

## UR an international PhD student

**Regulations of the research and training internship programme implemented to support the overseas mobility of the best doctoral students of the Doctoral School at the University of Rzeszów from Poland and abroad within the Project "UR an international PhD student" (Decision of the Director of NAWA No. BPI/STE/2023/1/00001/DEC/01 dated 19.10.2023 ) in accordance with the assumptions 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 - 'UR an international PhD student' project (NAWA Director's decision no. BPI/STE/2023/1/00001/DEC/01 of 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 in a scientific discipline;
- 7) Candidate - a PhD student of the UR Doctoral School in a scientific discipline applying for participation in the Project;
- 8) Project Participant - PhD student of the UR Doctoral School in the scientific discipline;
- 9) Regulations - Regulations of the programme research and training internships carried out in order to support the foreign mobility of the best doctoral students of the Doctoral School at the University of Rzeszów from Poland and abroad within the framework of the Project "UR an international PhD student" (Decision of the Director of NAWA No. BPI/STE/2023/1/00001/DEC/01 of 19.10.2023) in accordance with the assumptions of the NAWA STER Programme - Internationalisation of Doctoral Schools;
- 10) Internship - a research and training placement funded by the Project.

### § 2

#### [General provisions]

1. The regulations set out the conditions and procedure for the qualification of the best doctoral students for research and training placements within the "UR an international PhD student" project.
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 internships are funded by NAWA as part of the NAWA STER Programme - Internationalisation of Doctoral Schools.
4. The regulations cover PhD students of the UR Doctoral School who have passed the first semester of training.

5. As part of the ongoing Project, it is possible to financially support the foreign mobility of the best PhD students of the UR Doctoral School from Poland and abroad in the form of monthly internships (16 internships in total).
6. All supported internships must start no earlier than 01 January 2024 and end no later than 31 December 2026.
7. The aim of the internships is to improve the competencies of Polish and foreign PhD students at the UR Doctoral School and to promote scientific cooperation between the University of Rzeszów and foreign research centres.
8. Financial support for mobility abroad will be awarded on the basis of a competition procedure conducted by a Competition Committee consisting of the Director of the UR Doctoral School, the Head of the UR Doctoral School Secretariat, a representative of the UR Doctoral School Council indicated by the UR Doctoral School Council and a representative of doctoral students proposed by the UR Doctoral Student Council.
9. The competition will be announced by the Director of the UR Doctoral School.
10. The competition notice will state:
  - a. deadlines for the submission of documents and for the adjudication of the competition,
  - b. information on the number of internships offered in a given edition of the competition.

### § 3 [Exit request]

1. Support for mobility abroad may be applied for by a Doctoral Student who fulfils all the conditions stipulated in §2, section 4 and §3, section 2 of the Regulations.
2. The doctoral student is required to submit within the deadline announced in the competition:
  - a. a complete application for travel in accordance with the model in Annex 1 to these Regulations,
  - b. an invitation from a centre abroad for an internship.
3. A complete exit application shall include:
  - a. the scientific programme of the internship, in which the Doctoral Student will present the scope of work to be carried out, declare the relevance of the research carried out in the foreign centre and its direct relation to the individual research plan or training programme,
  - b. the assumed results obtained by the Doctoral Student through the implementation of the internship, in which the Doctoral Student:
    - I. indicate the benefits to him or her and to his or her home institution of carrying out the internship,
    - II. indicate whether and how the internship will contribute to the establishment or continuation of cooperation,
  - c. the research achievements of the leader of the research team in which the internship will be carried out,
  - d. A minimum of 1 scientific achievement and a maximum of 4 scientific achievements of the Doctoral Student from the period of training at the UR Doctoral School,
  - e. the opinion and consent of the supervisor(s) for the placement.
4. Support for mobility abroad is requested by the Doctoral Student.
5. Each exit application must be signed by the applicant and approved by the signature of the applicant's supervisor(s).
6. It will not be possible to complete applications after the deadline.

