



## **Regulations of the international internship programme implemented as part of the “Internationalisation of Doctoral Schools in the University of Gdańsk” Project in accordance with the STER NAWA Programme concepts – internationalisation of doctoral schools**

On the basis of the agreement regarding the funding of Project no. BPI/STE/2023/1/00017/DEC/01 concluded between the University of Gdańsk and the Polish National Agency for Academic Exchange the following is sanctioned:

### **§ 1.**

#### **[Subject and scope of regulations]**

1. Enrolment regulations for the University of Gdańsk doctoral school students as participants of international internships as part of the “Internationalisation of Doctoral Schools in the University of Gdańsk” in accordance with the STER NAWA Programme concepts – internationalisation of doctoral schools (the NAWA Director’s decision no. BPI/STE/2023/1/00017/DEC/01 of 19 of October 2023), hereinafter referred to as “the Regulations”, determine the procedure and eligibility of the University of Gdańsk doctoral school students for participation in the Internships organised as part of the Project.
2. Provisions of the Regulations shall apply to all students of the University of Gdańsk doctoral schools.

### **§ 2.**

#### **[Terminology and abbreviations]**

The phrasing and abbreviations used in the Regulations refer to the following:

- 1) Beneficiary, UG – the University of Gdańsk;
- 2) Doctoral student – a student of the UG doctoral school, who is a Polish citizen or a foreigner;
- 3) Applicant – a student of the UG doctoral school applying for financial support as part of the Project;
- 4) Committee – a competition committee selecting Project Participants;
- 5) IBDS – Intercollegiate Biotechnology Doctoral School of University of Gdańsk and Medical University of Gdańsk;
- 6) NAWA – Polish National Agency for Academic Exchange;
- 7) Programme – STER NAWA Programme – internationalisation of doctoral schools;
- 8) Project – “Internationalisation of Doctoral Schools in the University of Gdańsk” Project (the NAWA Director’s decision no. BPI/STE/2023/1/00017/DEC/01 of 19 of October 2023);
- 9) UG DS – the University of Gdańsk Doctoral Schools, that is: DSHSS, DSNS, DSQIT, IBDS;
- 10) DSHSS – Doctoral School of Humanities and Social Sciences of the University of Gdańsk;
- 11) DSNS – Doctoral School of Natural Sciences of the University of Gdańsk;
- 12) DSQIT – Doctoral School of Quantum Information Theory of the University of Gdańsk;
- 13) Internship – international internship financed as part of the project;
- 14) Project Participant – a student of the UG doctoral school implementing a Task;
- 15) Agreement – Agreement of participation in the Project;
- 16) Task – task no. 2 (support of the Polish and foreign students’ international mobility – international internship) as part of the Project.

### **§ 3.**

#### **[Subject of support as part of the Project]**

1. As part of the implemented Project it is possible to obtain financial support for international mobility of the best UG DS doctoral students from Poland and abroad in the form of international internships.
2. As part of the Internship a Project Participant is entitled to:
  - 1) have the living expenses and meal costs covered;
  - 2) have the travel expenses in a lump sum dependent on the distance between the place of residence and host institution covered;
  - 3) receive a non-recurring bonus for household items (non-obligatory).Detailed information regarding the financial support is included in the NAWA announcement **no. 8/2023 of 4 of April 2023 on the following website:**  
[Announcement - NAWA](#)
3. The amounts referred to in the announcement may be decreased in the sum of any public and legal dues resulting from the legal provisions in case they must be paid.
4. It is forbidden to finance the same expenses from two different sources (ban on double financing).
5. Internships covered by the support must be concluded no later than the 30<sup>th</sup> of September 2026.
6. The completion time of one Internship amounts to 1 month.
7. The purpose of the Internships is competence improvement of Polish and foreign UG DS doctoral students and promoting international scientific cooperation.

#### **§ 4.**

##### **[Enrolment – general provisions]**

1. Project Participants will be selected as part of an open, competitive enrolment procedure conducted by the Committee appointed by the Project Manager.
2. Competition shall be announced by the Project Manager.
3. The competition announcement will include the number of Internships offered in the competition, as well as the manner and deadlines for document submission, and competition conclusion dates.

