

RULES AND REGULATIONS FOR THE RECRUITMENT OF STUDENTS TO THE KATAMARAN PROJECT “DUALECO – Two Universities, One Goal”

§1. General Provisions

1. These Regulations set forth the rules for the recruitment and participation of students from the Krakow University of Technology (PK) in the international mobility project “DUALECO – two universities, one common goal” (hereinafter: the Project), implemented under the KATAMARAN program funded by the National Agency for Academic Exchange (NAWA).
2. The Project is implemented by PK in cooperation with the Università degli Studi di Cagliari (UNICA) on the basis of a dual degree agreement.
3. The aim of the Project is to enable students to complete part of their studies abroad, develop international competencies, and obtain a double degree (PK and UNICA).
4. Recruitment is conducted in accordance with the following principles:
 - transparency,
 - equal access,
 - non-discrimination,
 - objective evaluation of candidates.
5. The university ensures equal opportunities and support for people with disabilities.
6. The personal data of applicants and participants is processed in accordance with applicable data protection regulations (GDPR).
7. Admissions and project documentation is retained for the period required by NAWA and national regulations.

§2. Eligibility for Admission

1. The following students are eligible to apply for admission to the Project:
 - PK students enrolled in the master’s program in “Environmental and Land Engineering”
 - UNICA master’s students enrolled in “Environmental Engineering for Sustainable Development”
2. Candidates must meet the eligibility requirements for the double degree program as specified in the active PK–UNICA agreement.
3. Candidates are required to demonstrate their readiness to undertake a mobility period consisting of two semesters of study at the partner university.

§3. Project Targets and Enrollment Limits

1. Recruitment is conducted in a manner that ensures the achievement of the project targets specified in the grant application.
2. The number of places is determined by the Project Manager based on:
 - the project budget,
 - the grant agreement,
 - arrangements with the partner university.
3. If there are more applicants than available places, a waiting list is created.

§4. Recruitment Committee

1. The recruitment process is conducted by a Recruitment Committee appointed by the Dean (PK).
2. The Committee consists of at least four members from both universities, including the Double Degree Programme Coordinators.
3. Committee members:
 - sign a declaration of impartiality and confidentiality,
 - are required to avoid conflicts of interest.

§5. Recruitment Procedure and Selection Criteria

1. Recruitment is conducted in a manner that ensures the achievement of the project indicators specified in the funding application.
2. Recruitment for participation in the Project is conducted in a joint procedure during the semester preceding the international mobility, in accordance with the Project schedule.
3. Applicants must submit: an application form, motivation letter, transcript of grades, and a document confirming proficiency in English.
4. The recruitment includes a formal review of documents and an assessment of the candidate's motivation based on the motivation letter and an interview conducted in English. The interview can be conducted in-person or on-line.
5. Candidates are evaluated on a point system according to the following criteria:
 - Academic performance based on: the grade point average from the first semester of studies (UNICA) or from the first-cycle degree program (PK) – up to 50 points.
 - Candidate's motivation based on submitted documents and an interview in English – up to 30 points.
 - Language proficiency based on submitted documents – up to 20 points.
6. Detailed scoring guidelines are included in the evaluation form attached to these regulations (Attachment 1).
7. The committee prepares a report on the recruitment process and separate ranking lists of candidates from PK and UNICA with their scores.
8. Candidates with the highest number of points are admitted to the program, subject to the number of available spots specified in §3.2.
9. The remaining candidates are placed on a waiting list in order of the number of points obtained.

§6. Appeal Procedure

1. An applicant has the right to file an appeal within 7 days of the announcement of the admission results.
2. The appeal shall be reviewed by the Dean or a designated representative.
3. The decision is conclusive.

§7. Rules for Providing Support

1. Students participating in the Project receive financial and substantive support for the duration of their mobility at the partner institution, in accordance with the current rules of the KATAMARAN program and the grant agreement.
2. Double funding of the same mobility costs is prohibited.
3. A prerequisite for a Project participant to receive financial support is the signing of an individual financial agreement with PK.
4. The amount and form of financial support are determined in accordance with the current rules of the KATAMARAN program and the grant agreement.
5. Substantive support includes the Project participant's participation in an orientation training session at the beginning of the mobility period and participation in additional activities funded by the Project.

§8. Obligations of Project Participants

1. A student participating in the Project is required to:
 - a) complete the study program in accordance with the double degree agreement between PK and UNICA and earn the required number of ECTS credits,
 - b) participate in orientation sessions and other activities organized as part of the Project,
 - c) comply with the academic regulations of both universities
 - d) comply with the rules of the Katamaran program and submit the documents required by NAWA.

§9. Verification of learning outcomes

1. Learning outcomes are verified through:
 - completion of the study program established by the double degree agreement between PK and UNICA,
 - successful completion of courses and earning the required number of ECTS credits,
 - confirmation of the study program's completion by the partner institution in the form of a transcript of grades after each semester,
 - ongoing monitoring of the student's progress during the mobility period.
2. The final confirmation of the achievement of learning outcomes is the completion of studies and the award of a double degree.

§10. Withdrawal from the Project

1. Withdrawal from the project must be submitted in writing.
2. In the event of withdrawal from the project, the participant is required to account for the funding received in accordance with the terms set forth in the individual financial agreement concluded with PK.
3. In the event of an unjustified withdrawal or interruption of the mobility, the participant is required to return all or part of the funds received, in proportion to the period of the uncompleted mobility and in accordance with the rules set forth in the financial agreement.
4. In the event of withdrawal for reasons beyond the participant's control (force majeure, unforeseen circumstances), PK shall decide on the scope of the financial settlement on a case-by-case basis, taking into account the guidelines of the KATAMARAN program.
5. The participant is required to immediately inform PK of their intention to withdraw and to provide appropriate documentation justifying the withdrawal.

§11. Final Provisions

1. These Regulations shall enter into force on the date of approval.
2. In matters not covered herein, the provisions of the PK, the provisions of the PK–UNICA agreement, and the guidelines of the KATAMARAN (NAWA) program shall apply accordingly.

Approved on 21/05/2026

Signature and stamp

DZIEKAN
Wydziału Inżynierii Środowiska i Energetyki
Politechniki Krakowskiej

prof. dr hab. inż. Sławomir Grądziel

