions of generally applicable law, in particular the Act of 20 July 2018 - Law on Higher Education and Science and the Regulation of the European Parliament and of the Council (EU) 2016/679 (GDPR).
3. The organiser of the support and the entity responsible for recruitment, implementation of the programme and coordination of project activities is Jan Kochanowski University of Kielce, with its registered office at ul. Żeromskiego 5, 25369 Kielce and the organisational unit is Collegium Medicum of UJK Kielce, al. IX Wieków Kielc 19a, 25-317 Kielce.
4. The support granted to Participants as part of the Project is free of charge, financed by the European Union under the European Social Fund Plus and provided in accordance with the principle of equal opportunities and non-discrimination.



5. All IIEPs will be carried out in English to support the internationalisation and exchange of good practices in line with the assumptions of the SPINAKER programme and the National Agency for Academic Exchange.
6. The Project implementation comprises a period from 1 June 2025 to 31 July 2026.
7. Jan Kochanowski University of Kielce informs about a possibility to report a suspected non-compliance of the Project or activities of the Beneficiary with the Convention on the Rights of Persons with Disabilities drawn up in New York on 13 December 2006 (Journal of Laws of 2012, item 1169, as amended), hereinafter referred to as the "CRPD". Signals, notifications or complaints concerning the occurrence of noncompliance of ESDF projects with the provisions of the CRPD may be submitted by natural persons (project participants or their proxies and representatives), institutions involved in the implementation of the European Union funds, the public (associations, foundations), by means of (in each of the following cases, the notification shall be deemed made in writing):
 - 1) traditional mail - by a letter to the Ministry address: Ministry of Development Funds and Regional Policy, ul. Wspólna 2/4, 00-926 Warsaw;
 - 2) the Ministry of Development Funds and Regional Policy e-puap mailbox.
8. The Project Participant has the right to declare special needs related to the use of the support under the Project, including, among others, the adaptation of educational materials, sign language interpreter or special dietary needs during the support, where catering is provided for the participants.

§ 3 Objectives and assumptions of the project

1. The aim of the project is to develop and implement IIEP which will expand the CM UJK's educational offer addressed to foreign participants, increasing the internationalisation of the education process at the UJK.
2. Moreover, the implementation of the project contributes to the enhancement of the linguistic and specialist competence of the CM UJK teaching staff.
3. The support offered under the project aims to enable the participation in Intensive International Education Programmes (IIEP) to a wide group of foreign participants - both medical and paramedical faculty students as well as representatives of research and teaching staff - by removing financial and organisational barriers. Due to this support, the project ensures equal opportunities for participants coming from different countries, promotes academic mobility, increases the internationalisation of the UJK Collegium Medicum and strengthens the global exchange of knowledge and experience in the field of medical and health sciences.
4. The target group of the project activities are students (28 persons), doctoral students (4 persons) and staff members of foreign higher education institutions (38 people), recruited to participate in the established IIEPs.
5. The project comprises the following tasks:



- 1) enhancing the competence of the CM UJK staff involved in setting up and operating the IIEP;
 - 2) creation, preparation and implementation of the IIEP programmes; 3) coordination, recruitment and organisation of the IIEP.
6. The project includes the creation and launch of 5 IIEPs in the area of medical and health sciences dedicated to foreign students, doctoral students and members of foreign research and teaching staff. The topics of each IIEP have been developed taking into account the current needs of the international academic community and the requirements of modern medical education, in particular the need to learn practical skills in the proposed areas of medical and health sciences. The project COMPRISES the following IIEPs including their specific objectives:
- 1) The IIEP on “Insertion of a short peripheral cannula under ultrasound guidance” aims to develop nurses' knowledge and skills in safe infusion and cannulation under ultrasound control and to improve competence through clinical simulation. It will allow participants to acquire practical knowledge in the areas mentioned above and improve their skills in working as part of a therapeutic team;
 - 2) The IIEP on “Emergency Medical Operations” aims to increase the practical competence of paramedic students in response to the continuous increase in requirements and expansion of powers in the group of paramedical professionals;
 - 3) The IIEP on “The importance of physiological uprightnes of the spine - from birth to adulthood” aims to develop the knowledge and skills of the research and teaching staff in the diagnosis and therapy of spinal dysfunction in different age groups;
 - 4) The IIEP on “Summer School of Dermatology and Allergology” aims to develop diagnostic competence and practical skills in the diagnosis and management of patients suffering from allergic diseases of the skin and the respiratory system;
 - 5) The IIEP on “Research Methodology and Biostatistics” addressed to research and teaching staff, enabling participants to acquire knowledge and practical skills in modern methods of data analysis, aims at real improvement in the reliability of research results, their interpretation and presentation in the scientific literature.
7. Support for the participants includes free participation in the IIEP under the terms and conditions set out in §6 of these regulations.

