Regulations of the project

“Utworzenie IMPK w języku angielskim w Szkole Doktorskiej US „How to become a better scientist and teacher”

General Information about the Project

1. The present Regulations define the recruitment and participation rules for foreign PhD students joining the project “Utworzenie IMPK w języku angielskim w Szkole Doktorskiej US „How to become a better scientist and teacher”, hereinafter referred to as “Project”.
2. The project is subsidised by the National Agency for Academic Exchange, within the framework of the SPINAKER.
3. This project shall be fulfilled based on a grant agreement No. BPI/SPI/2021/1/00008/U/00001 dated 1 July 2022 concluded between the Polish National Agency for Academic Exchange and the University of Szczecin.
4. The project shall be fulfilled from 1/06/2922 to 31/08/2023.
5. The main goal of the Project is to increase the scope of the internationalization of the Doctoral School of the University of Szczecin.

§ 2.

General Provisions

* 1. These Regulations, hereinafter referred to as “Regulations”, define the recruitment rules binding upon foreign PhD students, who shall receive support by means of being included in the Project, as well as the rules governing Project participation and payments.
	2. The supervision over the Project is performed by the relevant Project Director from the University of Szczecin, hereinafter referred to as the “Project Director”.
	3. The Project Director is responsible for making administrative decisions regarding the activities carried out at the summer/winter schools.
	4. Information about the Project as well as the description of the summer schools and the rules of recruitment are available on the website phdschool.usz.edu.pl

§3.

Conditions of Project Participation

1. Project participation is available to foreign PhD students (15 students for each of the 3 editions of the project), holding a document certifying the doctoral student status from the home university which confirms the doctoral student status both at the time of entering into the Project and its termination.
2. A foreign student is understood as a foreigner within the interpretation of NAWA in accordance with of the Act of July 20, 2018 — the Law on Higher Education and Science (Journal of Laws of 2022, item s74 as amended).
3. The PhD student may take part in only one edition of the Project.
4. The recruitment for the summer/winter school shall be conducted in an impartial, open, transparent and uniform way for all of the candidates.
5. The recruitment of participants shall take place with respect for the principle of equal opportunities and non-discrimination, including the accessibility for people with disabilities, additionally considering the principle of equal opportunity for both men and women.
6. Qualification to the Project shall be available to the candidates who get acquainted with the Regulations, fulfil the conditions set out in § 3, Section 1 and supply the required documents, listed in § 4, Section l, Point 1) and 2).
7. The participation in the project is free of charge.

§ 4.

Recruitment rules

1. The following criteria play a decisive role in qualifying participants for the Project:
2. formal criteria:
	1. submitting completed registration form appropriately (online);
	2. selecting that the candidate has accepted the Regulations and shall abide by their terms (online);
	3. submitting a document confirming the doctoral student status in accordance with §3, Section 1;
	4. submitting formal documents attached in the registration form

2) merit-based criteria:

a) list of publications included in the registration form

b) short scientific biogramme included in the registration form

c) conference participation (active)

d) grant participation

2. The applications are evaluated by the committee appointed by the Project Director, consisting of 3 University professors.

3) The eligibility criteria include:

a) list of publication (max.4) - 1 point for a scientific publication if it is not included in the ranked scientific journals of the Ministry of Science and Higher Education [MEiN], in the case of publications included in the ranked scientific journals the Ministry of Science and Higher Education [MEiN] - 2 or more points. A candidate may present a maximum of 4 publications). A scientific publication is considered a publication in accordance with the Regulation of the Ministry of Science and Higher Education of 22 February 2019. § 9.

