

REGULATIONS

of the Recruitment and Participation in the Project:

PROM Programme - International Scholarship Exchange of Ph.D. Candidates and Academic Staff, financing agreement number PPI/PRO/2019/1/00032/U/00001

§1

General Information

- 1) The Regulations specify the principles of the participation in the project entitled: PROM Programme - International Scholarship Exchange of Ph.D. Candidates and Academic Staff by the Pedagogical University of Cracow (hereinafter referred to as Pedagogical University).
- 2) Obligations of the Pedagogical University resulting from the implementation of the Project referred to in §1 are specified in the Agreement on the co-financing of the project No. PPI/PRO/2019/1/00032/U/00001

§2

Definitions

- 1) The Terms Used in the Regulations:

Project - a project entitled PROM Programme - International Scholarship Exchange of Ph.D. Candidates and Academic Staff, referred to in the Agreement for co-financing the project No. PPI/PRO/2019/1/00032/U/00001 between **the Pedagogical University of Cracow and the Polish National Agency for Academic Exchange;**

Programme Beneficiary – the Pedagogical University of Cracow, 2 Podchorążych st., 30-084 Cracow, Tax ID number: NIP 675-02-00-195, and REGON number: 000001376;

Project Implementation Period – 1st of October, 2019 – 30th of September, 2021;

Academic Year - the period in which the courses, exams and credits provided in the study plan and curriculum are conducted. The academic year starts on the 1st of October of a given calendar year and lasts until the 30th of September of the following calendar year, and is divided into two semesters: summer semester and winter semester lasting in the dates specified in the Rector's order regarding organization of the academic year;

Form of Support - activities provided for in the Project addressed to the Project Participants;

Candidate - a person expressing his/her willingness to participate in the Project, who has submitted the required documents in response to the announced competition and who belongs to the target group of the Project;

Project Target Group – Ph.D. candidates (80%) and representatives of the academic staff (20%) of the Pedagogical University and foreign institutions;

Participant - a doctoral candidate or a representative of the academic staff (a person who is an academic teacher), participating in the activities carried out in the Project;

Ph.D. Candidate - a person studying at the Doctoral School or a participant of third-cycle degree studies, having the status of a doctoral candidate of the Pedagogical University or a foreign institution on the day of applying for admission to the Project and during its implementation, who is under 40 years of age;

Representative of the Academic Staff - a person who is an academic teacher employed in the Pedagogical University or in a foreign institution on the day of applying for the admission to the Project and during its implementation;

Foreign Institution - a foreign higher education institution or any public or private foreign organization operating on the labor market in the field of education and / or training;

Personal data - personal data within the meaning of art. 4 point 1 of the Regulation (EU) 2016/679 of the European Parliament and of the Council on the 27th of April 2016, on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing the directive 95/46/ec (general data protection regulation, hereinafter referred to as "GDPR"), i.e. information about an identified or identifiable natural person ("data subject"); an identifiable natural person is a person who can be directly or indirectly identified, in particular on the basis of an identifier such as name, identification number, location data, online identifier or one or several specific factors determining physical, physiological, genetic, mental, economic, cultural or social identity of the natural person;

Agreement on the Participation in the Project - an agreement concluded between the Beneficiary and the Project Participant;

Pedagogical University – the Pedagogical University of Cracow;

NAWA - the Polish National Agency for Academic Exchange;

§3

General Provisions

- 1) Hereby, the regulations specify the rules for the recruitment of Participants and the implementation of the project in the Pedagogical University entitled: **PROM Programme** - International Scholarship Exchange of Ph.D. Candidates and Academic Staff .
- 2) The aim of the project is to increase the degree of internationalization of scientific research and education of doctoral candidates at the Pedagogical University.
- 3) Under the implemented project, the following forms of support are possible:
 - a. Active participation in a foreign conference (including e.g. participation in a poster session and flash talk)
 - b. Participation in a summer / winter school (both as a candidate and a teacher). The subject of the school's program must be closely related to the subject of the doctoral dissertation and / or the conducted research
 - c. Acquiring materials for a doctoral dissertation / scientific paper.

