

**RULES**  
**for the International Teaching and Research Internships Programme for PhD Students, implemented by the University's Integrated Development Programme, co-financed by the European Social Fund within the framework of the Operational Programme Knowledge Education Development (POWER), activity 3.5.**

**General regulations**  
**§ 1**

1. The International Teaching and Research Internships Programme for PhD Students is part of the University's Integrated Development Programme, co-financed by the European Social Fund within the framework of the Operational Programme Knowledge Education Development 2014-2020, activity 3.5.

2. The Programme, mentioned in s. 1, awards travel grants for teaching and research internships for PhD students at University of Warsaw.

3. Candidates eligible for the Programme mentioned in s. 1 are PhD students enrolled at University of Warsaw, except for those studying at programmes financed or co-financed by the European Social Fund.

4. Beneficiaries of the Scholarship Programme for the Mobility of University of Warsaw PhD Students, implemented by the University's Integrated Development Programme, co-financed by the European Social Fund within the PO WER framework, activity 3.5, are eligible for the Programme mentioned in s. 1.

**§ 2**

The following terms used in these Regulations shall have the respective meanings as defined below:

- 1) IRO – International Relations Office;
- 2) PhD student – current PhD student at the University of Warsaw;
- 3) Committee – grant committee appointed to review grant applications for the International Teaching and Research Internships Programme for PhD Students;
- 4) (deleted);
- 5) Coordinator of the Programme – staff member of the University of Warsaw, responsible for the implementation of the International Teaching and Research Internships Programme for PhD Students;
- 6) Programme – the International Teaching and Research Internships Programme for PhD Students;
- 7) Regulations – Regulations for the International Teaching and Research Internships Programme for PhD Students;
- 8) Grantee – PhD student successfully qualified for the Teaching and Research Internships Programme for PhD Students;
- 9) UW – University of Warsaw;
- 10) application form – application form submitted for the travel grant from the International Teaching and Research Internships Programme for PhD Students at University of Warsaw.

## Grant conditions

### § 3

1. The Programme awards travel grants for research purposes, especially to conduct research and teaching assignments, study or receive training at a foreign academic institution, for the period of 14 to 28 days.

2. In case of land travel, the duration of the stay is calculated from the scheduled time of crossing of the state border outbound, ending at the time of crossing of the border upon return. In case of air travel, the duration of the stay is calculated from the scheduled departure time from the airport of origin and ending at the time of arrival at the first airport in the country of origin upon return.

3. Eligible costs:

- 1) subsistence allowance for the total number of days spent abroad, variable depending on the host country, calculated in accordance with the standard rates published in the Annex to the Regulation of the Minister of Labour and Social Policy from 29th of January 2013, concerning the amount and terms of fixing the dues to which an employee of a State or local-government unit financed by the State budget is entitled on account of an official travel (Journal of Laws of 2013, item 167);
- 2) costs of round bus, railway or air travel to the host institution, calculated according to the current market rate (in case of air travel only economy class tickets or travel by low-cost airlines, and in case of railway travel only second-class tickets are eligible for reimbursement).

4. In case of errors in the calculation of costs of stay or large discrepancies between the costs of travel declared by the applicant in the application form and market rates assessed by the Coordinator of the Programme, the Coordinator of the Programme may revise the total amount of the travel grant requested by the applicant.

5. The calculation of the awarded grant is an estimated budget and will be adjusted after the submission of the application for disbursement and ticket purchase order by the grantee, mentioned in Article 13 s. 3. After the assessment of the budget, conducted by the Coordinator of the Programme in collaboration with the IRO, the final amount of the travel grant may exceed or fall short of the granted sum.

6. Please note that PhD students may apply only for one travel grant in every application cycle.

## Grant commission

### § 4

1. The applications are reviewed by the Commission, appointed by the Rector, consisting of academic staff of the University of Warsaw holding at least a PhD degree.

2. The Coordinator of the Programme is part of the Commission.

3. A representative of the PhD students, delegated by the competent authority of the PhD Students' Government, forms part of the Commission. Should the Doctoral Students' Government fail to designate the representative within 14 days since receipt of motion to do so, the representative will be designated by the Rector.

4. The Head of the Commission is appointed by the Rector.

5. The Commission proceeds according to the regulation of the Rector concerning its establishing and to its own internal regulations approved by the Rector.

6. The proposal of the internal regulations and the mode of operation of the Commission is put forward by the Head of the Commission and consulted by the Coordinator of the Programme.

7. The Commission prepares a formal record of its proceedings for every application cycle, mentioned in Article 6. Ranking list, mentioned in Article 10, is enclosed as an Annex to the record.

