

**Regulations for granting funds for long-term stays abroad
in the project *Internationalization for Training and Research Excellence* (InTREx)**

General information

§ 1

1. Funds for foreign research stays of doctoral students and doctoral students of the Doctoral School of the Pedagogical University in Krakow (hereinafter: DS) are granted as part of the implementation of task No. 2 *Mobility grants* of the *Internationalization for Training and Research Excellence* project (hereinafter: Project). The project is implemented under contract No. BPI / STE / 2021/1/00015 / U / 00 with NAWA

2. The implementation of research stays at a foreign center (hereinafter: Stay) under the Project is aimed at:

- a) enabling the best Doctoral students and Doctoral students of DS to improve their research and academic qualifications in the most renowned research centers in the world;
- b) knowledge transfer between research centers and scientists;
- c) developing international scientific cooperation.

3. The expected effect of the scientific stay is an increase in the level of scientific research, documented by international scientific publications (from journals indexed in the SCOPUS and Web of Science databases), conference announcements and presentations, as well as the preparation and submission of international research projects.

Recruitment

§ 2

1. The right to submit an application for a Residence is granted to every person studying in DS who meets the provisions of the Regulations of DS.

2. A stay financed by the Program may last 3 or 5 months, and its main purpose is to complete a research internship in a renowned research and development center.

3. Applications for a Stay may be submitted on an ongoing basis, no later than 30 April 2024.

4. The number of internships financed in a given calendar year depends on the availability of funds in the Project, and the funds not used in a given year are transferred to the next year.

5. Allocation of funds for the Stay is based on the competition procedure described in § 3.

6. The funds granted for the Stay include:

- a) flat-rate travel costs depending on the distance between the place of residence and the host institution, according to the table below:

Straight line distance between the grant beneficiary's place of residence and the place of stay	The amount of the flat rate
less than 500 km	PLN 1,000.00
500 - 999 km	PLN 2,000.00
1,000 - 2,999 km	PLN 3,000.00
3,000 - 6,000 km	PLN 4,000.00
over 6,000 km	PLN 5,000.00

b) a one-off, flat-rate settlement allowance in the amount of PLN 5,000 ;

c) appropriations for accommodation and meals in the amount of:

- PLN 12,000 - for OECD countries and non-OECD cities included in the top 50 of the latest Mercer Cost of Living City Ranking;
- PLN 8,000 in other cases.

unacceptable to finance the same expenses from two different sources (double financing).

8. During recruitment, the guidelines contained in the following documents will be taken into account:

- a) guidelines for the implementation of the principle of equal opportunities and non-discrimination, including accessibility for people with disabilities and the principle of equal opportunities for women and men under EU funds for 2014-2020;
- b) Annex 2 to the Guidelines - Accessibility Standards for the Cohesion Policy 2014-2020. (the purpose of the standards is to provide people with disabilities on an equal footing with non-disabled people access to European funds in terms of: participation, use, understanding, communication and taking advantage of their effects);
- c) a guide on the principle of equal opportunities for women and men in EU funds for 2014-2020 (in particular, part 3.3 on equal project implementation, part 4 - cross-cutting issues and related to the thematic objective No. 10).

§ 3

Competition procedure

1. Funds for foreign residence are granted by the Committee appointed by the DS Council. The committee is chaired by the Deputy Director of the DS.

2. Outgoing applications are assessed in a competitive procedure on the basis of the evaluation of documents submitted by a doctoral student / doctoral student.

3. The application should be submitted via the electronic form at <https://forms.office.com/r/J9c5eVWz0V>, filling in all the fields as indicated. The application form must be completed in English.

4. The following documents (in the form of electronic attachments) shall be attached to the form referred to in point 3:

- a) the supervisor's / supervisor's opinion, including:
- point evaluation of the proposed research schedule and other activities during the Stay,
 - scoring the likelihood of the planned research and effects (including scientific publications),
 - quality assessment of the research center where the internship is to take place,
 - assessment of the legitimacy of a foreign stay,
 - assessment of the anticipated benefits of the stay;
 - assessment of the possibility of establishing regular scientific cooperation with the receiving center;
- b) a descriptive opinion of the auxiliary supervisor / auxiliary supervisor, if she / he was appointed;
- c) opinion of the research supervisor / tutor in the receiving center, including
- scoring the schedule of tests and other activities during the stay,
 - scoring the likelihood of the planned research and effects (including scientific publications or artistic works),
 - information on the offered forms of substantive support,
 - assessment of the adequacy of research (or artistic activities) conducted by a doctoral student / doctoral student for the research (or artistic activities) conducted at the center;
 - assessment of the possibility of establishing regular scientific cooperation with the Pedagogical University of Krakow (hereinafter: PUK);
- d) institutional confirmation of the readiness to accept a doctoral student / doctoral student for an internship, including information on access to the centre's infrastructure and resources (scan of the document);
- e) contact details of a recognized scientist / scientist (or a recognized figure of the artistic community) from outside the PUK and from outside the host center, who, at the request of the Committee, will send additional references for the doctoral student / doctoral student.

5. The Committee reserves the right to consult the submitted application with a member of the DS Council representing a given discipline of science or art.