§ 4 Project Staff

1. The project will appoint staff to carry out individual tasks:
 - 1) Project Manager;



- 2) International Programme Specialist;
- 3) IIEP coordinators;
- 4) IIEP educators;
- 5) Simulation Technicians;
- 6) IT Specialist;
- 7) Language proofreading specialist;
- 8) Specialist in indicator monitoring and evaluation.

§ 5 Recruitment regulations

1. The recruitment of participants for the project is carried out by the University.
2. The recruitment will be of external nature.
3. The recruitment will be carried out at the UJK Collegium Medicum, the dates for recruitment of participants and the number of places for each IIEP will be announced on the website <https://cm.ujk.edu.pl/>. Persons interested in participating are required to submit an application form with attached statements/documents confirming the fulfilment of specific recruitment criteria. The form will be available directly on the subpage <https://cm.ujk.edu.pl/>
4. Project participants may include persons with the status of a student or a doctoral student of a foreign institution of higher education and science or persons belonging to the staff of a foreign higher education and science institution (including academic teachers, scientific and research staff), recruited by the University based on the recruitment regulations adopted by it and the documents submitted by the candidate.
5. A project participant may be a person who has provided his/her personal data required for the provision of support and confirmed his/her membership of the target group (by submitting relevant documents and statements).
6. Participant characteristics and eligibility criteria are defined separately for each of the IIEPs carried out and expressed in §5(7) to (11).
7. Participant characteristics and eligibility criteria for the IIEP: "Insertion of a short peripheral cannula under ultrasound guidance":
 - 1) participants of the IIEP can only include persons who jointly meet all the conditions:
 - a) they are representatives of the teaching and/or research staff of foreign universities,
 - b) they hold a Master degree in nursing or equivalent in another country,
 - c) they have a current and valid licence to practise the profession of a nurse,
 - d) they are proficient in English at least at B2 level (verification based on a statement),
 - e) they have independently and voluntarily declared their willingness to participate in the IIEP;
 - 2) in the event of a higher number of applications than the number of places available on the IIEP training course "Insertion of a short peripheral cannula under



- ultrasound guidance”, the following bonus criteria will apply: a) possession of a doctoral degree - 3 points,
- b) experience in practical training in nursing over 3 years - 3 points,
 - c) proficiency in English above B2 level - 5 points (to be scored on the basis of a certificate),
 - d) motivation and justification for participation in the IIEP - 0-10 points (scored on the basis of the motivation letter);
- 3) the minimum number of participants in the IIEP is 10 and the maximum is 18, depending on the allocation of funds;
- 4) candidates applying for qualification for admission to the IIEP shall submit via the online recruitment system scans of documents in English to confirm eligibility for the IIEP, including scans of documents confirming additional bonus achievements for the IIEP, by the deadline indicated in the electronic recruitment system:
- a) a signed application form (including a declaration of voluntary willingness to participate in the IIEP) - generated and printed from the Electronic Recruitment System,
 - b) a certificate of employment in a teaching or research position at a foreign university,
 - c) Master's degree in nursing (or equivalent),
 - d) a licence to practise as a nurse,
 - e) GDPR declarations and the consent to personal data processing,
 - f) a motivation letter in English (optional),
 - g) a declaration concerning proficiency in English at least at the B2 level or the relevant language proficiency certificate,
 - h) optional - a diploma certifying the award of a doctoral degree in the fields of medical or health sciences or exact and natural sciences.
8. Participant characteristics and eligibility criteria for the IIEP: “Emergency Medical Operations” training:
- 1) participants of the IIEP can only include persons who jointly meet all the conditions:
 - a) they have the status of a second- or third-year student of a first-cycle degree programme in emergency medical services or a fourth-, fifth- or sixth-year student of a medical degree programme at a foreign university,
 - b) they are proficient in English at least at B2 level (verification based on a statement),
 - c) they have independently and voluntarily declared their willingness to participate in the IIEP;
 - 2) in the event of a higher number of applications than the number of places available on the IIEP training course on “Emergency Medical Operations”, the following bonus criteria will apply:



- a) proficiency in English above B2 level - 5 points (to be scored on the basis of a certificate),
- b) motivation and justification for participation in the IIEP, compliance of the candidate's profile with the subject of the course - 0-10 points (scored on the basis of the motivation letter);
- 3) the minimum number of participants in the IIEP is 15 and the maximum is 25, depending on the allocation of funds;
- 4) candidates applying for qualification for admission to the IIEP shall submit via the online recruitment system scans of documents in English to confirm eligibility for the IIEP, including scans of documents confirming additional bonus achievements for the IIEP, by the deadline indicated in the electronic recruitment system:
 - a) a signed application form (including a declaration of voluntary willingness to participate in the IIEP) - generated and printed from the Electronic Recruitment System,
 - b) a motivation letter in English (up to one A4 page - optional),
 - c) certificate of student status,
 - d) a declaration concerning proficiency in English at least at the B2 level or the relevant language proficiency certificate,
 - e) GDPR declarations and the consent to personal data processing,
9. Participant characteristics and eligibility criteria for the IIEP: "The importance of physiological uprightiness of the spine - from birth to adulthood":
 - 1) participants of the IIEP can only include persons who jointly meet all the conditions:
 - a) they have the status of a student of a foreign higher education and research institution (from at least the second year of the first cycle of studies) or a doctoral student of a foreign higher education and research institution, or academic staff of foreign higher education institutions, in the following fields: physiotherapy, rehabilitation, medicine, nursing, occupational therapy and other health sciences,
 - b) they are proficient in English at least at B2 level (verification based on a statement),
 - c) they have independently and voluntarily declared their willingness to participate in the IIEP,
 - d) they have declared their willingness to actively participate in practical classes using diagnostic systems (DIERS Formetric 4D, ultrasound, sEMG) and work on clinical cases;
 - 2) in the event of a higher number of applications than the number of places available on the IIEP training course "The importance of physiological uprightiness of the spine - from birth to adulthood", the following bonus criteria will apply:
 - a) proficiency in English above B2 level - 5 points (to be scored on the basis of a certificate),



- b) motivation and justification for participation in the IIEP, compliance of the candidate's profile with the subject of the course - 0-10 points (scored on the basis of the motivation letter);
 - 3) the minimum number of participants in the IIEP is 10 (3 academic staff, 1 doctoral student, 6 undergraduates) and a maximum of 25 (8 academic staff, 5 doctoral students, 12 students), depending on the allocation of funding;
 - 4) candidates applying for qualification for admission to the IIEP shall submit via the online recruitment system scans of documents in English to confirm eligibility for the IIEP, including scans of documents confirming additional bonus achievements for the IIEP, by the deadline indicated in the electronic recruitment system:
 - a) a signed application form (including a declaration of voluntary willingness to participate in the IIEP) - generated and printed from the Electronic Recruitment System,
 - b) a motivation letter in English (minimum 500 words - optional),
 - c) certificate of the academic status (student, doctoral student, researcher),
 - d) a declaration concerning proficiency in English at least at the B2 level or the relevant language proficiency certificate,
 - e) GDPR declarations and the consent to personal data processing,
10. Participant characteristics and eligibility criteria for the IIEP: "Summer School of Dermatology and Allergology":
- 1) participants of the IIEP "Summer School of Dermatology and Allergology" can only include persons who jointly meet all the conditions:
 - a) they are medical doctors, employed as teaching and/or research staff at foreign higher education and science institutions,
 - b) they are proficient in English at least at B2 level (verification based on a statement),
 - c) they are prepared to take an active part in practical activities carried out in the medical simulation centre and clinical departments,
 - d) they have independently and voluntarily declared their willingness to participate in the IIEP;
 - 2) in the event of a higher number of applications than the number of places available on the IIEP training course on "Summer School of Dermatology and Allergology", the following bonus criteria will apply:
 - a) proficiency in English above B2 level - 5 points (to be scored on the basis of a certificate),
 - b) motivation and justification for participation in the IIEP, compliance of the candidate's profile with the subject of the course - 0-10 points (scored on the basis of the motivation letter);
 - 3) the minimum number of participants in the IIEP is 5 and the maximum is 15, depending on the allocation of funds;



