

**Regulations concerning the participation of the University of Warmia and Mazury in Olsztyn in the project “PROM – International scholarship exchange of doctoral students and academic staff” financed by the National Agency for Academic Exchange.**

**Definitions**

**§1**

- 1. UWM** – University of Warmia and Mazury in Olsztyn.
- 2. NAWA** – National Agency for Academic Exchange, with its registered office in Warsaw.
- 3. Program PROM** – Program entitled “PROM – International scholarship exchange of doctoral students and academic staff” implemented by NAWA as part of a non-competition project entitled “International scholarship exchange of doctoral students and academic staff” in the Operational Program Knowledge Education Development 2014-2020, co-financed by the European Social Fund.
- 4. Project** – project implemented by UWM within the agreement with NAWA no. PPI/PRO/2019/1/00024/U/00001.
- 5. Project Office** – an organizational unit of UWM established for the needs of the Project implementation, based in the UWM Office for International Cooperation, ul. M. Oczapowskiego 2, 10-719 Olsztyn, Rectorate building, floor II, room 221 d.
- 6. Doctoral student** – a person who participates in doctoral studies/doctoral school run by UWM and a participant in doctoral studies conducted by a foreign institution from the date of submission of recruitment documents in the Project Office until the completion and settlement of the exchange.
- 7. Academic staff** – people who are academic teachers employed at the UWM and people who are academic teachers employed at a foreign institution from the date of submission of recruitment documents at the Project Office until the completion and settlement of the exchange.
- 8. Candidate** – a doctoral student or academic teacher applying for eligibility to participate in the Project.
- 9. Participant** – a doctoral student or academic teacher qualified to participate in the project upon completion of the recruitment procedure specified in these Regulations and signing the agreement to participate in the Project.
- 10. URC** – University Recruitment Commission - a team of people appointed to verify and evaluate recruitment documents submitted to the Project Office by Candidates.

URC consists of:

- a) Vice-Rector for International Affairs,
- b) Head of the Office for International Cooperation,

c) Representative of the Project Office.

**11. Scholarship** – co-financing granted under the Program to cover the costs of stay and travel of the Project Participant, settled on the basis of the flat rates indicated in Annex 1 to the Regulations.

## General provisions

### §2

1. These Regulations have been developed based on the PROM Program Regulations and Agreement no. PPI/PRO/2019/1/00024/U/00001 and they define the principles for qualification, referral and settlement of Participants within the implementation of the Project at the UWM.
2. The aim of the project is to increase the competence of doctoral students and academic staff from Poland and abroad through international scholarship exchange.
3. The Project will be implemented in the period from October 1, 2019 to October 31, 2022.

## Principles for participation in the Project

### §3

1. Project Participants may be persons who, from the day of submitting the recruitment documents in the Project Office to the completion and settlement of the exchange, have the status of a doctoral student or are employed at UWM or at the foreign institution as academic teachers and have not exceeded 40 years of age.
2. Doctoral students employed at UWM or at the foreign institution as academic teachers may benefit from co-financing under the Project on the principles applying to academic staff.
3. In the recruitment process, access to participation in the Project will be granted on the basis of equal opportunity for men and women and non-discrimination, including accessibility for people with disabilities.
4. Candidates and Participants with a disability, requiring appropriate support in both the recruitment process and the implementation of the Project will receive assistance, where possible, from the UWM Office for Disabled People (BON) and the Project Office.
5. The scholarship program is directed at 79 people, divided into the following groups of Participants:
  - outgoing/incoming doctoral students (67 people, which represents approx. 80% of Participants)
  - outgoing/incoming academic staff (12 people, which represents approx. 20% of Participants)
6. As part of the Project, it is possible to implement the following forms of education:

- a) participation in short forms of education, i.e. courses, workshops, professional or industrial internships, study visits,
- b) active participation in a foreign conference (including e.g. participation in a poster session and flash talk),
- c) obtaining materials for a doctoral dissertation/scientific article.
- d) taking measurements using unique equipment, including the use of large research infrastructure that is unavailable (difficult to access),
- e) participation in training (including training on entrepreneurship or implementation activities),
- f) conducting research in archives/libraries,
- g) participation in brokerage meetings/events,
- h) conducting teaching classes,
- i) participation in the preparation of an international grant application,
- j) other short forms of education enabling increasing the competences of the Project Participant.

7. The Participant may receive funding only for one exchange, during which he/she will implement the selected form(s) of education from among those listed in §3 sec. 6.

