

**Regulations for grants for the long stays abroad  
in the *Internationalization for Training and Research Excellence* (InTREx)**

**General information**

§ 1

1. Grants for research stays abroad by doctoral students of the Pedagogical University's Doctoral School in Cracow (hereinafter: DS) are granted as part of the task no. 2 *Mobility grants* of the *Internationalization for Training and Research Excellence* project (hereinafter: Project). The project is implemented on the basis of the agreement no. BPI/STE/2021/1/00015/U/00 with NAWA

2. The implementation of research stays in a foreign centre (hereinafter: Stay) within the Project aims to:

- a) enabling the best doctoral students from the DS to improve their research and academic qualifications in the most renowned research centres in the world;
- (b) transfer of knowledge between research centres and academics;
- (c) developing international scientific cooperation.

3. The expected outcome of the research Stay is to increase the level of scientific research evidenced by international scientific publications (from journals indexed in the SCOPUS and Web of Science), communications and conference presentations, as well as the preparation and submission of international scientific research projects.

**Admission**

§ 2

1. The right to apply for the Stay shall be granted to any DS student who complies with the DS Regulations.

2. The stay, funded by the Project, can last for 3 or 5 months, with the main objective being to complete a research internship at a renowned scientific research centre.

3. Applications for Stay may be submitted on an ongoing basis, by 30 April 2024 at the latest.

4. The number of internships funded in a given calendar year depends on the availability of funds in the Project, and funds not used in a given year are carried over to the following year.

5. The allocation of funds for the Stay is carried out according to the competitive procedure described in § 3.

6. The funds allocated to the Stay shall include:

- (a) travel costs at a flat-rate depending on the distance between the place of residence and the host institution, in accordance with the following table:

Distance in a straight line between the grant beneficiary's place of residence and the place of stay	Flat-rate amount
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
more than 6,000 km	PLN 5,000.00

b) a one-off, flat-rate installation allowance of PLN 5,000;

(c) accommodation and board of:

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

7. Financing the same expenses from two different sources is not permitted (double funding).

8. The following guidelines will be considered during admission:

- a) guidelines on 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 UE funds 2014-2020;
- b) appendix 2 to the Guidelines - Accessibility Standards for Cohesion Policy 2014-2020. (the aim of the standards is to ensure that people with disabilities have equal access to EU funds in terms of: participation, use, understanding, communication and benefiting from their results);
- c) a guide on the principle of equal opportunities between women and men in EU funds 2014-2020 (in particular part 3.3 on equal project implementation, part 4 on cross-cutting issues and on thematic objective no. 10).

### § 3

#### **Competition procedure**

1. Grants for foreign stays are awarded by a Committee appointed by the DS Council. The Committee shall be chaired by the Deputy Director of the DS.

2. Departure applications are assessed on a competition procedure based on the evaluation of the documents submitted by the doctoral student.

3. The application should be submitted via the online form at <https://forms.office.com/r/J9c5eVWz0V>, completing all fields following the instructions. The application form shall be completed in English.

4. The form referred to in point 3 shall be supplemented by the following documents (in the form of digital attachments):

(a) the opinion of the DS supervisor(s) including:

- a point evaluation of the proposed research schedule and other activities of the Stay,
- a point evaluation of the probability of the planned research and results (including scientific publications),
- an evaluation of the quality of the research centre where the internship is to take place,
- an evaluation of the legitimacy of the stay abroad,
- an evaluation of the expected benefits of the stay;
- an evaluation of the possibility of establishing regular scientific cooperation with the host centre;

(b) a descriptive opinion of the assistant supervisor(s), if one has been appointed;

(c) an opinion from the research supervisor at the host centre including:

- a point evaluation of the research schedule and other activities during the stay,
- a point evaluation of the probability of the planned research and results (including scientific publications or artistic works),
- information on offered forms of substantive support,
- an evaluation of the relevance of the research (or artistic activities) carried out by the doctoral student for the research (or artistic activities) carried out at the centre;
- an evaluation of the possibility of establishing regular scientific cooperation with the Pedagogical University of Krakow (hereinafter: PUK);

(d) the institutional confirmation of the willingness of the doctoral student to take up the internship, including information on access to the infrastructure and resources of the centre (scan of document);

(e) contact details of a renowned academic (or renowned figure in the artistic community) from outside PUK and from outside the host centre, who will send additional references for the doctoral student if requested by the Committee.

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

6. Applications shall be evaluated as follows:

The legitimacy of the doctoral student's stay in a foreign centre	(Committee evaluation) 0-5
Importance of the intended outcomes of the stay	(Committee evaluation) 0-5
The detail and logic of the research schedule and other activities during the stay	(Committee evaluation) 0-5
Prestige and stature of the host centre	(Committee evaluation)* 0-10
Point evaluation of the schedule (home supervisor)**	0-5

Point evaluation of the schedule (host supervisor)***	0-5
Point evaluation of the probability of the planned research (home supervisor)**	0-5
Point evaluation of the probability of the planned research (host supervisor)***	0-5
TOTAL	45

\* The Committee assesses the prestige and stature of the centre on the basis of reputable rankings, the opinion of the supervisor, the opinion of the assistant supervisor and any additional consultations.