**§ 4**  
**[Terms of the competition]**

1. The assessment of the application will be point-based.
2. The applications will be evaluated by the members of the Competition Committee and a ranking list will be created based on the number of points awarded by the Committee.
3. If the number of Candidates on the ranking list is greater than the number of away scholarships offered, away scholarships are allocated according to the scores on the ranking list until the number of placements is exhausted.
4. In the event of a tie, priority is given to Candidates with a higher number of points for scientific achievements according to the current list of publications of scientific monographs and scientific journals and peer-reviewed proceedings of international conferences.
5. The following criteria will be taken into account when selecting Candidates for internships funded by the Project:
  - a. the scientific programme of the placement (0-5 points),
  - b. the expected outcomes achieved by the doctoral student through the placement (0-5 points),
  - c. Research achievements of the leader of the research team in which the internship will be carried out (e.g. H-index, citability or other globally significant achievements) (0-5 points).

**§ 5**  
**[Competition results]**

1. The results of the competition will be public and published on the UR Doctoral School website.
2. Candidates have no right of appeal against the decision of the Selection Committee.

**§ 6**  
**[Outgoing Scholarship]**

1. Participants of the Project within the framework of the support for mobility abroad will receive an exit grant covering travel costs and subsistence costs in accordance with Annex 7 to the Regulations.
2. The mobility grant shall be paid to the Project Participant on the basis of the agreement referred to in § 7.1 of the Regulations, to the bank account indicated by the Project Participant.
3. The Programme does not provide for the possibility of double financing, i.e. covering the costs of the trip from more than one source, as well as receiving support financed or co-financed from the European Funds during participation in the Project.

**§ 7**  
**[Agreement]**

1. A Contract will be concluded with the Project Participant, the template of which is enclosed as Annex No. 2 to these Regulations.
2. The Beneficiary may terminate, with immediate effect, the Project participation agreement concluded with the Project Participant in the event that:
  - a. the information given in the application for travel is inaccurate, or
  - b. the applicant does not fulfil the obligations indicated in the Project participation agreement,  
or
  - c. The Project Agreement concluded with the financing institution will be terminated.

**§ 8**  
**[Rules for withholding or repaying an outgoing grant]**

1. If the Project Participant loses the status of a Doctoral Student during the implementation of the agreement or if he/she cannot fulfil the obligations stipulated in the agreement, the mobility grant shall be returned within 30 days from the date of the decision ordering the return of the grant.
2. In the case of resignation or interruption of the internship by the Project Participant, for reasons not resulting from force majeure, the agreement referred to in §7.1 of the Regulations shall be terminated immediately and the Project Participant shall be obliged to return the funds received under the mobility grant within 30 days from the date of resignation/interruption of the internship.

## **§ 9**

### **[Responsibilities of the doctoral student]**

1. At least 7 calendar days before the trip, the Project Participant obligatorily fills in the data form necessary for the registration of the Doctoral Student's delegation and submits it to the secretariat of the UR Doctoral School.
2. Upon return from the internship, the Project Participant is obliged to submit within 30 calendar days:
  - a. a certificate of completion of the traineeship in accordance with the specimen constituting Appendix 3 to these Regulations, certified by a supervisor from the foreign centre;
  - b. Substantive report from the internship in accordance with the template constituting Appendix No. 4 to these Regulations, in which the Project Participant will present the scope of the completed work and plans for further cooperation between the centres in relation to the application for the trip;
  - c. in the case of creation of works within the meaning of copyright and related rights, an agreement on the transfer of author's economic rights with regard to the Project Participant's shares, in accordance with the model constituting Annex No. 5 to these Rules;
  - d. a financial statement of the trip in accordance with the model constituting Annex 6 to these Regulations.
3. The doctoral student is also required to complete the Project Participant evaluation questionnaire, developed by NAWA, if one is sent to him/her.

## **§10**

### **[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 8 - statement of the Project Participant regarding personal data RODO,
  - b. Annex 9 - additional consent of the Project Participant for processing of personal data.

**§ 11**  
**[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 universally binding 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) Template for STER exit application - support for mobility abroad (NAWA internship).
- 2) Model Agreement between the Beneficiary and the Project Participant.
- 3) Model certificate of traineeship.
- 4) Substantive report template.
- 5) Model contract for the transfer of economic copyright.
- 6) Template for financial settlement of the trip.
- 7) Travel and subsistence costs of the Project Participant.
- 8) Declaration of the Project Participant regarding personal data RODO,
- 9) Additional consent from the Project Participant for the processing of personal data.

