

**Rules of participation in the project implemented by Lodz University of Technology
under the PROM programme –
International scholarship exchange of PhD candidates and academic staff
financed by the Polish National Agency for Academic Exchange**

§1 Glossary of terms used in the Rules

1. **TUL** – Lodz University of Technology with its seat in Łódź at 116 Żeromskiego Str., Poland.
2. **NAWA** – Polish National Agency for Academic Exchange, seated in Warsaw at 40 Polna Str., Poland.
3. **PROM programme** – International scholarship exchange of PhD candidates and academic staff, implemented by NAWA within the framework of a non-competition project entitled "International scholarship exchange of PhD students and academic staff" financed by the European Union from the European Social Fund, Operational Programme Knowledge Education Development for 2014-2020, Priority axis III. Higher education for the economy and development.
4. **Project** – the project implemented by TUL under an agreement with the NAWA Agency (no. PPI/PRO/2019/1/00022/U/00001) under the PROM Programme.
5. **Mobility** – departure of a TUL PhD candidate to a foreign institution or the arrival of a foreign PhD candidate at TUL in order to perform specific forms of education, implemented as part of the Project.
6. **Candidate** – a person applying to qualify for participation in the Project.
7. **Participant** – a Candidate who has been qualified to participate in the Project based on the recruitment procedure regulated by these Rules and who signed an agreement for participation in the Project.
8. **University Qualification Committee (UQC)** – the Committee appointed by His Magnificence Rector of Lodz University of Technology in order to qualify Participants to the Project.
9. **Project Office** – project office appointed in order to implement the Project, with its seat at International Cooperation Centre of Lodz University of Technology, 36 Żwirki Str., 90-539 Łódź, Poland, building A16, 1st floor, rooms 110 and 111.

§2 Basic information about the Project

1. The measures in the Project are implemented by Lodz University of Technology under the agreement with NAWA (no. PPI/PRO/2019/1/00022/U/00001). Project "PROM - International scholarship exchange of PhD candidates and academic staff" is financed by the European Social Fund, Operational Programme Knowledge Education Development for 2014-2020, non-competition project entitled "International scholarship exchange of PhD candidates and academic staff", no POWR.03.03.00-00-PN13/18.
2. The Project is implemented in the period from 01 October 2019 to 30 September 2020.

3. The aim of the Project is to increase the international exchange of PhD candidates at Lodz University of Technology.
4. The Project has 80 places planned for short-term international exchange (mobility), lasting from 5 to 30 days, including:
- 40 departures of PhD candidates of TUL to foreign institutions, and
 - 40 arrivals of PhD candidates of foreign institutions at TUL.
- At least 72 places are intended for Participants under 40 years old.

5. The Project offers international mobilities, which are defined by:
- the number of days of stay (including 2 days for travel)
Candidates may apply for mobilities lasting a total of 5, 7, 14, 21 or 30 days. In justified cases, the Candidate may apply for a mobility lasting +/- 2 days (however, no less than 5 and no more than 30 days) e.g. when participation in a conference or an organized form of education is planned, i.e. summer/winter school, with strictly specified implementation period.
 - type of the host country (the OECD members and cities in the top 50 of the MERCER report or non-OECD countries), and
 - the distance in a straight line (in km) between the Participant's place of residence and the place of stay at the host institution.

The list of offered mobilities under the Project at TUL is contained in Appendix 1 to the Rules.

Should the pool of funds for incoming/outgoing mobilities is not used, the UQC may transfer funds between budget categories, taking into account the rules of the PROM Programme implementation and the permissible limits for the transfer of funds in the Project.

6. The Project Office is located at the headquarters of the International Cooperation Centre of Lodz University of Technology, 36 Żwirki Street, 90-539 Łódź, building A16, 1st floor
- room 111 - for outgoing PhD Candidates and Participants from Lodz University of Technology, email address: promobility-outgoing@info.p.lodz.pl, phone: +48 42 638 38 77 / +48 42 638 38 72 / +48 42 638 38 73
 - room 110 - for incoming PhD Candidates and Participants from foreign universities, email address: promobility-incoming@info.p.lodz.pl, phone: +48 42 638 38 72 / +48 42 638 38 73 / +48 42 638 38 74
- The Project website is available at <https://www.ife.p.lodz.pl/promobility>

§3 Project Participants

1. The Project Participants may be:
- PhD candidates of TUL, i.e. persons studying at the third level of studies pursued at Lodz University of Technology, including:
 - a) participants of Interdisciplinary Doctoral School,
 - b) participants of doctoral programmes.
 - PhD candidates of foreign universities, i.e. persons pursuing doctoral programmes in countries other than Poland (e.g. doctoral programme/PhD programme/another equivalent) in scientific disciplines corresponding to the third cycle study programmes conducted at TUL / study programmes of TUL's Interdisciplinary Doctoral School.