* for publication not included in the ranked scientific journals of the Ministry of Science and Higher Education (MNiSW) - 1 point
* for a publication included in the ranked scientific journals of the Ministry of Science and Higher Education (MEiN) for 20 pts - 2 pts
* For a publication included in ranked scientific journals of the Ministry of Science and Higher Education (MEiN) for 40-70 points - 3 points
* For publication included in ranked scientific journals of journals of the Ministry of Science and Higher Education (MEiN) for 100 pts and more - 5 pts

b) biogramme 0-2 points

c) conference participation -1 point for each

d) grant participation – 1 point for each

4. The minimal number of points allowing for the qualification for the winter/summer school is 5.

5. In case of more than 15 candidates for one event, the reserve list will be opened.

1. Applications not fulfilling the formal requirements indicated in § 4, Section 1, Point l) shall not be considered.
2. Applications sent after the recruitment termination shall not be considered with the exception of applications sent as a part of complementary recruitment.

§ 5.

Recruitment process

1. Applicants interested in participating in the Project shall apply by completing the online registration form and the abstract referred to in § 4, Section 1, Point l) and 2) of the Regulations, made available on the Project webpage after its announcement, within the time specified on the Project webpage.
2. The documents referred to in § 4, Section 1, Point 1), c) sand d) should be sent to the following email addresses: magdalena.kokocinska@usz.edu.pl within the time specified on the Project webpage.
3. The Recruitment Committee performs the verification of applications on a formal and subject-matter level, drawing up a preliminary list of potential participants for the Project, together with the reserve list.
4. The candidates chosen to participate in the Project are obliged to sign and submit the following documents on the opening day of the Project:
	1. Declaration of participation in the Project
	2. Participant Personal Data Form to be entered into the Agency's ICT system for the purpose of monitoring project participants
	3. Declaration of the Project Participant NAWA
	4. Declaration of the Project Participant PO WER
	5. Additional Consent of The Project Participant to data processing
	6. Agreement

# 5. Failing to submit the required documents listed in § 5 Section 4 is tantamount to resigning from the Project and removing from the list of participants of the Project.

1. All doctoral students shall be informed about being qualified to the Project by the Director of the Project via email.
2. All doctoral students who have been qualified for the reserve list shall be admitted to participate in the Project if a previously qualified candidate to the Project files his/her resignation or is removed from the list in accordance with § 5, Section 5.
3. In case of an insufficient number of applications, participant rotation or another grounded reason, complementary recruitment may be initiated.
4. Doctoral students qualified to participate in the Project are granted the status of a Project participant.
5. After the completion of the Project, the participants are obliged to fill out an evaluation form/survey.

§ 6.

 Grants and Payment regulations

1. Foreign doctoral students who have been qualified for the Project will receive according to the terms and conditions of the Project, the amount of 5000 PLN to be used for the accommodation and travel expenses.
2. The Project Participant may not waive/withdraw from part or all of the scholarship amount he/she is entitled to in favour of another person and/or activities both in the Project and outside it.

§ 7

The rules of resignation from the Project

1. The resignation from the participation in the Project is possible only in justified cases.
2. The resignation from the Project should arise from health reasons or force

majeure.

# The Project Participant is obliged to inform the Project Director about his/her resignation in writing to the following email address: paulina.niedzwiedzka-rystwej@usz.edu.pl

§ 8.

# The rights and obligations of the Project Participant

1. The participant of the Project has the right to:
	1. take part in all of the activities offered by the summer/winter school;
	2. to participate in the project;
	3. receive a certificate confirming the Project completion;
	4. access and update personal data.
2. The Project Participant is obliged to:
	1. submit the documents mentioned in § 5, Section 4;
	2. supply information on all data changes, especially data concerning the change of name, place of residence, telephone number, email address;
	3. fill out an evaluation form/survey after the completion of the project;
	4. supply other additional documents indispensable for the completion of the

summer/winter school, at the request of the Project Director;

e)participate regularly and actively in the programme fulfilled under the Project meaning 5 days of worskhop and 2 days of conference;

f) sign the attendance lists, if applicable;

§ 9

Final provisions

l. To all matters not settled herein, the appropriate rules and regulations arising from the relevant acts of the European Union and Polish law shall apply.

1. The right is reserved to introduce changes to these Regulations if necessary owing to the change of the Project fulfillment conditions, or if the introduction of the specified changes is recommended by the Polish National Agency for Academic Exchange.
2. All decisions and disputes concerning the Project are settled by the Project Director.