

Regulations
on the rules for and mode of awarding and paying scholarships funded for the best foreign doctoral students under task 1. *Payment of NAWA scholarships in the “Actions towards internationalisation of the Doctoral School of the Warsaw University of Life Sciences – SGGW” (DocSGGW – Doctoral School Goes Gladly Worldwide) Project under the STER – Internationalisation of Doctoral Schools programme*

§ 1

General Provisions

Whenever referred to in these regulations:

- 1) Doctoral Student – shall mean a foreign doctoral student of the Doctoral School of the SGGW;
- 2) Regulations – shall mean the regulations on the rules for and mode of awarding and paying scholarships for the best foreign doctoral students in the “*Actions towards internationalisation of the Doctoral School of the Warsaw University of Life Sciences – SGGW*” (DocSGGW – Doctoral School Goes Gladly Worldwide) Project;
- 3) Project – shall mean the Project entitled “*Actions towards internationalisation of the Doctoral School of the Warsaw University of Life Sciences – SGGW*” (DocSGGW – Doctoral School Goes Gladly Worldwide) under the STER – internationalisation of doctoral schools programme;
- 4) Doctoral Scholarship – shall mean funds designated for a doctoral student under the DocSGGW Project;
- 5) Scholarship Recipient – shall mean an applicant who has been awarded the Scholarship;
- 6) University, SGGW – shall mean the Warsaw University of Life Sciences [*Polish: Szkoła Główną Gospodarstwa Wiejskiego w Warszawie*];
- 7) Application, application for a Scholarship under the project – shall mean an application submitted by a doctoral student in response to the given call for applications in order to apply for the Scholarship;
- 8) Applicant – shall mean a doctoral student submitting an application in response to the given call in order to apply for the Scholarship;

§ 2

General rules for awarding Scholarships

1. A doctoral Scholarship funded under the Project is awarded to Doctoral Students who have the best academic results and scientific achievements, and who study at the SGGW.
2. A doctoral Scholarship funded under the Project may be awarded to Doctoral Students:
 - 1) who have submitted an individual research plan;

- 2) who, while receiving the scholarship, study at the Doctoral School of the SGGW at the second, third or fourth year of studies;
 - 3) who comply with the provisions of the Regulations of the Doctoral School at the Warsaw University of Life Sciences – SGGW;
 - 4) whose average grade for the latest year of studies was ≥ 4.0 ;
 - 5) who submit the application for awarding the doctoral scholarship under the Project within the prescribed deadline.
3. The basis for awarding a doctoral scholarship under the Project are the doctoral Student's academic results and scientific achievements based on the evaluation criteria enclosed at Appendix No. 2 to these Regulations.
 4. A doctoral scholarship funded under the Project is awarded for a period of 10 months (March - December).
 5. The amount of the doctoral scholarship is PLN 5,000.00 gross/month.
 6. In case that not all the doctoral scholarships funded under the Project are paid in the given year, the unpaid doctoral scholarships will be included in the competition in the next year.

§ 3

Recruitment

1. Scholarship Recipients are selected in the qualification process based on the evaluation of the documents submitted in response to the call for applications for the Scholarship in the recruitment process. The timetable of calls for applications is set out in § 4 of these Regulations.
2. Information about the call for applications for the Scholarship shall be published on the website of the Doctoral School of the University at: <https://www.sggw.edu.pl/strona-glowna/nauka/szkola-doktorska/>.
3. A Doctoral Student may submit one application only in a given call for applications for the Scholarship. The application template is enclosed at Appendix No. 1 to these Regulations. Applications submitted after the expiry of the deadline set out in the timetable of calls and incomplete applications will not be considered.
4. The competition results are open to the public. Information about awarding the scholarship shall be published on the website of the Doctoral School of the SGGW and communicated to the Doctoral Students electronically.

§ 4

Timetable of calls for applications

1. Applications for the Scholarship are received in 3 calls in accordance with the timetable below:

- a. January – February 2022 in respect of doctoral scholarship to be paid in the period from 01 March 2022 to 31 December 2022;
 - b. January – February 2023 in respect of doctoral scholarship to be paid in the period from 01 March 2023 to 31 December 2023;
 - c. January – February 2024 in respect of doctoral scholarship to be paid in the period from 01 March 2024 to 31 December 2024.
2. The number of doctoral scholarships funded under the Project, available for payment in the particular periods is as follows:
 - 1) 01 March 2022 – 31 December 2022 – 2;
 - 2) 01 March 2023 – 31 December 2023 – 5;
 - 3) 01 March 2024 – 31 December 2024 – 5.