The status of a PhD candidate must be maintained by the Participant throughout their participation in the Project.

2. The Participant must have a minimum B2 level of knowledge of a foreign language (i.e. the language in which the mobility will be held).
3. According to the PROM programme, employees of TUL, who are preparing their PhD thesis but are not participants of doctoral studies pursued at Lodz University of Technology, cannot participate in the Project.
4. Candidates/Participants who, due to their disability, require special support in the process of recruitment and implementation of the Project are asked to report it to the Project Office during the recruitment process or - if the disability is acquired during the Project implementation – within 7 days of the event confirming the disability. Such support will, as far as possible, be provided by the Office for Persons with Disabilities (BON) of TUL or the Project Office.

§4 General rules of participation in the Project

1. The Participant may only take part in one mobility under the Project, i.e. receive funds for one trip (departure/arrival). In the course of mobility, the Participant will perform the selected form/s of education, from among those listed in §4(2).
2. Eligible forms of education, in relation to the mobility, may be aimed at:
 - active participation in a conference held abroad (including participation in a poster session and flash talk),
 - obtaining materials for a PhD thesis/scientific article,
 - participation in a summer/winter school (both as a student of the school and as a lecturer),
 - taking measurements with the use of unique equipment, including large research infrastructure unavailable (or not easily available) in Poland,
 - participation in short forms of education, i.e. courses, workshops, professional or industrial internships, study visits
 - participation in trainings (including training on entrepreneurship or implementation activities)
 - execution of archival / library inquiries
 - participation in brokerage meetings
 - conducting teaching classes
 - participation in preparation of an international grant application
 - other short forms of education allowing to increase the competences of the Project Participant.
3. In order to achieve the objectives of the Project, the UQC may specify which of the forms of education listed in §4(2) will be treated as a priority in the Project Participant's qualification procedure.
4. In the course of one mobility, a Participant may take part in maximum 3 forms of education listed in §4(2), which will be completed in the same place, if it is substantively justified. In such a case, the Project financing will

cover the whole period of all forms of education, provided that there are no interruptions between them. The deadlines for implementation of particular forms of education may overlap.

5. The objectives of the mobility of PhD candidates should be closely related to the subject matter of their dissertations being carried out.
6. Mobility can last from 5 to 30 days (including 2 days of travel), taking into account the conditions specified in §2(5).
7. Mobility must be completed by 30 September 2020.
8. TUL will provide funds to the Participant for the following mobility costs:
 - flat-rate maintenance costs depending on the number of days of stay, including 2 days of travel, in accordance with the table in Appendix 2 to the Rules; and
 - travel costs (i.e. travel, insurance and a visa) at a flat rate depending on the distance (in km) in a straight line between the Participant's place of residence and the place of stay in the host institution, in accordance with the table in Appendix 3 to the Rules.TUL shall not require Participants to provide documents proving the expenses incurred in relation to maintenance and travel costs. The Certificate and Substantive report referred to in §7(12a/c) shall be the confirmation of the proper implementation of the mobility.
9. The UQC may grant the Participant additional funds to cover the actual costs of conference, trainings, courses, etc. depending on the availability of funds in the Project and taking into account the justification of such costs provided by the Participant. In case of granting this funding, the Participant(s) will be obliged to settle the actual costs borne and present accounting documents confirming the expenses incurred.
10. The funding cannot be awarded for the mobility already completed, i.e. completed before the date of the UQC's decision to qualify a Participant under the Project.
11. The funding may not be awarded if the Participant's mobility has been provided with other sources of maintenance and/or travel costs. In the event of disclosure of double financing of maintenance and/or travel costs for mobility, the Participant will be obliged to reimburse the entire funds awarded together with the statutory interest required in accordance with the principles of the PROM Program.

§5 General rules and organization of recruitment of Participants in the Project

1. The Participants will be selected through an open competition.
2. The Participants will be selected by the University Qualification Committee appointed by His Magnificence Rector of Lodz University of Technology.
3. The manner of the UQC 's work will be determined by His Magnificence Rector of Lodz University of Technology.