#### **§ 5.**

##### **[Enrolment procedure – submitting an application]**

1. Doctoral students, who on the day of application submission, and who likewise sustains a Doctoral student status during the course of the Internship, are eligible to apply for support as part of the Task.
2. As part of the competition an Applicant may submit only one competition application.
3. A Doctoral student may obtain support as part of the Task only once.
4. An Applicant submits the following documents within the closing dates and in accordance with the regulations included in the competition announcement:
  - 1) an application, whose template is specified by appendix no. 1 to the Regulations;
  - 2) a document confirming the possibility of completing the Internship by an Applicant in the foreign scientific institution;
  - 3) statements regarding the personal data protection.
5. A complete application includes:
  - 1) information referring to an Applicant, among others, an Applicant's personal data and electronic mail address for the purposes of contacting the Applicant;
  - 2) the name of the UG DS;
  - 3) the subject matter of the doctoral project;
  - 4) the Internship scientific programme, in which an Applicant presents the scope of tasks to be completed in the foreign centre and indicates their connection with an Applicant's individual research plan;

- 5) determined outcomes that an Applicant achieves during the Internship completion, in which a Doctoral student:
    - a) indicates the benefits that participation in the Internship shall provide to him and university home unit;
    - b) indicates in what manner participation in the Internship may contribute to establishing or continuing cooperation;
  - 6) a description of the centre and research accomplishments of the research team leader where the Internship will take place;
  - 7) a supervisor's or supervisors' conclusion and approval of the Internship leave.
6. Completing an application after the closing date of submission is not permitted.
  7. Submitting an application is equivalent with accepting the Regulations.

#### **§ 6.**

#### **[Enrolment procedure – application assessment]**

1. Application assessment is conducted by the Committee appointed by the Project Manager, who functions as the chairperson of committee's tasks. The Chairperson may appoint evaluation teams as part of the Committee. A Committee Member may not evaluate an Application of an Applicant, whose supervisor or auxiliary supervisor he or she is.
2. Application assessment is conducted through a point system in accordance with the criteria referred to in paragraph 4.
3. Application assessment shall be conducted upholding the equal opportunities and non-discrimination principle.
4. Committee conducts an assessment of the application on its merit according to the following specific criteria:
  - 1) substantive value of research expected to be completed as part of the Internship and its connection with the doctoral project – up to 50 points;
  - 2) scientific importance of the centre and accomplishments of the research team leader where the Internship will take place – up to 35 points;
  - 3) determined outcomes of the planned research and the benefits they provide (potential for development of further cooperation, particularly: collective research projects, co-supervising, cotutelle, double degree, joint degree, dissertation in English) – up to 15 points.

#### **§ 7.**

#### **[Enrolment procedure – determining a placement list and admission to internship completion]**

1. The order of Applicants on the placement list conducted by the Committee shall be determined in accordance with the number of points awarded by the Committee to particular Applicants in relation to regulations referred to in section 6.
2. An Applicant who is awarded at least 60 points in accordance with the position on the placement list and within the financial resources limit that the Committee has at their disposal shall receive a financial support.
3. The enrolment results shall be announced to all Applicants via the electronic mail to the address referred to in section 5 paragraph 5 subparagraph 1.
4. In case an Applicant referred to in paragraph 2 withdraws from participation in the Project, a subsequent Applicant in the placement list with the highest number of points, shall be admitted to the Project instead, subject to paragraph 2 within the financial resources limits.
5. The Committee's decision regarding an Applicant's admission to internship completion is final and an appeal in that matter cannot be lodged.

#### **§ 8.**

#### **[Internship stipend]**

1. A Project Participant receives an internship stipend which includes covering the costs specified by NAWA.
2. The internship stipend shall be paid to a Project Participant on the basis of the Agreement referred to in section 9 paragraph 1 of the Regulations, to a bank account of his choosing.

