

Regulations on the mobility of doctoral students of the Doctoral School of the University of Warmia and Mazury in Olsztyn within the project "Internationalisation of research and transdisciplinary education at the Doctoral School of the University of Warmia and Mazury in Olsztyn", which is implemented within the framework of the "STER - Internationalisation of Doctoral Schools" programme funded by the Polish National Agency for Academic Exchange.

§1

Glossary of terms

1. UWM – University of Warmia and Mazury in Olsztyn.
2. NAWA – Polish National Agency for Academic Exchange, based in Warsaw.
3. STER programme - the "STER - Internationalisation of Doctoral Schools" programme run by NAWA. The programme is aimed at Polish institutions that run doctoral schools and have experience in admitting foreigners to doctoral studies or their training and participate in international doctoral student exchange programmes.
4. Project - the project "Internationalisation of research and transdisciplinary education at the UWM Doctoral School in Olsztyn", implemented by the UWM in Olsztyn under the contract with NAWA No. BPI/STE/2023/1/00015/U/.
5. Project Office - an organisational unit of UWM established for the purpose of implementing the project, located in the Doctoral School Office, ul. M. Oczapowskiego 5, 10-719 Olsztyn, Faculty of Animal Bioengineering building, third floor, room 344.
6. BON – Office for People with Disabilities at the University of Warmia and Mazury in Olsztyn.
7. Scholarship programme - financing the mobility of doctoral students within the NAWA STER programme.
8. Doctoral candidate – a person who is a student of the UWM Doctoral School in Olsztyn.
9. Candidate – a doctoral student applying for participation in the project.
10. Participant – a PhD student who has qualified for participation in the project after going through the recruitment procedure described in these Regulations and signing an agreement to participate in the Project.
11. PRC – Project Recruitment Committee – a team of people in charge of reviewing and evaluating the recruitment documents submitted by the candidates to the Project Office. The PRC consists of:
 - a) Director of the Doctoral School – project leader,
 - b) Representatives of the Scientific Council of the Doctoral School,
 - c) Representatives of the Doctoral Students' Self-Government Council,
 - d) Representatives of the project office.

12. Travel grant - funding granted under the Programme to cover the Project Participant's subsistence and travel expenses, settled on the basis of the lump sums specified in Annex No. 1 of the Regulations.

13. IRP – Individual Research Plan.

§2

General provisions

1. These regulations have been developed on the basis of the regulations of the STER programme and the agreement concluded between the UWM and NAWA no. BPI/STE/2023/1/00015/U/00001. The regulations define the principles of qualification, administration and settlement of participants in the implementation of the UWM project "Internationalisation of research and transdisciplinary education at the UWM Doctoral School in Olsztyn".
2. The main objective of the STER programme is to provide systemic support for the internationalisation of doctoral schools.
3. The project will be implemented in the period from 1 January 2024 to 31 December 2026.

§3

Rules for participation in the project

1. The target group are participants who are studying at the UWM Doctoral School in Olsztyn, have completed the second semester of training and have submitted their IRP to Doctoral School Office.
2. Only persons who have the status of a doctoral student of the UWM Doctoral School in Olsztyn and who do not have an extension of the deadline for submitting their dissertation can participate in the project.
3. The recruitment process will be conducted in accordance with the principles of equal opportunities for women and men and non-discrimination, including accessibility for people with disabilities.
4. Candidates and participants with disabilities who require appropriate support both in the recruitment process and in the implementation of the project will receive assistance from BON and the project office to the extent possible.
5. The programme is aimed at 18 PhD Students of the UWM Doctoral School in Olsztyn.
6. The programme includes four 1-month internships and fourteen 2-month internships.
7. The mobility plan and place restrictions are attached to the regulations as Annex 5.
8. Within the framework of the programme, doctoral students can receive funding for participation in

- a) scientific internships,
 - b) scientific and research internships,
 - c) training placements to carry out scientific research or to acquire knowledge and skills in connection with carrying out scientific research in foreign scientific and research institutions.
 - d) Travelling to acquire knowledge and skills in connection with the performance of scientific research in foreign scientific and research institutions
9. The four forms of training listed in §3 Section 8 are prioritised in the qualification procedure for candidates for the project.
10. During the project, the participant can only fund one trip during which he/she pursues the selected form(s) of education from the forms listed in §3 section. 8.
11. During a mobility measure, the participant can take part in a maximum of 1 educational measure.
12. The duration of the mobility must not be shorter than 30 days (1 month) and not longer than 60 days (2 months) (including 2 travelling days). The stay should be calculated as follows: the number of days of a specific form of education in which the participant takes part plus a maximum of 2 travelling days.
13. The mobilities must be carried out in accordance with the timetable in Annex 5 of the regulations.
14. In order to complete the mobility, the participant will receive a mobility grant in PLN intended to co-finance the following costs related to the implementation of the mobility within the project:
- a) funds for accommodation and meals in connection with the participation of PhD students in foreign research trips,
 - b) lump-sum travel expenses in connection with the participation of doctoral candidates in foreign research trips by doctoral candidates,
 - c) a one-off development allowance.
15. The project prohibits double funding of mobility. A participant who has received a mobility grant under the project may not receive any other form of funding for the same mobility. If double funding is detected, the participant is obliged to repay the entire funding granted plus statutory interest.

