

The International Teaching and Research Internships Programme for PhD Students of the University of Warsaw

STEP BY STEP

I have been qualified for the Programme. What's next?

1. Within 14 days from the announcement of the results of the competition, a student is required to submit in the International Relations Office (IRO) in person **the declaration** and **the Participant's statement / wniosek i oświadczenie uczestnika projektu** consistent with the forms available on www.zip.uw.edu.pl (scanned documents are not accepted).
2. In the case of need to change the departure date (another year's quarter) or length of the stay (number of days different than declared in the application) it is required to send an email to the following address wyjazdy.zip@uw.edu.pl. The permission granted by the Programme Coordinator is subject to availability of financial resources.
3. **The stay should not be shorter than 14 days and longer than 28 days.** In justified cases, the length of stay can be extended, however, it is not possible to receive additional funds. The travel expenses for the return journey planned after the 28th day of stay still will be covered from the project funds. If the ticket with a later return date turns out to be significantly more expensive, the difference in the price is covered by the Program Participant. The Program Participant is obliged to declare by e-mail whether the discussed difference in ticket prices occurs.
4. Due to the COVID-19 pandemic, the Program Participant is obliged to check the possibility of traveling, the epidemic status in the country or region to which he/she is going, quarantine requirements, the possibility of providing accommodation, achieving the planned goals and expected effects of the internship (accessibility of the research institutions, libraries, etc.). By submitting Mobility Application Form and Ticket Purchase Order the Participant declares that the trip may take place in the current epidemic situation. Internships are possible only to countries with which border traffic has been re-established. **Due to the pandemic, we guarantee the payment of the travel scholarship after the departure (i.e. during the stay abroad).**
5. The following documents should be submitted at the same time together in IRO (by sending e-mail to address wyjazdy.zip@uw.edu.pl) **30 days before the departure date:**
 - 1) completed and signed **Mobility Application Form / formularz wniosku o wypłatę stypendium** (scanned copy), which is available on www.zip.uw.edu.pl; the scholarship is paid in PLN currency by transfer to an individual bank account of the Programme Participant, indicated in the USOSweb;
 - 2) **Ticket Purchase Order Form / Zlecenie zakupu biletu** (scanned copy) – the specimen available on www.zip.uw.edu.pl and <http://bwz.uw.edu.pl/podroze-zagraniczne> (the **Ticket Purchase Order Form / zlecenie zakupu biletu** or the **Low cost airline ticket purchase order / Zlecenie zakupu biletu na przelot tania linia lotnicza** if required). The Programme Participants should send a form signed only by themselves (no need to obtain a dean / unit director nor bursar's representative signature).

Note!

1. It is required to attach the booking confirmation to the Ticket Purchase Order Form.
2. The departure and return dates in both the forms must be the same!
6. The Programme Participants are obliged to purchase airline, railway and bus tickets for international transport through a travel agency selected in a tender procedure – currently WhyNotTravel agency. Detailed information and the contact list available on <http://bwz.uw.edu.pl/whynottravel>.

Note: purchasing of railway and bus tickets for national transport does not have to be done through the WhyNotTravel.

7. The **Ticket Purchase Order Form** should be filled in after confirming the itinerary (dates, hours, route, carrier) and pre-booking the ticket through WhyNotTravel agency by email. The **form** should be printed out and signed. A scan copy of **Ticket Purchase Order Form** along with the **booking confirmation** should be sent immediately to wyjazdy.zip@uw.edu.pl. An IRO representative must have sufficient time in order to purchase the ticket before the booking expires (at least 1 day).

Note!

1. It is not always possible to pre-book a ticket. For low cost airlines pre-booking of tickets is not available. In such cases the **low cost airline ticket purchase order** should be filled in with the price corresponding with the information received by email from WhyNotTravel.
2. Participants of the Programme are required to inform WhyNotTravel of their status of PhD Student of the University of Warsaw.
8. IRO sends the Ticket purchase order form to WhyNotTravel for processing. The travel agent sends the ticket to IRO, who forwards the ticket to the Participant.
9. The invoice for the purchase of the ticket will be sent by WhyNotTravel directly to IRO UW.
10. No later than 14 days from the return date, Participant should submit in IRO **a report / sprawozdanie finansowo-merytoryczne** in accordance with the specimen available on www.zip.uw.edu.pl, and sign **Travel Expense Bill / Rachunek kosztów wyjazdu** (available in IRO).

11. In the case of an unplanned shortening of the mobility, Participant is obliged to submit the above mentioned documents immediately and refund to the UW bank account the undue funds.

Note: Participants are entitled to a full daily subsistence allowance for each day of the stay abroad financed with ZIP funds, regardless the number of hours spent abroad.

12. **The travel tickets** to and from the destination (or boarding cards) should be attached to **report**. In the case of travelling by car, it is required to submit a respective declaration, mentioning the date of crossing the Polish border and the number of kilometers travelled. The document is available on www.zip.uw.edu.pl.

Note: Travel costs by car are not financed from ZIP funds. The Program participants must cover them on their own.

13. In the case of purchase of train / bus tickets in the country of stay, an application for the recognition and reimbursement of incurred costs, along with the original tickets should be attached to the Travel Expense Bill. The reimbursement will be made in PLN currency by transfer to the individual bank account of the Programme Participant provided in USOSweb. The bank account number should also be indicated in the application for reimbursement.

14. Health, Medical and Accident insurance are mandatory for all the Participants. The University of Warsaw is not responsible for any cost resulting of lack of any or possession of an improper insurance by the Participant while travelling and during the stay.
15. Participants are obliged for arrangement and payment for the accommodation during the stay by themselves.
16. IRO recommends that the Participants holding Polish citizenship register on *Odyseusz* service maintained by Ministry of Foreign Affairs before travelling abroad. More information available on <https://odyseusz.msz.gov.pl/>.

All the information about the Programme and Frequently Asked Questions can be found on www.zip.uw.edu.pl (under “Doktoranci”). Questions related to the Programme should be directed to wyjazdy.zip@uw.edu.pl.

Warsaw, 20 July 2020

Maksymilian Sas, Programme Coordinator