

## PROM – INTERNATIONAL SCHOLARSHIP EXCHANGE OF PHD CANDIDATES AND ACADEMIC STAFF

### **RECRUITMENT REGULATIONS OF THE PROM PROGRAM – International Scholarship Exchange of PhD Candidates and Academic Staff at the Warsaw University of Life Science – SGGW (SGGW)**

#### §1. General Information

1. The PROM Program is co-financed by the European Social Fund in the frame of the Operational Programme Knowledge Education Development, non-competitive project entitled International Scholarship Exchange of PhD Candidates and Academic Staff, specified in the project application no. POWR.03.03.00-00-PN13/18.
2. The PROM Program aims to improve the competences of PhD candidates and academic staff (persons who are academic teachers or SGGW employees conducting PhD students education) from Poland and abroad through international scholarship exchange. The PROM Program is addressed to PhD students who constitute at least 80% of all Project participants, as well as academic staff whose number cannot exceed 20% of all Project participants.
3. The PROM Program finances participation in short forms of international education, lasting from 5 to 30 days for particular participant.

#### §2. The PROM Programme at SGGW

1. By the decision of the National Agency for Academic Exchange (NAWA), Warsaw University of Life Sciences – SGGW has received a funding in amount of PLN 606 620 for Project implementation under PROM Program, from 1.10.2019 to 31.10.2022.
2. In the Project international scholarship exchange of 50 participants up to 40 years old is planned, among them is 40 PhD students and 10 academic staff. Outgoing mobility includes 30 persons from SGGW (including 24 PhD students and 6 academic staff) and incoming mobility of 20 persons outside SGGW (including 16 PhD students and 4 academic staff).
3. In the Project a balance in number of male and female participants in 40/60 ratio, respectively 20 men and 30 women, will be maintained.
4. Within the meaning of the Project short forms of education include: internship, active participation in the international conference (including poster session and flask talk) and participation in summer/winter school (as a student or lecturer). The subject matter of chosen short form of education must be closely related to the subject of the doctoral dissertation and/or carried out researches. The choice of short form of education should be in accordance with the principle of competitiveness.
5. The Project covers the following cost categories for Project participant:
  - 1) cost of travel, insurance and visa in the flat amount dependent on the distance between the place of residence and the hosting institution, in line with Table No 1 in Recruitment Regulations of the PROM Program [flat rates effective in the Programme],
  - 2) cost of subsistence (including days in transit) in line with Table No 2 in Recruitment Regulations of the PROM Program [flat rates effective in the Programme],
  - 3) costs of the conference fee (if applicable) what is the actual cost liable for reimbursement to a Project participant by SGGW or costs of conference fees constituting a direct cost of SGGW. The Project assumes the average rate of the conference fee in amount of PLN 1600.
6. The scholarship may be granted to the participant only once during the duration of the Project. It is allowed that during one trip Project participant may take part in more than one form of education (max. 2 short forms of education), if it is justified on the merits of a case. Participation of PROM Program beneficiaries is conditionally eligible [Agreement no. PPI/PRO/2018/1/00024/U/001 implemented in the period from 1.10.2018 to 30.09.2019], provided choosing form of education other than previously financed. Applications of candidates applying for participation in the PROM Program for the first time will be prioritized.
7. International Relations Office is responsible for the coordination of the Project at SGGW. Contact email: [prom@sggw.edu.pl](mailto:prom@sggw.edu.pl). The proper implementation of the Project is supervised by the Project Team consisting of the selected employees of the International Relations Office and International Research Project Office.

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### §3. Information on recruitment to the Project in the frame of the PROM Programme