§4

Rules for the recruitment of candidates for the project

1. Recruitment for the project will be open.
2. The selection of participants in the recruitment process will be made by PKR in the composition specified in §1. 11.

3. Recruitment for the project will be carried out in accordance with the schedule attached as Annex 5 to the Regulations.

4. Participation in the recruitment process is tantamount to acceptance of these regulations by the applicant.

5. The prerequisite for participation in the project is that the complete recruitment documents, consisting of an application form (Annex 1 of the regulations), are submitted to the project office;

I. The form should be completed with:

- a) Applicant's details,
- b) details of the desired mobility,
- c) a brief description of the objectives and planned activities during the mobility period,
- d) a justification for the choice of destination organisation,
- e) a justification for the necessity of the mobility in the context of carrying out a doctoral thesis,
- f) description of the planned specific results/effects of the mobility,
- g) description of the competences acquired in the areas of: Knowledge, skills, social competences
- h) previous achievements of the applicant,
- i) Declaration on the reading of the "Beneficiary's Manual for the National Agency for Academic Exchange Programmes", which constitutes Annex No. 6 to the Regulations, including: on the obligations of programme participants to collect accounting documents confirming the expenses incurred by UWM, on the evaluation, reporting and protection of personal data and other documents published on the above-mentioned website, in particular on the beneficiary's agreement with the project participant,
- j) Commitment (in the form of a declaration) to cooperate with the UWM in the reporting obligations arising from the provisions of the STER programme, in particular the reporting of personal data (available on the website) and the accounting of the trip.

II. the form must be accompanied by the following:

- a) A document certifying knowledge of the foreign language in which the mobility action is carried out or knowledge of English at a minimum level of B2. The document may take the form of a certificate issued by an authorised institution or a certificate of completion of courses at a certain level. In the absence of such a document, the applicant must submit a declaration confirming knowledge of a specific language at a minimum B2 level,
- b) A document (e.g. letter, e-mail) confirming the host institution's willingness to accept the candidate,
- c) Documents confirming the applicant's academic achievements.

6. Applicants submit their application documents in person or by post.

7. The date of submission of the recruitment documents is the date of receipt by the project office, not the date of the postmark.

8. Incomplete applications submitted after the deadline will be rejected without the possibility of additions or corrections, with the exception of applications where only the confirmation of the academic unit specified in the application for the admission of the doctoral candidate is missing. This confirmation can be submitted within 14 days before departure.

9. PRC will evaluate the application documents taking into account the following points:

a) description of the activity, including a justification for the need to carry it out at a particular research centre (25 points),

b) the prestige of the host centre based on THE (Times Higher Education) (20 points),

c) expected impact of the activity on scientific development, including future scientific publications in foreign languages or expected impact of the activity on the improvement of competences (10 points),

d) participation in research projects, in particular international projects, as well as studies and scholarships abroad (10 points),

e) scientific/artistic and non-academic achievements (10 points),

f) statements in letters of recommendation (5 points),

g) knowledge of English or another foreign language, if this is justified by the purpose or location of the trip (10 points).

h) Activity in the scientific circle, in the self-governing council of doctoral candidates, in university committees, confirmed by a certificate signed by the chairperson of the circle/self-governing council of PhD candidates/university committee (5 points).

i) First-time participation of doctoral students in an internship abroad (5 points).

9a. In order to obtain points in accordance with § 4 para. 9b. he/she is obliged to provide information to the PKR, confirming the scientific level/academic reputation of the unit within which the mobility is to be carried out.

9b. The number of points for letters of recommendation according to §4 point 9(f) is calculated in such a way that the submission of a letter of recommendation from the head of the unit in which the candidate pursues his/her studies is equivalent to the award of 1 point to the candidate. If the candidate submits a letter of recommendation from the head of the foreign unit, the PKR awards 4 points.

9c. The point values contained in §4 point 9 are maximum values. The documents submitted to the PKR will be assessed up to these maximum values within the categories listed under points a-i.

10. Applicants will be assessed on the basis of the criteria set out in §4 section 9. Following the assessment, PRC will draw up a ranking list of qualified candidates.

