

UR an international PhD student

Regulations for participation in activities financed by the Project "UR an international PhD student" (NAWA Director's Decision No. BPI/STE/2023/1/00001/DEC/01 of 19.10.2023) in accordance with the objectives of the NAWA STER Programme - Internationalisation of Doctoral Schools

§ 1

[Explanations of abbreviations]

Terms used in the Regulations shall mean:

- 1) Beneficiary, UR - University of Rzeszów in Rzeszów;
- 2) Programme - STER NAWA programme - internationalisation of doctoral schools;
- 3) Project - Project "UR an international PhD student" (Decision of the Director of NAWA No. BPI/STE/2023/1/00001/DEC/01 dated 19.10.2023);
- 4) NAWA - National Agency for Academic Exchange;
- 5) UR Doctoral School - Doctoral School at the University of Rzeszow;
- 6) Doctoral student - a person admitted to and studying at the UR Doctoral School;
- 7) Regulations - Regulations for participation in activities financed by the Project "UR an international PhD student" (NAWA Director's Decision No. BPI/STE/2023/1/00001/DEC/01 of 19.10.2023) in accordance with the objectives of the NAWA STER Programme - Internationalisation of Doctoral Schools.

§ 2

[Project areas]

1. The Regulations set out the terms and conditions of participation in the activities organised by the UR Doctoral School within the framework of the Project "UR an international PhD student" (NAWA Director's Decision No. BPI/STE/2023/1/00001/DEC/01 of 19.10.2023) in accordance with the objectives of the NAWA STER Programme - Internationalisation of Doctoral Schools.
2. The regulations are based on the Project Funding Agreement No. BPI/STE/2023/1/00001/U/00001 concluded between the University of Rzeszów and the National Agency for Academic Exchange.
3. The overarching objective of the Project is to provide systemic support for the internationalisation of the UR Doctoral School through the following activities:
 - 1) Payment of NAWA scholarships for the best foreign doctoral students and the best doctoral students from Poland pursuing doctoral projects in international cooperation as part of an international doctoral programme, in particular aiming to obtain a joint degree or double degree,
 - 2) Support for the overseas mobility of top doctoral students from Poland and abroad,
 - 3) Developing internationalisation activities 'at home',
 - 4) Activities related to the development of international cooperation between doctoral schools,
 - 5) Activities related to attracting foreign doctoral students,
 - 6) Additional activities related to the substantive management of the Project (not related to the eligible activities listed in points 1-5).
4. The Project's activities are in line with UR's mission and fit directly into UR's Development Strategy 2021-2030 in terms of internationalisation.

§ 3
[Project Participants]

1. Project participants are:
 - a. PhD students of the UR Doctoral School,
 - b. The Director of the UR Doctoral School, members of the UR Doctoral School Council and staff of the UR Doctoral School Secretariat,
 - c. promoters and assistant promoters of doctoral students,
 - d. Visiting professors and other lecturers, guest lectures or workshops conducted in foreign languages at the UR Doctoral School for doctoral students,
 - e. foreign experts - foreign staff visiting the UR Doctoral School or supervisors of doctoral students' scientific or artistic internships.

§ 4
[Forms of support offered]

1. The tasks within the Project activities referred to in § 2.1 are understood to be:
 - 1) Scholarship programme for the best foreign doctoral students under the measure: Payment of NAWA scholarships for the best foreign doctoral students and the best doctoral students from Poland pursuing doctoral projects in international cooperation as part of an international doctoral programme, in particular aiming to obtain a joint degree or double degree,
 - 2) Scholarship programme for the best doctoral students pursuing doctoral projects in international cooperation as part of an international doctoral programme as part of the measure: Payment of NAWA scholarships for the best foreign doctoral students and the best doctoral students from Poland pursuing doctoral projects in international cooperation as part of an international doctoral programme, in particular aiming to obtain a joint degree or double degree,
 - 3) Research and training internship programme within the framework of the measure: Support for foreign mobility of the best doctoral students from Poland and abroad,
 - 4) Programme of artistic internships (artistic residencies) under the measure: Support for foreign mobility of the best doctoral students from Poland and abroad,
 - 5) Organising the stay of 6 foreign visitors at UR as part of the activity: Developing internationalisation activities "at home",
 - 6) Organisation of training courses to improve the competences of doctoral students and staff participating in the Project within the framework of the activity: Developing internationalisation activities "at home",
 - 7) Preparation of joint scientific publications by doctoral students and foreign staff as part of the action: Developing internationalisation activities 'at home',
 - 8) Study visits within the framework of the action: Activities related to the development of international cooperation of doctoral schools ,
 - 9) Preparation of foreign-language information material - film as part of the activity: Activities related to attracting foreign doctoral students,
 - 10) Preparation of an English-language handbook as part of the activity: Activities related to attracting foreign doctoral students,
 - 11) Coordination of the training process in the UR Doctoral School within the action: Additional activities related to the substantive management of the Project,
 - 12) Coordination of promotional activities and organisation of visits of foreign staff to the UR Doctoral School as part of the activity: Additional activities related to the substantive management of the Project .

