Regulations on visiting chairs /sabbatical periods under the Unite.WIDENING Project

§ 1 Introduction

1. These Regulations define the principles of recruitment and participation in visiting chairs/sabbatical periods implemented under the project entitled Raise excellence in R&S&I in HEI for widening countries (acronym: Unite.WIDENING, hereinafter referred to as the "Project"). The Regulations apply to outgoing mobility of the Wrocław University of Science and Technology and Universidade de Lisboa staff.
2. The Project is implemented by a consortium consisting of 9 universities of the Unite! alliance and 4 industrial partners in the period from 1 January 2024 to 31 December 2028. The Project Coordinator is Universidade de Lisboa (ULisboa).
3. The Project is financed under the Horizon Europe programme.

§ 2 Definitions

For the purposes of these Regulations, the following terms shall have the meanings set out below:

1. **Project** – the project entitled *"Raise excellence in R&S&I in HEI for widening countries"* financed under Grant Agreement No. 101136765.
2. **Unite!** – a network connecting nine European universities:
   - Universidade de Lisboa (ULisboa),
   - Wrocław University of Science and Technology (Wrocław Tech),
   - Politecnico di Torino,
   - Graz University of Technology,
   - Technical University of Darmstadt,
   - University Grenoble Alpes,
   - Universitat Politècnica de Catalunya,
   - Aalto University,
   - KTH Royal Institute of Technology.
3. **Widening Countries** – a group of countries whose level of research and innovation (measured by relevant quantitative indicators) is below the average level of the European Union. In the Project, Widening Countries include Poland and Portugal.
4. **Non-Widening Countries** – countries that do not meet the definition of Widening Countries. In the Project, these include: Austria, Germany, Finland, France, Spain, Sweden, and Italy.
5. **WP4** – Work Package 4: *Building Inclusive Collaboration for Excellence.*
6. **Task 4.4** – Task under WP4 entitled *Promotion of attractive, fair and cooperative research careers.*
7. **Strategic areas** – four areas defined as strategic for the Project, including Health & BioTech, Urban & Resources Sustainability, Circular Economy & Materials, Digital & Autonomous Technologies.
8. **Mobility Activity** – a visiting chair/sabbatical period organised and financed under the Project.
9. **Participant** – an employee of Wrocław Tech or ULisboa qualified to participate in Mobility Activity.
10. **Host University** – a Unite! University from the non-Widening country where the Participant undertakes the Mobility Activity.

11. **Project Office** – an office located in Wrocław at Wybrzeże Stanisława Wyspiańskiego 27, Building A1, Room 422, coordinating implementation of Project tasks at Wrocław Tech.

§ 3 Main Assumptions

1. The main goal of WP4 is to reduce the gap between Widening and non-Widening countries by applying a set of innovative methodologies in Polish and Portuguese ecosystems.
2. The specific goal of Task 4.4 is to promote an inclusive and attractive research career in the Widening countries – Poland and Portugal – by implementing mutual sabbatical periods and visiting chairs for researchers from Wrocław Tech and ULisboa.
3. For the purposes of the Project, Visiting Chairs/Sabbatical Periods (hereinafter referred to as: "Mobility Activities") are temporary research stays during which researchers from Widening universities undertake research and academic activities at a non-Widening university, which aims to strengthen scientific cooperation with non-Widening countries, particularly in strategic areas of the Project, to exchange knowledge and experience, develop research skills, and identify opportunities for future collaboration, including joint research projects, joint applications and joint education initiatives.
4. The Project provides for a total of 12 Participants from Wrocław Tech and 12 from ULisboa to attend the Mobility Activities during the Project implementation period.
5. Mobility Activities shall take place at Unite! universities in non-Widening countries.
6. Each Mobility Activity shall last a maximum of 2 weeks (14 days). In justified cases, the Mobility Activity may last for a shorter period, but no shorter than 10 days.
7. A Participant may extend their Mobility Activity provided that funding for the extended stay is secured from sources other than the Project funds.
8. Mobility Activities are open to researchers who hold at least a doctoral degree.
9. Mobility Activities shall be implemented from the launch of the call for applications until 30 November 2028 and settled by the end of the Project, i.e. 31 December 2028.

§ 4 Recruitment

1. The recruitment process shall be conducted separately at Wrocław Tech and ULisboa.
2. The recruitment process is organised in calls with fixed submission deadlines. Submitted applications shall be assessed jointly after each deadline.
3. The first call shall be announced by the end of 2026. If places remain available, subsequent calls shall be announced until all available places have been filled.
4. The dates for launching calls and their duration shall be determined by the WP4 teams at Wrocław Tech and ULisboa, taking into account the level of interest expressed to date, the number of applications submitted, and the number of places available.
5. The call for applications shall be published on the Project website, unite-widening.eu. The announcement shall include, in particular, templates of the application form and all templates required to be submitted by candidates. Information about the call shall also be disseminated through the university's communication channels, including direct information addressed to Deans of Faculties/Heads of Departments.

