

REGULATIONS FOR GRANTING FUNDS TO DOCTORAL CANDIDATES CONCLUDING JOINT DOCTORATE FOR INTERNSHIPS IN FOREIGN RESEARCH CENTERS AND UNIVERSITIES

update effective starting from INTAKE II

§ 1

General provisions

1. The Regulations set out the rules for granting benefits to the best doctoral candidates to support 1-month (in the sense of 30 days of stay) or 3-month (in the sense of 90 days) internships in foreign scientific centers.
2. The Regulations cover by their provisions doctoral candidates undergoing education at the Joint Doctoral School.
3. The funds are intended for 20 doctoral candidates (half each of foreign and Polish), including 10 grants for 1-month stays (10 person-months) for doctoral candidates starting a joint doctoral project and 10 grants for 3-month stays (30 person-months) for doctoral candidates advanced in their doctoral project.
4. The Regulations are based on the Statutes of the University, the Regulations of the Joint Doctoral School and the agreement with the National Agency for Academic Exchange (NAWA) No. BPI/STE/2024/1/00005/DEC/1 dated 2024.12.02 for the implementation of the New International Horizons for Doctoral School (NIH4DS) project, within the framework of the NAWA STER-Internationalisation of Doctoral Schools Program.
5. Project implementation period: 01.01.2025-31.12.2027

§ 2

Detailed rules for grants award

1. The benefits are addressed to doctoral candidates of the Joint Doctoral School who do not have other funds to finance the internship referred to in § 1.1.
2. Grants are awarded for 1-month or 3-month internships performed in foreign research institutions located in the OECD countries to improve the quality of their research.
3. Allocated funds are awarded in the form of a lump sum and shall be used for:
 - subsidising cost of living and accommodation related to the internship abroad
 - subsidising travel expenses related to the implementation of an internship abroad

The amounts of the lump sum due, in accordance with NAWA-STER program rules, depend on the destination country and are listed on the NIH4DS project website.

4. Support for internships abroad in scientific centres can be received once during the period of training at the Doctoral School. Obtaining support does not exclude the possibility of participation in other competitions and programs of pro-quality character.

§ 3

Recruitment and evaluation of applications

1. Applications for the benefit shall be submitted 4 times a year, by the end of each quarter, in electronic form only, using the form available on the project website.
2. The evaluation of applications shall be carried out by the Internships Committee consisting of:
 - Director of the Joint Doctoral School (Chairman)
 - JDS Coordinator for International Cooperation
 - Representatives of the seven units that run the JDS
3. The Commission shall draw up a protocol on the evaluation of applications, in accordance with the model attached as Annex No. 1 to these Regulations.
4. The Commission shall take into account when evaluating applications:
 - a clearly defined internship program confirmed by the inviting institution, the potential impact of the internship results on the development of international cooperation and increasing the quality of research, the declared involvement of the intern in the work carried out at the inviting institution, e.g., participation in a project, preparation of a project proposal, preparation of publications for JCR-listed journals, etc.: 10 points
 - position of the inviting institution (university in the top 100 of the QS World University Rankings, THE/Times Higher Education or ARWU/Academic Ranking of World Universities: 15 points; university/institution between 101-300: 10 points; university/institution outside the top 300: 5 points
 - previous scientific and research achievements of the doctoral student max. 40 points. The following criteria are used in the evaluation of components determining scientific achievements:
 - a) scientific articles published in journals indexed in Scopus or Web of Science (WoS) databases: 5 points for each publication, maximum 15 points - output generated from omega.polsl.pl database

- b) co-authored publications with scientists affiliated with foreign institutions: 2 points for each co-authored publication, maximum 10 points - output generated from omega.polsl.pl database
 - c) participation in research projects carried out in cooperation with foreign scientific institutions: 5 points for each project, maximum 10 points
 - d) presentation of a paper and/or participation in a poster session at an international conference abroad: 2.0 points for each paper / 0.5 for poster, maximum 5 points
5. The maximum number of points is 65. Positive recommendation of the application is determined by the place on the ranking list and obtaining at least:
- a) 20 points for doctoral candidates on 1st and 2nd year of doctoral education
 - b) 30 points for doctoral candidates on 3rd and 4th year of doctoral education
- c) The Director of Doctoral School shall decide on the grant within 30 days from the end of the quarter in which the application was submitted, taking into account the evaluation made by the Commission. The applicant will be notified about the decision.

§ 4

Settlement of the awarded grant

1. Granted funds may be spent within 6 months from the date of the decision on funding the internship.
2. As a prerequisite for the settlement of the grant, Grantee must submit to the Secretariat of the Doctoral School within 14 days from the date of completion of the internship:
 - a) financial settlement
 - b) report, prepared in accordance with Appendix 2 of these Regulations.
 - c) certificate of participation in the internship, prepared in accordance with the model given in Appendix 3 of these Regulations
3. The report referred to in item 2 above shall be subject to approval by the Coordinator of the for International Cooperation of the Doctoral School.
4. In the event of failure to meet the conditions of settlement specified in item 2 above, the funds paid to the Grantee shall be refunded in full.

