

**The Regulations for granting internships in foreign research centers (scientific, research, or query internships)  
and for participation in foreign artistic internships  
for PhD students studying at the UMCS Doctoral Schools  
under the Project “International Scientific and Research Network.”  
(updated on August 25, 2025)**

**§1****[General provisions]**

1. The Regulations define the conditions and procedures for awarding internships at foreign research institutions, universities, innovative enterprises, and non-profit organizations for doctoral students under the Project “International Scientific and Research Network.”
2. The Regulations for granting internships in foreign research centers (scientific, research, or query internships) and for participation in foreign artistic internships for doctoral students studying at UMCS Doctoral Schools under the Project “International Scientific and Research Network”, hereinafter referred to as *the Regulations*, is established based on a project funding agreement no. BPI / STE / 2024/1/000017, concluded between the Maria Curie-Skłodowska University, hereinafter referred to as *the Beneficiary*, and the National Agency for Academic Exchange based in Warsaw, hereinafter referred to as the Agency.
3. The target group consists of 47 doctoral students from the Doctoral Schools of Maria Curie-Skłodowska University. This includes 12 students from the Doctoral School of Social Sciences (SDNS), 16 students from the Doctoral School of Humanities and Art (SDNHIS), and 19 students from the Doctoral School of Quantitative and Natural Sciences (SDNSiP).
4. Participation in foreign internships is financed by the National Agency for Academic Exchange under the STER Program - Internationalization of Doctoral Schools
5. The project shall run from 1 January 2025 to 31 December 2027.
6. Address of the Project Office – Doctoral Schools at UMCS, 18 Weteranów Street, 20-038 Lublin.
7. Support for project participants is implemented under task 2: internships for Polish and foreign doctoral students at scientific and artistic centers.

**§ 2A****[Conditions for participation in the internship at the Doctoral School of Social Sciences]**

1. The target group consists of 12 doctoral students (excluding doctoral students in their VIII semester of the 4th year of study) from the Doctoral School of Social Sciences with approved individual research plans. The beneficiary plans to support these students from the 2024/2025 academic year through the 2026/2027 academic year.
  - Four 1-month internships, including: - 2 internships in Group I countries and 2 internships in Group III countries.
  - Six 2-month internships, including: 4 internships in Group III countries and 2 internships in Group IV countries.
  - Two 4-month internships in Group III countries.
2. If doctoral students are not interested in the support planned in paragraph 1 above, the beneficiary reserves the right to change the number and duration of internships. Each time, the Beneficiary will determine alternative internship options.
3. Participation in the Project requires submitting a complete set of recruitment documents along with copies of documents confirming the candidate's evaluated activity and fulfilling formal and content-related criteria.

**§ 2B**

**[Conditions for participation in the internship at the Doctoral School of Humanities and Art]**

1. The target group consists of 16 doctoral students (excluding doctoral students in their VIII semester of the 4th year of study) from the Doctoral School of Humanities and Arts with approved individual research plans. The beneficiary plans to support these students from the 2024/2025 academic year through the 2026/2027 academic year.
  - Ten 1-month internships, including: - 5 internships in Group I countries, 3 internships in Group II countries, 2 internships in Group III countries, including 3 artistic internships.
  - Four 2-month internships, including: 2 internships in Group II countries and 2 internships in Group IV countries, including 2 artistic internships.
  - Two 4-month internships in Group II countries.
2. If doctoral students are not interested in the support planned in paragraph 1 above, the beneficiary reserves the right to change the number and duration of internships. Each time, the Beneficiary will determine alternative internship options.
3. Participation in the Project requires submitting a complete set of recruitment documents along with copies of documents confirming the candidate's evaluated activity and fulfilling formal and content-related criteria.

**§ 2C****[Conditions for participation in the internship at the Doctoral School of Quantitative and Natural Sciences]**

1. The target group consists of 16 doctoral students (excluding doctoral students in their VIII semester of the 4th year of study) from the Doctoral School of Quantitative and Natural Sciences with approved individual research plans. The beneficiary plans to support these students from the 2024/2025 academic year through the 2026/2027 academic year.
  - Fourteen 1-month internships, including: - 12 internships in Group II countries, 2 internships in Group IV countries.
  - Four 2-month internships in Group II countries.
  - One 4-month internship in Group II countries.
2. If doctoral students are not interested in the support planned in paragraph 1 above, the beneficiary reserves the right to change the number and duration of internships. Each time, the Beneficiary will determine alternative internship options.
3. Participation in the Project requires submitting a complete set of recruitment documents along with copies of documents confirming the candidate's evaluated activity and fulfilling formal and content-related criteria.