8. The IRO provides administrative support to the Commission.

### **Eligibility criteria**

#### **§ 5**

1. The applications are evaluated by the Commission according to the following criteria:

- 1) plan of the stay (0-20 points) – evaluation criteria: the aim of the stay and its relevance to the applicant's doctoral thesis, teaching assignments or future academic plans; motivation for the internship; feasibility of the proposed plan; justification for the choice of host institution; planned outcomes of the internship; planned dissemination and exploitation of the outcomes of the stay.
- 2) the applicant's academic record (0-7 points) – evaluation criteria:
  - a) peer-reviewed scientific publications (monographs or monograph chapters, papers in peer-reviewed journals, excluding book reviews), published or submitted,
  - b) conference presentations, excluding student and graduate-level conferences (poster presentations will not be taken into consideration),
  - c) participation in research projects financed by the Ministry of Science and Higher Education, the National Centre of Science, the National Centre of Culture Poland, the National Centre for Research and Development, projects financed by the Horizon 2020 Framework Programme in the research and innovation pillar for the years 2014-2020, conducted within the Humanities in the European Research Area (HERA) and the New Opportunities for Research Funding Agency Co-operation in Europe (NORFACE) networks. The so called 'DSM' research projects for young researchers and PhD students, earmarked by the Ministry of Science and Higher Education, will not be taken into consideration,
  - d) public outreach activities (related to the field of the applicant's study);
- 3) teaching experience (0-3 points) – evaluation criteria: teaching internships and placements (domestic and abroad); individual or co-shared teaching assignments taken on at the University of Warsaw (not lesser than 10 academic hours; teaching assignments taken on as apprenticeships will be taken into consideration).

2. The Commission evaluates academic record and teaching experience from the academic year prior to that in which the application cycle is taking place.

3. Should the scientific significance of the academic record, mentioned in Article 5 s. 1 point 2, be questionable, it will not be evaluated.

4. Academic record submitted and financed in one cycle of applications (mentioned in Article 6) cannot be submitted again.

5. Providing false or outdated information mentioned in s. 1 point 2-3, will result in disqualification of the application.

## The application procedure

### § 6

1. There will be three application cycles for the grant mentioned in Article 1 s. 2.
2. In the first cycle of applications grants will be awarded for internships taking place in 2019.
3. In the second cycle of applications grants will be awarded for internships taking place in 2020 or 2021.
4. In the third cycle of applications grants will be awarded for internships taking place in 2021 or 2022.

### § 7

1. The Coordinator of the Programme announces each cycle of applications, mentioned in Article 6, together with a schedule of the application procedure.
2. In justified cases, the Coordinator of the Programme may announce an additional call for applications to each respective cycle, together with a schedule of the application procedure.
3. Deadlines mentioned in s. 1-2 will be set by the Coordinator of the Programme, together with the Head of the Commission.
- 3a. In particularly justified cases, the Coordinator of the Programme may change the schedule of the application procedure, including the announced dates for the research internships.
4. Deadlines mentioned in Article 7 s. 1-2 will be published on the [www.zip.uw.edu.pl](http://www.zip.uw.edu.pl) website.
5. Respective cycles of the Programme are open for all eligible PhD students (see Article 1 s. 3).
6. A PhD student who obtained a travel grant in one of the application cycles, may apply for another travel grant in the additional call for applications in the same cycle.
7. A grantee of the Programme may access funding for the next internship only after financial reports concerning previous internships financed by the Programme have been successfully submitted and processed.

## Grant application form

### § 8

1. To apply for the Programme, candidates fulfilling the eligibility criteria mentioned in Article 1 s. 3 must submit an application form available to download from the [www.zip.uw.edu.pl](http://www.zip.uw.edu.pl) website.
2. The application form is included as Annex 1 to the Regulations of the Programme.
3. The application form includes the following information:
  - 1) personal and contact data of the applicant, including their first and second name, student number, year of study, address, e-mail and telephone number;
  - 2) the applicant's field of research;
  - 3) the applicant's university affiliation;

- 4) the name of the applicant's academic or PhD thesis supervisor;
- 5) the applicant's command of foreign languages according to the Common European Framework of Reference for Languages (A1-C2);
- 6) description of the applicant's PhD thesis project;
- 7) plan of the stay;
- 8) a list of the applicant's academic achievements from the academic year prior to the year of application;
- 9) a list of the applicant's teaching experience gained in the academic year prior to the year of application;
- 10) a pre-travel form together with the total sum of the grant for which the applicant is applying.