6. Applications are assessed as follows:

The legitimacy of a doctoral student's / Doctoral student's stay in a foreign center	(assesses the Committee) 0-5
The significance of the planned effects of the stay	(assesses the Committee) 0-5
Detailed and logic of the research schedule and other activities during the stay	(assesses the Committee) 0-5
Prestige and rank of the receiving center	(assessed by the Committee) * 0-10
Scoring schedule (supervisor / supervisor) **	0-5
Scoring of the schedule (sitter / guardian) ***	0-5

Scoring evaluation of the probability of implementation (supervisor / supervisor) **	0-5
Scoring of the likelihood of implementation (sitter / guardian) ***	0-5
TOGETHER	45

* The Committee assesses the prestige and rank of the center on the basis of recognized rankings, the opinion of the supervisor / supervisor, the opinion of the auxiliary supervisor / auxiliary supervisor and possible additional consultations.

** If a Doctoral student has more than one supervisor / supervisor, the final score corresponds to the average of the points awarded.

*** If a Doctoral student / Doctoral student plans to have more than one supervisor, the final score corresponds to the average of the points awarded.

7. In order to be eligible for funding, an application must obtain a minimum of 30 points. Funding is awarded to the highest ranked applications according to the ranking list.
8. The Committee decides about granting funds for the Stay in a given calendar year, taking into account the funds available in the Project.
9. Under the Project, a doctoral student / doctoral student may receive funds for the Stay only once.
10. Minutes are prepared from the meetings of the Committee, which are signed by all members of the Committee present.
11. If funds for the Stay are granted, the Committee may decide to postpone its implementation to another year, and the implementation of the Stay must be completed by 30 October 2024.
12. In the case of an application for a 5-month trip, the Committee may decide to award funds for a 3-month trip.
13. The Committee shall make a decision on granting or refusing to grant funds for the Stay no later than 6 weeks after submitting all the required documents.
14. If it is not possible to carry out a research trip within the deadline indicated by the doctoral student for random reasons, the doctoral student / doctoral student may apply to the Committee to change the date of the research trip, and the research stay must be completed by 30 October 2024.
15. Information on granting funds for a foreign stay is posted on the project website (ster.up.krakow.pl) and provided to the doctoral student / doctoral student by e-mail no later than 14 days from the date of the decision by the Committee.
16. The Committee's decision is final.

§ 4
Implementation of the Stay

1. After qualifying for the Stay, the Project participant submits the originals of the following documents:
 - a) declaration of joining the Project
 - b) a speech between the PA and a participant of the Project
 - c) a form of personal data of a Project participant to be entered into the Agency's ICT system for monitoring project participants
 - d) declaration of the Project participant regarding personal data of the GDPR PO WER
 - e) declaration of the Project participant regarding personal data of the NAWA GDPR
 - f) Additional consent of the Project participant to the processing of personal data
 - g) an exit application.
2. Specimen documents referred to in paragraph. 1 are available at ster.up.krakow.pl.
3. Failure to meet any of the conditions specified in par. 1 is tantamount to resignation from the Stay.
4. Funds may be transferred to a Project participant only on the condition of accepting all the terms of the Agreement.
5. Payment of funds will be made as follows: before departure, the Participant receives 90% of flat-rate travel and subsistence costs and 100% of the installation allowance. After returning from the trip and submitting all necessary documents, the Participant receives the remaining 10% of the flat-rate travel and subsistence costs.
6. Funds for the Stay are transferred to the bank account indicated by in a manner consistent with the legal regulations in force in the PUK and with the Regulations of the STER program.
7. During the Stay, the Project participant / participant is obliged to immediately inform the Project Coordinator of all circumstances having a significant impact on the implementation of the Stay.
8. The doctoral student is obliged to include in all publications and reports prepared in connection with the foreign research trip financed by the Project acknowledgments containing the full name: *This work was supported by the NAWA STER Program as part of the Internationalization for Training and Research Excellence project at the Doctoral School of the Pedagogical University of Krakow .*
9. Within 14 days from the end of the stay, the Project participant is obliged to settle the trip on the basis of completing and signing the required documents, specified in the Agreement.
- 10 . Within 14 days from the end of the stay, the participant of the Project is obliged to submit to the Committee
 - a) a written substantive report on the implementation of the Stay,
 - b) the supervisor's / supervisor's opinion on the implementation of the Stay,
 - c) the opinion of the supervisor / tutor on the implementation of the Stay.

- d) an evaluation questionnaire,
- e) signed certificate,
- f) financial settlement.

11. The Committee gives an opinion on the substantive report of the Project participant and submits, together with the opinions specified in sec. 10, letters b) and c), to the attention of the DS Director.

§ 5

Resignation and termination of participation in the Project

1. Resignation from participation in the Project requires a declaration by the participant in writing, otherwise null and void.
2. The Participant of the Project may terminate the Agreement with a two-week notice period.
3. In the event of resignation, the participant is obliged to return all funds received from the PUK. If the resignation took place for reasons beyond the participant's control (force majeure), the travel costs incurred may be recognized provided that justification and purchase documents are provided. The final decision as to the eligibility of funds is made by NAWA.
4. The Beneficiary (PUK) may terminate the Project Participation Agreement concluded with a participant with immediate effect in the event that:
 - a) the information provided in the recruitment form is false,
 - b) the participant / participant of the Project fails to fulfill the obligations specified in the Agreement,
 - c) the contract for co-financing the Project concluded with the financing institution will be terminated.

§ 5

Final Provisions

1. These Regulations shall enter into force on May 13, 2022.
2. The Project Beneficiary (PUK) may amend these Regulations in the event of a necessity resulting from a change in the Project guidelines. The participant will be notified by e-mail about the change in the Regulations before the effective date, unless it is not possible due to the validity of the amended Project guidelines.
3. In disputes and not regulated by these Regulations, decisions are made by the Project Coordinator.