§ 5

Principles of Equal Opportunity and Non-Discrimination

1. The competition for the allocation of funds referred to in these Regulations shall be conducted in accordance with the principles of equal opportunity and non-discrimination, ensuring equal treatment of all applicants, regardless of gender, age, nationality, type and degree of disability, beliefs or other characteristics protected by law.
2. Both Polish and foreign doctoral candidates pursuing doctoral dissertations on the basis of a co-tutelle agreement may apply for funds. The competition regulations and all necessary documents will be available in Polish and English.
3. In an effort to ensure a balanced representation of women and men in the group of trainees, measures will be taken to promote gender balance. At the same time, the evaluation of applications will be based solely on substantive criteria regarding the quality of the research project and the scientific achievements of the applicant(s), without introducing gender preferences. In the case of two applications with identical merit evaluation, priority will be given to a person from the underrepresented group, with appropriate justification from the Internships Committee.
4. In order to ensure equal access to the stipend, the Internship Committee is required to adapt the procedures and competition documentation to serve people with disabilities, taking into account their individual needs.
5. Members of the Internship Committee do not evaluate applications submitted by doctoral candidates whose supervisors or co-promoters they are - their place in the Committee is taken by a person designated by the Committee Chairman.
6. The results of the competition will be public - the list of successful applicants will be published on the website of the NIH4DS Joint Doctoral School project, with protection of personal data.

§ 6

Final provisions

1. The Regulations shall enter into force on June 16th, 2025.
2. The Joint Doctoral School, as the organizer and coordinator of the Competition, reserves the right to change the content of the Regulations, resulting from the concern for the proper and complete execution of the NIH4DS project.



Appendix 1

to the Regulations for granting funds to doctoral candidates for internships in foreign research institution

MINUTES FROM THE MEETING OF THE COMMITTEE FOR EVALUATION OF INTERNSHIP APPLICATIONS

Meeting of the Internship Application Evaluation Committee, composed of:

- 1. Chairman:
- 2. Secretary:
- 3. Member:
- 4. Member:
- 5. Member:
- 6. Member:
- 7. Member:
- 8. Member:
- 9. Member:

was held on at the Doctoral School of the SUT, 2A Akademicka Street, 44-100 Gliwice.

Number of received applications for internship grants for the best doctoral candidates pursuing doctoral thesis in international cooperation under a co-tutelle agreement:

After the substantive evaluation of the applications, the Commission drew up a ranking list.

Number of application referred for positive recommendation:

Attachment to the Minutes:

- ranking list of applications with the scores awarded and the amount and period of the awarded grant.

.....
signature of the Commission Chairman



Appendix 2

to the Regulations for granting funds to doctoral candidates for internships in foreign research institutions

REPORT FROM FOREIGN INTERNSHIP

Name of doctoral candidate:

Scientific discipline of the dissertation under preparation:
.....

Name and address of the institution where the internship took place:
.....

Name of the internship supervisor at the host institution:
.....

Date of departure and return:
.....

Details of internship program:
.....
.....

Detailed description of the tasks performed during the internship, taking into account the impact of the grant received on the work on the doctoral thesis being carried out in international cooperation
.....
.....

.....
(date and signature of doctoral student)

.....
(date and promoter's signature)

.....
(Date and signature of the International Cooperation Coordinator of the Doctoral School)



Appendix 3

to the Regulations for granting funds to doctoral candidates for internships in foreign research institutions

CERTIFICATE OF PARTICIPATION

Mr / Mrs: (name and surname)

has participated in: (event title)

from to (dates)

at:
(place, institution and country)

.....
date and signature of internship supervisor

Description of the learning outcomes acquired during the internship¹

Please describe the learning outcomes as a result of participation in the event using the following template and catalogue of terms. The defined learning outcomes should be easy to verify, so avoid wording that is too general and complicated, the language of description should be simple and precise.

Knowledge: knows and understands²
for example: Participant knows / searches / formulates / explains / recognizes / names / matches / translates / indicates ...

Skills: can³
for example: Participant analyses / selects / uses / connects / handles / develops / organizes / undertakes / calculates / conducts / prepares / solves / implements / verifies / searches / designs, etc.

Social competences: is ready to⁴
for example: Participant is willing to ... / aware of ... / able to ... / oriented to ... / open to ... / responsible for .../ cares about .../ follows ... / strives to

¹ A **learning outcome** is what a learner knows, understands and can perform as a result of learning, framed in terms of knowledge, skills and social competence.
² **Knowledge** - a set of descriptions of objects and facts, principles, theories and practices, acquired in the process of learning, relating to the field of learning or professional activity.
³ **Skills** - the ability, acquired in the process of learning, to perform tasks and solve problems appropriate to the field of learning or professional activity
⁴ **Social competence** - the ability to autonomously and responsibly participate in professional and social life and shape their own development, taking into account the ethical context of their own conduct