**Internal Rules and Regulations of the PROM Project at the University of Lodz
funded by the Polish National Agency for Academic Exchange**

**§1 – PROM Project at the UL**

1. The present Rules and Regulations define the way of qualification of incoming and outgoing participants within the PROM Project at the University of Lodz in the academic year 2022/2023**.**
2. The Rules and Regulations apply to the implementation of the PROM Project awarded under the agreement No. PPI/PRO/2019/1/00035/U/001.
3. In these Rules and Regulations, the following terms shall be defined as follows:
* **NAWA** – Polish National Agency for Academic Exchange,
* **COSS** – Social Affairs Centre for Students and Doctoral Students of the University of Lodz,
* **Project** – the PROM Project implemented by the Team at the University of Lodz,
* **Evaluation Team** – the team making decisions on the allocation of funds for the scheduled trip,
* **Administrative Team** – the team providing formal and administrative support for the implementation of the Project.

**§ 2 – Evaluation Team**

1. The Evaluation Team is composed of: the Vice-Rector for Student Affairs and Quality of Education, directors of Doctoral Schools of the University of Lodz, two representatives of the University Doctoral Student Self-Government Council and members of the Administrative Team.
2. The Evaluation Team's deliberations are chaired by the Vice-Rector for Student Affairs.
3. The Evaluation Team makes decisions by majority of votes in the presence of at least half of its members. In the event of equal division of votes, the Chairperson has a deciding vote.
4. The tasks of the Evaluation Team include the approval of:
	1. project schedule,
	2. criteria for creating a ranking list of Project participants,
	3. document templates used in internal recruitment,
	4. ranking list of Project participants divided into: main and reserve
5. Administrative support shall be provided by the Administrative Team appointed by the Vice-Rector for Student Affairs.
6. The Secretary of the Evaluation Team shall be one of the Administrative Team members.

**§3 – Project Participants**

1. Participants of the Project may include:
	1. persons studying at the doctoral schools of the University of Lodz,
	2. doctoral students from foreign universities,
	3. academic teachers from foreign universities.
2. Persons willing to participate in the Project shall fill in an electronic application form (link will be made available on 9 February 2023 on https://www.uni.lodz.pl/en/strefa-doktoranta/rozwoj/prom-project-at-ul) by 19 February 2023 at 11:59 p.m. (CET).
3. Doctoral students, listed in section 1, point 2, and academic staff, listed in section 1, point 3, are nominated by the inviting person (who will also act as the foreign guest's attendant during their stay at the UL). The attendant shall be any employee or doctoral student of the University of Lodz. One person may nominate a maximum of 3 participants. The candidacy of doctoral students and academic teachers wanting to stay at the UL is accepted as in §3(2).
4. The signed original application form (which is a printout of the registration form) together with the required attachments (e.g. copies of the first pages of the submitted articles) should be sent immediately by internal mail to the address of the Social Affairs Centre for Students and Doctoral Students (Lumumby 1, Łódź) with a note "PROM" on the envelope. Failure to deliver the documents within 4 calendar days after completing the electronic application will disqualify the candidate.
5. A doctoral student or staff member of the University of Lodz, who registered the Project participant, is responsible for submitting the application on behalf of the person coming to the university.
6. Applications submitted on behalf of persons coming to the UL should be accompanied by a scan of the statement signed by the invited person (attachment 4), confirming: knowledge of these Rules and Regulations, willingness to come, and consent to participate in the Project.
7. The person, awarded the funding by the Evaluation Team, is required to complete the form (attachment 3) and send it within 7 days (from receiving the e-mail confirmation of funding) in an editable format (.doc, .docx) to prom@uni.lodz.pl. Submission of the form is necessary to draw up the contract. Failure to do so within the specified time shall result in the withdrawal from the Project.
8. Signing the contract takes place in the Administrative Team registered office during its members’ office hours. Failure to sign the contract within 14 calendar days from receiving an e-mail, informing about the prepared contract, shall result in the withdrawal from the Project.
9. The person registering a doctoral student or researcher from a foreign university, wanting to stay at the UL, should, in the case of acceptance of their application, bring them to the Project office on an agreed date in order to complete the formalities (immediately, preferably on the day of arrival in Lodz).