4. The application form should be filled out in Polish or English.

5. The plan of stay, mentioned in s. 3 point 7 must include:

- 1) the name of the chosen host institution with justification for the choice;
- 2) the quarter of the calendar year in which the internship will take place;
- 3) expected outcomes of the internship and their dissemination and exploitation, if apply.

6. The pre-travel form should consider:

- 1) current rates of subsistence allowance published in in the Annex to the Regulation of the Minister of Labour and Social Policy from 29th of January 2013 on concerning the amount and terms of fixing the dues to which an employee of a State or local government unit financed by the State budget is entitled on account of an official travel (Journal of Laws of 2013, item 167);
- 2) current market rates of bus, train and airline tickets (in case of railway travel – only second-class tickets; in case of air travel – only economy class or low-cost airline tickets at flexible fares allowing for a change of travel dates or cost-free cancellation of the ticket).

7. In case of doubt, the Head of the Commission and the Coordinator of the Programme may ask the applicant to provide further documents concerning information mentioned in Article 8 s. 3 points 8-9 under pain of nullity.

## **Submission of applications**

### **§ 9**

1. The schedule of each round of applications will be published on the [www.zip.uw.edu.pl](http://www.zip.uw.edu.pl) website.

2. A printed and signed application form should be submitted at the IRO or mailed by registered post to the IRO's postal address with the annotation: „International internships – ZIP”. The postmark date will be taken as date of submission.

3. The IRO staff confirms the date of submission and registers the application.

4. Applications which are unsigned, incomplete or submitted after the deadline will not be registered. Correction of formal errors will not be possible after the deadline. Applicants who submitted unregistered applications will be notified by e-mail.

5. Please do not attach any additional documents to the applications, especially testimonials or statements concerning the applicant's academic record and teaching experience, language certificates, letters of recommendation or receipts for purchased tickets.

## **Selection procedure**

### **§ 10**

1. After reviewing the applications, the Commission issues ranking list after each application cycle and each additional call for applications.
2. The applicants are ranked based on the total sum of points scored according to criteria described in Article 5 s. 1.
3. The ranking list includes the applicant's name and surname, student number as well as detailed and total score obtained in the evaluation process.
4. The Commission denotes a minimal score required for admission to the Programme.
5. Ranking lists are public.
6. The Commission can make amendments to the ranking list ex officio or upon request within seven days of its publication.

## **Announcement of selection results**

### **§ 11**

1. The applicants who received the highest scores in the ranking lists are qualified for the Programme by the Commission. The qualified applicants are approved by the Director of the University's Integrated Development Programme.
2. The list of successful applicants will be published on the [www.zip.uw.edu.pl](http://www.zip.uw.edu.pl) website according to the schedule of the application cycle.
3. Applicants will be notified by e-mail about their status.
4. Successful applicants are required to submit signed Project Participant's Declaration and Statement within two weeks of the announcement of the selection results. The forms are available to download from the [www.zip.uw.edu.pl](http://www.zip.uw.edu.pl) website.
5. In case of late submission of the forms mentioned in s. 4, the Commission may qualify the next candidate from the ranking list. In such case s. 4 applies, and the two-week period is counted since the day of the announcement of the decision to the next candidate from the ranking list.

## **Complaints**

### **§ 12**

1. The applicant holds a right to file complaint to the Rector within seven days since the day of the notification about the status of their application as unregistered or rejected.
2. The complaint should be justified and submitted in written form to the IRO.
3. Only breach of the Regulations of the Programme will be considered as grounds for complaint.
4. The Rector resolves the complaint within fourteen days upon its receipt, after consulting with the Head of the Commission. The Rectors decision is final.

## Funding and reporting policy

### § 13

1. Internships must take place at a date indicated in the application form. Any changes in the date or duration of the internship must be reported without delay to the IRO's email address, [wyjazdy.zip@uw.edu.pl](mailto:wyjazdy.zip@uw.edu.pl), and accepted by the Coordinator of the Programme.

2. The funding can only be obtained by PhD students. The loss of student status may result in the disqualification from the Programme.

3. The grantees are obliged to submit application for disbursement and, if applicable, ticket purchase order or low-cost airline ticket purchase order, at the IRO at least 30 days prior to travel. The forms are available to download from the [www.zip.uw.edu.pl](http://www.zip.uw.edu.pl) website.

4. 14 days after return from the internship, the grantee must submit a report of travel expenses and a final internship report to the IRO. The forms are available to download from the [www.zip.uw.edu.pl](http://www.zip.uw.edu.pl) website. Copies of boarding cards, tickets, invoices or receipts confirming costs and dates of travel to the host institution and back should be attached to the report of travel expenses. Documents should be submitted in originals. Documents signed with a qualified signature may be submitted by electronic means.

