



REGULATIONS FOR GRANTING AND PAYING OF FUNDS FOR INTERNSHIP / FOREIGN SCIENTIFIC EVENTS / NATIONAL SCIENTIFIC EVENTS

In the framework of the UPWr Doctoral School

Programme, task 4 of the UPWr 2.0 project: „International and interdisciplinary development programme for Wrocław University of Environmental and Life Sciences” co-financed by the European Social Fund under the Operational Program Knowledge Education Development Program 2014-2020; Axis III Higher education for the economy and development; Actions 3.5. Comprehensive university programs.

§ 1

General provisions

1. These Regulations define the method of awarding and payment of funds for foreign / foreign scientific events / domestic scientific events in the framework of „UPWr 2.0: International and interdisciplinary development programme for Wrocław University of Environmental and Life Sciences” module V task 4 - Interdisciplinary International Doctoral School at UPWr, co-financed by the European Social Fund under the Operational Program Knowledge Education Development, under contract No. POWR.03.05.00-00-Z062 / 18 of June 4, 2019.
2. The aim of module V, task 4 is to improve the quality of education at the UPWr Doctoral School through the preparation and implementation of the program of the Interdisciplinary International Doctoral School and the inclusion of complementary activities in this program. The aim of the studies is to educate a highly qualified scientist prepared to work in a research institution or in industry in the country or abroad, and to be able to start own business.
3. The funds for internships / foreign scientific events / domestic scientific events may be used by Project Participants, i.e. doctoral students admitted to the Doctoral School of the University of Life Sciences in Wrocław in the 2019/2020 academic year.

§ 2

Definitions

Whenever these rules refer to:

- a) Project Office - it ought to be understood as the Projects Implementation and Settlement Center, room 101 a
- b) IRO - this should be understood as International Relations Office
- c) EOD - it should be understood as Electronic Document Circulation
- d) Project Manager - it should be understood as Project Manager "UPWR 2.0: international and interdisciplinary development program of the Wrocław University of Environmental and Life Sciences"
- e) Module V- This should be understood as the module of doctoral studies under which task 4- Interdisciplinary International Doctoral School (IMSD)



- f) Project - this should be understood as the project "UPWR 2.0: international and interdisciplinary development program of the Wrocław University of Environmental and Life Sciences";
- g) Regulations - it ought to be understood as Regulations on awarding and paying funds for foreign internships / foreign scientific events / domestic scientific events
- h) Project Participant - it should be understood as a PhD student qualified to participate in the Project
- i) Application - it ought to be understood as Application for granting funds for a foreign internship, constituting Appendix No. 1 to these Regulations

§ 3

Foreign scientific internship

1. Each Project Participant is entitled to receive grant to cover the costs of:

- travel, in the total amount not exceeding PLN 2 000
- insurance policy¹, in the total amount not exceeding PLN 800
- mobility scholarship for subsistence and accommodation, in the total amount not exceeding PLN 77 400 (PLN 6 450 / month).

2. The funds are available for the foreign internship that will end no later than May 30th, 2023.

3. In order to obtain the grant, the Project Participant has to submit duly completed application (Appendix No. 1), approved by the PhD supervisor to the Project Office, at least one month before the planned internship.

4. Applications are approved by the Project Manager

5. The Project Participant receives an e-mail with the decision about the award of funds along with a scan of the application signed by the Project Manager.

6. After receiving information about the award of funds, the Project Participant signs an agreement with the Project Manager (Appendix No. 2).

7. After signing the Agreement, the Project Participant fills in the application for a foreign business trip in the EOD system.

Mobility takes place in accordance with the rules set out in the Regulations for the implementation, financing and settlement of foreign trips at the Wrocław University of Environmental and Life Sciences (Order No. 158/2019 of the Rector of the University of Life Sciences in Wrocław of October 3, 2019, as amended), i.e.:

- PhD students going abroad for research or training purposes may be awarded a scholarship to cover the costs of living and accommodation,
- The air, rail, bus and ferry tickets must be purchased only through IRO,

¹ The Project Participant is required to enclose confirmation of the purchased insurance before departure in the EOD system



- Before leaving the country, the PhD student acknowledges the obligation of purchasing an insurance policy that covers the consequences of accidents and treatment costs for the duration of stay abroad in connection with the trip (the policy is purchased with the support of the Project Office).

