



REGULATIONS

For granting and disbursing financial support in the framework of international mobility,
in accordance with the Programme

STER Internationalisation of Doctoral Schools in the Project:

Doctorate for the Future with the Jagiellonian University Doctoral Schools (FutureDoc),

grant agreement no. PPI/STE/2020/1/00029/U/00001

Task 8: International mobility of doctoral students at the Jagiellonian University

§ 1 General information

1. The Jagiellonian University is implementing Task 8 - support for the international mobility of doctoral students of the Jagiellonian University Doctoral Schools in the Project: Doctorate for the Future with the Jagiellonian University Doctoral Schools (FutureDoc).
2. JU's obligations resulting from the implementation of Task 8 are defined in the project grant agreement no. PPI/STE/2020/1/00029/U/00001, concluded between the Jagiellonian University and Polish National Agency for Academic Exchange.

§ 2 Glossary

The terms used in these Regulations shall mean:

- a) **Programme** - STER Programme - Internationalisation of Doctoral Schools.
- b) **Project** - project entitled "Doctorate for the Future with the Jagiellonian University Doctoral Schools (FutureDoc)", specified in the project grant agreement no. PPI/STE/2020/1/00029/U/00001 concluded between the Jagiellonian University and Polish National Agency for Academic Exchange.
- c) **Head of the Project** - head of the project entitled "Doctorate for the Future with the Jagiellonian University Doctoral Schools (FutureDoc)", referred to in the project granting



agreement no. PPI/STE/2020/1/00029/U/00001, concluded between the Jagiellonian University and the National Agency for Academic Exchange.

- d) **Beneficiary of the Project** - Jagiellonian University, 24 Gołębia St., 31-007 Kraków, Tax Identification Number (NIP) 675-000-22-36, National Official Business Register (REGON) 000001270
- e) **Project execution period** - from January 4, 2021, to December 31, 2023
- f) **Execution period of Task 8** - from October 1, 2021, to October 31, 2023
- g) **Task** - Task 8 of the project application entitled *International Mobility of doctoral Students of the Doctoral Schools of the Jagiellonian University*
- h) **Candidate** - a PhD student studying at the Doctoral School of the Jagiellonian University, willing to participate in the Task, who submitted the required documents in response to the call for proposals for Mobility within the Project
- i) **Project Participant** - Candidate who was granted financial support within the Project
- j) **Mobility Contract** - specific agreement executed between Beneficiary and Project Participant:
- k) **JU** - Jagiellonian University
- l) **SDH** - Doctoral School in the Humanities at Jagiellonian University
- m) **DSMHS** - Doctoral School of Medical and Health Sciences at Jagiellonian University
- n) **DSSS** - Doctoral School in Social Sciences at Jagiellonian University
- o) **DSENS** - Doctoral School of Exact and Natural Sciences at Jagiellonian University
- p) **OECD countries** - *Organisation for Economic Cooperation and Development*, these are 36 countries: Australia, Austria, Belgium, Chile, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Japan, Mexico, Republic of Korea, Latvia, Lithuania, Luxembourg, New Zealand, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, United States, Sweden, Switzerland, Turkey, United Kingdom.



§ 3 General Provisions

1. These Regulations specify the rules of recruitment process and participation in the Task implemented within the Project by granting and disbursing financial support to Project Participants for international mobility.
2. The purpose of Task implementation is to support doctoral students in improving the quality of their research and building academic career at the international level through financing their international mobility.

§ 4 Participation of doctoral students in international Mobility

1. Within the framework of international mobility, the Project Participant is entitled to:
 - a) coverage of costs of accommodation and meals, in a lump sum, related to participation in international research trips in the amount of 4,500 PLN per month (for trips to OECD countries, as well as cities from non-OECD countries ranked in the top 50 of the MERCER¹ report) or PLN 5,000 per month for other countries.
 - b) coverage of travel costs in a lump sum, depending on the distance between the Project participant's place of residence and the international host institution in accordance with the table below.