§ 5

Evaluation of applications

1. Doctoral Scholarships funded under the Project shall be awarded by a three-person committee comprising the Head of the Doctoral School of the SGGW, the Vice Head of the Doctoral School of the SGGW, and the Office Coordinator of the Doctoral School of the SGGW. The decisions of the committee are final.
2. The applications submitted shall be evaluated based on the criteria enclosed at Appendix No. to these Regulations.

§ 6

Rights and obligations of a Scholarship Recipient

1. A Scholarship Recipient is obliged to carry out the activities in accordance with the application submitted and to achieve the results planned in the application.
2. A Scholarship Recipient's failure to comply with the obligations will result in a demand to repay immediately the whole amount of the Scholarship which has been paid to the Scholarship Recipient to date.
3. A Scholarship Recipient shall lose the right to the Scholarship upon the date a disciplinary penalty is imposed on the Scholarship Recipient by a competent authority or upon the date the Scholarship Recipient loses the status of a Doctoral Student.
4. The right to receive the Scholarship shall be lost starting from the date the decision to impose a penalty on the Doctoral Student becomes final and valid.
5. A Scholarship Recipient shall be obliged to fill in, sign and deliver to the doctoral School Office the following documents:

- a. the Agreement between the SGGW and the Scholarship Recipient (Appendix No. 3 to the Regulations);
 - b. the Scholarship Recipient's declaration regarding personal data GDPR NAWA (Appendix No. 4 to the Regulations);
 - c. the consent to the processing of personal data (Appendix No. 5 to the Regulations).
6. A Scholarship Recipient shall be obliged to submit a report with a description of results achieved, approved by the Supervisor.

§ 7

Final provisions

1. The doctoral scholarship funded under the Project is a scholarship which is a substitute for the mandatory doctoral scholarship paid in the Doctoral School of the SGGW.
2. The following Doctoral Students shall not be eligible to a doctoral scholarship funded under the Project:
 - 1) a Doctoral Student employed as a university teacher, after a mid-term evaluation completed with a positive result, for more than half of the full time equivalent;
 - 2) a Doctoral Student who receives a scholarship under another programme organised by the Polish National Agency for Academic Exchange.
3. The payment list for scholarships funded under the Project shall be prepared by the Project Finance Manager.
4. A doctoral scholarship funded under the Project shall be transferred to the bank account named by the Doctoral Student in accordance with legal regulations applicable at the Doctoral School of the SGGW and in accordance with the regulations of the STER programme.
5. A decision to pay the Scholarship shall be discretionary. Submitting an application for a Scholarship under the project does not give rise to the Doctoral Student's claim for payment of the Scholarship.
6. These regulations remain in force until 31 December 2023.
7. Submitting an application in response to a call is equal to the acceptance of the provisions of these Regulations.
8. In case of disputes, the final interpretation of the Regulations lies with the Committee. Issues not governed by the regulations shall be settled by the Committee.

§ 8

Appendices

1. Appendix No. 1. Template of the application for awarding a doctoral scholarship under the DocSGGW – Doctoral School Goes Gladly Worldwide Project.

2. Appendix No. 2. Criteria for evaluation of applications for awarding a doctoral scholarship under the DocSGGW – Doctoral School Goes Gladly Worldwide Project.
3. Appendix No. 3. Template of the agreement between the SGGW and the Scholarship Recipient.
4. Appendix No. 4. Template of the declaration of the Scholarship Recipient regarding personal data GDRP NAWA.
5. Appendix No. 5. Template of additional consent to the processing of personal data.

KIEROWNIK PROJEKTU
DocSGGW-Doctoral School Goes Gladly Worldwide
Umowa nr: BPI/STE/2021/1/00031/U/00001


/ Dr hab. Justyna Franc-Dąbrowska, prof. SGGW /

**Appendix No. 1. Template of the application for awarding a doctoral scholarship under the
DocSGGW – Doctoral School Goes Gladly Worldwide Project.**

I. Doctoral Student's details

Name:		
Surname:		
Student book number:		
Year of study:		
Discipline of study:		
Supervisor's name and surname:		
Research topic in the Individual Research Plan		
Foreign doctoral student (pursuant to § 1.2 of the Regulations)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

II. Results and scientific achievements of the doctoral student

Scientific achievements:

1. Scientific articles (please specify the point value of the article in accordance with the ministry's list and/or the IF; a monograph, a chapter in a monograph)
 - 1)
 - 2)
2. Implementations:
 - 1)
 - 2)
3. Patents:
 - 1)
 - 2)
4. Scientific conferences (please specify the type of participation in the conference: oral presentation at an international conference abroad; poster at an international conference abroad; oral presentation at a conference in the country; a poster at an international conference in the country)
 - 1)
 - 2)
5. Scientific placements (please specify the name of the host entity; the country and the length of placement):
 - 1)

- 2)
6. Participation in scientific projects
- 1)
- 2)
7. Planned results of the participation in the Project and the impact of the receipt of the Scholarship on the Scholarship Recipient's development – the evaluation relates, inter alia, to the scientific value and innovation, the results.
- 1)
- 2)

Average grade in the latest year of study above 4.00	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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I, the undersigned, acknowledge that:

1. The Controller of the personal data provided by me is the Warsaw University of Life Sciences [*Polish: Szkoła Główna Gospodarstwa Wiejskiego w Warszawie*] with its registered address at ul. Nowoursynowska 166, 02-787 Warszawa, NIP [*tax identification number*] 525-000-74-25, REGON [*statistical identification number*] 000001784, hereinafter referred to as the "Controller".
2. The Controller has appointed the Data Protection Officer who may be contacted in respect of any issue regarding the protection of personal data. The Data Protection Officer may be contacted at: iod@sggw.edu.pl, or by post by sending a letter to the address of the Personal Data Controller, with a note "Do inspektora ochrony danych" [*To the personal data officer*].
3. The data will be processed on the basis of 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 / GDPR) for the following purposes:
 - a) examination of applications for a scholarship, hereinafter referred to as the Regulations (Article 6(1) point (b) of the GDPR).
 - b) compliance with the Controller's legal obligations relating to the compliance with the Regulations (Article 6(1) point (c) of the GDPR),
 - c) for the exercise or defence of legal claims relating to the Regulations or in relation to the need to demonstrate specific facts which are of particular importance for the Controller in this respect (legal basis – Article 6(1) point (f) of the GDPR).
4. Personal data may be transferred to authorised employees and contractors of the SGGW who carry out tasks under the Regulations and processors processing the data on instruction and on behalf of the Data Controller, on the basis of a personal data processing agreement concluded, for the purpose of providing services specified in the agreement, such as ICT services, namely, inter alia, hosting, supply or maintenance of IT systems; legal services; advisory services, including in the form of the Data Protection Officer outsourcing; accounting services, traditional post services, and in case of electronic mail – Microsoft, together with other tools supplied from Microsoft
5. Providing the data is voluntary, but necessary for the purpose of carrying out the call, processing the applications for scholarships and carrying out other tasks under the Order. A refusal to provide the data means that the application will be left unexamined or that it will not be possible to carry out other tasks under the Order.
6. Personal data will be used for the period provided for by provisions of law or for the period necessary for control, evaluation or preparing statistics.

7. The data subject has the following rights:

- 1) the right to demand access to their personal data,
- 2) the right to rectification, erasure or restriction of processing of their personal data,
- 3) the right to object to the use of their personal data,
- 4) the right to their data portability,
- 5) the right to lodge a complaint with the competent supervisory authority (President of the Office for Personal Data Protection [*Polish: Prezes Urzędu Ochrony Danych Osobowych*], ul. Stawki 2, 00-193 Warszawa) – in accordance with the rules set out in the GDPR.

8. In the course of processing of the personal data, the Controller will not make decisions based solely on automated processing of personal data, including profiling.

9. Given the use of Microsoft services, data may be transferred outside the European Economic Area (the EEA), inter alia, to the USA. Microsoft provides guarantees arising from the compliance with Chapter V of the GDPR and has been obliged to comply with personal data protection on the basis of standard contractual clauses concluded with the SGGW. More information is available from: <https://www.microsoft.com/pl-pl/Licensing/product-licensing/products?rtc=47> and <https://privacy.microsoft.com/pl-pl/privacystatement>.

.....

(date and signature of the Doctoral Student)

III. Confirmation of the information contained in the application by the Supervisor

I confirm the compliance of the data contained in the application.

.....

(date and signature of the Supervisor)

Date of receipt of the application:	
Application number:	

.....

