



INPUTDoc Project

Regulations of the "Mobility" competition allocating funds in the INPUTDoc project under the STER program – *Internationalisation of doctoral schools*

Task 2. "Foreign mobility of the best PhD students of PUT Doctoral School"

§ 1

1. The aim of the INPUTDoc project is to develop internationalization of the Doctoral School of Poznan University of Technology (PUT Doctoral School) by increasing foreign mobility of its best students.
2. The main objective of the activities under Task 2 is to support foreign mobility of doctoral students of PUT Doctoral School (from Poland and abroad) by financing their research internships and enabling them to do research at prestigious foreign universities and research institutions.
3. Scientific research conducted as part of a foreign internship should be complementary to that carried out under individual research plans and have a significant impact on the scientific and cognitive quality of doctoral dissertations.
4. The internship will enable doctoral students to acquire knowledge and skills necessary to work in international research teams, as well as to establish contacts and create a basis for long-term cooperation within common areas of interest, between research groups from leading foreign universities and research institutions and Poznan University of Technology.

§ 2

The support for foreign mobility financed by the INPUTDoc project may be granted to a doctoral student of PUT Doctoral School, who meets the following conditions:

- 1) is undergoing education in the 1st-4th year and complies with the provisions of PUT Doctoral School Regulations,
- 2) plans to complete a research internship abroad, in an OECD country.

§ 3

1. In the INPUTDoc project, in the years 2022-2024, 40 doctoral students, beneficiaries of visiting scholarships aimed at realization of foreign research internships, will be selected under 5 "Mobility" competitions: Competitions will be carried out on the following dates:
 - 1) 04/2022 for internships ending on December 31, 2022 ("Mobility I"),
 - 2) 10/2022 for internships ending on June 30, 2023 („Mobility II”),
 - 3) 04/2023 for internships ending on December 31, 2023 („Mobility III”),
 - 4) 10/2023 for internships ending on June 30, 2024 („Mobility IV”),
 - 5) 04/2024 for internships ending on December 31, 2024 („Mobility V”).
2. In each competition, 8 visiting scholarships will be offered for a 3-month-long foreign research internship each.
3. A visiting scholarship, i.e. financial resources to support foreign mobility of a doctoral student of PUT Doctoral School under the INPUTDoc project, includes:
 - 1) funds for stay (accommodation and meals) of doctoral student during foreign research internship in the amount of PLN 12,000 per month (for a full month of the doctoral student's stay at a foreign host institution), in the case of incomplete months (i.e. 15 days or less), half the monthly rate is paid, i.e. PLN 6,000;
 - 2) flat-rate travel costs depending on the distance between the Applicant's place of residence in Poland and the foreign host institution (the allowance is paid once), that also includes health insurance, third party liability insurance, accident insurance, visa fees or fees related to legalization of stay; the amount of the flat rate of travel costs is determined depending on the



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linear distance between the Applicant's place of residence in Poland and the place of stay (in km) as follows:

- a) PLN 1,000 (below 500 km),
 - b) PLN 2,000 (500 km - 999 km),
 - c) PLN 3,000 (1,000 km - 2,999 km),
 - d) PLN 4,000 (3,000 km - 6,000 km),
 - e) PLN 5,000 (above 6,000 km).
4. If not all available visiting scholarships are used in a given competition, the unused funds will be included in the next competition.
 5. A doctoral student may obtain a visiting scholarship under the INPUTDoc project only once.
 6. The internship abroad financed by the INPUTDoc project cannot be at the same time financed from other sources.
 7. During foreign research internship financed by the INPUTDoc project, doctoral student is obliged to carry out research previously planned and agreed with the mentor from the host institution, elaborate the research results (or part of them) and to prepare the publication, together with the foreign partner.