**§ 3A****[Recruitment procedure at the Doctoral School of Social Sciences]**

1. Recruitment shall follow the principles of equal opportunity and non-discrimination, including accessibility for people with disabilities, as well as equal opportunity for women and men.
2. Recruitment is open and conducted in five rounds on the following dates:
  - **First round:** second semester of 2024/2025 — 1 internship for 1 month in Group I countries, and 1 internship for 4 months in Group III countries.
  - **Second round:** first semester of 2025/2026 — 1 internship for 1 month in Group I countries, 1 internship for 2 months in Group III countries, and 1 internship for 2 months in Group IV countries
  - **Third round:** second semester of 2025/2026 — 1 internship for 2 months in Group III countries and 1 internship for 4 months in Group III countries.
  - **Fourth round:** first semester of 2026/2027 — 1 internship for 1 month in Group III countries, 1 internship for 2 months in Group III countries, and 1 internship for 2 months in Group IV countries.
  - **Fifth round:** second semester of 2026/2027 — 1 internship for 1 month in Group III countries and 1 internship for 2 months in Group III countries.

The first round is expected to be announced in April 2025. The number of internships available to particular groups of countries may change in the announced rounds. Application deadlines and details for each round

will be announced well in advance on the Project website.

3. Candidates declare their willingness to participate in the Project by filling out and signing the application form. This form includes a statement confirming that the candidate has read the Rules and Regulations for recruitment and participation in the project, as well as confirming that the candidate fulfils the conditions for participation in the Project.

4. The application must be legibly filled out in the language of the candidate's doctoral program and then signed. The application should be delivered to the Project office with attachments confirming the candidate's scientific activities.

5. All application documents for the Project are available at the Project office and on the Project website.

6. For the recruitment process, a Committee shall be appointed, composed of: the Director of the Doctoral School of Social Sciences; Deputy Director of the Doctoral School of Social Sciences; a representative of the Council of the Doctoral School of Social Sciences, designated by it; a representative of doctoral students appointed by the doctoral student self-government; and the Secretary.

7. The recruitment procedure shall include an evaluation by the Committee.

**A. Formal criteria:**

1. A declaration from the foreign center stating that it is ready to receive a doctoral student for a research internship with guaranteed scientific supervision.
2. Confirmation of knowledge of the language required by the host institution.

**B. Substantive criteria - 100 points (max.):**

1. Substantive justification of the application, the proposed research plan, and the expected results of the stay at a foreign center — 40 points (max.)
2. Previous academic activity — 60 points (max.)
  - a) progress in implementing the Individual Research Plan - 10 points (max.);
  - b) scientific publications that have been published or accepted for publication - 20 points (max.);
  - c) active participation in conferences with an oral presentation - 10 points (max.);
  - d) participation in research projects, research grants, or receiving scholarships or internships at scientific research institutions - 15 points (max.);
  - e) organizational activities and involvement in the activities of scientific research institutions - 5 points (max.).

Internships may be awarded to doctoral students who obtain more than 50 points during the evaluation.

8. As a result of the Committee's meeting, recruitment protocols and a ranking list shall be compiled.

9. Doctoral candidates will be informed of the recruitment results via email.

10. Those qualified for the Project must sign and submit the following documents to the Project office immediately:

- A declaration of the project participant with consent for data and image processing.
- Agreement regarding the internship.

11. Failure to submit these documents is tantamount to resignation from the Project.

12. If a qualified person resigns, the Beneficiary shall propose the next non-qualified person from the ranking list. If a smaller number of people apply than assumed in the particular round, the Beneficiary will conduct supplementary recruitment.

13. Project participants may only participate in one internship within the Project.

14. The Committee's decision is final.

**§ 3B**

**[Recruitment procedure at the Doctoral School of Humanities and Art]**

1. Recruitment shall follow the principles of equal opportunity and non-discrimination, including accessibility for people with disabilities, as well as equal opportunity for women and men.

2. Recruitment is open and conducted in five rounds on the following dates:

- **First round:** second semester of 2024/2025 — 1 internship for 1 month in Group II countries, 1 internship for 1 month in Group III countries, and 1 internship for 2 months in Group II countries.

