

Regulations of recruitment and participation in the Project „Internationalization of doctoral education in the field of political science and administration at UMCS”

§ 1

(General Provisions)

1. Maria Curie-Skłodowska University in Lublin, Poland is implementing the Project „Internationalization of doctoral education in the field of political science and administration at UMCS” under the agreement No. PPI / STE / 2018/1/00004 / U / 001, concluded on 22/03/2019.
2. The Project is co-financed from the European Social Fund under the Operational Programme Knowledge, Education, Development, a non-competition project entitled "Supporting the institutional capacity of Polish HEIs through the creation and implementation of international study programmes" implemented under Measure 3.3 Internationalisation of the Polish higher education, specified in the application for project co-financing No POWR.03.03.00-00-PN16/18.
3. The Project shall be implemented in the period from 01.05.2019 to 30.06.2023.
4. The main objective of the Project is to internationalise doctoral schools by raising the attractiveness of the offer addressed to foreign candidates for doctoral schools run by University, popularization of the educational offer of UMCS and scientific achievements of UMCS employees, as well as promotion of Lublin as a place, due to the history and location.

§ 2

(Basic Terms and Abbreviations)

1. NAWA – Polish National Agency for Academic Exchange;
2. Beneficiary – Maria Curie-Skłodowska University in Lublin, Poland;
3. Project ("Internationalization of doctoral education in the field of political science and administration at UMCS ") – a set of activities financed under the STER Programme – Doctoral Scholarships for foreigners;
4. The address of the project office – Weteranow Street 18, 20-038 Lublin;
5. Project Coordinator – a person responsible for supervising the proper implementation of the Project.
6. Committee – a team composed of experts, which includes: Project Coordinator, two representatives from the discipline of Political Science and Administration and Vice-Rector for Education. Committee conducts the Participants' qualifications for the Project;
7. Candidate – a person applying to the Doctoral School of Social Sciences planning to prepare a doctoral dissertation in the discipline of political science and administration;
8. Project Participant (PP) – a person who meets all the formal and substantive criteria of participation in the Project and qualified to participate in it;
9. Project Office – workplace for a team of employees implementing the Project „Internationalization of doctoral education in the field of political science and administration at UMCS”;
10. IRK – Online Admission System;
11. ESF – European Social Fund,
12. Project website – <https://www.umcs.pl/en/ster-doctoral-scholarships-for-foreign-students>;
13. Regulations – present Regulations specifying the rules of recruitment and participation in the Project entitled „Internationalization of doctoral education in the field of political science and administration at UMCS”.

§ 3

(Conditions for participation in the Project)

1. The target group of the Project is 8 foreign PhD students participating in the Program who will start their education at the Doctoral School of Social Sciences planning to prepare a doctoral dissertation in the discipline of political science and administration at the Maria Curie-Skłodowska University in the academic year 2019/2020.
2. The condition for participation in the Project is to submit all recruitment documents and fulfill formal and substantive criteria for participation in the Project.
3. Project Participant is aware of criminal liability resulting from Article 271 of the Penal Code, concerning the attestation of untruth regarding the circumstances of legal significance.

§ 4

(Recruitment Procedure)

1. Recruitment will be conducted in accordance with *Guidelines for the implementation of the principle of equal opportunities and non-discrimination, including accessibility for people with disabilities and the principle of equal opportunities for women and men as part of EU funds for 2014-2020*.
2. The beneficiary will provide the opportunity for disabled people to participate in the Project.
3. Depending on the type of disability, a rational improvement mechanism will be introduced, which will ensure the possibility of participation in the Project for people with disabilities and / or non-discriminatory participation conditions will be guaranteed. In addition, if necessary, PhD students with disabilities will be able to benefit from the assistance of Zespół ds. Obsługi Osób Niepełnosprawnych operating at UMCS.
4. Recruitment is open and is carried out from June to September 2019 in parallel with the recruitment to the Doctoral School of Social Sciences.
5. The recruitment procedure for participation in the Project takes place at the moment of completing the recruitment to the Doctoral School of Social Sciences.
6. Immediately after receiving notification of qualification to the PhD School of Social Sciences, a foreign PhD student wishing to apply for participation in the Project is required to submit a complete set of recruitment documents, consisting of:
 - 1) application form;
 - 2) declaration on meeting formal criteria for participation in the Project;
 - 3) statement regarding personal data;
 - 4) statement for the purposes of personal data processing (voluntary).
7. The application documents should be filled in legibly, and then signed and delivered to the Project Office by 20 September 2019.
8. All application documents for the Project are available in the Project Office and on the Project's website <https://www.umcs.pl/en/ster-doctoral-scholarships-for-foreign-students>.
9. For the purposes of the recruitment process, the Recruitment Committee composed of: Project Coordinator, two representatives from the discipline of Political Science and Administration and Vice-Rector for Education, will:
 - 1) analysis of submitted application forms;
 - 2) verification of formal criteria, in particular the Candidates' possession of the status of the acquired foreign doctoral student ¹;
 - 3) verification of substantive criteria - the result of recruitment to the Doctoral School of Social Sciences.
10. Based on the above criteria, a ranking list will be established, according to which the qualification will be made to participate in the Project.
11. If the Candidates receive the same number of points, the final qualifying criterion will be the order of applications to participate in the Project.
12. Recruitment reports will be prepared from the meeting of the Recruitment Committee.
13. Candidates will be informed via email about the recruitment results.
14. In the case of a smaller number of Candidates than expected, the Beneficiary will conduct supplementary recruitment.