\*\* If the Doctoral Student has more than one supervisor, the final score corresponds to the average of the points awarded.

\*\*\* If the Doctoral Student plans to have more than one host supervisor, the final score corresponds to the average of the points awarded.

7. To be eligible for funding, an application requires a minimum score of 30 points. Funding is granted to the highest rated applications according to a ranking list.

8. The allocation of grants for the Stay in a given calendar year is decided by the Committee taking into account the financial resources available in the Project.

9. Within the Project, a doctoral student can receive grants for the Stay only once.

10. The Committee's meetings are minuted and signed by all members of the Committee present.

11. If funding is granted for the Stay, the Committee may decide to postpone it to the following year, with the Stay having to be completed by 30 October 2024.

12. In the case of a request for a 5-month departure, the Committee may decide to allocate funds for a 3-month departure.

13. The Committee shall decide whether or not to grant the Stay no later than 6 weeks after all required documents have been submitted.

14. If it is not possible to carry out the research stay on the date indicated by the doctoral student for reasons of force majeure, the doctoral student may apply to the Committee for a change of the date of departure, but the research stay must be completed by 30 October 2024.

15. The information on the allocation of funds for the stay abroad is posted on the project website ([ster.up.krakow.pl](http://ster.up.krakow.pl)) and sent to the doctoral student by e-mail no later than 14 days after the decision of the Committee.

16. The decision of the Committee is final.

§ 4  
**The implementation of the Stay**

1. Once qualified for the Stay, the Project participant submits the originals of the following documents:

- (a) the declaration of participation in the Project
- b) the agreement between the PUK and the Project participant
- c) personal data form of the Project participant to be entered into the Agency's ICT system for monitoring of Project participants
- d) statement of the Project participant concerning personal data - GDPR PO WER
- e) statement of the Project participant concerning personal data - GDPR NAWA
- f) additional consent of the Project participant for personal data processing
- (g) a departure application.

2. Model documents referred to in section 1 are available at [ster.up.krakow.pl](http://ster.up.krakow.pl).

3. The failure to comply with any of the conditions set out in section 1 is equivalent to cancellation of the Stay.

4. The transfer of funds to the Project participant can only take place if all the terms and conditions of the Agreement are accepted.

5. The payment will be made as follows: prior to departure, the Participant will receive 90% of the flat-rate travel and living expenses and 100% of the installation allowance. Upon return from the research stay and submission of all necessary documents, the Participant will receive the remaining 10% of the flat-rate travel and living expenses.

6. The funds for the Stay shall be transferred to the bank account indicated in a manner consistent with PUK regulations and the STER Programme Regulations.

7. During the Stay, the Project participant is obliged to inform the Project Coordinator immediately of any circumstances that have a significant impact on the implementation of the Stay.

8. The doctoral student is obliged to include in all publications and reports produced in connection with a research stay abroad funded by the Project acknowledgements 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 of the end of the stay, the Project participant is obliged to settle the stay on the basis of completing and signing the required documents, as specified in the Agreement.

10. Within 14 days after the end of the stay, the Project participant is obliged to submit to the Committee

- a) a written substantive report on the implementation of the Stay,
- b) a home supervisor's opinion on the implementation of the Stay,

- c) a host supervisor's opinion on the implementation of the Stay.
- d) evaluation questionnaire,
- e) the signed certificate,
- f) financial settlement.

11. The Committee shall give its opinion on the substantive report of the Project participant and shall forward, together with the opinions referred to in section 10, points 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 written declaration from the participant in order to be valid.
2. The Project Participant may terminate the Agreement with two weeks' notice.
3. In the case of resignation, the participant is obliged to return all funds received from PUK. If the resignation is due to reasons beyond the participant's control (force majeure), travel costs incurred may be reimbursed if justification and proof of purchase are provided. The final decision on the eligibility of funds is taken by NAWA.
4. The Beneficiary (PUK) may terminate, with immediate effect, the Project Participation Agreement concluded with a participant if:
  - (a) the information given in the application form is untrue,
  - b) the Project participant fails to fulfil his/her obligations indicated in the Agreement,
  - c) the Project Agreement concluded with the financing institution is terminated.

## § 5

### **Final provisions**

1. These Regulations shall enter into force on 13 May 2022.
2. The Project Beneficiary (PUK) may amend these Regulations if necessary due to a change in the Project guidelines. The Participant will be notified by email of the change to the Regulations prior to the effective date of the change, unless this is not possible due to the date of the amended Project guidelines.
3. In cases of disputes and matters not covered by these Regulations, decisions are made by the Project Coordinator.