

**Regulations for the grant of a foreign research internship in terms of the project  
"Internationalization of Lublin University of Technology Doctoral School II –  
IDeaS of LUT II" funded by the National Agency for Academic Exchange under the STER  
NAWA – Internationalization of Doctoral Schools programme for doctoral students at the  
Lublin University of Technology Doctoral School**

**General provisions**

**§ 1.**

1. These Regulations specify the qualification procedure for doctoral students going abroad for scientific internships, hereinafter referred to as the *IDeaS II internship*, as part of the project „*Internationalization of Lublin University of Technology Doctoral School II – IDeaS of LUT II*” funded by the National Agency for Academic Exchange under the STER NAWA programme – Internationalization of Doctoral Schools.
2. The aim of the internship is to implement a research programme in accordance with the PhD topic and the scope of the PhD student's Individual Research Plan in an international environment and to acquire the ability to work in a multicultural team.
3. The candidate must not have outstanding commitments related to other programmes at the Lublin University of Technology and must not be overdue for the programme of study at the Lublin University of Technology Doctoral School, hereinafter referred to as "*Doctoral School*" or "*SDwPL*".
4. Granting is planned for 30 overseas research internships *IDeaS II internships* for PhD students from the Doctoral School. The internships should be carried out between 03.04.2025 and 31.12.2027.
5. Information about continuous recruitment for *IDeaS II internship* vacancies for the academic year will be announced on the Doctoral School website.
6. As part of the *IDeaS of LUT II* project, recruitment is planned for the following *IDeaS II internships*:
  - twenty-five 1-month internships;
  - five 3-month internships.
7. It is assumed that two 3-month internships and fourteen 1-month internships will be realized in countries with medium costs of living and accommodation. On the other hand, three 3-month internships and eleven 1-month internships are expected to be realized in countries with higher costs of living and accommodation. Twelve internships will be implemented in scientific institutions belonging to Group 2; thirteen internships will be implemented in scientific institutions belonging to Group 3 (more distant European countries), the remaining five internships are expected to be implemented in countries belonging to Group 4.

**Conditions for awarding *IDeaS II internship***

**§ 2.**

1. *IDeaS II internship* may be granted to a PhD student who satisfactorily completes the training programme at the Doctoral School (verification is done by the director of the Doctoral School on the basis of the passed years of training), has obtained a positive annual assessment of his/her scientific activity based on the submitted annual report on the implementation of the individual research plan and prepared a research plan to be carried out at the foreign host institution.
2. A PhD student may undertake a maximum of 2 internships founded from *IDeaS of LUT II* programme during his/her training at the Doctoral School.



3. In order to apply for the *IDeaS II internship* by persons interested in being granted a foreign research internship, it is necessary to fill in an application form (Appendix no. 1 to the Regulations) and submit it to the secretariat of the Doctoral School together with a set of the following documents:
  - a) a printout of scientific output from the website of the CINT PL Bibliometric Analysis Center to confirm the level of scientific activity,
  - b) a covering letter in Polish and English.

### **Procedure for awarding a foreign *IDeaS II internship***

#### **§ 3.**

1. *The IDeaS II internship* is awarded by the *IDeaS of LUT II* Project Manager on the basis of a ranking list (Appendix No. 2 to the Rules) drawn up by a Committee consisting of members of the *IDeaS of LUT II* Project Management Team.
2. The applications are evaluated by the Committee within 14 days of its submission. A specimen of the decision on granting the foreign scientific training placement is in Appendix No. 3 to these Regulations. A decision specimen of not granting a foreign research placement is attached as Appendix 4 to these Regulations.
3. The Commission shall draw up written records containing a ranking list of doctoral students in the Doctoral School, which shall be signed by all present members of the Commission
4. The decision of the Commission shall be valid if at least 4 members of the Commission are present.
5. The decision to grant or refuse a foreign *IdeaS II internship* is made by the *IDeaS of LUT II* project manager.
6. Once qualified for the *IDeaS II internship* and before starting it, the doctoral student is obliged take out health insurance policy from any insurer, accident insurance (NNW) covering medical expenses, allowing unexpected return to the country (the insurance must cover the internship period including travel) - a photocopy must be submitted to the secretariat of the Doctoral School before departure.
7. Any changes made to the signed internship programme are only possible with the knowledge and agreement of both parties and must be made in writing.
8. Once qualified for the *IDeaS II internship*, the PhD student signs an internship agreement (Appendix 5 to the Regulations).

### **Applicable flat rates and maintenance costs**

#### **§ 4.**

1. Funding to complete a one-month (30 days) internship:
  - 1) A doctoral student going on an *IdeaS II internship* receives a grant which is a lump sum to subsidise subsistence, travel and insurance costs, which the doctoral student organises himself and finances from the stipend received. Invoices and receipts documenting the costs incurred are not required.

- 2) The costs of travel, health insurance, accident insurance (NNW), visa or legalization fees are determined based on the following table:

Country group:	The flat rate per person:
Group 2	1 500,00 PLN
Group 3	2 000,00 PLN
Group 4	3 000,00 PLN

- 3) Cost of living

Cost of living (Number of days of stay)	Countries with medium cost of living and accommodation	Countries with higher cost of living and accommodation
Monthly scholarship (30 days)	6 000,00 PLN	8 000,00 PLN

The number of days of stay is the sum of the number of days of the trip in which the doctoral student participates + a maximum of 2 days (1 day for travelling to the host institution and 1 day for returning).

### Accounting for a scientific placement abroad

#### § 5.

- At the end of the internship, the doctoral student is obliged to account for the trip abroad, i.e. to provide the secretariat of the Doctoral School with an account within 14 days of returning home:
  - Certificate of completion of the *IDeaS II internship with the* actual start and end dates of the stay, issued by the host unit (Appendix No. 6 to the Regulations).
  - Report on the completion of a foreign research internship carried out as part of the *IDeaS of LUT II* project, including description of the completed research plan and schedule of the internship, which constitutes Appendix No. 7 to the Regulations.
  - Provide a short promotional and informational video recorded during the internship as an attachment to the report.

### Final provisions

#### § 6.

- In the case of termination of education at SDwPL before the date specified in the study programme, the right to *IDeaS II internship* ceases at the end of the month in which the doctoral thesis is submitted to the relevant Scientific Discipline Board.
- IdeaS II* internship ceases upon final removal from the list of PhD students at SDwPL.

#### § 7.

The Regulations for the award of *IDeaS II internship* shall become effective on the day of signing by the Project Manager of *IDeaS of LUT II*.