

Instruction for Applying to the Project “PROM – Short-term Academic Exchange”

Step 1: Check if you meet the criteria

- Eligible participants:
 - students and PhD candidates of UZ,
 - academic and administrative staff of UZ,
 - students, academic and administrative staff from abroad.
 - Participation in the project is possible **only once**.
-

Step 2: Familiarize yourself with the mobility rules

- The trip lasts on average 9 days, including 2 days for travel (minimum 5 days, including 2 days for travel).
 - It must take place between **17 November 2025 and 30 September 2026**.
 - Activities: conferences (only active participation with a presentation or poster), summer/winter schools, courses, workshops, internships, study visits, measurements, queries, teaching, preparation of a grant application. Detailed description can be found in the Recruitment Regulations.
-

Step 3: Complete the online application

- Before you start filling out the application form, prepare the Annex to the Application Form (available under the *Annex to the PROM Application Form* tab on the website: <https://welcomecenter.uz.zgora.pl/projects/prom/available-documents>). The Annex must be completed according to the information provided in Annex 5 to the Recruitment Regulations (available under the *Recruitment document to download* tab on the website: <https://welcomecenter.uz.zgora.pl/projects/prom/available-documents>).
 - Next, fill out the Application Form available at <https://dwz.uz.zgora.pl/en/prom-application-form>. The completed Annex to the Application Form mentioned above should be uploaded on page 5 of the Application Form in an editable Word format.
 - If you encounter problems entering your bank account number on page 4 of the Application Form (this issue may occur with some account numbers), please enter zeros in this field and provide the correct number in the "Currency of the account" field.
 - Recruitment is ongoing until all places are filled.
 - The application must be complete and submitted on time – no possibility to make additions.
-

Step 4: Application assessment by the Committee

- The Committee reviews applications weekly, covering the period from Saturday to Friday.
- Criteria:
 - motivation and relevance of mobility to academic/professional development (0–3 points),
 - experience and impact on the internationalization of UZ (0–3 points),

- if applicants receive the same number of points, the order of submission determines the ranking.
 - Ranking lists and, if necessary, a reserve list are created.
-

Step 5: Receiving information about the results

- Information about qualification or placement on the reserve list is sent by email.
-

Step 6: Qualified participants follow the “Instructions for Qualified Participants of the Project” available under the *Instructions for qualified participants* tab on the website <https://welcomecenter.uz.zgora.pl/projects/prom/available-documents>.

Step 7: Signing the agreement with UZ

- After acceptance of your documents, you sign the funding agreement (template available in Annex 4 to the Regulations).
-

Step 8: Mobility implementation

- The trip is carried out according to the approved plan.
 - Any changes to the date are only possible with the Committee’s consent (application at least 14 days before departure).
-

Step 9: Settlement of mobility for participants from outside UZ

Deadline for submitting documents

- No later than **on the last day of your stay at the University of Zielona Góra**.

Required documents for settlement:

- **Travel report** – template in **Annex 3c** to the Regulations.
- **Certificate of stay** – template in **Annex 3d** to the Regulations, signed by the person responsible for hosting the participant at UZ.
- **All documents required by the Department of International Cooperation of UZ** (e.g. cost confirmations, if there were additional grants).

Who confirms the documents?

- The person responsible for hosting the participant at UZ, who can confirm the actual course of mobility.

Purpose of settlement

- The documents are the basis for approving the stay and financial settlement within the PROM project.
-

Where to find information?

- Project website (application form, regulations, attachments) <https://welcomecenter.uz.zgora.pl/projects/prom>.
 - Email contact: prom@dwz.uz.zgora.pl.
-