8. During one exchange, the Participant may take part in a maximum of two forms of education and receive funding throughout the period of their implementation under the Project. However, such a quantity must be substantively justified, take place in the same city to which the exchange took place and with the assumption that there will be no break between these forms of education. Deadlines for the implementation of individual forms of education may overlap.

9. The duration of an exchange cannot be shorter than 5 and longer than 30 days (including 2 days of travel). The stay should be calculated as follows: the number of days of a given form of education in which the Participant participates plus a maximum of 2 days of travel.

10. Each exchange must be completed by October 31, 2022.

11. A Participant, in order to implement the exchange, receives a scholarship in PLN intended to finance the following costs related to the implementation of the exchange under the Project:

- a) living costs in a fixed amount depending on the number of days of stay, including 2 days of travel, according to the table in Annex 1 to the Regulations (Table 2).
- b) travel costs (travel, insurance and visas) in a fixed amount depending on the distance (in km) in a straight line between the Participant's place of residence and the place where the host institution is located, in accordance with the table in Annex 1 to the Regulations (Table 1).

12. Under the Project there is a ban on double financing of the exchange. A Participant who has been awarded a scholarship under the Project may not use another form of financing for the same exchange. If double financing is detected, the Participant will be obliged to reimburse the entire grant awarded together with statutory interest.

### Principles for Project Recruitment of Candidates

#### §4

1. Project recruitment will be open.
2. The URC, consisting of members listed in §1 sec. 10, will select the Participants in the recruitment process.
3. In participating in the recruitment process, the Candidate accepts these Regulations.
4. The condition for participation in the Project is to provide the Project Office with complete recruitment documentation consisting of the following documents:
  - a) Application form (Annex 4 to the Regulations),
  - b) Certificate from the Dean's Office confirming the status of doctoral student at UWM or a foreign institution - in the case of doctoral students,
  - c) Certificate of employment at UWM or a foreign institution - in the case of academic staff,
  - d) Document confirming the willingness to accept the Candidate by the host institution for a given form of education selected by the Candidate in the Form and indicating the date of exchange. The document may take the form of original letter, scanned letter, e-mail or fax.

In the case of an exchange regarding conferences, workshops, training sessions, etc. the Candidate is required to provide confirmation of application for the event.

  - e) A document confirming knowledge of a foreign language in which an exchange will be carried out or English at a minimum level of B2. The document may take the form of a certificate issued by an authorized institution, certificates of completion of courses at a given level. In the absence of similar documents, the Candidate may submit a declaration confirming knowledge of a given language at a minimum level of B2.
5. Candidates from the UWM may submit the recruitment documents in person or by mail to the Project Office. In the case of doctoral students and academic staff from foreign units, the complete set of documents should be delivered in person, by mail or scan via e-mail to [prom@uwm.edu.pl](mailto:prom@uwm.edu.pl). In case of qualification for the Project by Candidates from abroad, they are obliged to provide the original documents no later than 14 days from receiving the decision on qualification.
6. The date of submission of documents is the date of their receipt by the Project Office, not the date of the postmark.

7. URC will carry out formal and substantive evaluation of the application documents, taking into account:

a) Formal evaluation:

- evaluation of recruitment documentation in terms of completeness, legibility and compliance with formal requirements,
- evaluation of whether submitted documents meet the requirements of the Project and comply with the Regulations;

b) Substantive evaluation:

- evaluation of the impact of selected exchange on the increase of competences (in terms of knowledge, skills, social competences) and the implementation of the doctoral/scientific and didactic dissertation of the Candidate. The justification for exchange will be evaluated based on the needs arising from the implementation of the doctoral/scientific and didactic dissertation and the specific effects of the planned exchange,
- evaluation of the impact of the proposed exchange on the development of scientific career, cooperation and international exchange in a given university unit,
- the Candidate's previous achievements,
- choosing the form of education implemented as part of the selected exchange.

8. Candidates are evaluated on the basis of the criteria indicated in §4 sec. 7. After the evaluation, the URC will create a ranking list of qualified people.

9. Candidates who have received a positive formal and substantive evaluation, and who have not been qualified for the Project, will be placed on the standby list.

10. In the event of resignation from participation in the Project by one of the Candidates, another person from the standby list will be qualified to the Project.

11. In the event that several Candidates receive the same number of points in the evaluation process and there is a problem creating a ranking list, the URC will be guided by additional evaluation criteria:

- whether a given doctoral student does not have a set date to defend his/her doctoral thesis,
- whether a given Candidate submitted a survey in May 2019 aimed at verification of preferences and willingness to participate in the PROM project.

12. The URC's decision will be sent to each Candidate individually to the e-mail address provided in the Project Participation Form.