8. The funds are transferred to the bank account number indicated in the Agreement by the Project Participant.

Funds are transferred in tranches:

A. In the case of one year internship:

- The first installment in the amount of 25% of the scholarship will be transferred within 10 days following the signature of the Agreement (Appendix No. 2), not earlier than 10 days before the planned departure,
- Subsequent parts of the scholarship are transferred every 3 months, after sending a statement on the continuation of the internship, signed by an authorized person in the host institution. The statement is sent by the Project Participant to the Project Manager.

B. In the case of a six-month internship:

- The first installment in the amount of 50% of the scholarship will be transferred within 10 days following the signature of the Agreement (Appendix No. 2), not earlier than 10 days before the planned departure,
- the second installment of the scholarship takes place after 3 months, after sending a statement on the continuation of the internship, signed by an authorized person in the host institution. The statement is sent by the Project Participant to the Project Manager.

9. When the internship is finished the Project Participant is obliged to submit the internship report signed by the supervisor (Appendix No. 2) within 7 calendar days from the returning date to Poland. The report is subject to approval by the Project Manager within 5 days from the date of receipt of the document.

10. In case the report is rejected the Project Participant may appeal to the Council of the UPWr Doctoral School within 7 calendar days from the date of the e-mail notification about the rejection.

11. The Project Participant who fails to submit the report referred to in point 10, or whose report is finally not approved, is obliged to return the awarded grant within 14 days from the date of receiving the e-mail information from the Project Office.

12. The Project Participant who has decided to interrupt or cancel the internship due to force majeure should immediately contact the Project Manager and report the interruption/resignation. The project participant must provide the reasons for interruption/resignation and provide a preliminary calculation of the costs incurred that cannot be recovered (copies of documents confirming these expenses must be attached). In the event of interruption or cancellation of the internship, the project participant is obliged to return the grant.

§ 4

Foreign scientific events

1. Each Project Participant is entitled to receive grant for participation in foreign scientific events in the amount not exceeding PLN 14,500.00, to cover the costs of:



- conference fees, in the total amount not exceeding PLN 6 000
- travel, in the total amount not exceeding PLN 4 000
- per diems² and accommodation³, amount not exceeding PLN 4400
- insurance policy, in the total amount not exceeding PLN 100

2. The funds are available for the foreign scientific events that will end no later than May 30th, 2023.

3. In order to grant funds, the Project Participant shall ask the Project Manager by e-mail for consent to participate in a foreign scientific event, 15 calendar days before the planned event.

4. The Project Participant receives information about consent to participate in a foreign scientific event via e-mail.

5. After signing the consent, the Project Participant fills in the application for a foreign business trip in the EOD system. The mobility should take place in accordance with the rules set out in the Regulations for the implementation, financing and settlement of foreign trips at the Wrocław University of Environmental and Life Sciences (Order No. 158/2019 of the Rector of the University of Life Sciences in Wrocław of October 3, 2019, as amended), i.e.:

- The air, rail, bus and ferry tickets must be purchased only through IRO
- Before leaving the country, the PhD student acknowledges the obligation of purchasing an insurance policy that covers the consequences of accidents and treatment costs for the duration of stay abroad in connection with the trip (the policy is purchased with the support of the Project Office).

6. The Project Participant is obliged to submit to the Project Office a certificate or other document confirming participation in the scientific event signed by the organizer of the scientific event/authorized person within 7 calendar days from the return date. The document is subject to approval by the Project Manager.

7. The Project Participant who fails to submit the report referred to in point 6, or whose certificate is finally not approved, is obliged to return the awarded grant within 14 days from the date of receiving the e-mail information from the Project Office.

8. The project participant is obliged to place information about the sources of funding in publications, presentations of research results or other documents presented during scientific events, i.e.: publication co-financed by the project „UPWr 2.0: International and interdisciplinary development programme for Wrocław University of Environmental and Life Sciences”, co-financed by the European Social Fund under the Operational Program Knowledge Education Development, under contract No. POWR.03.05.00-00-Z062 / 18 of June 4, 2019.