1. Information about the recruitment to the Project in the frame of the PROM Programme is announced by International Relations Office and published in news of the International Relations Office on the University's website: [www.sggw.pl](http://www.sggw.pl). International Relations Office additionally informs International Research Project Office, Faculties, Institutes, PhD Council and Rector's plenipotentiary for disabled students.
2. Candidates will not be discriminated on the basis of gender, age, disability, race, ethnic origin, religion, beliefs and sexual orientation with the exception of the formal requirements indicated in these Regulations i.e. participant of the Project up to 40 years old.
3. Planned number of participants in short forms of education: internship – 25 persons, active participation in the international conference – 15 persons, summer/winter school – 10 persons. Due to the number and nature of applications after the recruitment, the final number and type of planned short forms of education may be changed. International Relations Office reserves the right to launch a supplementary call for the purpose of full use of allocated grants.
4. Planned length of forms of education: internship - 12-28 days of participation + 2 days for travel, active participation in the international conference - 3 days of an event in which participant takes part + 2 days for travel, summer/winter school - max. 12 days of an event in which participant takes part + 2 days for travel. International Relations Office reserves the right to final decision on length of the internship and summer/winter school depending on available Project budget.
5. Project participants are selected in the recruitment process based on the evaluation of application documents what is executed by the Commission appointed for the time of duration of the Project.
6. The Commission referred to in section 5, is chaired by the Vice-Rector for International Cooperation, who settle its minimum 3-person composition. The Secretary of the Commission is an employee of the International Relations Office.
7. Application documents include:
  - Application form,
  - Confirmation of PhD Student status / Confirmation of employment,
  - Letter of acceptance from the host institution / Confirmation of registration for conference / Confirmation of registration for summer/winter school,
  - Internship agreement approved by the supervisor and the relevant person responsible for supervising the course of the PhD studies (e.g. PhD Programme Director and/or the Dean (PhD student) or Head of Department and Dean (academic staff) / Conference programme / Summer/winter school programme,
  - Reference letter written by supervisor and approved by PhD Programme Director and Head (PhD student) or Reference letter written by Head of Department approved by Head (academic staff).
8. Candidate is obliged to submit set of application documents in the place and time indicated in the information about the recruitment. Incomplete application documents or submitted after the deadline will not be considered.
9. Application documents and project documentation are kept at the headquarters of International Relations Office.
10. After the deadline for submitting application documents referred to in section 6, the Commission carries out an assessment and establishes a ranking list based on the qualification criteria:

Compatibility of the subject matter of the selected short form of education with the subject of the doctoral dissertation and/or carried out research	0-6 points
Previous scientific achievements	0-3 points
Motivation	0-3 points
The planned results of participation in the short form of education (knowledge, skills, competences) and the impact of the exchange on the participant's development	0-5 points
Scientific rank of the organization unit and / or event	0-3 points
$\Sigma$	0-20 points

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11. In the case of awarding the same number of points to several candidates applying to the same foreign partner university, the Commission may:
  - take into account the knowledge of a foreign language and previous international experience as additional complementary criteria.
12. Information about the recruitment results is sent up to one month after the end of the recruitment period and sent electronically to e-mail address indicated in the application form of the candidate. The list of subsidised short forms of education will be published on the International Relations Office website.
13. The candidate is not entitled to appeal against the decision of the Commission.

### §4. Responsibilities of Project participant

1. Responsibilities of Project participant before the trip include:
  - 1) Signing the Declaration of participation in the Project.
  - 2) Signing the Agreement with SGGW for the purpose of implementing the scholarship exchange under the PROM Programme and transferring funds to cover the costs listed in paragraph 2, section 5 of the Regulations.
  - 3) Submission of the Declaration of the Project participant, constituting a template to the Agreement, concluded with SGGW, referred to in point 1,
  - 4) Submission of Departure form<sup>1</sup> with a copy of the flight ticket and the insurance policy,
  - 5) Submission of accounting documents to International Relations Office confirming the amount of the conference fee. In the case of reimbursement, it is necessary to provide a confirmation of payment. The invoice for participation in the conference must be issued for the SGGW with the address and the NWP number of SGGW,
  - 6) Marking all prepared materials and documents related to the project implementation which are publicized or intended for the target group, with a sign of European Funds with the name of the Knowledge, Education, Development Programme, with the European Union sign with the name European Social Fund and with the NAWA logotype. A set of logotypes is available to download at NAWA website: [www.nawa.gov.pl](http://www.nawa.gov.pl). In audio products, information about financing by NAWA must be read during the recording.
2. 7 days after the end of the trip participant of the Project is obliged to:
  - 1) Provide an original Confirmation of the implementation of the short form of education and Certificate of acquired competences, constituting a template to the Agreement, concluded with SGGW, referred to in paragraph 4, section 1, point 2.  
In the case of documents drafted in a foreign language, a free translation of a given document into Polish bearing the signature of the translator shall be attached.
  - 2) Fill out the Online Evaluation Survey,
  - 3) Prepare the Trip settlement form, constituting a template to the Agreement, concluded with SGGW, referred to in paragraph 4, section 1, point 1,
  - 4) Prepare the Project Participant Report on completed activities,
  - 5) Participate in the evaluation of the PROM programme carried out by Polish National Agency for Academic Exchange (NAWA).
3. The Project participant is obliged to obey Regulations and the provisions of the Agreement, concluded with SGGW, referred to in paragraph 4, section 1, point 2 under penalty of reimbursement of funds received in the Project as well as to inform International Relations Office about any circumstances affecting the implementation of the above-mentioned provisions documents.
4. The Project participant acknowledges that he will be obliged to transfer of proprietary copyrights to Polish National Agency for Academic Exchange (NAWA) to all works created in the frame of the Project by the deadline of 31 October 2022, under penalty of reimbursement of funds received in the Project. The statement regarding the transfer of proprietary copyrights is an integral part of the Project Participant's Report on the activities carried out, referred to in §4, section. 2, nr 4 of the Recruitment Regulations of the PROM Programme.