- **Second round:** first semester of 2025/2026 — 1 internship for 1 month in Group II countries, 1 internship for 1 month in Group III countries, 1 internship for 2 months in Group IV countries, and 1 internship for 4 months in Group II countries.
  - **Third round:** second semester of 2025/2026 — 2 internships for 1 month in Group I countries and 1 internship for 2 months in Group II countries.
  - **Fourth round:** first semester of 2026/2027 — 2 internships for 1 month in Group I countries, 1 internship for 4 months in Group II countries.
  - **Fifth round:** second semester of 2026/2027 — 1 internship for 1 month in Group I countries, 1 internship for 1 month in Group II countries, and 1 internship for 2 months in Group IV countries.
- The first round is expected to be announced in April 2025. The number of internships available to particular groups of countries may change in the announced rounds. Application deadlines and details for each round will be announced well in advance on the Project website.

3. Candidates declare their willingness to participate in the Project by filling out and signing the application form. This form includes a statement confirming that the candidate has read the Rules and Regulations for recruitment and participation in the project, as well as confirming that the candidate fulfils the conditions for participation in the Project.

4. The application must be legibly filled out in the language of the candidate's doctoral program and then signed. The application should be delivered to the Project office with attachments confirming the candidate's scientific activities.

5. All application documents for the Project are available at the Project office and on the Project website.

6. For the recruitment process, a Committee shall be appointed, composed of: the Director of the Doctoral School of Humanities and Art; two representatives of the Council of the Doctoral School of Humanities and Art, designated by it; a representative of doctoral students appointed by the doctoral student self-government; and the Secretary.

7. The recruitment procedure shall include an evaluation by the Committee.

#### **A. Formal criteria:**

1. A declaration from the foreign center stating that it is ready to receive a doctoral student for a research internship with guaranteed academic/artistic supervision.
2. Confirmation of knowledge of the language required by the host institution.

#### **B. Substantive criteria - 100 points (max.):**

1. Substantive justification of the application, the proposed research plan, and the expected results of the stay at a foreign center — 40 points (max.)
2. Previous academic/artistic activity — 60 points (max.)
  - a) progress in implementing the Individual Research Plan - 10 points (max.);
  - b) scientific publications that have been published, or accepted for publication / artistic work that has been completed and made public- 20 points (max.);
  - c) active participation in conferences, or artistic symposia with an oral presentation - 10 points (max.);
  - d) participation in research projects, research grants, or receiving scholarships or internships at scientific research institutions, or artistic entities (artistic residencies culminating in an exhibition or concert, prestigious artistic scholarships)- 15 points (max.);
  - e) organizational activities and involvement in the activities of scientific research institutions, or artistic entities - 5 points (max.).

Internships may be awarded to doctoral students who obtain more than 50 points during the evaluation.

8. As a result of the Committee's meeting, recruitment protocols and a ranking list shall be compiled.

9. Doctoral candidates will be informed of the recruitment results via email.

10. Those qualified for the Project must sign and submit the following documents to the Project office immediately:

- A declaration of the project participant with consent for data and image processing;
- Agreement regarding the internship.

11. Failure to submit these documents is tantamount to resignation from the Project.

12. If a qualified person resigns, the Beneficiary shall propose the next non-qualified person from the ranking

list. If a smaller number of people apply than assumed in the particular round, the Beneficiary will conduct supplementary recruitment.

13. Project participants may only participate in one internship within the Project.

14. The Committee's decision is final.

### **§ 3C**

#### **[Recruitment procedure at the Doctoral School of Quantitative and Natural Sciences]**

1. Recruitment shall follow the principles of equal opportunity and non-discrimination, including accessibility for people with disabilities, as well as equal opportunity for women and men.

2. Recruitment is open and conducted in five rounds on the following dates:

- **First round:** second semester of 2024/2025 — 3 internships for 1 month in Group II countries, 1 internship for 1 month in Group IV countries.

- **Second round:** first semester of 2025/2026 — 2 internships for 1 month in Group II countries, 1 internship for 1 month in Group IV countries, and 1 internship for 2 months in Group II countries.

- **Third round:** second semester of 2025/2026 — 2 internships for 1 month in Group II countries, 1 internship for 2 months in Group II countries, and 1 internship for 4 months in Group II countries.

- **Fourth round:** first semester of 2026/2027 — 3 internships for 1 month in Group II countries, 1 internship for 2 months in Group II countries.

- **Fifth round:** second semester of 2026/2027 — 2 internships for 1 month in Group II countries and 1 internship for 2 months in Group II countries.