(date and signature of the person receiving the application)

Date of examining the application:		
Number of points scored:		
Position on the ranking list:		
Scholarship awarded:	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Signatures of the evaluating committee:

Office Coordinator of the Doctoral School of the SGGW	Vice Head of the Doctoral School of the SGGW	Head of the Doctoral School of the SGGW

Appendix No. 2. Criteria for evaluation of applications for awarding a doctoral scholarship under the *DocSGGW – Doctoral School Goes Gladly Worldwide* Project.

I. Scientific articles (confirmed by a printout of the title page)

	Number of points available for a single article	Maximum total number of points available
an article for 70 points and more	4	12
an article for 20 and 40 points	2	
other articles	1	
a monograph	3	
a chapter in a monograph	2	

II. Implementations and patents

	Number of points available for a single implementation or patent	Maximum total number of points available
implementation	3	6
patent	3	

III. Scientific conferences

	Number of points available for a single conference	Maximum total number of points available
oral presentation at an international conference abroad	3	4
oral presentation at a national conference	2	
a poster	1	

IV. Scientific placements and participation in scientific projects at the SGGW

	Number of points available for a single activity	Maximum total number of points available
completing a scientific placement	3	9
participation in a scientific project at the SGGW	3	

Maximum number of points available: 31.

Appendix No. 3. Template of the Agreement between the SGGW and the Scholarship Recipient

AGREEMENT

concluded in Warsaw on between:

Szkoła Główną Gospodarstwa Wiejskiego w Warszawie [Warsaw University of Life Sciences] with its registered address at ul. Nowoursynowska 166, 02-787 Warszawa, NIP [tax identification number] 525-000-74-25, REGON [statistical identification number]: 000001784 (hereinafter referred to as the “SGGW”), represented by:

- – **Rector of the Warsaw University of Life Sciences,**

with the participation of

- – **Head of the Doctoral School of the SGGW, Actions towards internationalisation of the Doctoral School of the Warsaw University of Life Sciences – SGGW Project Manger**

countersigned for financial purposes by the **Bursar of the SGGW** or the **Deputy Bursar of the SGGW,** and

Ms/Mr, residing,

PESEL [personal identification number]:, hereinafter referred to as the “**Doctoral Student**”

hereinafter collectively referred to as the “**Parties**”

§ 1

General provisions

The subject-matter of the agreement is the funding of a doctoral scholarship under the “*Actions towards internationalisation of the Doctoral School of the Warsaw University of Life Sciences – SGGW*” (*DocSGGW – Doctoral School Goes Gladly Worldwide*) Project (hereinafter referred to as the Project) under the STER – internationalisation of doctoral schools programme under task 1. *Payment of NAWA scholarships.*

§ 2

Payment of the doctoral scholarship

1. The SGGW undertakes to transfer the scholarship in the amount of **PLN 5,000.00** (in words: five thousand zlotys) per month for the period of 10 months, in the period, which will be transferred to the Doctoral Student’s bank account by the last day of each month.

Bank account IBAN:.....

2. The scholarship is tax free pursuant to Article 21(1)(39) of the Personal Income Tax Act dated 26 July 1991 (consolidated text of 15 June 2021, Dz. U. [*Journal off Laws*] of 2021, item 1128, as amended).
3. Social insurance contributions will be deducted from the doctoral scholarship.
4. The doctoral scholarship will be paid on the basis of the scholarship list prepared by the SGGW on a monthly basis.
5. The scholarship will be paid provided that funds are available at the account of SGGW. Should SGGW lose funds under the Project or should the agreement concluded under the Project be terminated, the payment of the scholarship shall be suspended.

§ 3

Final provisions

1. This agreement may be terminated by mutual consent of the Parties.
2. The Agreement shall terminate with immediate effect on a date when a decision to delete the Doctoral Student from the list of doctoral students of the Doctoral School of the SGGW becomes final, as well as on the date when the Doctoral Student ceases to meet other criteria for payment of the scholarship set out in the Regulations and in this agreement.
3. Any disputes arising in relation to the performance of this agreement shall be settled by a Polish court having jurisdiction over the location of SGGW.
4. In cases not governed herein, the Regulations, the bylaws of the SGGW, and generally applicable provisions of law applicable in the Republic of Poland shall apply.
5. The agreement has been made in two identical counterpart, one for the Doctoral School of the SGGW and one for the Doctoral Student.

