



**Regulations for granting internships in foreign research centers (scientific, research or training internships) and for participation in foreign artistic internships  
for PhD students studying at UMCS Doctoral Schools  
as part of the Project „UMCS Doctoral Schools-Your Success in Globalized World of Science”  
[ update on May 23, 2022 ]**

## **§ 1**

### **[General provisions]**

1. The Regulations define the conditions and procedure for awarding internships at foreign research institutions, universities, innovative enterprises and non-profit organizations for doctoral students under the "UMCS Doctoral Schools-Your Success in Globalized World of Science" Project.
2. Regulations for granting internships in foreign research centers (scientific, research or training internships) and for participation in foreign artistic internships for doctoral students studying at UMCS Doctoral Schools under the Project entitled "UMCS Doctoral Schools-Your Success in Globalized World of Science", hereinafter referred to as the Regulations, is established on the basis of a project funding agreement no. BPI / STE / 2021/1/00006 / U / 00001, concluded between the Maria Curie-Skłodowska University, hereinafter referred to as Beneficiary, and the National Agency for Academic Exchange based in Warsaw, hereinafter referred to as the Agency.
3. Participation in foreign internships is financed by the National Agency for Academic Exchange under the STER Program - Internationalization of Doctoral Schools
4. The project is implemented from 07/01/2022 to 31/12/2024.
5. Address of the Project Office – Doctoral Schools at UMCS, 18 Weteranów Street, 20-038 Lublin.
6. Support for Project Participants is implemented under Task III.3.2.1 Ph.D. Students` Internships in Foreign Research Centers.

## **§ 2**

### **[Conditions for participation in the internship]**

1. The target group of Tasks III.3.2.1 consists of 19 doctoral students studying at UMCS Doctoral Schools, who have completed the second semester of studies.
2. The Beneficiary plans to support PhD students from the academic year 2021/2022 to the academic year 2023/2024 - 8 internships 6 months to OECD countries and 2 internships 6 months to non-OECD countries and 5 internships 2 months to OECD countries and 4 internships 2 months. to non-OECD countries, including 3 artistic internships 6 months.
3. In the event of lower interest on the part of doctoral students in the planned support referred to in point 2 above, the Beneficiary reserves the right to swap the number of internships to OECD and non-OECD countries and to change the duration of the internships. Each time, the Beneficiary will specify alternative internship choices.
4. The condition for participation in the Project is the submission of a complete set of recruitment documents and meeting the formal and substantive criteria.

## **§ 3**

### [Recruitment procedure]

1. Recruitment will be conducted in accordance with the principle of equal opportunities and non-discrimination, including accessibility for people with disabilities and the principle of equal opportunities for men and women.
2. Recruitment is open and is conducted in three recruitments on the following dates:
  - 1st recruitment - 2021/2022 - 2 research trips 2 months and 2 research trips 6 months to OECD countries 1 research trip 2 months to non-OECD countries. In case of a smaller number of applicants than expected, there will be a recruitment for one 1-month trip to OECD countries.
  - 2nd recruitment - 2022/2023 - 2 research trips 2 months and 4 research trips 6 months to OECD countries, 2 research trips 2 months to non-OECD countries and 1 research trip 6 months to non-OECD countries. The Beneficiary will specify an alternative selection of internships when the call is announced.
  - 3rd recruitment - 2023/2024 - 1 research trip 2 months and 2 research trips 6 months to OECD countries, 1 research trip 2 months and 1 research trip 6 months to non-OECD countries. The Beneficiary will specify an alternative selection of internships when the call is announced.
3. Candidates declare their willingness to participate in the Project by completing and signing the application form containing a declaration that they have read the Regulations for recruitment and participation in the Project and meet the conditions for participation in the Project.
4. The application documents should be completed legibly, and then signed and delivered to the Project Office.
5. All application documents for the Project are available at the Project Office and on the Project website - <https://www.umcs.pl/en/doctoral-schools.htm>
6. For the purposes of the recruitment process, a Committee will be appointed, which will include, inter alia, Directors of Doctoral Schools, Vice-Rector for Research and International Cooperation and one representative of doctoral students representing each Doctoral School, designated by the Doctoral Students' Council.
7. The recruitment procedure includes:
  - 1) Analysis of the submitted application forms and verification of formal criteria, including declaration from a foreign centre about the readiness to accept a doctoral student for a scientific / artistic internship with guaranteed scientific / artistic supervision.
  - 2) Substantive justification for the research trip, including a detailed research plan presented by the doctoral student with the supervisor's opinion.
  - 3) List of scientific / artistic achievements (progress in the research work of the doctoral student, publication / artistic activity, participation in conferences / exhibitions, participation in research projects, research grants, organizational activity, involvement in the activities of scientific, research and artistic institutions).
  - 4) Knowledge of English or language of the country in which the internship will be carried out (e.g. declaration, certificate).
  - 5) The Commission, by way of a resolution, determines the number of points that can be obtained for individual achievements.
8. Recruitment protocols will be drawn up as a result of the Committee meeting.
9. Doctoral students will be informed about the recruitment results by e-mail.
10. Persons qualified for the Project are required to sign the following documents immediately and submit them to the Project Office:
  - The declaration of project participant,
  - Additional consent of the participant for the processing of data.
11. Failure to submit the above-mentioned documents is tantamount to resignation from participation in the Project.
12. In the event of resignation or a random accident, reserve lists will be created at the recruitment stage. In the event that a smaller number of people than assumed apply in the recruitment rounds, the Beneficiary will conduct supplementary recruitment.
13. A doctoral student/project participant may only participate in one internship in the project.

#### **§ 4**

##### **[Internship scholarship]**

1. Support for Project Participants is implemented under Task III.3.2.1 Ph.D. Students` Internships in Foreign Research Centers and includes:
  - a) Cost of stay (according to the budget of the application)
  - b) Travel costs (according to the budget of the application)
  - c) The settlement allowance (as per the application's budget).
2. In the case of internships lasting 6 months the cost of the stay will be paid in 2 instalments.
3. As part of the support, the Project Participant is obliged to sign the Contract between the Project Participant and the Beneficiary.
4. Throughout the entire period of the participation in the project, the Project Participant must have the status of doctoral student.

#### **§ 5**

##### **[Interns' insurance]**

Project participants are obliged to take out health, civil liability and accident insurance for the duration of their stay in a foreign internship themselves.

#### **§6**

##### **[Rules for settlement of participation in the internship]**

1. The report on the internship, including the planned results achieved, including a certificate with a description of the learning outcomes signed by a representative of the institution accepting the Project Participant, as an annex to the Regulations, should be submitted to the Project Office within 14 days from the end of the internship.
2. Financial summary of the trip in accordance with the attachment financial settlement of the trip.

#### **§ 7**

##### **[Resignation of a PhD student or removal from the internship]**

1. The doctoral student may resign from the internship by submitting a written resignation.
2. The Beneficiary may delete a PhD student from participation in the Project in the following cases:
  - 1) violation of the Regulations;
  - 2) gross violation of the organizational order during the internship;
  - 3) the loss of doctoral student status.
3. In the event of resignation from participation in the internship, the participant may be obliged to reimburse the Beneficiary for the costs incurred in connection with the participation in the internship. The final decision regarding the reimbursement of costs incurred will be made individually, based on the circumstances.

#### **§ 8**

##### **[Final Provisions]**

1. The Regulations enter into force on May 23, 2022 and are valid until the end of the Project implementation.
2. The Beneficiary reserves the right to amend the Regulations.
3. The Project Participant confirms in writing that they have read the Regulations and respect their rules.
4. The Regulations are available on the Project website and at the Project Office.