

REGULATIONS

(TERMS OF REFERENCE)

EUonAIR Migrants Empowerment Program

Scholarship Call for Social Remittances in Education and Civil Society

The EUonAIR Migrants Empowerment Program supports initiatives based on the concept of social remittances, understood as the transfer of knowledge, skills, values, and good practices from migrants to their countries of origin. The Program enables students and professionals with a migration background affiliated with EUonAIR partner and associated universities to design and implement projects that contribute to educational development and civil society in their home countries. Through these activities, the Program seeks to strengthen transnational knowledge exchange and support communities especially affected by conflict, crisis, or post-crisis recovery.

1. General Provisions

The EUonAIR Migrants Empowerment Program (hereinafter referred to as ‘the Program’), implemented by **Kozminski University** within the framework of the project EUonAIR¹: The European University on AI in Curricula, Smart UniverCity and (Return) Mobility (Grant Agreement No. 101177370), constitutes the program referred to in the Grant Agreement as the *War Migrants Program*.

The Program enables the design and implementation of social remittances, understood as transfers of knowledge, skills, ideas, values, and good practices, primarily in the education sector, and, where relevant, in the broader field of civil society development.

¹ EUonAIR (<https://www.euonair.eu/en>) is an alliance of ten business and technical universities committed to developing a new, responsible, and collaborative model of education that integrates artificial intelligence, smart university concepts, and mobility. The alliance aims to transform learning, research, and working practices in higher education in line with current and future societal, technological, and labour market needs.

The Program is a competitive scholarship scheme supporting teams connected by a migration background, originating from non-EU countries, who are currently studying or/and working at EUonAIR partner universities.

Eligible institutions include the following EUonAIR core partners:

1. Kozminski University (KU) – Poland (Project Coordinator)
2. Hochschule für Technik und Wirtschaft Berlin (HTWB) – Germany
3. Zagrebačka škola ekonomije i managementa (ZSEM) – Croatia
4. Polish-Japanese Academy of Information Technology (PJATK) – Poland
5. Fundació Privada Universitat Abat Oliba CEU (UAOCEU) – Spain
6. ISM University of Management and Economics (ISM) – Lithuania
7. École Supérieure des Sciences Commerciales d'Angers (ESSCA) – France
8. Luxembourg School of Business (LSB) – Luxembourg
9. University of Piraeus Research Center (UPRC) – Greece
10. Hochschule Heilbronn (HHN) – Germany

self-financing partner:

1. Scuola Universitaria Professionale della Svizzera Italiana (SUPSI) – Switzerland

and associated partners:

1. Lviv Polytechnic National University – Ukraine
2. International European University – Ukraine
3. Estonian Business School (EBS) – Estonia
4. Link Campus University (LCU) – Italy

2. Objectives of the Program

The Program aims to:

- empower migrants to transfer knowledge, ideas, good practices, skills, and educational solutions to their countries of origin, including through onsite, hybrid, or transnational (remote) forms of engagement;
- generate tangible, sustainable, and socially relevant benefits for local communities through education-oriented innovation, capacity-building, and civic engagement;
- strengthen migrants' agency as actors of change, both in transnational contexts and, where applicable, in return-related processes.

3. Program Management

The Program is coordinated by the EUonAIR Project Coordinator at **Kozminski University**, acting through the Coordinator of the Migrants Empowerment Program (hereinafter referred to as the ‘Program Coordinator’).

The Program Coordinator is responsible for the implementation, coordination, monitoring, and quality assurance of the Program.

4. Definitions

For the purposes of these Regulations, the following definitions shall apply:

EUonAIR Partner

An organisation that is a member or associated partner of the EUonAIR European University Alliance and is eligible to participate in EUonAIR activities in accordance with the Grant Agreement and internal governance rules.

Migrant

A person originating from a **non-EU country** who currently studies or/and works (as a student, doctoral candidate, academic staff member, researcher, or administrative staff member) at an EUonAIR partner institution.

Migration background

Originating from a non-EU country, as indicated by nationality, place of birth, or long-term residence prior to migration.