- 4) candidates applying for qualification for admission to the IIEP shall submit via the online recruitment system scans of documents in English to confirm eligibility for the IIEP, including scans of documents confirming additional bonus achievements for the IIEP, by the deadline indicated in the electronic recruitment system:
 - a) a signed application form (including a declaration of voluntary willingness to participate in the IIEP) - generated and printed from the Electronic Recruitment System,
 - b) a certificate of employment in a teaching or research position or a teaching and research position,
 - c) a motivation letter describing the candidate's research interests and teaching activities compliant with the subject of the summer school, in English (minimum 500 words - optional), d)
 - a diploma of the medical degree,
 - e) a licence to practise the medical profession or equivalent document,
 - f) a declaration concerning proficiency in English at least at the B2 level or the relevant language proficiency certificate,
 - g) GDPR declarations and the consent to personal data processing,
11. Participant characteristics and eligibility criteria for the IIEP: “Research Methodology and biostatistics”:
 - 1) participants of the IIEP on “Research Methodology and biostatistics” can only include persons who jointly meet all the conditions:
 - a) they are persons employed as teaching and/or research staff at foreign higher education and science institutions, or holding a doctoral status at a foreign higher education and science institution,
 - b) they have a university degree (first or second degree or a single master's degree) in a medical or health science discipline,
 - c) they are proficient in English at least at B2 level (verification based on a statement),
 - d) they have the ability to work in a Windows environment, to operate Microsoft Office programmes (in particular Excel),
 - e) they have independently and voluntarily declared their willingness to participate in the IIEP;
 - 2) in the event of a higher number of applications than the number of places available on the IIEP training course on “Research Methodology and biostatistics”, the following bonus criteria will apply:
 - a) proficiency in English above B2 level - 5 points (on the basis of a certificate),
 - b) motivation and justification for participation in the IIEP, compliance of the candidate’s profile with the subject of the course - 0-10 points (scored on the basis of the motivation letter);



- 3) the minimum number of participants in the IIEP is 6 (including 5 academic staff and 1 doctoral student) and a maximum of 15 (including 10 academic staff and 5 doctoral students), depending on the allocation of funding;
- 4) candidates applying for qualification for admission to the IIEP shall submit via the online recruitment system scans of documents in English to confirm eligibility for the IIEP, including scans of documents confirming additional bonus achievements for the IIEP, by the deadline indicated in the electronic recruitment system:
 - a) a signed application form (including a declaration of voluntary willingness to participate in the IIEP) - generated and printed from the Electronic Recruitment System,
 - b) a motivation letter in English (minimum 500 words - optional),
 - c) a certificate of employment at a foreign university (for lecturers) or a certificate of doctoral status at a foreign higher education and science institution,
 - d) a university degree in medical or health sciences,
 - e) a declaration concerning proficiency in English at least at the B2 level or the relevant language proficiency certificate,
 - f) a declaration concerning the ability to work in a Windows environment, to operate Microsoft Office programmes (in particular Excel),
 - g) GDPR declarations and the consent to personal data processing,
12. The language criteria apply only to candidates from non-English-speaking countries. Candidates from English-speaking countries are automatically awarded the maximum number of points under the language bonus criterion.
13. Recruitment documents confirming the fulfilment of the basic and bonus eligibility criteria for the IIEP should be submitted in English. Sworn translations of original certificates are acceptable. Scans of the recruitment documents should be attached in the UJK electronic recruitment system.
14. The day on which the documents are received by the University via the recruitment system shall be deemed the day of submission of the documents by the candidate.
15. In the event of any deficiencies in the documentation submitted by the applicant, the University is authorised to require the applicant to rectify such deficiencies within maximum 3 working days of informing the applicant of the deficiencies. Failure to complete the documents by the required deadline shall result in either rejection of the candidate's application documents (if the uncompleted deficiencies relate to the demonstration of fulfilment of the conditions for participation in the Project referred to in §3(7)-(11) or not awarding the additional points (if the uncompleted deficiencies relate to the demonstration of fulfilment of the bonus criteria).
16. Candidates will be informed of the results of formal verification via the electronic recruitment system.
17. A ranking list of candidates is drawn up on the basis of the recruitment process, from which the number of participants specified for a given IIEP and resulting from the current allocation of funds for the IIEP (paragraph 3(7)-(11)) with the highest score