4) Pedagogical University covers the following from the Project funds for the persons qualified to participate in the Project:

- a. Flat-rate living costs for a period of 5 to 30 days (the number of days of stay is calculated as follows: number of days of participation in the event / activity + a maximum of 2 days (1 day to travel to the place of education and 1 day to return)).
- b. Flat-rate travel costs - depending on the distance in a straight line between the participant's place of residence and the place of stay.
- c. Other costs related to the activity planned for implementation in the Project, indicated in the recruitment form (conference fees, fees for participation in a summer / winter school, fees related to obtaining materials for the dissertation / scientific paper).

§4

Qualification of the Project Participants

- 1) In the Pedagogical University, the qualification is conducted in a competition mode. Recruitment for mobility is continuous and open, i.e. all doctoral candidates and academic teachers who meet the requirements set out in §2 may participate in the Project.
- 2) Within the competition, a candidate may apply for one mobility only.
- 3) Within the competition, the candidate may apply for support for the implementation of one or more activities indicated in §3, in one foreign institution.
- 4) The Qualification Committee decides about the qualification of the candidate to participate in the Project within the available financial resources, based on the assessment of the documents submitted by the him/her.
- 5) The Process of Recruiting the Participants:
 - a. The recruitment process will be conducted on the basis of the competition notice, available at: <https://prom.up.krakow.pl>
 - b. The candidates interested in participating in the Project should submit, within the deadlines indicated in the competition notice, the following documents:

- Recruitment Form

- Description of the motivation to participate in the Project
 - The proposed program for improving one's own competences as part of the selected form of support
 - Planned practical use of the acquired competences
 - In case of doctoral candidates- a short letter of recommendation from the supervisor confirming the close relationship between the planned activity and the doctoral dissertation.
- c. The recruitment documents of the candidates will be subject to formal assessment, during which the candidate's affiliation to the target group will be verified in accordance with the principles of the Project and submission of all required attachments.
- d. The recruitment documents of the candidates who meet the formal criteria will be forwarded for substantive assessment.
- e. The incomplete applications will not be submitted for substantive assessment until completed.
- f. Applications submitted after the announcement of the end of the recruitment process will not be taken into consideration.

6) Substantive Assessment

- a. The substantive assessment is carried out by the Qualification Committee. The Qualification Committee consists of: Vice-Rector for Science acting as chairman, one representative of each field of science represented at the Pedagogical University, including the project coordinator, a representative of the Science Office, a representative of doctoral candidates.

The Commission makes substantive assessment of applications according to the following point scale:

- Assessment of the motivation to participate in the Project: 0 - 40 points;
 - Assessment of the proposed program for improving one's own competences within the selected form of support: 0 - 40 points,
 - Assessment of the planned practical use of acquired competences: 0-20 points.
- b. Within the available funds, the Commission qualifies the candidates, who have met all formal requirements and received a minimum of 60% of the maximum

number of points, for the mobility. The total maximum number of points awarded is 100.

- c. When two or more persons receive the same number of points, priority will be given to those, who have not yet departed to a foreign institutions under other programs available at the Pedagogical University or whose number of departures was smaller. In the case of candidates from abroad, priority will be given to the applications of persons who did not participate in activities organized by the Pedagogical University.
- d. A protocol is prepared from the meeting of the Qualification Committee, which is signed by all current members of the Committee. Each application of a candidate is accompanied by an individual report, which is signed by the Chairman of the Commission or the Project Coordinator.
- e. The candidate will be informed about the results of the recruitment within 21 days from the date of the meeting of the Qualification Committee, during which the candidate's application was considered. The information will be sent to the e-mail address provided in the recruitment form.
- f. The confirmation of joining the Project will be the signing of the Agreement on the participation in the Project.
- g. By signing the Agreement, one accepts the terms of the above Regulations and the documentation necessary to participate in the Project.