**§4 – Recruitment procedure and mechanism of awarding mobility grants**

1. Grants are awarded within the funds available for the implementation of the Project.
2. A detailed way of evaluating applications is provided in attachment No. 1 – *Detailed criteria for evaluation of task funding applications.*
3. Qualification and selection of Project participants, listed in §3 section 1, point 1, will be conducted by the Evaluation Team members on the basis of three ranking lists, according to the fields in which doctoral students are educated at the doctoral schools of the University of Lodz: humanities; social sciences; exact and natural sciences and medicine.
4. In the event of not using all the places on a given ranking list, the Evaluation Team reserves the right to relocate the remaining places to another ranking list.
5. The minimum number of points required to obtain the funding is 20 points of the joint content-related evaluation.
6. Distribution of places for project participants, listed in §3 section 1, point 1, among particular ranking lists, taking into account the number of students studying in a given discipline, shall be carried out based on the following proportions:
* ranking list for humanities: 26%
* ranking list for social sciences: 39%
* ranking list for exact and natural sciences, and medicine: 35%
1. Qualification and selection of Project participants, listed in §3 point 1, sections 2 and 3, will be conducted by the members of the Evaluation Team by preparing separate ranking lists.
2. In the event that all Project funds are not allocated, additional recruitment will be launched. Persons who want to participate in the additional recruitment, should fill in an electronic application form (link will be made available on 2 March 2023 at https://www.uni.lodz.pl/en/strefa-doktoranta/rozwoj/prom-project-at-ul) by 10 March 2023 at 11:59 p.m. (CET).
3. In the event that persons qualified to the main list do not attend the mobility, other persons from the reserve list shall be invited to conclude the contract for task funding.
4. The reserve list includes all submitted and formally correct applications which have not been put on the main list and received at least 20 points in content-related evaluation.

**§5 – Financial Procedures**

1. In the case of doctoral student mobility, the funding is granted for foreign mobilities (from 5 to 30 days) involving:
	1. active participation in a scientific conference,
	2. obtaining materials for doctoral dissertation/research article,
	3. participation in summer/winter school (both as a student or a teacher),
	4. taking measurements using unique apparatus, including using large research infrastructure not available (or difficult to access) in Poland,
	5. participation in short forms of education, i.e. courses, workshops, professional or industrial internships, study visits, including those held by entrepreneurs,
	6. participation in trainings (related to entrepreneurship or implementation activities),
	7. conducting archive/library searches,
	8. teaching classes,
	9. participation in the preparation of international grant proposal,
	10. participation in other short forms of training that enhance competences.
2. In the case of doctoral students coming to the UL, funding is provided for mobility (from 5 to 30 days), during which a doctoral student will actively participate in an international conference organised at the UL or make a short study visit/research internship in one of the UL units.
3. In the case of academic teachers coming to the UL, funding is provided for mobility (from 5 to 30 days), during which an academic teacher conducts didactic classes.
4. In the case of funding a doctoral student’s mobility for an international conference, the UL covers potential conference fees.
5. Other parts of the scholarship (lump sum for travel, lump sum for the mobility duration) are transferred to the Participants’ bank account within the timeframe established individually in each contract between the UL and Project Participant.
6. In the case of funding mobilities, described in sections 2 and 3, the arriving person receives 100% of funding on the next working day after completing all formalities (immediately after arriving in Lodz).
7. The amount of funding is consistent with the Rules and Regulations of the PROM Programme – <https://nawa.gov.pl/instytucje/program-prom/regulamin>

**§6 – Final Provisions**

1. E-mail contact is possible at: PROM@uni.lodz.pl
2. The office of the Administrative Team is situated at Lumumby 1, lok. 4, Lodz.
3. Office hours of the Administrative Team will take place according to the monthly schedule posted at the PROM website (https://www.uni.lodz.pl/en/strefa-doktoranta/rozwoj/prom-project-at-ul)
4. In the case of persons coming to the UL, the date of signing the contract is established individually via e-mail.
5. The decision of the Evaluation Team is not subject to appeal.

