

Appendix to Order No.
of the Rector of the University of Silesia in Katowice
dated

REGULATIONS FOR RECRUITMENT FOR AND PARTICIPATION IN THE INTERNSHIP PROGRAM

in the project “**International from the beginning - support for internationalization**”.

Project funded by the National Agency for the Polish National Agency for Academic Exchange
within the framework of the STER program, carried out in accordance application form No.

BPI/STE/2023/1/00012

under task No. 3: Support for international mobility - internship program.

I. General Provisions

§ 1

These regulations (hereinafter referred to as the “Regulations”) define the rules for execution of the foreign internship program within the project “**International from the beginning - support for internationalization**”, hereinafter referred to as the Project, executed within the framework of the STER Program funded by the Polish National Agency for Academic Exchange under contract No. BPI/STE/2023/1/00012/U/00001 dated 29 November 2023. The scholarship, referred to in the preceding sentence, is intended to enable the Project participants to cover mobility expenses related to scientific activities.

§ 2

The main objective of the project, referred to in § 1, is to create systemic support for the internationalization of doctoral schools at the University of Silesia in Katowice, hereinafter referred to as the University. Foreign internships are a great support in the scientific development of doctoral students, allow them to develop a network of scientific contacts, facilitate access to research infrastructure and are important in building the further career of doctoral students. For the purposes of the project (tasks, indicators), an internship is defined as a stay of a doctoral student in a foreign academic, scientific or research unit, lasting at least

for ca. 1 month, during which tasks related to the Individual Research Plan of the doctoral student are carried out, ending with a report.

II. Rules of Recruitment for and Execution of the Internship Program

§ 3

1. The internship is open to any doctoral student who is preparing an international doctoral project, defined as a project in which the doctoral student **will cooperate with a foreign scientist**, whereas this cooperation may take any form necessary to complete the project (e.g. co-authorship of a publication, consultation, analysis of results, learning a new research method, fieldwork).
2. A person who meets all of the following conditions may apply for participation in the internship:
 - 1) having the status of a doctoral student of a doctoral school;
 - 2) accounting for the first year of education in a doctoral school in a timely manner,
 - 3) meeting the requirements specified in § 3(1);
 - 4) submitting an application for participation in a research internship within the project through the channel provided in the announcement, in accordance with the data scope specified in appendix No. 1;
 - 5) submitting a declaration from a representative of a foreign center about the willingness to admit the doctoral student for an internship with scientific supervision guaranteed;
 - 6) submitting an Individual Research Plan approved by the supervisor.
3. Recruitment to the Project will be carried out electronically using the internal IT system of the University. In electronic communications, applicants are required to use only the official email address assigned by the University.
4. Recruitment and further stages of the Project will be conducted bilingually, in Polish and in English, depending on the participant's preference. If it is impossible to ensure bilingual

conduct, content will be prepared in English only. If other provisions require documents in Polish, English-language illustrative translations will be attached.

5. Applications will be evaluated in the following manner:
 - 1) Formal criteria - meets/does not meet the conditions specified in section 2. The doctoral students who meet all the formal requirements will proceed to the second stage of evaluation, based on substantive criteria.
 - 2) Substantive criteria (0-15 points):
 - a) the impact of the planned internship on preparation of the doctoral dissertation: 0-5 points,
 - b) the proposed internship plan and the expected results during the stay at the foreign center: 0-5 points,
 - c) the expected impact of the planned measure on the development of the University's international cooperation: 0-5 points;
 - 3) Criteria for granting a relocation allowance (they do not add up to the substantive criteria; refers to applications where the allowance was requested):
 - a) justification for granting the relocation allowance (0-4 points),
 - b) correctness of the calculations presented (0-1 points).
6. To qualify for the internship program, a minimum of 9 points must be obtained in the substantive criteria referred to in § 4(4)(2).
7. Funding is awarded to the highest-rated applications, based on the ranking list.
8. The project expects to award a maximum of 18 internships to OECD countries, six in each year of the project.
9. If the places allocated for a given year are not exhausted, the Project Manager may announce an additional recruitment or decide to transfer the funds to the following year.
10. Within the Project, a doctoral student may receive funds for an internship only once.
11. If it is not possible to carry out the research visit on the dates indicated by the doctoral student due to random reasons, the doctoral student may apply to the Commission to change the dates of the visit, but the execution of the research internship must be completed by 1 December 2026.