2. The programme does not provide for the possibility of double financing, i.e. financing the same expenditure from two different sources.
3. It is possible to benefit from the support for the duration of the Project, i.e. from 01 January 2024 to 31 December 2026.
4. The activities offered by the Project will be advertised on the UR Doctoral School website.

§ 5

[Rules for the participation of doctoral students in the Project]

1. Doctoral students may participate in the tasks of the Project referred to in § 4, par. 1), 2), 3), 4), 7), 8) i 10).
2. Support for doctoral students relates to activities directly related to their dissertation or training programme at the UR Doctoral School, with the exception of the tasks referred to in § 4 (1) points. 8) i 10).
3. Tasks offered as part of the Project that are aimed at PhD students will be advertised on the UR Doctoral School website, with the exception of the task referred to in § 4.1 para. 8).
4. Participation in:
 - 1) Scholarship programme for the best foreign doctoral students,
 - 2) Scholarship programme for the best doctoral students pursuing doctoral projects in international cooperation as part of an international doctoral programme,
 - 3) Research and training internship programme,
 - 4) Artist Internship Programme (artist residencies),
 - 5) Preparation of joint scientific publications by doctoral students and foreign staff indicated in § 4 para. 1 pts. 1) - 4) and 7) are carried out under separate regulations approved by the Council of the UR Doctoral School.

§ 6

[Rules for the task: "Organising the stay of 6 foreign guests at UR" within the framework of the activity: Developing internationalisation activities 'at home']

1. The task consists in organising the stay of 6 foreign guests, including: visiting professors or supervisors and/or assistant supervisors or other persons conducting teaching or guest lectures conducted in foreign languages at the UR Doctoral School for doctoral students.
2. The candidatures of persons referred to in § 6, para. 1 shall be submitted by the Scientific Councils of the disciplines using the form attached as Annex 3 to these Rules and Regulations.
3. The criteria for the selection of foreign staff are:
 - a. the scientific and/or artistic competence possessed by the persons designated by the scientific councils of the disciplines,
 - b. the current demand for teaching staff at the UR Doctoral School as declared by the scientific council of the discipline, resulting from the currently ongoing research problems of doctoral students within the applying scientific/artistic discipline.
4. Recruitment of foreign staff shall take place in accordance with § 6, section 3 with the proviso that priority in recruitment shall be given to foreign supervisors currently supervising a doctoral student.
5. The Council of the UR Doctoral School, following the presentation of applications by the Director of the UR Doctoral School at a meeting of the UR Doctoral School Council, shall decide on the selection of the persons referred to in § 6(1) .
6. The duration of a foreign visitor's stay is between 1 and 4 weeks.
7. The scientific council of the discipline applying for funding for the stay of a foreign guest is obliged to provide the foreign guest with a room for work and scientific consultations for the duration of the stay.

8. The Project's funding for the task covers the travel and subsistence costs of foreign visitors in accordance with the information on the STER NAWA competition website regarding the eligibility of costs.
9. As part of the assignment, each foreign guest speaker is obliged to hold regular classes with PhD students of the UR Doctoral School as part of the assignment referred to in § 4 (1) (6).