### §6. Final provisions

1. The Regulations are valid until the end of Project implementation.

<sup>1</sup> Departure form is applicable solely to outgoing mobility.

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2. Submission of Project application is tantamount to acceptance of the Regulations.
3. The final interpretation of the Regulations in contentious matters belongs to the Commission.
4. Matters not covered by the Regulations shall be resolved by the Commission.

### §7. Annexes

Table 1. Costs of travel, health insurance, civil liability insurance, accidental death and dismemberment insurance (AD&D), visa fees or fees related to legalization of stay:

The distance in a straight line between the Participant's place of residence and the location of their stay (in km):	Flat rate per person
less than 500	PLN 1 000,00
500 - 999	PLN 2 000,00
1 000 – 2 999	PLN 3 000,00
3 000 – 6 000	PLN 4 000,00
more than 6 000	PLN 5 000,00

Table 2. Cost of subsistence:

Number of days of stay <sup>2</sup>	In the case of visiting OECD countries, as well as cities in non-OECD countries in the top 50 of the MERCER report <sup>3</sup>	In the case of the other countries
5	PLN 4 000,00	PLN 3 000,00
6	PLN 4 420,00	PLN 3 260,00
7	PLN 4 840,00	PLN 3 520,00
8	PLN 5 260,00	PLN 3 780,00
9	PLN 5 680,00	PLN 4 040,00
10	PLN 6 100,00	PLN 4 300,00
11	PLN 6 520,00	PLN 4 560,00
12	PLN 6 940,00	PLN 4 820,00
13	PLN 7 360,00	PLN 5 080,00
14	PLN 7 780,00	PLN 5 340,00
15	PLN 8 200,00	PLN 5 600,00
16	PLN 8 450,00	PLN 5 760,00
17	PLN 8 700,00	PLN 5 920,00
18	PLN 8 950,00	PLN 6 080,00
19	PLN 9 200,00	PLN 6 240,00
20	PLN 9 450,00	PLN 6 400,00
21	PLN 9 700,00	PLN 6 560,00
22	PLN 9 950,00	PLN 6 720,00
23	PLN 10 200,00	PLN 6 880,00
24	PLN 10 450,00	PLN 7 040,00
25	PLN 10 700,00	PLN 7 200,00
26	PLN 10 950,00	PLN 7 360,00
27	PLN 11 200,00	PLN 7 520,00
28	PLN 11 450,00	PLN 7 680,00
29	PLN 11 700,00	PLN 7 840,00
30	PLN 12 000,00	PLN 8 000,00

<sup>2</sup> The number of days of stay shall be calculated as follows: number of days of an event in which a participant takes part + the maximum of 2 days (one day to arrive at the location of education and 1 day to return).

<sup>3</sup> <https://mobilityexchange.mercer.com/Insights/cost-of-living-rankings>