- will be qualified to participate in the IIEP.
18. In the event that candidates obtain the same score, the order of submission of the applications will be the criterion determining the admission to the IIEP.
 19. If the number of candidates who pass the stage of formal verification of the application documents is higher than the number of places available for a given IIEP, the candidates will be placed on the reserve list.
 20. Candidates from the reserve list will be consecutively included in the list of IIEP participants of a given speciality in case of release of places before the launch of the IIEP.
 21. Candidates will be informed of results of the recruitment via the electronic recruitment system as soon as the recruitment has been completed.
 22. Candidates admitted to the IIEP are required to sign the Declaration of Participation in the project, sign the Project Participant Agreement and register in the NAWA ICT system <https://programs.nawa.gov.pl/register>.
 23. Recruitment records are processed and stored respecting the provisions of the Act of 10 May 2018 on Personal Data Protection (Journal of Laws of 2019, item 1781 as amended) and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data.
 24. If the quota of places provided for a particular Intensive International Education Programme (IIEP) is not filled in the first recruitment procedure, the University will conduct a supplementary recruitment:
 - 1) The supplementary recruitment shall be carried out in the mode and according to the rules specified in § 5 of these Regulations, maintaining the same eligibility and bonus criteria;
 - 2) information on the supplementary recruitment, including the communication of the number of available places, dates and rules for submitting documents will be published on the subpage of the UJK Collegium Medicum after the first recruitment has been completed;
 - 3) the supplementary recruitment continues until the limit of places provided for the IIEP is filled, but no longer than 14 days before the launch of the IIEP;
 - 4) if, after the supplementary recruitment process, there are still vacant places available, the University may – with due regard for the principles of transparency and equal access – invite persons who meet the eligibility criteria but are not part of the original target group to participate, provided that this is compliant with the SPINAKEK programme competition documentation.

§6 Rules of support

1. The support provided to the Participants under the Project is free of charge, financed by the European funds from the European Fund for Social Development 2021-2027



(ESDF), the NAWA Project entitled “Support for the creation and implementation of international education programmes”, project number FERS.01.05-IP.08-0436/23.

2. A participant can benefit from the support once, i.e. participate in the IIEP no more than once during the project term, taking into account all IIEPs offered (5 IIEP programmes).
3. The project ensures equality of access to the IIEP programmes for all qualified participants, regardless of gender, nationality, religion, social background or economic position.
4. Promotion of the IIEP is carried out in English through outreach activities on social media, on the dedicated project website and with the support of UJK's international academic partners, supervised by the International Programme Specialist.
5. IIEP programmes are implemented in accordance with the IIEP documentation and schedule approved by the Rector of the UJK, taking into account the assumed learning outcomes, including knowledge, skills as well as social and professional competence, in accordance with the European approach to learning outcomes-based teaching, and their educational quality is supervised by the IIEP Substantive Coordinator and the Indicator Monitoring and Evaluation Specialist.
6. The standard of the requirements characterising the competence acquired as a result of the support and the criteria for assessing the learning outcomes after the termination of the support are described in detail in the IIEP Programmes annexed to these Regulations.
7. Verification of the achievement of learning outcomes takes place using adequate educational and examination tools (tests, practical observation, OSCE, credit projects), described in detail in the IIEP Programmes annexed to these regulations, while the participants will receive micro-certificates confirming the acquired competence.

§ 7.

Payment regulations

1. General Provisions

- 1) These Regulations (hereinafter referred to as the Regulations) lay down the terms and conditions for the payment of travel funds to participants of the Intensive International Education Programmes (hereinafter referred to as the IIEP) carried out as part of the project entitled “Education without borders for medical faculties at UJK”, agreement number: BPI/SPI/2024/1/00021/U/00001 - SPINAKER programme - Intensive International Education Programmes - Call 2024, implemented as part of the European Funds for Social Development 2021-2027 programme co-financed by the European Social Fund Plus (hereinafter referred to as the Project);



- 2) In particular, the Regulations set out the rules for the disbursement of funds to cover subsistence and accommodation costs, travel costs in case of mobility to Poland and scholarships for project participants;
- 3) The rules of granting the support from the Project Budget were determined based on the regulations resulting from Annex no. 3 to agreement BPI/SPI/2024/1/00021/U/00001 - Beneficiary Manual. Programmes for Institutions of the National Agency for Academic Exchange.