Crisis-affected country or region

A country or region experiencing armed conflict, war, political instability, a major humanitarian crisis, or post-crisis recovery, where social remittances **can be generated, transferred, and effectively implemented**, contributing to educational, social, or civic development (e.g. Bosnia and Herzegovina, Kosovo, Ukraine, Georgia, Moldova, or comparable contexts, with the exception of the Russian Federation).

Social remittances

Non-financial transfers of knowledge, know-how, skills, ideas, good practices, norms, values, educational methods, tools, networks, and civic or organisational solutions, exchanged through transnational or onsite engagement between migrants and institutions, universities, non-governmental organisations, and other relevant actors in their countries of origin.

Team (EUonAIR 4Team)

A project team composed of **exactly four (4) persons**, meeting the eligibility and composition requirements specified in Section 5 of these Regulations.

Outputs

Tangible and verifiable results produced by an EUonAIR 4Team within the framework of the

Program. The items listed below represent examples of possible activities and outcomes; teams may undertake some of them or other relevant activities consistent with the objectives of the Program.

- a series of lectures, workshops, or training sessions delivered onsite or online for students, educators, civil society actors, or local communities in the country of origin;
- practical toolkits or guides (e.g. handbooks, manuals, teaching materials) supporting education, skills development, or civic engagement;
- short educational courses or training modules, including online or blended formats, designed for specific target groups;
- new or adapted curricula or course components, responding to local educational needs or skills gaps;
- policy briefs, analytical reports with recommendations, prepared for universities, public institutions, or civil society organisations;
- pilot projects or small-scale implementations, testing new educational methods, civic initiatives, or cooperation models;
- knowledge-transfer activities, such as mentoring programmes, peer-to-peer mentoring, or online knowledge-sharing sessions;
- innovative solutions or pilot applications of artificial intelligence (AI) in education and civic engagement, adapted to local contexts and needs;
- good governance and management practices, including AI-supported decision-making, monitoring, evaluation, or resource management tools, enhancing institutional capacity, transparency, and effectiveness
- other concrete educational or civil society activities that clearly contribute to the objectives of the Program.

5. Team Composition (Mandatory)

Each application must be submitted by a project team composed of exactly four (4) persons affiliated with the same EUonAIR partner or associated institution, hereinafter referred to as an **EUonAIR 4Team**, with the following mandatory roles:

1. **One Faculty Member**
(academic, research, or teaching staff member affiliated with an EUonAIR Partner institution).
2. **One Administrative Staff Member**
(e.g. project management, administration, finance, student support services, international office, career office, or similar functions affiliated with an EUonAIR Partner institution).
3. **Two Students**
(formally enrolled at an EUonAIR Partner institution at the time of application).

Only one team member is not required to have a migration background.

Members of the EUonAIR 4Team must not have participated at any stage in the EUonAIR project, including its implementation, management, governance, or associated activities, and must not have received any form of financial or in-kind support from the EUonAIR project in the past, including but not limited to remuneration, scholarships, travel, accommodation, or subsistence costs.

Role Requirements

- Each Team member must be clearly assigned **one distinct role** corresponding to specific tasks and responsibilities within the Team.
- All roles must be filled in accordance with the eligibility criteria defined in these Regulations and in the Call.
- Each Team must designate a Team Coordinator, who shall act as the primary contact person on behalf of the Team in communication with the Program Coordinator and shall be responsible for the submission and transmission of all formal project documentation.

6. Funding and Scholarship Structure

The total budget allocated to the EUonAIR Migrants Empowerment Program amounts to **EUR 200,000**.

A maximum of ten (10) EUonAIR 4Teams will be selected for funding under the Program. There is no limit to the number of applications that may be submitted from a single EUonAIR partner institution. The final selection will be based on the ranking of applications according to the evaluation scores awarded by the Selection Commission (see Sections 9 and 10).

Each selected EUonAIR 4Team will receive a total grant of EUR 20,000, hereinafter referred to as the Team Scholarship Envelope.

Note: The payment of the scholarship is conditional upon the submission of a tax residency certificate to the Kozminski University. This requirement does not apply to the members who have their place of residence in Poland.

Scholarship Distribution

The Team Scholarship Envelope is distributed in the form of individual scholarships assigned to each Team member.