6. A researcher interested in participating in a Mobility Activity initiates contact with the selected Unite! university from a non-Widening country and agrees on the dates and objectives of the mobility. Confirmation of the collaboration shall be provided in the form of a Letter of Acceptance based on the template provided, signed by a relevant representative of the Host University.
7. Candidates shall submit an application form electronically, in accordance with the procedure specified in the call for applications, using the template provided and indicating the planned dates, scope and work plan of the mobility, along with its expected outcomes. The Letter of Acceptance, referred to in para 6, shall be a mandatory attachment to the application.
8. Applications shall be submitted by the deadline specified in the call for applications. Applications submitted after the deadline will not be considered.
9. The Mobility Activity may start no earlier than 28 days after the closing of the call.
10. Following formal verification by the Project Office, all applications submitted in a relevant call, shall be assessed by the committee, appointed separately at each sending university, composed of members of the Project team, including WP4 Leader and Task 4.4 Leader, according to the criteria specified in § 5. The assessment procedure shall last no longer that 10 calendar days.
11. On the basis of the assessment procedure, a ranking list is prepared, ordering the candidates according to the number of points they have received. Maximum of 12 candidates from each sending university who have achieved the best results and have simultaneously exceeded the minimum score threshold specified in § 5 will be qualified for the participation in the Mobility Activity.
12. Information about the results shall be sent directly to candidates who submitted their applications.
13. After being qualified for participation, the candidate may start completing formalities regarding the trip, according to § 6.
14. Candidates who meet the recruitment criteria and exceed the threshold, but are not qualified due to a lack of available places shall be placed on a reserve list. In the event of a Participant's withdrawal prior to participation in the Mobility Activity, candidates from subsequent positions on the reserve list shall be qualified.

§ 5 Criteria

1. An employee of Wrocław Tech or ULisboa who holds at least a doctoral degree under an employment contract may apply to participate in a Mobility Activity.
2. Applications shall be assessed by the following criteria:
    1) quality of the scientific and research concept – 0-5 points,
    2) impact on the development of the candidate's scientific career and the added value of the stay – 0-3 points,
    3) relevance to the activities of the Unite! Alliance – 0-2 points.
3. Priority is given to:
    1) researchers conducting work in strategic areas – 3 points,
    2) researchers involved in the Project activities, including workshops, trainings and matchmaking events – 2 points,

3) early-stage researchers (with a valid contract with the university that started within the last 5 years) – 2 points.

4. The minimum threshold is 5 points. The candidate who does not exceed the minimum score threshold, shall not be admitted to participation in a Mobility Activity.

5. As a rule, every Participant can attend a Mobility Activity only once during the period of the Project. Persons who have already participated in a Mobility Activity may be accepted only if there are still available places and no other participants who meet the criteria have been recruited.

§ 6 Rules of Participation

1. A Participant qualified to participate in the Mobility Activity shall be obliged to:

   1) obtain the superior's consent to participate in the Mobility Activity,
   2) participate actively and fully in the Mobility Activity in accordance with its scope agreed with the Host University,
   3) complete reports, surveys and all the documents required by the Host University,
   4) within 21 calendar days after the return provide a report after the mobility, presenting in particular goals achieved, outcomes, follow-up plans and a declaration of completion signed by the representative of the Host University,
   5) inform the Project Office of any irregularities related to Mobility Activity,
   6) participate in the project workshops and conferences to disseminate the outcomes of the Mobility Activity.

2. Accommodation, subsistence and travel costs will be funded by the funds of Project according to the applicable internal regulations of the sending university

3. Regarding financial matters, a Participant shall be obliged to:

   1) complete formalities related to foreign travel in accordance with internal regulations and information provided by the Project Office,
   2) organise travel and accommodation at the place of the Mobility Activity on their own or, where applicable, with the support of dedicated administrative staff,
   3) comply with regulations and procedures governing work organisation and order at the place of the Mobility Activity,
   4) settle travel expenses in accordance with procedures and legal regulations applicable at the sending university, including submitting invoices, receipts and other documents confirming the expenses incurred.

4. For the rational use of the Project budget, the Project Office reserves the right to impose limits on accommodation costs and to define additional rules regarding the use of transportation during travel to the locations where the Mobility Activities are provided.

5. No remuneration is paid for participation in the Mobility Activity.

6. The Mobility Activity is considered a business trip, with the Participant retaining their salary.

§ 7 Withdrawal from Participation

1. In the event of an inability to participate in the Mobility Activity, the Participant shall be obliged to immediately inform the Project Office of the withdrawal in writing, stating the reasons.

2. Any costs incurred prior to departure by a Participant who withdraws from participation shall not be reimbursed.
3. A Participant who, due to circumstances beyond their control (e.g. sudden illness, hospitalisation, other unforeseen events, force majeure), is forced to discontinue or shorten participation in a Mobility Activity may apply for settlement and reimbursement of incurred expenses. The decision on whether such circumstances are recognised and reimbursement is granted shall be taken by the Project Coordinator at sending university.

§ 8 Final Provisions

1. Matters not regulated herein shall be governed by generally applicable law and the internal regulations of the sending university.
2. These Regulations shall enter into force from 5 November 2026.