4. The Project Office will provide administrative support for the work of the UQC.
5. Recruitment for the Project will be conducted in accordance with the schedule presented in Appendix 4 to the Rules. If the pool of places is not used, the UQC will announce supplementary recruitment. Current information on available places will be published on the Project website <https://www.ife.p.lodz.pl/promobility>.
6. The formal assessment of Candidates on the basis of formal criteria presented in Appendix 6 to the Rules, will be conducted by the Project Office.
7. Applications that do not meet the formal criteria will be rejected and not further evaluated.
8. The UQC will assess Candidates in two stages on the basis of substantive criteria presented in Appendix 6 to the Rules. The first stage of the substantive assessment is verification of the application by a member of the UQC - representative of discipline corresponding to the Candidate's scientific profile. The representative of discipline assesses the application and decides whether to recommend the application for funding. The UQC makes the final decision on funding the mobility at a joint meeting, after getting acquainted with the assessment prepared by the head of discipline.
9. In case of obtaining the same number of points by the Candidates, the decision on funding the mobility will be based on the order of submitting applications to the Project Office.
10. Candidates may appeal against a negative decision of the UQC to His Magnificence Rector of Lodz University of Technology within 7 working days from the date of notification of the UQC 's decision by the Project Office.
11. Recruitment for the Project will be conducted in accordance with the principles of impartiality, openness and transparency, respecting equal rights and equal opportunities.
12. The recruitment process will be organised in buildings and rooms without architectural barriers. Additional support for Candidates with special needs will be provided by the Office for Disabled Persons (BON) TUL, where possible.
13. Joining the Recruitment Process by the Candidate is tantamount to accepting these Rules together with their appendices.

§6 Procedure and rules of qualifying for the Project

1. The Candidate may receive funding for only one mobility within the Project.
2. The application is made by submitting (in person, by e-mail) all required documents to the Project Office within the time limit specified in the schedule:
 - Application for co-financing mobility (Appendix 5 to the Rules)

- Document (e.g. a letter, e-mail) confirming that the Candidate is ready to be accepted by the host institution, indicating the dates of mobility, schedule of proposed scientific activities and consent for its implementation in the hosting entity, name and surname of the scientific supervisor at the hosting institution.

In the case of departures/arrivals at conferences/summer or winter schools, the Candidate may submit a confirmation of the application to the conference/summer or winter schools for the purposes of recruiting for the Project. In the case of a positive decision of the UQC, the funding will be granted conditionally, and eventually after presenting a confirmation of acceptance for the conference summer or winter schools by the Candidate.

- Document issued by the home university confirming that the Candidate currently has the status of a PhD candidate of the university (applies only to PhD candidates from foreign institutions coming to TUL).
3. Candidates submit the documents listed in § 6(2) personally to the Project Office or send their scans by e-mail to the e-mail address given in the forms.
 4. Members of the UQC assess Candidates on the basis of presented documents, reserving the right to conduct interviews with Candidates, if they consider it necessary (through a direct interview or via skype). The date of the interview will be agreed with the Candidate.
 5. Candidates are evaluated individually on the basis of the evaluation criteria adopted for incoming and outgoing Candidates (Appendix 6 to the Rules). The UQC may adopt a minimum number of points that Candidates should receive in order to be qualified for the Project.
 6. The Project Office determines the possibility of funding a given mobility based on the financial assumptions of the Project and the principles for its implementation.
 7. Candidates who obtained the highest number of points will be qualified for the Project until all places or means are exhausted.
 8. As a result of the assessment, the UQC prepares a ranking list of Candidates, including:
 - a list of persons with positive assessment qualified to the Project,
 - a reserve list of persons with positive assessment not qualified to the Project due to the lack of places or means,
 - a list of persons with negative assessment not qualified to the Project.
 9. If one of the Candidates resigns from participation in the Project, another Candidate from the reserve list will be qualified for the Project.
 10. The UQC grants the Participant funding in accordance with the rules of the PROM Programme and with the provisions of this Rules.