2. Rules concerning the payment of lump sums for travel and subsistence

- 1) the payment of travel and subsistence allowance applies only to the mobility in the framework of the Project;
- 2) it is not possible to award rates other than those resulting from the programme documentation and defined in the Regulations;
- 3) the lump sum for travel and subsistence costs is granted after the verification of the eligibility criteria for its receipt, which are at the same time conditions specified in § 5 of the Recruitment Regulations, Regulations of the “Education without borders for medical faculties at UJK” project implemented under the SPINAKER NAWA 2024 Programme, adopted by Ordinance No. 26/2026 of the Rector of Jan Kochanowski University of Kielce of 4 February 2026, registration in the NAWA system and conclusion of an agreement with the Participant;
- 4) in the case of countries whose citizens are required to hold a visa when entering Poland, the payment will be made after meeting the conditions specified in §7(2)(3) and the fulfilment of all legally prescribed requirements for the period of participation in the IIEP;
- 5) the value of the allocated subsistence funding is calculated is calculated by multiplying the rate specified in the regulations by the number of days. The calculation of the value of the funds granted takes into account the number of days of participation in the IIEP and two days for travel (total for travel and return). The daily lump sum for subsistence and accommodation costs is PLN 300;
- 6) in the case of a flat-rate travel allowance, funds are calculated in accordance with the rates set out in Table 1 and refer to round trip.

In the case of mobility to or from a country not included in the above table, the rate indicated for a neighbouring country shall apply. The relevant neighbouring country is the country whose capital is closest to the capital of the country not included in the table below, in a straight line:

Table 1 Lump sums for travel costs in case of mobility from or to Poland

Country	Rate in PLN
Belarus, Lithuania	1000
Austria, Bosnia and Herzegovina, Croatia, Czech Republic, Denmark, Estonia, Finland, Latvia, Moldova, Germany, Romania, Serbia, Slovakia, Slovenia, Sweden, Ukraine, Hungary	1500
Albania, Andorra, Belgium, Bulgaria, Montenegro, France, Greece, the Netherlands, Ireland, Kosovo, Liechtenstein, Luxembourg, Macedonia, Malta, Monaco, Norway, Russia, San Marino, Switzerland, Tunisia, Turkey, Vatican City, United Kingdom, Italy, Faroe Islands	2000
Algeria, Saudi Arabia, Armenia, Azerbaijan, Bahrain, Cyprus, Egypt, Georgia, Spain, Iraq, Iran, Iceland, Israel, Jordan, Qatar, Kazakhstan, Kuwait, Lebanon, Libya, Morocco, Palestine, Portugal, Syria, Tajikistan, Turkmenistan, Uzbekistan	3000
Afghanistan, Benin, Bhutan, Burkina Faso, Burundi, Chad, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Equatorial Guinea, India, Yemen, Cameroon, Kenya, Kyrgyzstan, Congo, Liberia, Mali, Mauritania, Mongolia, Nepal, Niger, Nigeria, Oman, Pakistan, Central African Republic, Cape Verde, Rwanda, Senegal, Sierra Leone, Somalia, Sudan, South Sudan, Togo, Uganda, Ivory Coast, São Tomé and Príncipe, United Arab Emirates	4500
Angola, Antigua and Barbuda, Argentina, Australia, Bahamas, Bangladesh, Barbados, Belize, Bolivia, Botswana, Brazil, Brunei, Chile, China, Dominica, Dominican Republic, Ecuador, Eswatini, Fiji, Philippines, Grenada, Guyana, Guatemala, Haiti, Honduras, Hong Kong, Indonesia, Jamaica, Japan, Cambodia, Canada, Kiribati, Colombia, Comoros, South Korea, North Korea, Costa Rica, Cuba, Laos, Lesotho, Madagascar, Macau, Malawi, Maldives, Malaysia, Mauritius, Mexico, Micronesia, Myanmar, Mozambique, Namibia, Nauru, Nicaragua, New Zealand, Palau, Panama, Papua New Guinea, Paraguay, Peru, South Africa, Saint Kitts Nevis, Saint Lucia, Saint Vincent and the Grenadines, El Salvador, Samoa, Seychelles, Singapore, Sri Lanka, United States, Suriname, Thailand, Taiwan, Tanzania, Tonga, Trinidad and Tobago, Tuvalu, Uruguay, Vanuatu, Venezuela, Vietnam, Solomon Islands, Marshall Islands, Zambia, Zimbabwe	6500

7) The lump sum for travel, subsistence and accommodation costs is only available to participants taking part in stationary forms of the IIEP carried out at Jan Kochanowski University of Kielce and is not available for remote forms.

