

Instructions for Qualified Participants of the Project "PROM – Short-term Academic Exchange"

If you have been qualified to participate in the project "PROM – Short-term Academic Exchange" implemented by the University of Zielona Góra under the **NAWA PROM – Short-term Academic Exchange programme (2025 call)**, in order to formally join the project and take part in mobilities, you must complete several simple but **mandatory steps** in the NAWA system.

Step 1: If you do not have an account yet, please create one in the NAWA system

 **Registration link:** <https://programs.nawa.gov.pl/register>

What You Need to Do:

1. Click „**Create Account**”.
2. Complete the registration form:
 - First and last name,
 - Email address (preferably institutional),
 - Password (minimum 8 characters, including an uppercase letter, lowercase letter, digit, and special character).
3. Accept the terms and conditions and the information obligation.
4. Click the activation link sent to your email address.

 **Note:** Without activating your account, you will not be able to access the participant form.

Step 2: Complete the project participant form

 **You will receive a dedicated link to the form from the Department of International Cooperation UZ:**

<https://programs.nawa.gov.pl/applications/fers---projekt-nr-bpipro2025100008-2025-2026/new>

This is an **individual address** that enables access to your form in the NAWA system.

What you will find in the form:

The form consists of 7 tabs. Here is what you need to enter in each of them:

Tab	Contents	What You Need to Do
1. NAWA Project Data	Project information	The data are filled in automatically
2. Data of the Polish Entity You Represent	Name of the university	Submitting the participant form; From the POLON list: select: Uniwersytet Zielonogórski
3. Declarations	Consents and confirmations	Select all required fields (e.g. consent to data processing)
4. Basic Data of the Project Participant	Personal Identification Number (PESEL), gender, education, professional status, etc.	Enter as stated in your identity document. Select: An employee or representative of an institution/entity

Tab	Contents	What You Need to Do
5. Contact Details	Address of residence, phone number	Make sure the data are up to date
6. Support Details	Additional information	Project participation start date – select the current date
7. Additional Information	Voluntary NAWA survey	You may complete the survey – it is not mandatory

 **Tip:** After each change, click "**Save draft**" to avoid losing your data.

Step 3: Submit the form and forward it to the Department of International Cooperation UZ (DWZ)

How to submit the form:

1. After completing all tabs, click the "**Submit**" button.
2. The system will send a confirmation of submission to your email address.
3. Download the PDF file of the form (also available in the system).
4. **Forward the email received from the NAWA system, along with the PDF file, to the DWZ email address:**
prom@dwz.uz.zgora.pl

 **Note:** Submitting the form in the NAWA system **replaces the paper version**. You do not need to print or sign anything manually.

Why is this important?

- The participant form is a **mandatory document** confirming your participation in the project.
- Failure to submit the form in the NAWA system and forward it to the International Cooperation Office (DWZ) will be treated as a **withdrawal from participation in the mobility**.
- The data from the form are used for project reporting and to confirm your participation in activities financed by EU funds.

Having a problem? Contact us!

If you encounter technical difficulties or have any questions:

 p.truszkiewicz@dwz.uz.zgora.pl

 **+48 789 442 126**

 You can also refer to the [NAWA system user manual](#) (PDF)

Summary – What You Need to Do:

1.  Create and activate your account in the NAWA system.
2.  Complete the participant form using the link received from the Department of International Cooperation (DWZ).
3.  Submit the form and send its PDF to DWZ.