11. If a given Candidate has applied for covering additional costs of conference fees, training, courses, etc., the UQC makes a separate decision on granting additional funds depending on the availability of funds in the Project and taking into account the justification of such costs presented by the Candidate.
12. Each Candidate will be informed by an email about the decision of the UQC individually by the Project Office. Candidates will be able to familiarise themselves with the assessment of their own application, which will be made available upon request by the Project Office.
13. Candidates who have received a negative decision to qualify for the Project have the right to appeal to His Magnificence Rector of Lodz University of Technology within 7 working days from the date of notification of the decision.
14. According to Article 13 paragraph 1 and 2 of the Regulation of the European Parliament and 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 repealing the Directive 95/46/EC (general regulation on data protection), Official Journal of the European Union. L 2016.119.1, the International Cooperation Centre hereby informs that:
 - a) Lodz University of Technology is the administrator of personal data of the Candidate, the address of its seat being: ul. Żeromskiego 116, 90-924 Łódź.
 - b) The administrator has appointed a Data protection Officer, e-mail: rbi@adm.p.lodz.pl, tel. 426312039.
 - c) Personal data of the Candidate shall be stored for the period necessary to complete the purpose of processing, i.e. for processing the qualification procedure at the Lodz University of Technology within the framework of the project implemented by Lodz University of Technology under the PROM programme – International scholarship exchange of PhD candidates and academic staff financed by the Polish National Agency for Academic Exchange, including archiving.
 - d) The Candidate has the right to request the administrator to access personal data, rectify them, delete or limit processing and the right to object to the processing, the right to the data transfer.
 - e) The Candidate has the right to lodge a complaint to the supervisory body, in Poland it is the President of the Office for Personal Data Protection, the address of its registered office being: ul. Stawki 2, 00-193 Warsaw, if he/she finds that the processing of his/her personal data violates the provisions of the regulation indicated at the beginning.
 - f) Providing personal data by the Candidate is required by the relevant statutory laws.
 - g) The decisions taken in relation to the Candidate's personal data will not be taken in an automated manner, and no profiling shall be applied thereto.
 - h) Personal data of the Candidate may be made available to NAWA and other institutions controlling the Project, including the correctness of procedures for recruiting Participants to the Project.

§7 Rules for the implementation of mobility and obligations of Participants

1. After receiving notification of the UQC's decision to qualify for the Project, the Candidate is obliged to submit within 10 working days, in person or by e-mail, to the Project Office, a form with data necessary to sign the Participation Agreement (Appendix 7 to the Rules). Failure to meet this requirement by the Candidate means resignation from participation in the Project.

2. As a rule, the Project Office will prepare an Agreement with the Participant, not earlier than 3 months before a planned start of the mobility. Signing the Agreement at an earlier date will be possible only in justified cases, at the Participant's request, specifically in case of departures/arrivals to/from distant countries, high costs of airline tickets, extended visa procedures etc.
3. The Candidate qualified for the Project is obliged to sign the following documents:
 - Agreement (Appendix 8 to the Rules)
 - Declaration of the POWER Project Participant (Appendix 4 to the Agreement)
 - Declaration of the NAWA Project Participant (Appendix 9 to the Rules)The Project Office will collect additional data concerning the Participant required by NAWA, necessary to enter into the NAWA ICT system for monitoring project Participants:
 - Project Participant Data Form - Appendix 10 to the Rules.Failure by the Candidate to meet this requirement means that the Candidate has resigned from participation in the Project.
4. The documents listed in §7(3) are signed in the Project Office within 10 working days from the date of receipt of information by the Candidate that the documents are prepared. In case of incoming Participants, the Project Office will send the documents by post to the Participant. The incoming Participant is obliged to send signed documents back to the Project Office within 10 working days of receiving them. In justified cases, the incoming Participant may submit the original documents to the Project Office in person no later than on the date of commencement of mobility in TUL.
5. After signing the Agreement with the Participant, TUL will make the payment of 80% of the amount due in Polish Zloty (PLN) within 14 working days, by transferring it to the bank account indicated in the Agreement. In case of Participants coming to TUL from abroad, TUL will make the payment of 80% of the amount due within 14 working days from the date of receipt of the original copies by the Project Office.
6. If the UQC grants funds to cover the costs of conference fees, trainings, summer schools, etc., the Participant will agree with the Project Office on their manner of payment and settlement.
7. Each Participant is obliged to have health insurance, civil liability and accident insurance, applicable in the territory of the country where the mobility takes place.
8. Participants are obliged to mark all prepared works, materials and documents, created within or in connection with the implementation of the co-financed Project which are made available to the public, by placing on them in a visible place:
 - a) NAWA and TUL logotypes,
 - b) the European Funds logo, the European Union logo with the name of the European Social Fund,
 - c) information: The PROM project – “International scholarship exchange of PhD candidates and academic staff” is financed by the European Social Fund under the Operational Programme Knowledge Education Development, non-competitive project entitled International exchange of PhD candidates and academic staff, Agreement no. POWR.03.03.00-00-PN13/18".

