

**Regulations for *the* grant of a foreign research internship in terms of *the* project  
"Internationalization of the Doctoral School of Lublin University of Technology – IDeaS of LUT"  
funded by the National Agency for Academic Exchange (NAWA) under the STER –  
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 internship*, as part of *the* project "Internationalization of the Doctoral School of Lublin University of Technology – IDeaS of LUT" funded by the National Agency for Academic Exchange (NAWA) under the STER 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 20 overseas *IDeaS* research internships for PhD students from the Doctoral School. The internships should be carried out between 03.04.2022 and 31.12.2024.
5. Information about *IDeaS internship* vacancies for the academic year will be announced on the Doctoral School website.
6. As part of the IDeaS of LUT project, recruitment is planned for the following *IDeaS internships*:
  - 6 one-month internships carried out in: Constantine the Philosopher University in Nitra (UKF), Slovakia – 1 internship; Slovak University of Technology in Bratislava (STU), Slovakia – 1 internship; Czech Technical University in Prague (CTU), Czech Republic – 2 internships; University of Pisa (UNIPI), Italy – 2 internships;
  - 6 three-month internships implemented in: UKF – 1 internship; STU – 1 internship; CTU – 2 internships; UNIPI – 2 internships;
  - 3 six-month implemented in: UKF or STU – 1 internship; CTU – 1 internship; UNIPI – 1 internship;
  - 5 three-month stays at foreign scientific institutions other than UKF, STU, CTU and UNIPI between 3 000 km and 6 000 km from Lublin.

In justified cases it will be possible to carry out the internship in scientific centres from outside the list after having obtained the approval from NAWA, which will be requested by the Project Management Team.

**Conditions for awarding *IDeaS internship***

**§ 2.**

1. *IDeaS 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) and 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.



2. A PhD student may undertake a maximum of 2 STER-funded placements during his/her training at the Doctoral School.
3. In order to apply for the *IDeaS 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 both in Polish and English:
  - a) a printout of scientific output from the website of the Centre for Bibliometric Analysis CINT PL;
  - b) a covering letter.
4. Once the criteria in paragraphs 1 and 2 have been met, the achievements of the doctoral student shall be assessed on the basis of the academic output achieved during the period of training at SDwPL according to the following guidelines:

Table No. 1 Academic progress and involvement in research

Lp.	Progress in scientific work and commitment to research	Points
1.	Publications in scientific journals, monographs, chapters in monographs	According to the current list of MEiN calculated according to formula (1)
2.	Patents related to the implementation of the doctoral student's Individual Research Plan, the applications of which were registered with the Patent Office while studying at SDwPL	75 pts/number of authors
3.	Implemented scientific project as a project manager of NCN, NCBiR or from European funds), when it was granted during the education at the Lublin University of Technology Doctoral School	100 points
4.	Foreign academic internships of more than 13 days	60 pts.
5.	Active participation in an international conference	20 pts.

$$\frac{P_{MEiN}}{n} \times (1 + NZ) \quad (1)$$

where:  $n$  – number of all authors apart from the promoter(s) and assistant promoter,  $NZ$  – number of authors from foreign scientific institutions.

5. Academic achievements scored according to the table no. 1 in item 4 should include only those which were the result of scientific research conducted in an organisational unit (Department) of Lublin University of Technology, during the period of education at SDwPL.
6. All demonstrated scientific achievements must be properly documented. Points related to publications and patents listed in table 1 in section 4 are awarded only for scientific achievements included in the database of publications of the Lublin University of Technology employees.

7. As documents confirming the demonstrated scientific achievements, a PhD student should attach: a printout of scientific achievements from the website of the Centre for Bibliometric Analysis CINT PL. In the case of a project - a copy of the agreement with the visible name of the project leader, in the case of a foreign internship – a document confirming the concluded agreement on the organisation of the foreign internship together with the programme of the internship, a document confirming the concluded agreement on joint education with a foreign institution or a document confirming the agreement on a "joint degree" or "double degree" with a foreign institution.
8. On the Doctoral School website, at least one month before the application deadline, information about the *IDeaS internship* recruitment will be presented.

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

#### **§ 3.**

1. *The IDeaS internship* is awarded by the *IDeaS of LUT* 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* Project Management Team.
2. The applications are evaluated by the Committee within 14 days of the application deadline. 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. In a situation where it is not possible to determine the list of PhD students who have been awarded an *IDeaS internship* abroad because the last person eligible for the internship has the same number of points as at least one other person on the list, the *IDeaS internship* is awarded on the basis of additional criteria: the sum of points obtained for published publications.
4. 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
5. The decision of the Commission shall be valid if at least 4 members of the Commission are present.
6. The decision to grant or refuse a foreign *IDeaS internship* is made by the *IDeaS of LUT* project manager.
7. Once qualified for the *IDeaS 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.
8. 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.
9. Once qualified for the *IDeaS 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 placement* 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, personal accident insurance, visa fees or fees related to the legalization of stay are determined on the basis of the table below:

The straight line distance between the participant's place of residence and the place of stay (in km):	The flat rate per person:
under 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

- 3) Maintenance costs

Cost of living (Number of days of stay)	For departure/arrival to OECD countries as well as cities from non-OECD countries ranked in the top 50 of the MERCER report*.)	For other countries*)
Monthly scholarship (30 days)	PLN 12 000.00	PLN 8 000.00

\* ) <https://mobilityexchange.mercer.com/Portals/0/Content/Rankings/rankings/col2018h147963/index.html>

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).

- 4) Additional funds – a one-time development allowance (e.g. raw materials, semi-finished products, reagents, access to laboratory facilities and large research infrastructures not available or difficult to access in Poland, purchase of access to library collections, library card, etc.) of PLN 5,000. The expenditure is confirmed by invoices and receipts documenting the costs incurred.

### 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 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* project, including description of the completed research plan and schedule of the internship, which constitutes Appendix No. 7 to the Regulations.

### Final provisions

#### § 6.

- In the case of termination of education at SDwPL before the date specified in the study programme, the right to *IDeaS internship* ceases at the end of the month in which the doctoral thesis is submitted to the relevant Scientific Discipline Board.



2. *IDeaS* internship ceases upon final removal from the list of PhD students at SDwPL.

**§ 7.**

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