§ 7

[Rules for the task: "Organisation of training courses to improve the competences of doctoral students and staff participating in the Project" within the framework of the activity: Developing internationalisation activities 'at home']

1. The task is to organise a series of classes for doctoral students at the UR Doctoral School, totalling 180 hours over a three-year cycle, in the form of workshops on improving specialist skills within a scientific or artistic discipline.
2. Funding is provided for 60 hours of tuition per year.
3. Project funding for the task includes:
 - a. costs of remuneration for promoters or assistant promoters and other persons conducting didactic classes for doctoral students or guest lectures conducted in foreign languages within the Project at the rate of PLN 600 gross per one hour of classes,
 - b. the costs of organising workshops improving the competencies of doctoral students at the UR Doctoral School, including the preparation of original training materials in electronic form, original multimedia presentations or other teaching aids which the lecturer deems necessary and which are his/her own idea. The unit cost may not exceed PLN 17,100. The prepared materials will be made available on the UR Doctoral School website as open access for all interested parties.
4. Candidates of persons to teach in the task shall be proposed by the Scientific Councils of the disciplines using the form attached as Annex 3 to these Regulations.
5. The criteria for the selection of foreign staff are:
 - a. the scientific and/or artistic competence possessed by the persons designated by the scientific councils of the disciplines,
 - b. the current demand for teaching staff at the UR Doctoral School as declared by the scientific council of the discipline, resulting from the currently ongoing research problems of doctoral students within the applying scientific/artistic discipline.
6. Recruitment of foreign staff shall take place in accordance with §7.5 with the proviso that priority in recruitment shall be given to foreign supervisors currently supervising a doctoral student.
7. The Council of the UR Doctoral School, following the presentation of candidates by the Director of the UR Doctoral School at a meeting of the UR Doctoral School Council, shall decide on the selection of the persons referred to in § 7(3).
8. Class characteristics:
 - a. classes will be conducted in English based on English-language materials,
 - b. The implementation of the course is designed to enable PhD students in the UR Doctoral School to acquire competence in specialised knowledge and skills, as well as the ability to use specialised industry-specific English,
 - c. The implementation of the course is intended to enable the students to establish contacts with the lecturers and to prepare joint scientific publications with them, and to improve the skills of the PhD students of the UR Doctoral School in the preparation of professional scientific texts.

§ 8

[Rules for the task: "Study Visits" under Action: Activities related to the development of international cooperation of doctoral schools]

1. The assignment consists of 2 study visits to European academic centres by a delegation of people representing the UR Doctoral School.
2. The delegation includes:
 - a. Director of the UR Doctoral School and administrative staff of the UR Doctoral School (3 people),
 - b. representative of the UR Doctoral Student Council,
 - c. Member of the Council of the UR Doctoral School.
3. The Project's funding for the task includes travel, accommodation and subsistence allowances for the persons included in the delegation in accordance with the information on the STER NAWA competition website regarding the eligibility of costs.
4. The aim of the assignment is to gain knowledge of good practice and to establish cooperation between the UR Doctoral School and the visited unit.
5. The selection of strategic European academics is done in consultation with the UR Doctoral School Board.
6. A report on the study visit in the form of a presentation is presented at the UR Doctoral School Council meeting.

§ 9

[Rules for the task: "Preparation of foreign-language information materials - film" within the framework of the activity: Activities related to attracting foreign doctoral students]

1. The task is to produce an English-language film about the activities of the UR Doctoral School and the training on offer for doctoral students.
2. Film characteristics:
 - a. A video presenting the profile of the UR Doctoral School and the training programme at the UR Doctoral School,
 - b. film prepared in 2 versions: a long version of 8 minutes and a short version of 1 minute (with subtitles and voiceover),
 - c. video made available on the UR Doctoral School website and on platforms such as youtube, Facebook, etc.
3. The Project's funding for the task covers the costs of the service of preparing an English-language commercial film, including in particular the preparation of the script, directing, recording the material, editing and preparing a copy of the film.