or

- d) the information referred to in point (b) in English
 - e) in audio products, information about financing by NAWA must be read during the recording.
9. The Project Office will make appropriate logos and information materials available on the Project website.
10. Copies of all works, materials and documents prepared by the Participant within or in connection with the implementation of mobility financed under the Project must be submitted to the Project Office together with the settlement of the funding.
11. The Participant will transfer copyrights to all works created as part of the Project, on request of the Lodz University of Technology.
12. Within 10 working days from the end of mobility, no later than by 9 October 2020, the Participant is obliged to submit to the Project Office, in person or by traditional mail (by registered letter):
- a. the original of the Certificate, certifying the mobility and improvement of competences or acquisition of qualifications:
 - A certificate issued on the host institution's own template, which should contain all the information that is included in the specimen in Appendix 3 to the Participant's Agreement, or
 - A certificate on the specimen in Appendix 3 to the Agreement with a Participant, if the host institution does not issue its own certificates.
 - b. The Financial settlement of the mobility on the template in accordance with Appendix 1 to the Agreement with a Participant
 - c. Substantive report on the implementation of mobility (Appendix 11 to the Rules).
13. Within 30 days from the end of mobility (but no later than by 9 October 2020) the Participant is obliged to fill in an electronic evaluation questionnaire (specimen questionnaire in Appendix 2 to the Agreement). A link to the questionnaire will be sent to the Participant by the Project Office together with an access code (so called token) via e-mail.
14. Participants may be subject to separate evaluation studies carried out at the request of the NAWA during the Project and up to 3 years after its completion.
15. NAWA guarantees the confidentiality of opinions and information submitted as part of the Program and the Project evaluation.
16. Within 10 working days from the acceptance by TUL of the financial settlement of the mobility and fulfilment of the requirements by the Participant contained in §7(12) and (13), TUL shall pay to the Participant the remaining part of the funding resulting from the financial settlement presented correctly.
17. If the amount of funds transferred to the Participant in accordance with §7(5) exceeds the amount due in the Financial Settlement of the mobility, the Participant is obliged to return the amount constituting the difference

between the amount paid and the amount due within 10 working days from the acknowledgement of the Financial Settlement of the mobility by TUL.

18. In case of resignation from participation in the Project after signing the Agreement, the Participant is obliged to promptly inform the Project Office about it and return the funding within 10 working days from the moment of providing such information to the Project Office.
19. The Project Participant is obliged to reimburse the funding, if:
- he/she does not perform the mobility
 - he/she does not present a Certificate proving the completion of mobility and upgrading competences or acquiring qualifications
 - he/she does not present the proper financial settlement of the mobility referred to in §7(12b)
 - he/she does not complete the evaluation questionnaire referred to in §7(13)
 - he/she does not present a Report on the implementation of mobility (Appendix 11 to the Rules) positively reviewed by the Scientific Supervisor / Doctorate thesis Supervisor
 - double financing of maintenance and/or travel costs is disclosed
 - he/she breaches the provisions of the Agreement.

§ 8 Final provisions

1. These Rules shall enter into force on the day of signing. The Rules shall remain in force for the duration of the Project.
2. The Rules have been prepared in two language versions: Polish and English.
3. In matters not regulated by the Rules, relevant documents of the PROM Programme (available at <https://nawa.gov.pl/en/institutions/prom-programme>) as well as relevant provisions resulting from the EU and Polish legal acts shall apply.

List of appendices to the Rules:

1. List of offered mobilities
2. Co-financing of maintenance costs
3. Co-financing of travel costs (travel, health insurance, civil liability and accident insurance, costs of visa fees or those related to legalization of stay)
4. Recruitment schedule
5. Application for co-financing of mobility
6. The Candidate's evaluation sheet
7. The data form to the agreement with the Project Participant
8. Template of an agreement with the Project Participant with appendices
 - Appendix No. 1 to the agreement with the Project Participant – Financial settlement form of the trip*
 - Appendix No. 2 to the agreement with the Project Participant – Evaluation Questionnaire*
 - Appendix No. 3 to the agreement with the Project Participant – Specimen of a certificate*
 - Appendix No. 4 to the agreement with the Project Participant – Declaration of the POWER project Participant*
9. Declaration of the NAWA Project Participant

10. Project Participant Data Form

11. The substantive report on the implementation of mobility