



Regulations of awarding funds under the InterDocSchool project

Task 2. Foreign mobility of WUST doctoral students

§ 1

1. Doctoral students of the Doctoral School of Wrocław University of Science and Technology are granted funds to support foreign mobility financed as a part of the InterDocSchool project implemented under the NAWA STER program.
2. The purpose of the funds awarded as a part of the InterDocSchool project is to increase the internationalisation of the Doctoral School of the Wrocław University of Technology and to increase the international mobility of doctoral students of the Doctoral School of the Wrocław University of Technology.

§ 2

Such support for foreign mobility financed under the InterDocSchool project may be granted to a doctoral student who complies with the following conditions:

- 1) undergoes education at the Doctoral School of the Wrocław University of Technology and complies with the provisions of the Regulation of the Doctoral School of the Wrocław University of Technology,
- 2) plans a research trip abroad as part of the InterDocSchool project to an OECD country.

§ 3

1. There will be 5 competitions held for foreign research trips on the following dates:
 - 1) May, 2021 covering trips in the period July 1, 2021 - December 31, 2021.
 - 2) November, 2021 covering trips in the period January, 1, 2022- June 30, 2022.
 - 3) May, 2022, covering trips in the period July 1, 2022 - December 31, 2022.
 - 4) November, 2022, covering trips in the period January, 1, 2023- June 30, 2023
 - 5) May, 2023 covering trips in the period July 1, 2023 - December 31, 2023.
2. In each competition, 3 foreign research trips for a period of 3 months and 3 foreign research trips for a period of 1 month will be available.
3. If all available foreign research trips are not allocated in a given competition, the left trips will be included in the next competition.
4. Grounds for granting funds to support foreign mobility financed under the InterDocSchool project are the doctoral student's scientific achievements realised in international cooperation, description of the planned trip, evaluation of the mentor (host person) and the rank of the foreign research institute the trip is planned to.



§ 4

1. Funds for a research trip abroad can be obtained only once within a given competition.
2. Within a given competition, a doctoral student may only apply for one type of research trip (1 or 3 months).
3. Taking into account all competitions, a doctoral student may receive funds for a research trip abroad twice: once for a 1-month trip and once for a 3-month trip.
4. A doctoral student may not collect additional funding from other sources for a research trip abroad as part of the InterDocSchool project.

§ 5

The support for foreign mobility of doctoral students at the Doctoral School of Wrocław University of Science and Technology as part of the InterDocSchool project includes:

- 1) Funds for accommodation and maintenance related to the participation of doctoral students in foreign research trips in the amount of PLN 12,000 per month for the full month of the doctoral student's stay in a foreign host facility. The applicant specifies in the application the length of stay, stating the number of full months. In the case of incomplete months, i.e. 15 days or less, the Applicant shall use half of the monthly rate, i.e. PLN 6,000.
- 2) Travel costs in a flat rate depending on the distance between the place of residence and the host institution. The allowance is paid to each doctoral student once (1 allowance per 1 study trip). Travel costs also include the costs of health insurance, civil liability insurance, accident insurance, visa fees or fees related to the legalisation of stay. The flat rate of travel costs is determined according to the distance in a straight line between the participant's place of residence and the place of stay (in km) as follows:
 - a. below 500 km PLN 1,000;
 - b. 500 km - 999 km PLN 2,000;
 - c. 1,000 km - 2,999 km PLN 3,000;
 - d. 3,000 km - 6,000 km PLN 4,000;
 - e. over 6,000 km PLN 5,000.

§ 6

Financial resources to support foreign mobility financed under the InterDocSchool project are granted by a three-person committee consisting of members of the Doctoral School Council and appointed by the Dean of the Doctoral School, hereinafter referred to as the "Committee".

§ 7

1. Financial resources to support foreign mobility financed under the InterDocSchool project may be obtained by a doctoral student in the first, second, third or fourth year of education upon application



submitted to the Committee through the Dean's Office of the Doctoral School. The competition announcement on the InterDocSchool website will provide details on a procedure concerning the submission of the application.

2. An application for receiving funds to support foreign mobility financed under the InterDocSchool project, drawn up according to the form set out in Appendix 1, should be submitted within the time limit set by the InterDocSchool Project Manager.

3. The application should be accompanied by a document with the scientific plan of the trip, confirmed by the mentor (host person).

4. Applications submitted after the deadline shall be left unconsidered.

5. The submitted applications are assessed against the criteria specified in Appendix 2. The Committee awards points on a scale of 0-10 for each criterion. The final result is a weighted sum taking into account the weights applied to individual criteria.

6. The Committee may ask an employee of Wrocław University of Science and Technology who is not a member of the Committee, with a request to review the submitted application in terms of the description of a foreign trip, planned research and anticipated benefits, and then take this review into account when assessing the relevant criterion.

§ 8

The Committee only considers applications submitted in accordance with the procedure specified in § 7, which meet the conditions referred to in § 2-4. Within four weeks after the expiry of the deadline for submitting the applications referred to in § 7, the Committee shall evaluate the submitted applications in accordance with the weights and scores given in Appendix 2 and make decisions on the granting of scholarships. Decisions are taken by an absolute majority of votes of the appointed members of the Committee. The decisions of the Committee are final.

§ 9

Information on granting funds to support foreign mobility is posted on the website of the InterDocSchool project and is provided to doctoral students by e-mail.

§ 10

If it is not possible to carry out a research trip within the period indicated by the doctoral student (including due to a pandemic and travel restrictions), the doctoral student (beneficiary) may apply to the InterDocSchool Project Manager for the change of the date of the trip. The new date for the implementation of the foreign research trip may not exceed the completion date of the project, i.e. December 31, 2023.