5. In case of the duration of internship being shorter than declared in the application for disbursement, the grantee is obliged to return the overpayment without delay.

6. In case of the internship being cancelled after the disbursement of the travel grant, the grantee is obliged to return all obtained funds without delay and submit a written statement clarifying the reasons of the cancellation. The University of Warsaw will also claim back any other expenses arising from the cancelled internship.

7. The travel grant funds will be transferred in Polish złoty to the grantee's individual bank account, as specified in the grantee's USOSweb account.

8. The total amount of the travel grant is calculated by the IRO staff, accordingly to the average exchange rates of foreign currencies published by the National Bank of Poland (table A) on the first day of the application cycle, as indicated in the schedule of the Programme, mentioned Article 7 s. 1-2.

## Obligations of grant holders

### § 14

1. The grantees are obliged to:

- 1) conduct the internship according to the plan proposed in the application form;
- 2) settle the travel expenses and submit a final internship report within 14 days since the completion of the internship.

2. The grantees are obliged to cover their health and personal accident insurance for the duration of the internship. The University of Warsaw is not responsible for the consequences of failure to comply with this obligation.

3. The final internship report, mentioned in s. 1 point 2, should contain information about the duration of the trip, description of planned and achieved goals of the internship, information about the institutions at which the grantee worked, the dissemination of the outcomes of the internship, including titles of publications based on research conducted during the internship. The Coordinator of the Programme approves the final internship

report. The grantee is obliged to correct or amend the submitted report and to provide further documents concerning the stay at the host institution, the execution of the plan of the stay and the achievement of the goals of the stay declared in the application form upon the Coordinator's request.

4. The grantee is obliged to inform the IRO without delay about any changes in the dates or duration of the internship declared in the application form, termination of study or withdrawal from the Programme.

5. Culpable non-fulfilment of the grantee's obligations may result in demand of repayment of the grant as unduly collected. The decision is made by the Rector upon request of the Director of the University's Integrated Development Programme. This provision shall apply in case of a legally binding decision regarding a breach of the ethical or academic code of conduct by the grantee.

6. Any publications and presentations arising from work conducted during or resulting from the internship must acknowledge that the research and its outcomes were financed by the University's Integrated Development Programme as described in Article 11 s. 4 of the Project Participant's Declaration.

### **Personal data processing**

#### **§ 15**

1. All applicants are obliged to submit a personal data processing agreement. Failure to do so will result in rejection for formal reasons.

2. The applicant's personal data will be processed by the minister responsible for regional development serving as the Managing Authority for the Operational Programme Knowledge Education Development 2014-2020, with headquarters in ul. Wspólna 2/4, 00-926 Warszawa.

3. The administrator of the data has designated a Data Protection Officer who controls the processing of the data and who can be contacted at [iod@miir.gov.pl](mailto:iod@miir.gov.pl).

4. The applicant's personal data will be collected and processed in order to:

- 1) evaluate the applications and qualify successful candidates to the Programme, which is part of the University's Integrated Development Programme, co-financed by the European Social Fund within the framework of the Operational Programme Knowledge Education Development 2014-2020, activity 3.5;
- 2) promote other actions carried out within the University's Integrated Development Programme.

5. The acquired data will be processed based on the applicant's signed personal data processing agreement.

6. Providing data is voluntary, but necessary for the participation in the Programme. Refusal to provide data will exclude the applicant from the qualification process.

7. The acquired data will be shared with the National Centre of Science, an intermediary institution under contract no. POWR.03.05.00-00-Z305/17-00 for the co-financing of the University's Integrated Development Programme, and with other controlling institutions.



8. The acquired data will be stored until the completion of the University's Integrated Development Programme and until the final financial report of the PO WER is submitted, i.e. until 2027.

9. Every applicant to the Programme has a right to access, rectification, deletion, restriction of processing, portability, objection to processing of their personal data as well as withdrawal of the data processing agreement at any given moment.

10. Every applicant has a right to lodge a complaint to the President of the Office for the Protection of Personal Data.

### **Closing provisions**

#### **§ 16**

1. The Programme is administered by the IRO.
2. Direct contact email for applicants and grant holders: [wjazdy.zip@uw.edu.pl](mailto:wjazdy.zip@uw.edu.pl).
3. For updates about the Programme please refer to: [www.zip.uw.edu.pl](http://www.zip.uw.edu.pl).
4. Regulations enter into force on the day of their publication.