7) The Rules for Participating in the Project:

- a. After qualifying for a mobility, the Participant submits the originals of the following documents:
 - Application form
 - Agreement on participation in the Project
 - Statement of the project participant (POWER)
 - Statement of the project participant (NAWA) – according to the formulas set by the Polish National Agency for Academic Exchange
 - Mobility application
 - Personal details form
 - Copyrights statement

- b. The transfer of financial support to the Participant may take place only if all the conditions of the Agreement for Participation in the Project have been accepted. The amount of funding is expressed in PLN. The payments will be made as follows: before departure, the Participant receives 70% of the flat-rate travel and subsistence costs, after returning from the mobility and submitting all the necessary documents, the Participant receives the remaining 30% of flat-rate travel and subsistence costs and funds to cover additional costs - if he/she applied for it in the recruitment form and the application was accepted by the Admissions Committee.
- c. Additional costs must be documented. After qualifying for the Project, the Participant is obliged to present a pro-forma invoice or an equivalent document regarding additional costs indicated in the recruitment form.
- d. If the documents (invoices, bills, etc.) are presented in a language other than Polish, the Participant is obliged to attach a free translation of the document into Polish with the signature of the person making the translation. If possible, the invoice should be issued in EUR (applies to persons leaving Poland).
- e. The Participant pays all of the fees related to the Project by himself/herself, from the funds received from the Pedagogical University for the participation in the Project. Payment for additional costs (conferences, training sessions, etc.) must be made on the territory of Poland. In the event of an audit of the Polish National Agency for Academic Exchange, the Participant may be asked to provide confirmation of payment from Poland.
- f. Project Participants are required to comply with the provisions contained in the Project Participation Agreement.
- g. The financial support received by the Participant is intended to cover all costs related to the travel and stay at a foreign institution. Financing granted from NAWA funds cannot be used to generate profit.
- h. The invoices for additional costs may not contain items that are part of the flat-rate travel and subsistence expenses. Travel, health insurance, visa fees etc. will not be covered by Pedagogical University again. The invoice for participation in the conference may contain only the item related to the conference fee. Invoice costs for additional fees may not exceed the amount shown in the recruitment form. The surplus will not be paid from the Project.

- i. The participant is required to obtain a written original certificate of program implementation at a foreign institution (Certificate of Participation).
- j. The participant is obliged to account for expenditures of the mobility within 7 days of the end of the mobility. The account for expenditures of the mobility is based on the following documents:
 - Certificate of Participation
 - The account for expenditures of the mobility (with the original or a copy of the document confirming the conference fees incurred, fees for participation in the summer / winter school, fees related to obtaining materials for the dissertation / scientific paper)
 - Evaluation Survey - sent online to the Polish National Agency for Academic Exchange and a signed printout of the Survey for Pedagogical University

8) Resignation and Termination of the Participation in the Project:

- a. In case of resignation from the participation in the Project, the Participant is required to submit a written statement under pain of invalidity.
- b. The Project Participant may terminate the concluded Agreement on participation in the Project (which is related to the termination of participation in the Project), with a two-week notice period.
- c. In case of resignation, the Participant is obliged to return all funds received from the Pedagogical University. If the resignation was for reasons beyond the Participant's control, the travel costs incurred may be recognized, provided that the justification and the purchase document are provided. NAWA makes the final decision on the eligibility of the measures.
- d. The Beneficiary may terminate the Project Participation Agreement concluded with the Participant with the immediate effect if the following cases:
 - The information provided in the Recruitment Form is not true
 - Project Participant does not fulfill the obligations specified in the Project Participation Agreement
 - The co-financing of the Project agreement with the financing institution is terminated.
- e. If the Beneficiary terminates the Contract for participation in the Project due to the Participant's fault, the Beneficiary has the right to demand reimbursement of the costs

related to his/her participation in the Project and the reimbursement of the costs of any penalties for failure to comply with the Agreement, and resulting from the Project Participant's termination of the participation in the Project.