**Attachment No. 1 – Detailed criteria for evaluation of task funding applications**

1. Formal evaluation

|  |  |  |
| --- | --- | --- |
| Formal evaluation verifies the answers to the following questions: | Answer | Answer |
| Was the application submitted electronically via Microsoft FORMS? | YES | NO |
| (application rejected) |
| Was the application submitted by the deadline | YES | NO |
| (i.e. between 9 February 2022 and 19 February 2022 11:59 p.m.)? | (application rejected) |
| Has the applicant provided the attachments required on the basis of the Rules and Regulations? | YES | NO |
| (application rejected) |

1. Content-related evaluation

|  |  |
| --- | --- |
| Criteria | number of points |
| Characteristics of the scheduled activities: * for doctoral students' trips listed in §5(1) points b, c, d, e, f, g, i, j – description of individual days;
* in the case of conferences – a justification for the choice of a particular conference;
* in the case of teaching – title of the course and its description, scheduled number of hours, target group
 | max. 15 points |
| Mobility impact on further research career development. | max. 15 points |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | disciplines | Number of points according to MEiN list on 31.12.2022 | PROM evaluation | Number of points according to MEiN list on 31.12.2022 | PROM evaluation | Number of points according to MEiN list on 31.12.2022 | PROM evaluation |
| Highest scoring article published between 2019-2022 | exact and natural sciences, medical sciences | 100-200 | 10 points | 70 | 7 points | 40-20 | 5 points |
| social sciences | 70-200 | 40 | 20 |
| humanities | 70-200 | 40 | 20 |

**Attachment No. 2 – Timetable for the project implementation at the UL**

**9-19 February 2023** – submission of applications

**20-28 February 2023** – evaluation of applications

**1 March 2023** – meeting of the Evaluation Team and announcement of the results

**2-12 March 2023** – launch of additional recruitment

**13-21 March 2023** – evaluation of applications

**22 March 2023** – meeting of the Evaluation Team and announcement of the results

**Attachment No. 3 – Form for Project Participants**

Contract number

 (to be filled in by a team member)

|  |  |
| --- | --- |
| **NAME** |  |
| **SURNAME** |  |
| **PESEL (personal identification number)** |  |
|  |  |
| **ADDRESS** |  |
| **Phone number** |  |
| **E-mail address** |  |
|  |  |
| **BANK NAME** |  |
| **IBAN/BIC CODE** |  |
| **BANK ACCOUNT NUMBER (held in PLN)** |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DATE** | **SIGNATURE OF THE PROJECT PARTICIPANT** | **SIGNATURE OF THE TEAM MEMBER** |
| **SUBMISSION OF THE DOCUMENT** |  |  |  |
| **SIGNING THE CONTRACT** |  |  |  |
| **RECEIPT OF THE CONTRACT** |  |  |  |

**Attachment No. 4 – Declaration to participate in the PROM project**

**(for people coming to the University of Lodz)**

I ………………………………………………………………………………………………… *(full name),* affiliated with ………………………………………………………………………………………………………………………………………………………………….. *(name of the institution/university)*, citizen of ……………………………… *(please provide citizenship)* declare that I have read the Internal Rules and Regulations of the Project implemented at the University of Lodz funded by the Polish National Agency for Academic Exchange and agree to participate in the call for proposals for funding ……………………………………………..… *(research, study, teaching, etc.)* visit at the University of Lodz from ……………………… to …………………..…………….. .

As part of my attendance, I will participate in …………………………………………………………………..… *(specify the purpose of the visit).*

I am fully aware that, if my proposal receives funding within the Project, I shall receive the amount of ………………………..... (amount in PLN), which includes:

* ……………………….... PLN lump sum for travel;
* ……………………….... PLN lump sum for stay;

At the same time, I agree to the payment of the amount (in cash) in Bank Pekao SA in Lodz upon my arrival in Lodz and completion of formalities at the Young Researcher’s Mobility Team office.

………………………………………………

date and place

………………………………………………

signature of the person coming
to the University of Lodz