12. Recruitment is the responsibility of the Project Manager, who announces the respective recruitments.
13. The launch and results of each recruitment are announced on the project's website, a subpage of the Doctoral School website. Announcement of the results includes applications qualified for funding and, data on the recruitment.
14. Individual decisions are forwarded to applicants electronically to their official email addresses.
15. An appeal against the decision on qualification for the internship program may be filed with the Vice-Rector for Staff Development through the Project Manager. The appeal must be filed within 7 days of receipt of the decision. The decision of the Vice-Rector will be final.
16. The principle of equal opportunities and non-discrimination, including the principle of accessibility for people with disabilities, as well as the principle of equal opportunities for women and men, will be observed throughout the recruitment process.
17. Funds received within the Project are not subject to settlement based on actual expenses and accounting documents. Each visit must be preceded by the submission of an application for a foreign visit (WS) to the International Relations Department through the doctoral school of a given doctoral student, in accordance with Order 30/2016 of the Rector of the University of Silesia on introducing the "Instruction on the amounts due related to business trips of employees, trips of non-employees of the University of Silesia and trips of guests, and the principles of their settlement, as amended.
18. The funds granted for the internship include:
 - 1) maintenance expenses for accommodation and meals food - flat rate:
 - a) of PLN 12,000;
 - 2) travel expenses at a flat rate depending on the distance between the place of residence and the host institution. Travel expenses will be paid on a one-time basis in accordance with the table below;

Distance in a straight line between the grant recipient's place of residence and the place of stay	Amount of the flat rate
Under 500 km	PLN 1000.00
500-999 km	PLN 2000.00
1000-2999 km	PLN 3000.00
3000-6000 km	PLN 4000.00
Over 6000 km	PLN 5000.00

3) a relocation allowance of PLN 5000.

19. A relocation allowance will be granted to no more than two participants in each recruitment and no more than six in the entire project, based on additional justification with information on its dedication, for example, to raw materials, semi-finished products, reagents, access to the laboratory facilities and major research infrastructure that is not available (difficult to access) in Poland, purchase of access to library collections, library card, etc.

20. In order to participate in the internship program, it is necessary to correctly fill in and sign

- 1) the contract attached as **appendix No. 2**;
- 2) the participant's declarations regarding personal data **attached as appendix No. 3 to the contract, referred to in item 1**;
- 3) an additional consent of the participant **attached as appendix No. 3**;
- 4) the information clause for the Candidate for the project participant attached as **appendix No. 4**.

21. Within 14 days of the date of completion of the stay, the Project participant is obliged to settle the visit by filling in and signing the required documents specified in the Contract.

22. Within 14 days of the date of completion of the stay, the Project participant is obliged to submit:

- 1) a report on the internship (factual report on execution of the internship);
 - 2) an evaluation questionnaire;
 - 3) a financial settlement;
 - 4) a certificate.
22. The doctoral student will be additionally obliged to prepare a short press release on their internship within the deadline specified by the Project Manager.
23. The documents, referred to in sections 4 and 5, are to be evaluated in terms of substance by the Project Manager, after prior approval by the supervisor.
24. The doctoral student will be obliged to include the following information in all the publications and reports developed in connection with the internship funded from the Project: “Measure co-financed within the project **International from the beginning - support for internationalization** funded by the Polish National Agency for Academic Exchange under the STER Program”.

III. Resignation from and Termination of Participation in the Project

§ 4

1. If the person loses the status of doctoral student, they will lose the opportunity to participate in the internship program.
2. Resignation from participation in the Project requires the participant to submit a declaration in writing (to be valid) and to return all of the funds received.

IV. Personal Data Processing

§ 5

1. The controller of the personal data of a person applying for an internship scholarship within the Project, is the University of Silesia in Katowice. The data will be processed only for the purpose of recruiting for the scholarship program within the Project.

2. The controller of the personal data of the doctoral student being awarded an internship scholarship, is the Polish National Agency for Academic Exchange (ul. Polna 40, 00-635 Warszawa).
3. Personal data processing will be carried out in accordance with the provisions of the Project funding contract referred to in § 1(1), concluded between the Polish National Agency for Academic Exchange and the University of Silesia in Katowice.
4. The person responsible for maintaining documentation on the execution of the Project and documentation on the processing of personal data of Project participants, is the Project Manager.

V. Final Provisions

§6

1. The provisions of the documents regulating the execution of the STER Program and the provisions of internal legislation of the University of Silesia in Katowice, respectively, will apply to matters not regulated by these Regulations,
2. The University reserves the right to amend these regulations.
3. The participant undertakes to provide the University and the institutions monitoring the project with all the necessary information and explanations and to provide the documents related to execution of this Project.
4. By joining the Project, the participant declares that they have become familiar with and undertake to follow the provisions of these regulations.

Appendices:

1. The scope of data for the application for the internship scholarship.
2. Contract between the beneficiary and the project participant - template with appendices.
3. Additional consent of the participant.

4. Information clause for the Candidate for the project participant.
5. Report (factual report on the stay).