

INPUTDoc Project

Regulations of the training recruitment and participation process for doctoral students of PUT Doctoral School and academic and office staff of PUT

in the INPUTDoc project under the STER program – Internationalisation of doctoral schools

Task 5. *“Trainings focused on developing skills relevant for international cooperation”*

§ 1 The aim, and the objectives of the project

1. The aim of the the INPUTDoc project is to develop internationalization of the Doctoral School of Poznań University of Technology (PUT Doctoral School), to realize doctorate projects with an international dimension, and to increase the mobility of PUT doctoral students, as well as the number of foreign doctoral students.
2. The aim of Task 5 is organizing trainings to raise (shape and develop) competences and soft skills of the doctoral students of PUT Doctoral School and the academic and office staff of PUT, relevant to international cooperation in the creation of scientific networks as well as establishing and maintaining professional relations.
3. Specific objectives of trainings include: identifying the ways of initiating and developing networks of cooperation in an academic environment and adequate preparation of self-presentation, breaking barriers in contacts in multicultural environment, and coping with stress.
4. The project assumes that trainings shall help doctoral students establish contacts and initiate research in multicultural environment, introduce a new quality to the Education program at PUT Doctoral School, and help the academic and office staff of PUT to introduce new standards in communication, and counter negative phenomena in multicultural environment.
5. As part of Task 5, two training modules shall be implemented:
 - Module I – *“Establishing contacts, and self-presentation of researchers”*;
 - Module II – *“Coping with stress in multicultural environment”*.
6. The trainings shall be run by a professional training coach.
7. Trainings shall be carried out in the next two academic years of 2022/23 and 2023/24. Module I shall be carried out in the winter semester and, respectively, Module II shall be carried out in the summer semester (4 trainings in total). Both modules shall be composed of 2 parts:
 - a) Module I – theoretical introduction (4h, in person/online) and practical workshops (4h, in person);
 - b) Module II – theoretical introduction (6h, in person/online) and practical workshops (2h, in person).
8. Participants (beneficiaries) of the trainings can be doctoral students of PUT Doctoral School and both academic and office staff of PUT.
9. Information about trainings under Task 5 is available on the website
<https://phdschool.put.poznan.pl/ster/trainings>.

§ 2 Recruitment rules

1. The condition for participation in the training is submitting a preliminary application online (editable template).
2. Detailed information on particular theme, program, schedule of proposed trainings, submission deadline as well as the number of participants, shall be posted on PUT Doctoral School website no later than: October 10, in the winter semester in the years 2022 and 2023 and March 10, in the summer semester in the years 2023 and 2024.
3. The date of registering the application in the system shall be recognized as the date of its submission.

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4. The Evaluation Committee, composed of 3 people, including the Task Leader and two members of the Project Team, will recruit candidates, taking into account their motivation to participate in the training and the number of places available for the "practical workshops" of a given Module.
5. If the number of applications is higher than the number of possible participants for the "practical workshop" of a given Module, a waiting list will be created. If any of the qualified participants resigns, a person on the waiting list will take their place.
6. Applicants shall be informed of the recruitment results by the Task Leader via email.
7. In case of a greater interest in the training, the "theoretical introduction" part of the Module can be organised online. Then, a link to the training will be e-mailed to all applicants by the Task Leader.
8. If the number of applications is lower than the number of available places, another recruitment and/or change of schedule is possible.

§ 3 Rules for participation, organization of training

1. Participation in the training is free of charge.
2. The trainings will take place at Poznań University of Technology. In case of closure of the PUT facilities due to the pandemic, an online form of the workshop is accepted.
3. In case of fortuitous events, the schedules and dates of trainings may change.
4. Before the start and after finishing the training, evaluation questionnaires shall be carried out.
5. Participants are required to regularly and actively participate in the trainings, as well as to fill out the evaluation questionnaires. In case of in-person trainings, participants are required to sign the register.
6. Participants are allowed to quit training. In principle, it should only occur in the case of force majeure or fortuitous events that preclude participation.
7. The intention to quit the training should be presented in a written form.
8. At the completion of the training (both parts of the Module), each participant shall receive a certificate.

§ 4 Final provisions

1. The Regulations are available on PUT Doctoral School website.
2. Changes to the Regulations can be introduced no later than the day of the first class in a given Module.
3. Training materials are protected by law in accordance with applicable regulations of copyright.
4. Application for participation in the training constitutes acceptance of those Regulations.
5. Submission of an application form at the recruitment stage means consent to personal data processing for administrative and organizational purposes by PUT Doctoral School (**Appendix 1, Appendix 2**).
6. In all matters not settled in the Regulations, decisions shall be made by the Director of PUT Doctoral School.