3. Rules on the payment of scholarships to project participants



- 1) The value of the scholarship is a lump sum and the amount per Project Participant is defined in the Regulations;
- 2) It is not possible to award rates other than those resulting from the programme documentation and defined in the Regulations;
- 3) Scholarships are available to students, doctoral students or staff of a foreign university during their stay in Poland in connection with their participation in the IIEP and are paid in accordance with the rates indicated in Table 2: Table 2 Daily scholarship rates

Category of eligible persons	Daily rate in PLN
Student	75
Person from a higher education or scientific institution or a doctoral student	125

- 4) The scholarship is granted after the verification of the eligibility criteria for its receipt, which are at the same time the conditions specified in § 5 of the Recruitment Regulations, Regulations of the “Education without borders for medical faculties at UJK” project implemented under the SPINAKEK NAWA 2024 Programme, adopted by Ordinance No. 26/2026 of the Rector of Jan Kochanowski University of Kielce of 4 February 2026, registration in the NAWA system and conclusion of an agreement with the Participant;
- 5) Verification of the eligibility criteria for the scholarship award takes place at the stage of recruitment and registration of the Participant in the NAWA system after completion of documents confirming eligibility of the Participant's participation;
- 6) Recruitment of Participants and granting of scholarships under the project will be carried out in compliance with the principle of equal opportunities and nondiscrimination. The recruitment process will be based on uniform, transparent and objective criteria, equal for all candidates. Any form of discrimination is unacceptable, in particular on grounds of gender, age, disability, race or ethnic origin, nationality, religion, belief, sexual orientation or socio-economic status.

4. Settlement and payment procedure

Settlement of travel, subsistence and accommodation costs takes place after the participant's enrolment in the IIEP has been completed. The disbursement of funds is based on:

- 1) an agreement concluded with the Participant;
- 2) registration of the Participant in the NAWA system;
- 3) in the case of countries whose citizens are required to hold a visa when entering Poland, the payment will be made after meeting the conditions specified in §7(2)(3) and the fulfilment of all legally prescribed requirements for the period of participation in the IIEP;



5. Settlement of the scholarship takes place at the end of participation in the IIEP. The disbursement of funds is based on:
 - 1) an agreement concluded with the Participant;
 - 2) an attendance list confirming the participation in each day of the IIEP;
 - 3) a micro-certification issued.
6. The settlement is performed by an employee of the Department of Medical Projects, taking into account the term of the IIEP and the Participant's country of arrival indicated in the recruitment form, drawing up a document summarising the trip with a summary of the rates applied.
7. The disbursement of funds shall be made to the account indicated by the Participant during the recruitment process in accordance with the provisions of the agreement concluded with the Participant. The payment is made in Polish zloty.
8. A model agreement with the Participant is annexed to these Regulations.

§ 8 Rights and obligations of the Project participant

1. The Project Participant is authorised to participate free of charge in one of the proposed IIEPs during the term of the project.
2. The Project Participant is obliged to:
 - 1) become acquainted with the provisions of these Regulations and agree in writing to accept its provisions, which is confirmed by submitting the Project Participant's Declaration of participation in the Project;
 - 2) create an account in the NAWA ICT system (<https://programs.nawa.gov.pl/register>) as well as complete and submit the electronic Project Participant's form. This form is the basic registration document of the Participant in the SPINAKER project and it is mandatory for all persons eligible for participation in the courses. The University verifies the accuracy of the data entered in the system;
 - 3) take part in evaluation surveys and/or competence assessment of the Project Participant at the beginning and at the end of the form of support under the Project, in accordance with the provisions of these Regulations;
 - 4) complete questionnaires and tests indicating levels of competence;
 - 5) provide the required data necessary for the fulfilment of the obligations by the Project Operator in the scope of monitoring and reporting;
 - 6) participate regularly and punctually in the forms of support provided in the framework of the Project, according to the established schedule;
 - 7) inform about any changes in Project Participant's data (especially in the data concerning changes of surname, contact phone, e-mail address) provided in the personal data form, within 7 days from their occurrence; in case of the aforementioned changes, the Project Participant submits a form updating his/her personal data to the IIEP coordinator;