§5

Final Provisions

1. Hereby, the Regulations shall enter into force on the 1st of October, 2019.
2. At the recruitment stage, the contact between the Pedagogical University and the candidates takes place electronically. All information is sent to the e-mail address provided in the recruitment form.
3. The Project Beneficiary may amend these Regulations if necessary due to a change in the Project guidelines. The participant will be notified by e-mail about the change in the Regulations before its effective date, unless this is not possible due to the date of validity of the amended Project guidelines.
4. In disputes and matters not covered by these Regulations, decisions shall be made by the Project Coordinator.

Attachments:

- Annex 1 - Recruitment form

PROM

application form

surname	first name
sex	
<input type="checkbox"/> female	<input type="checkbox"/> male
date of birth (YYYY-MMM-DD)	
academic position	
<input type="checkbox"/> PhD student	<input type="checkbox"/> academic staff
email address:	
phone number	
affiliation	
home address	
form of project activity	
<input type="checkbox"/> active participation in an international conference, <input type="checkbox"/> participation in a summer/winter school, <input type="checkbox"/> obtaining materials for a PhD thesis/scientific work, <input type="checkbox"/> other form (please provide a detailed description)	

conference details with the title of talk (for conference participants)			
first name and surname of the supervisor (for PhD students only)			
place of activity (city, school name, address)			
period of activity (if needed please include maximum two days for travel) ¹			
from	select	to	select
planned additional expenses to be covered by PROM programme ²			

¹ A single scholarship exchange are possible for the period of 5 to 30 days. The number of days of stay shall be calculated as follows, number of days of an event, in which a participant takes part plus the maximum of 2 days (one day to arrive at the location of exchange and 1 day to return).

² Additional expenses do NOT include costs of travel, health insurance, third party insurance, accident insurance, cost of visa fees or fees connected to legalisation of stay.

motivation for participation in the programme

planned programme for self-competence improvement for the selected form of activity

planned practical application of acquired competences



Recommendation letter form the supervisor confirming the relation between the activity and the PhD thesis (for PhD students only) – please paste the scan below



Declarations
<input type="checkbox"/> I hereby declare sufficient language competition to fulfil planned activities in the programme.
<input type="checkbox"/> I hereby declare that after qualification to the programme I will submit all required documents (https://prom.up.krakow.pl/en/documents/).
<input type="checkbox"/> I acknowledge that I have read the Regulations for the application and participation in the PROM programme (https://prom.up.krakow.pl/en/documents/).
<input type="checkbox"/> I acknowledge that I have read the Information Clause (see below) and I am aware of my rights.
<input type="checkbox"/> I hereby agree for processing my personal data included in the registration form, by the Pedagogical University of Krakow for the purposes related to the participation in the PROM programme in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) and according to the Information Clause attached to this consent.
<input type="checkbox"/> I hereby declare that my personal data given in this form are correct.

Information Clause

Pursuant to Article 13 of Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46/EC (hereinafter: GDPR) Pedagogical University of Krakow informs that:

- The administrator of your data is the Pedagogical University of Kraków ul. Podchorążych 2, 30-084 Kraków.
- The administrator has appointed a Data Protection Officer supervising the correctness of data processing, who can be contacted via email: iod@up.krakow.pl, phone:/12/662 62 06
- Your personal data will be processed only for purposes related to the participation in the PROM programme on the basis of the given consent.
- Your personal data will be stored until your consent to the processing of data is revoked by you.
- You have the right to access your personal data, correct it, erasure or limit its processing or the right to object to the processing as well as the right to data portability.
- You have the right to withdraw your consent at any time. Withdrawal of consent does not affect lawfulness of the processing that was carried out on the basis of consent before its withdrawal.
- You have the right to lodge a complaint with the President of the Office for Personal Data Protection.
- The provision of personal data is a necessary condition for finalizing the conference organization as well as publishing a post-conference publication. In the absence of providing the personal data, it is not possible to conclude that point.
- Your personal data is not subject to automated decision-making, including profiling.