#### **§ 9.**

##### **[Concluding an Agreement of participation in the Project and cases of termination]**

1. An Agreement, whose template is specified by appendix no. 2 to the Regulations is concluded with a Project Participant.
2. The Beneficiary may, effective immediately, terminate the Agreement concluded with a Project Participant in case:
  - 1) the information submitted in the competition application is false;
  - 2) a Project Participant does not fulfil the obligations specified in the Agreement;
  - 3) an agreement regarding the Project funding concluded with the financing institution is terminated.

#### **§ 10.**

##### **[Resignation of a Project Participant and termination of an Agreement]**

1. Resignation of a Project Participant from completing the internship after the conclusion of the Agreement and payment of the internship stipend is possible only due to important chance occurrences unforeseen during the period of enrolment. A Project Participant submits a resignation in a written form, including a comprehensive justification, to the Project Manager. Resignation as specified by the regulations referred to in section 10, is equivalent to the termination of the Agreement by a Project Participant.
2. In case of termination of the Agreement of Project participation by the Beneficiary through the fault of a Project Participant (unjustified resignation or termination of the Internship), he is obligated to refund the financial resources granted in relation to the completion of the Task, within 30 days from the date of resignation or termination of the Internship.

#### **§ 11.**

##### **[Responsibilities of a Project Participant]**

4. Within at least 30 calendar days before the scheduled trip, a Project Participant submits to the UG Doctoral Schools Office 2 signed copies of the Agreement of Project participation and documents related to a trip abroad required in the University of Gdańsk:  
[Document templates | University of Gdańsk \(ug.edu.pl\)](https://ug.edu.pl)
5. A Project Participant is obligated to submit within 30 calendar days upon the date of the return from the Internship the following documents:
  - 1) certificate of Internship completion, whose template constitutes appendix no. 3 to the Regulations, acknowledged by a supervisor from the foreign centre;
  - 2) substantive report on the completed Internship whose template constitutes appendix no. 4 to the Regulations, which includes the scope of completed activities and plans for further cooperation in relation to the information included in the competition;
  - 3) financial account of the trip, whose template constitutes appendix no. 5 to the Regulations.A Project Participant is likewise obligated to complete a Project Participant's evaluation survey formulated by NAWA, should such be issued by NAWA.

#### **§ 12.**

##### **[Information regarding personal data processing]**

1. The processing of Applicants' and Project Participants' is conducted on the basis of commonly enforced laws, including personal data Regulation 2016/679 of the European Parliament and Council (EU) 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 in accordance with the regulations of implementing projects as part of NAWA programmes specified by NAWA, with which an Applicant and Project Participant may be familiarised via the Agency's website.

2. Project Applicants and Project Participants are obligated to submit signed appendices to documents of the programme required by NAWA:
  - 1) appendix no. 6 to the Regulations – a template for Project Participant's statement regarding personal data NAWA GDPR;
  - 2) appendix no. 7 to the Regulations – a template for Project Participant's additional consent for personal data processing.

### **§ 13.**

#### **[Final provisions]**

1. The following Regulations shall enter into force on the day of signing with effect from 1 of January 2024.
2. The Beneficiary may introduce amendments to the following Regulations in case it becomes necessary due to changes in the Programme guidelines, modifications of the Law on Higher Education and Science Act and other commonly enforced laws, which influence the implementation of the Programme. A Project Participant shall be notified via the electronic mail of the amendments to the Regulations prior to the day it enters into force OR the commencement of the amendments unless it is not feasible due to the date when the amended Programme guidelines are enforced.
3. In conflicting matters and those unregulated by the following Regulations the decisions are made by the Project Manager.

Appendices to the Regulations:

- 1) Competition application.
- 2) Agreement of Project participation.
- 3) Certificate of Internship completion.
- 4) Substantive report on the completed Internship.
- 5) Financial account of the trip.
- 6) Project Participant's statement regarding personal data NAWA GDPR.
- 7) Project Participant's additional consent for personal data processing.