§ 11



Payments of funds to support foreign mobility financed under the InterDocSchool project are prepared by the Dean's Office of the Doctoral School.

§ 12

Financial means for a foreign study trip under the InterDocSchool project are transferred to the bank account indicated by the doctoral student in a manner complying with the legal regulations in force at Wrocław University of Technology and in accordance with the STER program regulations.

§ 13

1. During the foreign research trip under the InterDocSchool project, the doctoral student is required to deliver a seminar related to the subject of the doctoral dissertation.
2. After returning from a research trip abroad, the doctoral student is required to deliver a seminar presenting the results of the trip within 30 days. Notification on the date of the seminar is to be forwarded to the InterDocSchool Project Manager through the Dean's Office of the Doctoral School and posted on the InterDocSchool project website.
3. After returning from a research trip abroad, the doctoral student is required to submit a summary report to the InterDocSchool project manager through the Dean's Office of the Doctoral School within 30 days, in accordance with the form available on the InterDocSchool project website.
4. The doctoral student is required to include in all publications and reports elaborated in connection with the foreign research trip financed under the InterDocSchool project, acknowledgements containing the full name of the project ("This work was supported by NAWA STER Program Internationalization of Wrocław University of Science and Technology Doctoral School").

Appendix 1. Application form

I. Data of the doctoral student

1. Full name:
2. E-mail address:
3. Starting date of education:
4. Year of studies:
5. Educational discipline:
6. Supervisor(s) or auxiliary supervisor(s).....
7. The subject of the doctoral dissertation:.....

II. Presentation of research activities and achievements directly related to the preparation of a doctoral dissertation that are conducted in international cooperation.

1. List of publications that were elaborated in international cooperation - articles published in scientific journals or in peer-reviewed materials from international conferences, scientific monographs, chapters in scientific monographs registered in the DONA database in the following format: names of all authors, title, date (month and year) and place publication, name of the publisher, current score on the ministerial list.
2. Scientific cooperation with foreign academic or research centers, in the format: name of the center (city and country), type of stay, period of stay and the result of cooperation with (e.g. joint publications, patents, etc.). List of papers delivered in foreign centers.
3. Participation in international conferences, in the following format: name of the conference, place of the conference (city and country), date, title and type of presentation (e.g. plenary lecture, oral communication, poster), language of presentation, names of all authors. ONLY presentations with respect to which the applicant was the primary presenter may be submitted.
4. International research projects in which the participation of a doctoral student is related to the preparation of a doctoral dissertation, in the following format: reference number, type of grant, title, project partners, implementation period, the role of the doctoral student in the project and the tasks performed.
5. Remaining scientific activity. Including a list of publications not listed in point 1 - articles published in scientific journals or in peer-reviewed materials from international conferences, scientific monographs, chapters in scientific monographs registered in the DONA database by the following format: names of all authors, title, date (month and year) and place of publication, name of publisher, current score on the ministerial list.

III. Foreign research trip

1. Research institute in which the foreign research stay will take place:
2. Name and surname of the mentor (host person):
3. Detailed plan of a research trip abroad, taking into account the research objective, research program and expected benefits for the participant and the university, planned date (max 2 A4 pages)
4. Mentor's CV (of the host person in the foreign center) as an attachment to the application.
5. Assessment of the research institute in which the foreign research stay will take place. Universities: the position of Universities in the world based on the current international Shanghai ranking <http://www.shanghairanking.com>. Companies: R&D experience and number of patents taken out in the last 10 years.
6. Planned length of the foreign research trip: 1-month or 3 months.

.....
(Date)

.....
(doctoral student's signature)

IV. Confirmation and information from the Supervisor (s)

Confirmation of compliance of the data contained in the application: I CONFIRM / DO NOT CONFIRM
In justified cases, the confirmation and evaluation of the Supervisor (s) may be sent by e-mail to the Dean's Office of the Doctoral School.

.....
(Date)

.....
(signature(s) of Supervisor(s))

Appendix 2. Application evaluation criteria

1. Admission Criteria

The doctoral student must comply with all admission criteria.

No	Assessment criterion	Rating
1	The doctoral student complies with the provisions of the Regulations of the Doctoral School of the University of Technology	Yes/No
2	The planned research trip is to an OECD country	Yes/No



3	The scientific plan of the trip has been confirmed by the mentor (host person)	Yes/No
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2. Detailed application evaluation criteria

The Committee awards points on a scale of 0-10 for each criterion. The final result is a weighted sum taking into account the weights applied to individual criteria.

No	Assessment criterion	Weight
1	Scientific papers with co-authors from foreign centers (journal rank, impact factor)	2
2	Research trips abroad as part of the doctorate (length of stay, rank of the center, purpose of the trip) and lectures (seminars) delivered at foreign centers	2
3	Participation in international conferences (conference rank, number of papers, posters)	1
4	Participation in international research projects (number of foreign partners, role in the project, tasks performed in the project)	2
5	Remaining scientific activity	1
6	A detailed description of a research trip abroad, planned research and expected benefits	5
7	Profile of the mentor (host person) (publications, H index according to Scopus database, participation in research projects, cooperation with the social and economic communities, supervision of doctoral dissertations).	4
8	The rank of the research unit in which the foreign research stay will take place. Universities are assessed on the basis of the current international Shanghai ranking http://www.shanghairanking.com The position of the University in the world: 1-100 - 10 points 101-200 - 8 points 201-300 - 6 points 301-500 - 4 points 501-1000 - 2 points Companies - experience in R&D and the number of patents taken out in the last 10 years - 1-10 points.	4



Wrocław University
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