Distance in a straight line between the Project participant's place of residence and the place of stay (in km)	Lump sum per person
Below 500 km	1.000,00 PLN
500-999 km	1.000,00 PLN
1000 – 2999 km	3.000,00 PLN

¹ <https://mobilityexchange.mercer.com/Portals/0/Content/Rankings/rankings/col2018h147963/index.html>



3000 – 6000 km	4.000,00 PLN
More than 6000 km	5.000,00 PLN

- c) one-off, lump-sum development allowance (e.g., raw materials, semi-finished products, reagents, access to laboratory premises and large research infrastructure not available (hard to access) in Poland, purchase of access to library collections, library card, etc.) in the amount of PLN 5,000 PLN.
- The amounts referred to in point 1 of this paragraph may be reduced by any public and legal dues resulting from existing laws if there is an obligation to pay them.
 - It is unacceptable to finance the same expenses from two different sources (double financing).
 - Financial support mentioned in point 1 concerns international mobility of Project Participants directly related to the realization of individual research plans and lasting one month. Project Participant may pursue mobility in a remote form, in which case subsistence and travel costs indicated in Point 1 will not be paid.
 - The international mobility may be carried out by the Project Participant until 30th September 2023.
 - The duration of one international mobility for doctoral students is one month.

§ 5 Eligibility of Project Participants

- Doctoral students enrolled in the following doctoral schools: DSH, DSMHS, DSSS and DSENS, who has the status of the doctoral school participant valid on the day of the application and during the Project implementation, may apply for participation in the Project.
- Eligibility of participants in the Project is conducted in a competitive mode and is open, i.e., all doctoral students who meet the requirements specified in paragraph 1 may take part in the recruitment process.



3. A candidate may submit one application for granting within the competition.
4. The Project Participants recruitment process:
 - a. Recruitment will be conducted within the deadlines indicated in the announcement of the competition published on the Project website.
 - b. Candidates interested in participating in the Project should send in an electronic form (link to MS Forms: <https://forms.office.com/r/LxTYVwhkzK>) the following documents:
 - i. Application for funding with an attached opinion of the PhD dissertation supervisor.
 - ii. Confirmation from the international Centre about the possibility of carrying out research work in the international scientific institution chosen by the Candidate.
 - iii. Statement on personal data protection - signed by the Candidate (Appendix No. 3).
 - c. Specimen documents referred to in § 5 point 4b are available for download from the Project website.
 - d. The recruitment documents submitted by the Candidates shall be formal assessed, during the assessment will be verified if Candidate belongs to the target group in accordance with the Project rules and will be checked the fact of submitting all required attachments and appendixes in accordance with § 5 point 4b.
 - e. Submission of documents by the Candidate means his/her acceptance of these Regulations.
 - f. Incomplete applications or applications submitted after the deadline will be rejected without the possibility of supplementation or correction.
 - g. The recruitment documents of Candidates who meet the formal criteria pursuant to § 5 point 4 b, including the required attachments and appendixes, shall be submitted for substantive appraisal.



- h. Substantive appraisal is carried out by the Competition Committee chaired by the Head of the Project or a person appointed by him.
- i. The composition of the Competition Committee is appointed by the Head of the Project. The Chairman of Committee may appoint Evaluation Teams within the Committee. Members of the Committee shall not evaluate the applications of Candidates for whom they are supervisors.
- j. The Committee shall evaluate the substantive appraisal of the applications according to the following point scale:
 - i. Substantive value of the submitted doctoral project with the indication of the scope of research work planned to be carried out during the mobility with the degree of its internationalisation (e.g., co-promoter/cotutelle/double degree/joint degree/dissertation in English) - max. 50 points
 - ii. scientific rating of the host Centre indicated by the Candidate, in terms of scientific field and discipline and relevance to the submitted project - max. 25 points.
 - iii. development potential of cooperation with the host Centre, in particular the expected results of the planned work - maximum 25 points.
- k. Within the limits of available funds, the Committee qualifies for the Mobility participation the Candidates who fulfilled all formal requirements and received min. 60 points. The total maximum number of points awarded is 100.
- l. In case the number of applications exceeds the financial limits, the Committee may create a reserve list. The reserve list includes persons who received min. 60 points, but due to limited financial resources were not qualified for Mobility. Place on the reserve list is determined by the earned by the Applicant number of points.
- m. The deadline for processing applications for funding shall be 15 working days from the closing date for receiving applications.



- n. The Competition Committee shall prepare a ranking of those, who qualified to participate in the Project and a reserve list for each Doctoral School separately.
- o. The results of the competition are communicated to all Candidates via e-mail. Decisions of the Competition Committee cannot be appealed.
- p. Deadlines for accepting applications for funding, templates of documents and the list of Candidates who will be awarded with grants will be announced on the Project website.
- q. Confirmation of participation in the Project will be provided by signing the Mobility Contract according to the attached template (Appendix no. 3).
- r. In case of the Project Participant's resignation from the participation in the Project, the Candidate from the reserve list will be invited to the Project, according to the highest position on the list.