- Faculty Member: **EUR 6,500**
- Administrative Staff Member: **EUR 4,500**
- Student A: **EUR 4,500**
- Student B: **EUR 4,500**

Total: EUR 20,000 per 4Team

Eligible Use of the Scholarship

The Team Scholarship Envelope is intended to cover all costs planned and incurred by the Team in connection with the implementation of the approved project, including, where applicable:

- participation in the Program and project-related work,
- preparation and delivery of outputs,
- travel and accommodation (if applicable),
- local engagement and cooperation costs,
- minor implementation and operational costs.

Double funding for the same activity or cost item is strictly prohibited.

Payment Modalities

The Team Scholarship Envelope shall be paid in **two instalments**:

- **First instalment (60%)**: paid at the beginning of the project implementation period, following signature of the scholarship agreement and fulfilment of all formal requirements;
- **Second instalment (40%)**: paid after the completion of the project implementation period, subject to the submission and approval of the final report confirming satisfactory implementation of the project and compliance with the Program objectives.

If the project is not implemented as agreed or the final report is not approved, the second instalment may be withheld. The Program organizers reserve the right to request the partial or full reimbursement of the funds already disbursed.

7. Competition Format and Timeline (Standard Model)

The Program is implemented as an open and competitive call for proposals, conducted in accordance with the principles of transparency, equal treatment, and fair competition.

The standard competition cycle consists of the following phases, with specific dates defined in each Call:

1. Call launch

Publication of the Call, dissemination of information.

2. **Application submission period**
Period during which complete application packages may be submitted by eligible Teams.
3. **Formal eligibility and compliance check**
Verification of formal eligibility, completeness of applications, and compliance with the requirements set out in the Regulations and the Call.
4. **Evaluation by the Selection Committee**
Assessment of eligible applications by Selection Committee, based on the evaluation criteria defined in the Call.
5. **Final decision and reserve list**
Adoption of the final selection decision, including the establishment of a reserve list, where applicable.
6. **Signature of scholarship agreements**
Conclusion of individual or institutional scholarship agreements with selected Teams.
7. **Project implementation**
Implementation of the approved projects in accordance with the approved workplan and timeline.
8. **Mid-term reporting**
Submission and assessment of a mid-term progress report, constituting a condition for the release of the second instalment of the scholarship.
9. **Final reporting, outputs delivery, and evaluation**
Submission of the final report, delivery of agreed outputs, and final evaluation of project results and impact.

8. Application Package (Mandatory Contents)

Applications must be **submitted in English** and must include the following mandatory elements:

1. **Curriculum Vitae** for each 4Team member (maximum 2 pages per person);
2. A signed self-declaration confirming prior migration experience from a non-EU country for each 4Team member who has such experience (one team member may participate without a migration background);
3. **An official certificate** issued by the EUonAIR Partner institution **confirming the individual's status as a student or employee** (academic or administrative staff), to be provided for each 4Team member;
4. **Project Concept:** Social Remittances Action Proposal. A concise description of the proposed social remittances action, including objectives, target groups, planned activities, and expected results, and a brief explanation of the activity logic (activities → outputs → outcomes → intended impact) (maximum 5 pages);
5. **Workplan.** A structured workplan outlining key milestones, division of roles and responsibilities within the Team, implementation timeline, and identification ethics

rules (including information about informed consent, data protection (GDPR), safeguarding, and responsible use of AI outputs) and of potential risks together with mitigation measures (maximum 3 pages).

6. **Basic Budget Allocation.** A basic allocation of the Team Scholarship Envelope per role, including any proposed and justified rebalancing, in accordance with Section 6 of these Regulations (maximum 2 pages).

Ethical and Legal Compliance

Activities supported under the Program must be conducted in accordance with applicable legal regulations and ethical standards, including compliance with data protection regulations, in particular the General Data Protection Regulation (GDPR), and principles of responsible use of digital technologies, including artificial intelligence.

9. Selection Commission

Applications submitted under the Call shall be evaluated by a **Selection Commission** coordinated by the Program Coordinator.

The Selection Commission shall consist of a limited number of EUonAIR core partners. External experts or additional expertise (e.g. in education, migration, ethics, safeguarding, or data protection) may be consulted only if deemed necessary, without the need to formally appoint them as Commission members.