Project Finance Management	Head of the Doctoral School of the SGGW	Bursar of the SGGW
	Rector SGGW	Scholarship Recipient

Appendix No. 4. Template declaration of the Scholarship Recipient regarding personal data GDPR NAWA.

Declaration of the Scholarship Recipient regarding personal data GDPR NAWA

In relation to my participation in the Project financed by the Polish National Agency for Academic Exchange entitled “*Actions towards internationalisation of the Doctoral School of the Warsaw University of Life Sciences – SGGW*” (*DocSGGW – Doctoral School Goes Gladly Worldwide*), I, the undersigned, acknowledge that:

1. The Controller of the personal data provided by me is the Polish National Agency for Academic Exchange – Narodowa Agencja Wymiany Akademickiej (ul. Polna 40 00-635 Warszawa), hereinafter referred to as the Agency.
2. The data will be used for the following purposes:
 - 1) carrying out the Agency’s tasks named in the Act on the Polish National Agency for Academic Exchange dated 7 July 2017 (Dz.U.2017.1530 as amended) (Article 6(1) point (c) of the General Data Protection Regulation GDPR),
 - 2) the Agency’s carrying out control, evaluation or preparing statistics (Article 6(1) point (e) of the GDPR).
3. The personal data may be transferred to the Agency’s employees and entities cooperating with the Agency in the performance of its tasks (including the National Information Processing Institute – the National Research Institute [*Polish: Ośrodek Przetwarzania Informacji – Państwowy Instytut Badawczy*], al. Niepodległości 188B, 00-608 Warszawa), an entity cooperating with the Agency in implementing controls, evaluation and preparing statics, authorities authorised under legal provisions – in accordance with the provisions of the GDPR.
4. Providing the data is voluntary, but necessary in order to participate in the implementation of the Programme. A refusal to provide the data means that the application will be left unexamined or that the given person will not be able to participate in the implementation of the Programme.
5. Personal data will be used for the period provided for by provisions of law or for the period necessary for control, evaluation or preparing statistics.
6. The data subject has the following rights:
 - 1) the right to demand the Agency to provide access to personal data,
 - 2) the right to rectification, erasure or restriction of processing of their personal data,
 - 3) the right to object to the use of their personal data,
 - 4) the right to their data portability,
 - 5) the right to lodge a complaint with the competent supervisory authority (President of the Office for Personal Data Protection [*Polish: Prezes Urzędu Ochrony Danych Osobowych*], ul. Stawki 2, 00-193 Warszawa) – in accordance with the rules set out in the GDPR.
7. Contact data of the data protection officer: Adam Klimowski, odo@nawa.gov.pl.

.....
(place and date)

.....
(signature of the Scholarship Recipient)

Appendix No. 5. Template of additional consent to the processing of personal data

The Scholarship Recipient's additional consent to the processing of personal data

Additionally, I consent to the use of my personal data (name, surname, institution e-mail, contact telephone number, image) provided in the Project financed by the Polish National Agency for Academic Exchange entitled “*Actions towards internationalisation of the Doctoral School of the Warsaw University of Life Sciences – SGGW*” (*DocSGGW – Doctoral School Goes Gladly Worldwide*), in which I participate, for the purpose of providing information about the Agency's programmes and actions as follows:

- 1) newsletter for the project participant,
- 2) invitations for meetings/webinars,
- 3) invitations to respond to a call,
- 4) information about successes/results.

The basis for using the data is my consent (Article 6(1) point (a) of the GDPR), which I have the right to withdraw at any time (the withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal). Providing the data for the above purposes is voluntary.

Data may be transferred to entities cooperating with the Agency in the performance of the said tasks – in accordance with the provisions regarding personal data protection.

The personal data will be used for the period of 5 years after the end of the given person's participation in the programme or the action carried out by the Agency or until the consent is withdrawn, if applicable.

I acknowledge that I have the following rights:

- 1) the right to demand the Agency to provide access to my personal data,
- 2) the right to rectification, erasure or restriction of processing of my personal data,
- 3) the right to object to the use of my personal data,
- 4) the right to lodge a complaint with the competent supervisory authority (President of the Office for Personal Data Protection [*Polish: Prezes Urzędu Ochrony Danych Osobowych*], ul. Stawki 2, 00-193 Warszawa)
– in accordance with the rules set out in the GDPR.

Contact data of the data protection officer: Adam Klimowski, odo@nawa.gov.pl.

.....
(place and date)

.....
(signature of the Scholarship Recipient)