¹ An acquired foreign doctoral student is a doctoral student, who meets all of the following conditions:

a) is not a graduate of 1st or 2nd cycle studies or uniform Master's degree studies completed in a Polish institution;
b) is not a doctoral student enrolled in full-time or part-time doctoral programmes and is not pursuing the academic degree of doctor in an extramural mode in a Polish institution.



§ 5

(Forms of support implemented under the Project)

1. Participants qualified for the Project will be covered by a scholarship program.
2. The beneficiary plans to award a scholarship for up to 50% of PhD students studying at the Doctoral School of Social Sciences planning to prepare a doctoral dissertation in the discipline of political science and administration who will receive the highest grade awarded by the Commission appointed to grant doctoral scholarships.
3. The granting of doctoral scholarships will be carried out in accordance with the procedure and on the basis of the criteria set out in the Regulations for granting and payment of scholarships for foreign PhD students, studying at the Doctoral School in the field of political science and administration under the project „Internationalization of doctoral education in the field of political science and administration at UMCS”.

§ 6

(Responsibilities of the Project Participant)

1. The Project Participant undertakes to:
 - 1) comply with the Regulations of the Doctoral School of Social Sciences binding for the Beneficiary,
 - 2) regular meetings (at least once every two weeks) and on-line contacts (at least once a week) with the designated promoter,
 - 3) to inform the Beneficiary on an ongoing basis about all events that may disrupt its further participation in the Project,
 - 4) report all changes contained in recruitment documents, including address data.

§ 7

(Participant's resignation or removal from participation in the Project)

1. The Participant may resign from participation in the Project by submitting a written resignation from participation in the Project as a result of important fortuitous events concerning his person, preventing further participation in the Project.
2. The Beneficiary may remove the Participant from the participation in the Project in the following cases:
 - 1) failure to take up education,
 - 2) when the Director of the Doctoral School removed a doctoral student from the list of doctoral students by means of an administrative decision,
 - 3) failure to submit an application for the appointment of a promoter,
 - 4) failure to submit an individual research plan,
 - 5) not accepting an individual research plan,
 - 6) failure to submit a doctoral dissertation on the date specified in the individual research plan,
 - 7) failure to pass the year / semester,
 - 8) negative result of the mid-term evaluation,
 - 9) unsatisfactory progress in the preparation of the doctoral dissertation,
 - 10) failure to implement an individual research plan,
 - 11) failure to implement the education program, in particular through unjustified non-participation in classes covered by the curriculum or failure to take the required credits or examinations,
 - 12) failure to perform the duties provided for in the Regulations of the Doctoral School of Social Sciences.

§ 8

(Processing of personal data)

By submitting the participation in the Project, the Participant agrees to the processing of personal data contained in the recruitment form by the Beneficiary in accordance with art. 6 par. 1 lit. c) and art. 9 par. 2 letter g) of Regulation 2016/679 of the European Parliament and the Council of European Union. At the same time, the Participants acknowledge that the personal data is administered by the Polish National Agency for Academic Exchange (Polna 40 Street 00-635 Warsaw), acting as the Agency for the Program named STER. and that they have the right to check and correct personal data. Providing personal data is voluntary, but necessary to participate in the Project.



§ 9
(Final Provisions)

1. The Regulations enter into force on 6 May 2019 and are valid until the end of the Project.
2. The Beneficiary reserves the right to change the Regulations.
3. The Project Participant confirms in writing that he / she has read the Regulations and respects its rules.
4. The Regulations are available on the Project website and in the Project Office.