² Trip related to foreign scientific event - the allowance is calculated in accordance with the Regulation of the Minister of Labor and Social Policy of January 29, 2013 on business trip related receivables due to an employee employed in a state or local government budgetary unit (<http://prawo.sejm.gov.pl/isap.nsf/download.xsp/WDU20130000167/O/D20130167.pdf>)

³ Accommodation - the real costs confirmed by an invoice are eligible (accommodation in a 3 * hotel standard, including breakfast, with a possibility of a wider range of services, provided that it is within the specified market price and it is justified by the objectives of the project). In the event of failure to submit an invoice, the employee is entitled to a lump sum of 25% of the limit referred to in the act to the Regulation of the Minister of Labor and Social Policy of January 29, 2013 (<http://prawo.sejm.gov.pl/isap.nsf/download.xsp/WDU20130000167/O/D20130167.pdf>)



§ 5

National Scientific Event

1. Each Project Participant is entitled to receive grant for participation in foreign scientific events in the amount not exceeding PLN 7 160 to cover the costs of:

- conference fees, in the total amount not exceeding PLN 3 000
- travel, in the total amount not exceeding PLN 960
- per diems⁴ and accommodation⁵, amount not exceeding PLN 3 000
- insurance policy, in the total amount not exceeding PLN 200

2. The funds are available for the national scientific events that will end no later than May 30th, 2023.

3. In order to grant funds, the Project Participant shall ask the Project Manager by e-mail for consent to participate in a national scientific event, 15 calendar days before the planned event.

4. The Project Participant receives information about consent to participate in a foreign scientific event via e-mail.

5. The mobility should take place in accordance with the rules set out in the Regulations for the implementation, financing and settlement of foreign trips at the Wrocław University of Environmental and Life Sciences (Order No. 158/2019 of the Rector of the University of Life Sciences in Wrocław of October 3, 2019, as amended).

6. The Project Participant is obliged to submit to the Project Office a certificate or other document confirming participation in the scientific event signed by the organizer of the scientific event/authorized person within 7 calendar from the return date. The document is subject to approval by the Project Manager.

7. The Project Participant who fails to submit the report referred to in point 6, or whose certificate is finally not approved, is obliged to return the awarded grant within 14 days from the date of receiving the e-mail information from the Project Office.

8. The project participant is obliged to place information about the sources of funding in publications, presentations of research results or other documents presented during scientific events, i.e.: publication co-financed by the project „UPWr 2.0: International and interdisciplinary development programme for Wrocław University of Environmental and Life Sciences”, co-financed by the European

⁴ Trip related to national scientific event - the allowance is calculated in accordance with the Regulation of the Minister of Labor and Social Policy of January 29, 2013 on business trip related receivables due to an employee employed in a state or local government budgetary unit (<http://prawo.sejm.gov.pl/isap.nsf/download.xsp/WDU20130000167/O/D20130167.pdf>)

⁵ Accommodation - the real costs confirmed by an invoice are eligible (accommodation in a 3 * hotel standard, including breakfast, with a possibility of a wider range of services, provided that it is within the specified market price and it is justified by the objectives of the project). In the event of failure to submit an invoice, the employee is entitled to a lump sum of 25% of the limit referred to in the annex to the Regulation of the Minister of Labor and Social Policy of January 29, 2013 (<http://prawo.sejm.gov.pl/isap.nsf/download.xsp/WDU20130000167/O/D20130167.pdf>)



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Europejski Fundusz Społeczny



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§ 6

Final Provisions

1. The funds referred to in these Regulations must be settled by **30.06.2023**.
2. Submitting by the Project Participant a written resignation from participation in the project or resignation from studies at the Interdisciplinary International Doctoral School is tantamount to withholding the payment of funds and returning the funds paid, as referred to in these regulations.
3. The Project Participant is obliged to immediately notify the Project Office of the change of data contained in the project participation agreement and of the circumstances affecting the status of the doctoral student - Project Participant
4. The Wrocław University of Environmental and Life Sciences reserves the right to change the Regulations. In such case the university will notify the Project Participant about the introduced changes.
5. The Regulations come into force upon its approval by the Rector.
6. The Regulations are available at the BIP UPWr website and the Project Office.