Conflict of Interest

Selection Commission members shall declare any conflict of interest. A conflict of interest shall be understood as defined in Article 61(3) of Regulation (EU, Euratom) 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union.

Where a conflict of interest exists, the member concerned shall be excluded from the assessment of the relevant application.

In particular, members of the Selection Commission shall not participate in the evaluation of applications submitted by teams affiliated with their own institution and shall abstain from any discussion or decision concerning such applications.

Confidentiality

All applications and evaluation materials shall be treated as strictly confidential.

10. Selection Criteria

Applications shall be assessed on the basis of a **limited number of core criteria**, with a focus on clarity, feasibility, and expected impact.

The Selection Commission shall consider:

1. **Clarity of objectives 10 points (10%)**
The proposed action has clearly defined, realistic, and understandable objectives.
2. **Feasibility and implementation capacity 20 points (20%)**
The proposed activities are achievable within the available time, budget, and Team composition.
3. **Expected results and impact 50 points (50%)**
The proposal demonstrates concrete and meaningful educational or civil society-related results.
4. **Relevance to the objectives of the Program 20 points (20%)**
The proposed action is clearly aligned with the goals of the EUonAIR Migrants Empowerment Program and the concept of social remittances.

In the case of applications receiving the same final evaluation score, priority will be given to Teams composed of a higher number of members originating from countries or regions affected by armed conflict, crisis, or post-crisis recovery (e.g. Bosnia and Herzegovina, Kosovo, Georgia, Moldova, Ukraine, or comparable contexts, with the exception of the Russian Federation).

11. Reporting and Evaluation

Each Team is required to submit **two short reports**:

Mid-term Report

The mid-term report will be considered satisfactory if the following conditions are met:

- **At least 50% of the planned activities have been initiated** in accordance with the approved workplan;
- There are **no significant or unaddressed deviations from the approved workplan**;
- The Team demonstrates **clear progress towards the planned outputs and results**;
- Any deviations from the original plan are **properly justified and accompanied by corrective measures**;
- The project remains **aligned with the objectives of the EUonAIR Migrants Empowerment Program**.

Where the Mid-term Report is not submitted or reveals significant implementation challenges or deviations from the approved workplan, the Program Coordinator, in cooperation with the relevant EUonAIR Partner institution, may contact the Team to clarify the situation and, where appropriate, provide guidance aimed at facilitating the successful completion of the project.

Failure to submit the Mid-term Report, or failure to obtain its approval, shall result in the second instalment of the scholarship not being paid. The Program organizers reserve the right to request the partial or full reimbursement of the funds already disbursed.

Final Report

A final report must be submitted to the Program Coordinator **no later than 14 days after the end of the project.**

The final report should briefly describe: what was done, what outputs were delivered, what results were achieved.

The final report will be considered satisfactory if:

- The **majority of the planned activities have been implemented;**
- The **core outputs defined in the proposal have been delivered or appropriately justified;**
- The report provides **clear evidence of results or benefits for the target groups;**
- The Team provides **basic documentation of outputs** (e.g. materials, links, reports, photos, or other evidence of implementation);
- The activities are **consistent with the objectives of the Program and the concept of social remittances.**

The second instalment of the scholarship shall be paid within 30 calendar days following the approval of the Final Report by the Program Coordinator.

Failure to submit the Final Report, or failure to obtain its approval, shall result in the second instalment of the scholarship not being paid. The Program organizers reserve the right to request the partial or full reimbursement of the funds already disbursed.

Intellectual property developed within the framework of the Program, including educational materials, toolkits, and other non-commercial outputs produced by the project teams, shall remain with their authors. By participating in the Program, the Teams grant Kozminski University a non-exclusive, royalty-free licence to use, reproduce, publish, and disseminate such outputs for the purposes of the EUonAIR project. Such outputs will be disseminated in accordance with the principles and dissemination practices of the EUonAIR project.

Communication and Dissemination

Basic materials for communication and dissemination of the project shall be submitted together with the Mid-term Report and the Final Report, including photos and short information enabling the preparation of posts about the project, its progress, and its final results, in a simple format agreed with EUonAIR.