11. Applicants who have received a positive formal and substantive evaluation and who were not qualified to participate in the project will be placed on the reserve list, which also applies to the ranking.
12. If one of the candidates withdraws from participation in the project, the next person from the reserve list will be qualified for the project.
13. If several applicants receive the same number of points in the evaluation process, PRC will be guided by the following additional evaluation criteria:
 - a) whether the respective candidate has participated in international projects and received funding from the programme,
 - b) whether the candidate has completed the mid-term evaluation with a positive score,
 - c) whether the candidate has already participated in trips abroad.
14. The PRC decision will be sent to each candidate individually to the e-mail address provided in the project participation form.
15. You have the right to appeal against the decision of the PRC to the Vice-Rector for Science Policy and Research within fourteen days of receipt of the decision. The date of receipt of the decision is the date of delivery of the objection.
16. The ranking list is approved by the Vice-Rector for Science Policy and Research.
17. A prerequisite for inclusion in the list of persons qualified for admission to the doctoral school is that the candidate achieves at least 50% of the points from the criteria listed in § 4 paragraph 9.

§5

Rules for the implementation of mobility and obligations of project participants

1. After receiving a favourable decision on participation in the project, you must submit to the project office (within 14 days of receiving the decision) a form containing the data constituting Annex No. 2 to the Regulations and required for signing the agreement on participation in the project. Failure to comply with this requirement means exclusion from mobility and participation in the project.
2. The project office will prepare a contract with the participant. No later than 10 days after receiving the information on the preparation of the documents, the participant is obliged to sign the contract. The contract should be signed no later than 21 days before the planned mobility.
3. After signing the agreement referred to in §5 paragraph 2. UWM will make a bank transfer in the amount of 80% of the travel grant to the bank account indicated by the participant.
4. The project participant is obliged to submit a document confirming that he/she has health insurance, liability insurance and accident insurance valid in the country of the host organisation no later than 7 days before departure.

5. The participant should submit a completed application for travelling abroad to the Office for International Cooperation at least 10 days before departure. The application should also be accompanied by the original contract for the reimbursement of travel expenses.

6. No later than 14 days after completion of the mobility programme, the participant is obliged to submit to the project office the documents required for the settlement of the mobility programme, i.e:

(a) original certificate confirming the mobility together with a description of the learning outcomes, which forms Annex 3 of the agreement with the participant;

b) Documents confirming the journey, e.g. boarding passes, train tickets, bus tickets, etc;

c) Financial statement of the trip according to the template: Annex 1 of the agreement with the participant;

7. After the fulfilment of the obligations referred to in §5 paragraph 6 and after UWM has accepted the financial settlement of the mobility, UWM will pay the participant within 10 days the remaining part of the grant amount corresponding to 20% of the amount of the mobility grant awarded.

8. If the amount of the mobility grant paid prior to the mobility exceeds the amount due as indicated in the financial statement of the mobility, the participant is obliged to repay the difference between the amount paid and the amount due within 10 days of being informed of this fact.

9. Project participants may be subject to evaluation studies during the project and for a period of up to 3 years after its completion at the request of NAWA.

10. The participant is obliged to repay all funds received under the travel grant if he/she:

a) Failure to complete the mobility,

b) Failure to provide a certificate confirming the mobility,

c) Failure to submit a financial statement,

d) double financing of the mobility,

e) breach of the provisions of the agreement.

§6

Final provisions

1. The regulations shall enter into force on the date of their publication and shall remain in force until the completion of the project.

2. The beneficiary (UWM) reserves the right to make changes to these regulations. The amendments introduced shall take effect from the date of their publication. Applications submitted before the publication of amendments to the Regulations must be resubmitted by the Applicant if their provisions do not comply with the amendments introduced. The Beneficiary will inform all applicants who submitted their applications before the publication of the

amendments to the Regulations about the introduced amendments by sending them information by e-mail to the applicants' address. Amendments of a regular and clarifying nature, as well as those aimed at correcting obvious errors in the Regulations, do not require separate information on their introduction, subject to the publication of the content of such amendments by the Beneficiary.

3. In matters not regulated in the Regulations, the provisions of the "Beneficiary Handbook for Programmes of the Polish National Agency for Academic Exchange", which forms Annex No. 6 to the Regulations, shall apply accordingly.

4. The annexes listed in the regulations are an integral part of the regulations:

- a) Annex 1 to the Regulations - Application Form,
- b) Annex 2 to the Regulations - Data form for the contract,
- c) Annex 3 to the Regulations - Declaration of the Participant on Personal Data GDPR NAWA,
- d) Annex 4 to the Regulations - Authorisation for the processing of personal data,
- e) Annex 5 to the Regulations - Schedule,
- f) Annex 6 to the Regulations - "Handbook for Beneficiaries for the Programmes of the National Agency for Academic Exchange".