- 8) agree to the free use of the image and educational materials (including statements, recordings, photos with the Participant's participation) created during the term of the Project for the needs of promotional and information activities carried out by the Organiser and/or the NAWA;
 - 9) participate in the evaluation process of the Project conducted by the NAWA, which includes the completion of an evaluation questionnaire at the end of participation in the IIEP;
 - 10) comply with the regulations, the law, including the regulations in force at Jan Kochanowski University of Kielce, as well as generally accepted academic standards and principles of ethics.
3. In the case of a final decision of the authority controlling spending of funds which challenges the legitimacy of the UJK's spending of resources allocated for the implementation of the project, or in the case of the necessity for the UJK to incur additional costs, particularly in the case of the Project Participant's resignation from the project for reasons other than those stipulated in § 8(4), the Project Participant whose act or omission constituted grounds to claim reimbursement or to incur additional costs by the UJK, may be obliged to reimburse to the UJK all costs incurred by him/her due to resignation from participation in the Project.
 4. The Project Participant is authorised to withdraw from the project for important reasons, impossible to foresee at the recruitment stage.
In the event of such circumstances, the Project Participant is obliged to immediately submit his/her resignation from participation in the project stating the reason thereof. It is desirable to attach a document and/or certificate confirming the existing situation preventing participation in the project. Information about the resignation should be delivered directly or sent by e-mail to the University. In the event of failure to provide the documents indicated in the preceding sentence, the resignation from participation in the project may not be regarded as caused by valid reasons, and thus the University will be authorised to assert the claims referred to in §8(3).
 5. In the case of resignation described in §8(3), the Project Participant is obliged to return the funds received by the University in order to cover the costs, subsistence, accommodation and travel costs and the scholarship, if he/she received the the foregoing before resigning, in the amount specified in the document containing the settlement of the trip, in PLN. The Participant is obliged to cover all exchange rate differences and any currency conversion fees within 5 days of submitting his/her resignation.

§ 9 Personal data

1. The controller of personal data of participants in the Intensive International Education Programmes (IIEP) is Jan Kochanowski University of Kielce, ul. Żeromskiego 5, 25-369 Kielce.



2. Participants' personal data are processed for the purpose of recruitment, implementation and settlement of the SPINAKER project, including in particular: 1) registration of the participants in the NAWA ICT system and handling of project participant forms;
2) verification of the accuracy of the data submitted in the electronic forms; 3) fulfilment of reporting obligations towards the NAWA.
3. The legal basis for data processing is Article 6(1)(c) of the GDPR (fulfilment of a legal obligation incumbent on the controller) and Article 6(1)(e) of the GDPR (performance of a task carried out in public interest).
4. A participant eligible for participation in the IIEP is required to create an account in the NAWA ICT system (<https://programs.nawa.gov.pl/register>) and submit an electronic project participant form.
5. The Organiser shall verify the accuracy of the data contained in the electronic form and keep its copy in accordance with the NAWA guidelines.
6. Participants' data shall be processed for the period necessary for the implementation of the project and its settlement and stored in accordance with the applicable legislation and the NAWA guidelines.

§ 10 Final provisions

1. In justified cases, the University reserves the right to change the provisions of these Regulations during the term of the Project, including when the need for change results from legal regulations, provisions of the Project grant agreement, recommendations of the Intermediate Body and/or Financing Institution or when introduction of changes is justified by the need of due Project implementation.
2. The amendment to the Regulations shall be effective from the day following the date of its announcement in the manner adopted for the announcement of the Regulations.
3. The Regulations concerned are announced by posting on the website: <https://cm.ujk.edu.pl/> and are also available in the Project Office.
4. The Regulations and their amendments require the approval of the Rector of Jan Kochanowski University of Kielce or a person authorised by the Rector.
5. Any changes to the Regulations will be communicated to Project participants electronically (by e-mail) and via the Project website.
6. In matters not settled by these Regulations, decisions are made by the Project Manager in consultation with the project team, in accordance with the NAWA competition documentation and the applicable laws.