13. The URC's decision can be appealed against to the Project Office within 14 days from the date of delivery of the decision.

14. The recruitment procedure will be conducted in accordance with the following documents:

- a) application for financing the PROM Project,
- b) "Guidelines on the implementation of the principle of equal opportunity and non-discrimination, including accessibility for people with disabilities, and the principle of equal opportunity for women and men under EU funds for 2014-2020";
- c) "People with disabilities - Accessibility standards for cohesion policy 2014-2020" (Annex 2 to the Guidelines);
- d) "Equal opportunity for men and women - a guide on equal opportunity for men and women in EU funds for 2014-2020"

### **Principles of implementing exchange and obligations of Project Participants**

#### **§5**

1. After receiving a positive decision on the qualification for the Project, a form with data must be submitted to the Project Office (within a maximum of 14 days from the date of receipt of the decision), attached as Annex 7 to the Regulations, which is necessary to sign the Agreement to participate in the Project. Failure to do so constitutes resignation from the exchange and participation in the Project.
2. The Project Office prepares an agreement with the Participant and the Participant is obliged to sign the agreement no later than 10 days from the date of receipt of information on the preparation of documents. The agreement should be signed no later than 30 days before the planned exchange. In the case of Participants coming to UWM to undergo selected forms of education, the Project Office will send documents by e-mail. The Participant will be required to sign and send the documents by mail and e-mail in the form of a scan within 20 days of receipt.
3. After signing the agreement referred to in §5 sec. 2, the UWM will make a transfer to the bank account indicated by the Participant in the amount of 80% of the scholarship amount due. In the case of Participants coming to the UWM for the purpose of completing selected forms of education, 80% of the scholarship amount will be paid in PLN on the first day of mobility at the UWM cash point.
4. The Project Participant is obliged to present a document confirming that he/she is a holder of health insurance, civil liability insurance, accident insurance valid in the country of the host institution.
5. On the last day of mobility/exchange the Participant is obliged to provide the Project Office with documents required to settle the exchange, i.e.:
  - a) An original certificate certifying the completion of the exchange with a description of the learning outcomes, attached as Annex 3 to the Agreement with the Participant.
  - b) Documents confirming travel, e.g. boarding passes, train and bus tickets, etc.

c) Financial settlement of the exchange on the template attached as Annex 1 to the Agreement with the Participant.

d) A substantive report on the implementation of the exchange attached as Annex 6 to the Regulations.

6. Within 14 days from the completion of the exchange, the Participant is obliged to complete an online evaluation survey to which a link will be sent by the Project Office with the access code via e-mail. The questionnaire template is attached as Annex 2 to the Agreement with the Participant.

7. After the fulfilment of the obligations specified in §5 sec. 5 and 6 and approval of the financial settlement of the exchange by the UWM, the UWM will pay the remaining amount of the financing, i.e. 20% of the scholarship amount, to the Participant at the UWM cash point.

8. If the amount of the scholarship paid before the exchange exceeds the amount due indicated in the financial settlement of the exchange, the Participant shall return the difference between the amount paid and due within 10 days after being notified of it.

9. Project Participants may be subject to evaluation examinations conducted at the request of NAWA during the Project and within 3 years after its completion.

10. The Participant is obliged to return all funds received within the scholarship in the case of:

- failure to implement the exchange,
- lack of a certificate confirming the completion of the exchange,
- failure to complete the evaluation survey,
- failure to present the financial settlement,
- double financing of the exchange,
- violation of the provisions of the Agreement.

## Final provisions

### §6

1. The Regulations enter into force on the day of its publication and are valid until the end of the project settlement.

2. The Beneficiary (the UWM) reserves the right to amend the Regulations.

3. Annexes listed in the Regulations constitute their inseparable part.

4. In matters not regulated in the Regulations, relevant principles of PROM program shall apply. The principles are available at <https://nawa.gov.pl/institucje/program-prom/regulamin> .



Annexes:

Annex 1 to the Regulations – Flat rate in force in the project

Annex 2 to the Regulations – only for Polish Candidates

Annex 3 to the Regulations – only for Polish Candidates

Annex 4 to the Regulations – Application form

Annex 5 to the Regulations – only for Polish Candidates

Annex 6 to the Regulations – Substantive report on the implementation of the exchange

Annex 7 to the Regulations - Project Participant Data Form

Annexes to the Agreement with the Participant:

Annex 1 to the Agreement with the Participant – Financial settlement of the exchange

Annex 2 to the Agreement with the Participant – Evaluation questionnaire

Annex 3 to the Agreement with the Participant – Certificate template