§ 4

1. The assessment of applications submitted by doctoral students under the "Mobility" competition in the INPUTDoc project will be carried out by the International Qualification Committee, hereinafter referred to as the Committee.
2. The Committee is appointed by the Director of PhD School (the INPUTDoc Project Leader), ensuring the representation of all 9 scientific disciplines, in which education at PUT Doctoral School is conducted.
3. The Committee is composed of 3 representatives from foreign universities (*International Advisory Board*), representing University of Technology Sydney (UTS, Australia), Florida International University (FIU, USA) and EUNICE European University, as well as 6 members of PUT Doctoral School Scientific Council.
4. Within four weeks of the deadline for submitting the applications, referred to in § 5 sec. 1, the Committee assesses the submitted applications in accordance with the points given in **Appendix 1** and creates a ranking list. The final score of the application is an arithmetic average of the individual scores (points awarded by individual members of the Committee).
5. The Committee may request an employee of Poznan University of Technology, who is not a member of the Committee, to review a submitted application in terms of the description of a foreign internship, planned research and expected benefits, and the Committee may take this review into account in the assessment of the relevant criterion.
6. On the basis of the points awarded to the Applicants, the Committee shall create a ranking list. On its basis, the Committee will take decisions on granting visiting scholarships. Decisions are taken by an absolute majority of votes of the members of the Committee. The decisions of the Committee are final.
7. When assessing the applications of doctoral students, referred to in § 5 sec. 1, the task of the Committee is to guarantee the principle of equal opportunities and non-discrimination.
8. In the event of doctoral student (beneficiary) resigning from the visiting scholarship, before signing the Agreement between Poznan University of Technology and doctoral student, it is possible to award the visiting scholarship to the next person on the ranking list.
9. If it is not possible to complete foreign internship within the period indicated by doctoral student (e.g. due to a pandemic and travel restrictions or other random events), doctoral student (beneficiary) may apply to the INPUTDoc Project Leader with a request to change the date of departure. The new date for the implementation of a foreign research internship, agreed with host institution, may not exceed the end date of the INPUTDoc project, i.e. December 31, 2024.



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§ 5

1. Doctoral students applying for visiting scholarships in the "Mobility" competition submit an application for funding support of foreign mobility to the Committee, via PUT Doctoral School office. Information on how to submit an application will be provided in the competition announcement posted on the STER programme (INPUTDoc project) website.
2. The application, referred to in sec. 1, drawn up according to the template set out in **Appendix 2**, should be submitted by the date specified in the announcement of the "Mobility" competition.
3. An integral part of a doctoral student's application, referred to in sec. 1, is a document specifying the research program signed by the mentor from the host institution and the doctoral student's supervisor or supervisors.
4. Applications which are incomplete or submitted after the deadline will not be subject to evaluation. The Committee only assesses the applications submitted in accordance with the requirements set out in sec. 1-3 and meeting the conditions referred to in § 2-3.

§ 6

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

§ 7

1. The order for the payment of funds to support foreign mobility of doctoral students financed from the INPUTDoc project is prepared by PUT Doctoral School office, within 14 days of the Agreement between Poznan University of Technology and doctoral student coming into force.
2. The financial resources, referred to in sec. 1, are transferred to a bank account indicated by doctoral student, in a manner consistent with the legal regulations in force at Poznan University of Technology and the Agreement between Poznan University of Technology and doctoral student.

§ 8

1. During the implementation of foreign research internship financed under the INPUTDoc project, doctoral student is obliged to represent Poznan University of Technology in the host institution, in accordance with the doctoral student's Code of Ethics, actively participate in research and deliver at least one lecture during a seminar on their own scientific achievements and the subject of their doctoral dissertation.
2. Within 14 days after the end of the internship, doctoral student is obliged to deliver to the INPUTDoc Project Leader, via PUT Doctoral School office, a certificate and a correctly completed travel expenses statement, which constitute Appendix 1 and Appendix 2 to the Agreement between Poznan University of Technology and doctoral student, respectively.
3. Doctoral student is obliged to submit a report summarizing the internship (in accordance with the template provided in **Appendix 3**) to the INPUTDoc Project Leader via PUT Doctoral School office within 14 days after their return.
4. The report, referred to in sec. 3, contains a description of the research carried out, the activities undertaken, the results achieved, the prepared (or planned) publication of the results and the prospects for further cooperation, signed by the mentor (or a person representing the host institution) and by the supervisor or supervisors.
5. After returning from foreign internship, doctoral student is obliged to deliver a lecture during a seminar, on a date agreed with the supervisor and the relevant Coordinator in the discipline.
6. The doctoral student is obliged to include, in all publications, presentations and reports created in connection with the implementation of the foreign research internship financed by the INPUTDoc project, the following acknowledgments: "This work (article/project) has been supported by the Polish National Agency for Academic Exchange (NAWA) under the STER programme, Towards Internationalization of Poznan University of Technology Doctoral School (2022-2024)" or their equivalent in Polish.