§ 6 Rules of participation in the Project

1. Rules of participation in the Project:

- a. After being qualified for the mobility, participants from DSH, DSSS and DSNEs should submit to the secretary office of **Doctoral School in the Humanities** at least 14 days before the trip two copies of the Mobility Agreement and Travel application in accordance with the rules set out in the Ordinance of the Rector of the Jagiellonian University on April 1, 2020 on travel abroad by employees, non-employees of the Jagiellonian University, doctoral students and students (without Collegium Medicum) and Communication No. 35 of Vice-Rector for International Relations of the Jagiellonian University of December 8, 2020 on the submission, acceptance and settlement of electronic travel applications by Jagiellonian University employees, persons employed at the Jagiellonian University on the basis of a civil-law contracts and doctoral students studying at doctoral schools, and their subsequent amendments. Project participants from DSMHS submit 2 copies of the Mobility Agreement to the secretary office of Doctoral School in the Humanities, and the



application form to the appropriate department of the Collegium Medicum of the Jagiellonian University, i.e., the Centre for Personal Affairs, in the External Relations Team in accordance with the procedure currently in force. Project participants are obliged to comply with the provisions of the granting, the Mobility Contract, and these Regulations, including timely delivery of reports and other required documents from Mobility.

- b. The financial support received by the Project Participant is intended to cover costs related within international mobility. It is unacceptable to finance the same expenses from two different sources (double financing)
 - c. The Project Participant must be insured for the duration of the trip and during the stay at the international host institution. Insurance for Project Participants - doctoral students attending Doctoral Schools - is provided by JU on the basis of the submitted application.
 - d. The Project participant is obliged to register his/her trip in the Odysseus service provided by the Ministry of Foreign Affairs.
 - e. In accordance with the Regulation of the Minister of Labour and Social Policy of January 29, 2013, on the amounts due to an employee working in a state or local government unit of the budgetary sphere for business travel (Journals of Law 2013, item 167, as amended), the Project Participant is obliged to account for the trip in the Department of International Cooperation within 14 days of returning.
 - f. The trip is settled on the basis of completing and signing the required documents specified in the Mobility Contract.
2. Within 14 days of the end of international mobility, the Project participant submits documents that confirm the mobility, in accordance with the Mobility Contract.



§ 7 Resignation and termination of participation in the Project

1. Resignation from the Project participation is possible only due to important random reasons, unforeseeable at the stage of recruitment and requires immediate submission of a written statement by the Project Participant under null and void with a detailed justification. The statement should be delivered to the Head of the Project.
2. The Beneficiary may terminate the Mobility Contract executed with the Project Participant with immediate effect in case when:
 - a. The Project participant fails to comply with the obligations set out in the Mobility Contract,
 - b. The Project Agreement concluded with the financing institution shall be terminated.
3. In the case of termination of the Mobility Contract by the Beneficiary due to the Project Participant's fault, the Beneficiary shall be entitled to claim reimbursement of costs related to his/her participation in the Project and to reimburse any additional costs due to failure to comply with the Grant Agreement resulting from the Project Participant's termination of participation in the Project, which does not exclude the Beneficiary's right to claim damages from the Project Participant on general terms.

§ 8 Information on personal data processing

1. The processing of personal data of Project Participants and Candidates is carried out on the basis of generally applicable laws, including the Regulation of the European Parliament and of the EU Council 2016/679 of April 27, 2016 on the protection of individuals 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 principles set out in the Guidelines and Principles for the Implementation of Projects under the Programmes of Polish National Agency for Academic Exchange, which the Participant



and Candidate can read at <https://nawa.gov.pl/instytucje/ster-umiedzynarodowienie-szkol-doktorskich/popzednie-nabory/nabor-2020/dokumenty-dla-beneficientow>.

2. Participants and Applicants are required to submit the declaration attached as Appendix 4 a to the programme documents required by the Polish National Agency for Academic Exchange, in accordance with the aforementioned Guidelines and Rules (Appendix 2 to the Regulations).

§ 9 Final Provisions

1. These Regulations enter into force on the day of
2. The Project Beneficiary may amend these Regulations if necessary due to changes in the Project guidelines. The Participant will be informed by email about the change of Regulations before the date of its validity, unless it is not possible due to the deadline of the changed Project guidelines.
3. The Head of the Project will make decisions in matters that are disputable and outstanding by these Regulations.

Attachments:

1. Application form for granting.
2. Declaration regarding personal data protection².
3. Template mobility contract between the University and the Project participant.

² Annex 4a to the Guidelines - Declaration of the participant on personal data GDPR Polish National Agency for Academic Exchange.