**Application form**

**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.**

Number: ……………………………………..….

(to be filled in by an employee of the IRO)

**PhD Student data:**

1. First and second name: ……………………………………..................................
2. Student number:…………………………………………………………………………..
3. Address: …...……………………………………………………….……………………..
4. E-mail: ……………………………………………………………………………………..
5. Telephone number:………..……………………………………………………………..
6. Year of study: ……………………………………………………………………..……..
7. Applicant’s university affiliation: ………………...……………………………………... ……………………………………………………………………………………………...
8. Applicant’s field of research: ...................................................................................
9. The name of the applicant’s academic or PhD thesis supervisor:..………………… ………………………………………………………………………………………….…..

*Note: When completing the application, you must delete all supporting information in italics.*

**1. The applicant’s command of foreign languages according to the Common European Framework of Reference for Languages (A1-C2).**

**2. Description of the applicant’s PhD thesis project.**

(up to 1,800 characters including spaces in total)

**3. Plan of the stay (0-20 points).**

**Number of departure days: ………….**

**Departure date: Q1 / Q2 / Q3 / Q4 ………. year (delete as appropriate)**

**Place of departure: …………………………………………………….**

*The number of days may not be less than 14 and may not be more than 28 (co-financing is not granted for trips taking place in a different time period).*

*In the date of departure field, please provide the period of departure with the accuracy of the quarter of the calendar year for which the grant is granted and enter the year in which the departure will take place. In the place of departure field, enter the name of the city and country to which the doctoral student is planning to go. The plan of a foreign trip must include: 1) the name of the place (center) to which the PhD student plans to leave, justifying the choice and need to travel to a given place for research (in particular for research) or didactic purposes (in particular for education or training at a foreign institution); 2) the expected effects of the trip and possible ways of making them public.*

*Plan length: 1,800 to 4,000 characters including spaces.*

**4. Estimated cost of the trip.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Number | Rate (in foreing currency) | Sum | Currency  |
| Tickets |  |  |  | PLN |
| Scholarship (diet) |  |  |  |  |
|  |  | Total cost: |  | PLN |

**Departure country: *…………………………***

**Means of travel: bus / train / plane** (delete as appropriate)

**Amount of co-financing requested (in PLN): …….…………………………………….**

*The costs of the scholarship (per diem) should be given in a foreign currency (rate, amount), the cost of tickets and the sum of all costs (total cost) should be given in PLN. In the case of tickets, only the amount in PLN should be given (the number and rate fields are not completed). Conversion of costs expressed in a foreign currency into the amount in PLN should be made according to the average exchange rate of the foreign currency given in table A of the National Bank of Poland on the first day of the call for applications specified in the schedule of the competition procedure.*

*The amount of the diet per day of travel abroad in individual countries is specified in column 4 of the annex to the Regulation of the Minister of Labor and Social Policy of January 29, 2013 on receivables due to an employee employed in a state or local government budgetary unit for a business trip.*

*The Program pays a scholarship in the amount of a full diet for each day of stay, regardless of the total number of hours (full days) spent abroad. The cost of plane, train or bus tickets should be estimated in accordance with the current rates (which can be checked e.g. on the website).*

*The cost estimate should only include the costs (tickets or scholarship) that will be covered by the ZIP Program. Do not include other expenses that are not funded under the ZIP Program.*

**5. The applicant’s academic record (0-7 points).**

*Only scientific achievements obtained in the academic year preceding the academic year in which the application is submitted should be reported. The reported achievements should be described as precisely as possible.*

1. **peer-reviewed scientific publications (monographs or monograph chapters, papers in peer-reviewed journals, excluding book reviews), published or submitted:**
2. **conference presentations, excluding student and graduate-level conferences (poster presentations will not be taken into consideration:**
3. **participation in research projects:**

*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.*

1. **public outreach activities (related to the field of the applicant’s study):**

*Only popularization activities related to the scientific discipline represented by the PhD student are recognized.*

**6. 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)*

*When describing the conduct of didactic classes, one should state how many didactic hours of classes were conducted by the PhD student and with whom he co-conducted the classes, if they were co-conducted.*

*1 didactic hour = 45 minutes*

**7. Statements.**

Being aware of the responsibility for providing false data, including disciplinary liability and the return of unlawfully collected funds, I declare that all the attached documents and data contained therein are complete and consistent with the facts.

I consent to the processing of my personal data by the minister responsible for regional development acting as the Managing Authority for the Knowledge Education Development Operational Program 2014-2020, with headquarters at ul. Wspólna 2/4, 00-926 Warsaw, in order to carry out the qualification process, and then the implementation and settlement of foreign trips under 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. and promotion of other activities undertaken under the University’s Integrated Development Programme (ZIP).

I declare that I have read the Regulations of the International Teaching and Research Internships Programme for PhD Students. In particular, I am aware that my culpable failure to fulfill the obligations arising from the Program on time, as well as breach of ethical or scientific principles by me, may result in the grant awarded being recognized as unduly collected and the necessity to return the funds collected by me.

Being aware of the prohibition of double financing of expenditure from public funds, I declare that the costs of the trip described in the application for funding will not be financed from other sources.

I also declare that I have read the principles of data collection and processing, described in § 14 of the Regulations of the International Teaching and Research Internships Programme for PhD Students. I was informed in this way about my rights and obligations. I acknowledge that providing my personal data is voluntary.

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