§ 10

[Rules for the task: "Preparation of an English-language handbook" under Action: Activities related to attracting foreign doctoral students]

1. The task is to prepare an English-language guide to the activities of the UR Doctoral School.
2. The Project's funding for the task includes the costs of graphic design, typesetting, proofreading and printing of the guide.
3. The graphic design contractor is selected by means of a graphic design competition announced by the Director of the UR Doctoral School for UR Doctoral School doctoral students in the artistic discipline: fine arts and art conservation.
4. The Council of the UR Doctoral School, following the presentation of the bids by the Director of the UR Doctoral School at the UR Doctoral School Council meeting, shall decide on the selection of the graphic design contractor.

5. The guide is posted on the UR Doctoral School website and is also distributed during UR's overseas promotional activities and visits abroad.

§ 11

[Rules for the task: "Coordination of the educational process in the UR Doctoral School" within the framework of the activity: Additional activities related to the substantive management of the Project]

1. The task is to carry out activities concerning:
 - a. Verification of the learning outcomes and progress of doctoral students' training at the UR Doctoral School conducted by foreign research staff recruited to the Project,
 - b. verification of learning outcomes and educational progress of doctoral students - Project scholarship holders and doctoral students undertaking internships abroad as part of the Project.
2. In particular, this task includes:
 - a. preparation of questionnaires and their analysis,
 - b. Preparation of specimen documentation on the implementation of the activities,
 - c. verification of the syllabuses to ensure that they are consistent with the PRK8 learning outcomes,
 - d. verification and analysis for compliance with the syllabuses and PRK8 of teaching materials provided by staff from abroad,
 - e. assisting in the preparation of classrooms,
 - f. technical security.

§ 12

[Rules concerning the task: "Coordination of promotional activities and organisation of stays of foreign staff at the UR Doctoral School" under Action: Additional activities related to the substantive management of the Project]

1. The task consists of:
 - a. preparation of factual content for the promotion of the activities foreseen in the Project,
 - b. adapt the UR Doctoral School website with content related to the activities, including improving access to it for staff and doctoral students from abroad,
 - c. Assist in the organisation of the stay of the incoming staff at the UR Doctoral School, including the settlement of their stay and travel costs, assistance with accommodation, assistance with the organisation of the itinerary, the schedule of foreign guests, etc,
 - d. assistance in the preparation of the study visit and the drafting of a factual report on the visit, etc.

§ 13

[Equal opportunities principles].

1. The Project activities will be implemented respecting the principles of equal opportunities for women and men and persons with disabilities through the following activities:
 - a. carrying out the recruitment process in a non-discriminatory, open manner and in accordance with the equality policy,
 - b. ensuring equal access for all stakeholders eligible to participate in the Project,
 - c. compliance with the principle of equal opportunities by the staff implementing the various actions.

§14

[Information on the processing of personal data]

1. The processing of personal data of Project Participants and Project Candidates is carried out on the basis of generally applicable legal provisions, including Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) and on the basis of the rules for the implementation of projects within the framework of NAWA programmes defined by NAWA, which the Project Participant and Project Candidate can read on the website:
<https://nawa.gov.pl/instytucje/ster-umiedzynarodowienie-szkol-doktorskich/dokumenty-do-pobrania>.
2. Project Participants and Project Candidates are required to submit signed programme document attachments as required by NAWA:
 - a. Annex No. 1 - Declaration of the Project Participant concerning personal data RODO,
 - b. Annex No. 2 - additional consent of the Project Participant for processing of personal data.

§ 15

[Final provisions]

1. These Regulations shall enter into force on 01 January 2024.
2. The Beneficiary may make amendments to these Regulations in case of necessity resulting from changes in the Programme guidelines, changes in the Law on Higher Education and Science and other generally applicable regulations affecting the implementation of the Programme. The Project Participant will be informed by e-mail about the amendment of the Rules and Regulations prior to their effective date, unless it is not possible due to the timing of the amended Programme guidelines.
3. In matters of dispute and not regulated by these Regulations, the UR Rector decides.

President
Boards of the Doctoral School
University of Rzeszów

Dr Maciej Wnuk, Prof. UR
Director of the Doctoral School

Annexes to the Regulations:

- 1) Declaration of the Project Participant regarding personal data RODO NAWA,
- 2) Additional consent from the Project Participant for the processing of personal data,
- 3) Application form for expected form of support under the Project.