The first round is expected to be announced in April 2025. The number of internships available to particular groups of countries may change in the announced rounds. Application deadlines and details for each round will be announced well in advance on the Project website.

3. Candidates declare their willingness to participate in the Project by filling out and signing the application form. This form includes a statement confirming that the candidate has read the Rules and Regulations for recruitment and participation in the project, as well as confirming that the candidate fulfils the conditions for participation in the Project.

4. The application must be legibly filled out in the language of the candidate's doctoral program and then signed. The application should be delivered to the Project office with attachments confirming the candidate's scientific activities.

5. All application documents for the Project are available at the Project office and on the Project website.

6. For the recruitment process, a Committee shall be appointed, composed of: the Director of the Doctoral School of Quantitative and Natural Sciences; a representative of the Council of the Doctoral School of Quantitative and Natural Sciences, designated by it; a representative of doctoral students appointed by the doctoral student self-government; and the Secretary.

7. The recruitment procedure shall include an evaluation by the Committee.

#### **A. Formal criteria:**

1. A declaration from the foreign center stating that it is ready to receive a doctoral student for a research internship with guaranteed academic/artistic supervision.

2. Confirmation of knowledge of the language required by the host institution.

#### **B. Substantive criteria - 100 points (max.):**

1. Substantive justification of the application, the proposed research plan, and the expected results of the stay at a foreign center — 40 points (max.)

2. Previous academic/artistic activity — 60 points (max.)

a) progress in implementing the Individual Research Plan - 10 points (max.);

b) scientific publications that have been published, or accepted for publication - 20 points (max.);

c) active participation in conferences with an oral presentation - 10 points (max.);

d) participation in research projects, research grants, or receiving scholarships or internships at scientific research institutions - 15 points (max.);

e) organizational activities and involvement in the activities of scientific research institutions- 5 points (max.).

Internships may be awarded to doctoral students who obtain more than 50 points during the evaluation.

8. As a result of the Committee's meeting, recruitment protocols and a ranking list shall be compiled.

9. Doctoral candidates will be informed of the recruitment results via email.

10. Those qualified for the Project must sign and submit the following documents to the Project office immediately:

- A declaration of the project participant with consent for data and image processing.
- Agreement regarding the internship.

11. Failure to submit these documents is tantamount to resignation from the Project.

12. If a qualified person resigns, the Beneficiary shall propose the next non-qualified person from the ranking list. If a smaller number of people apply than assumed in the particular round, the Beneficiary will conduct supplementary recruitment.

13. Project participants may only participate in one internship within the Project.

14. The Committee's decision is final.

#### **§ 4**

##### **[Type of support]**

1. The support provided to Project participants is implemented within the framework of Task 2, *Participation of Polish and foreign doctoral students in scientific and artistic centers*, and covers:

- Living and accommodation costs, as outlined in Appendix No. 1 of the Regulations.
- Travel costs, as outlined in Appendix No. 1 of the Regulations.

2. For internships longer than three months, stay costs will be paid in two installments.

3. As part of the support, the Project participant must sign a contract with the Beneficiary.

4. Throughout the Project, participants must maintain their status as doctoral students.

5. If the stay is shorter than 15 days in the last month of the internship, half the monthly living and accommodation costs will be applied.

#### **§ 5**

##### **[Project participants' insurance]**

Participants in the project are required to obtain health, third-party liability, and accident insurance for the duration of their stay on the foreign internship.

#### **§6**

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

1. Within 14 days of completing the internship, the following documents must be submitted to the Project Office:

- A report on the internship, including details of the planned outcomes achieved.
- A certificate signed by a representative of the institution hosting the scholarship holder, describing the learning outcomes.
- A settlement of the internship, including the financial settlement.

2. Other detailed provisions are regulated in the agreement signed by the Project participant and the Beneficiary.

#### **§ 7**

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

1. The doctoral student may resign from the internship by submitting a written resignation.

2. The Beneficiary may remove the Doctoral Student from the Project in the following cases:

- 1) violation of the regulations;
  - 2) serious breach of organizational rules during the internship;
  - 3) loss of doctoral student status.
3. If the doctoral student resigns from the internship, they may be obliged to reimburse the beneficiary for any costs incurred in connection with their participation. The final decision regarding reimbursement of these costs will be made on a case-by-case basis, depending on the circumstances.

## **§ 8**

1. These Regulations will take effect on 31 March 2025 and will remain in force until the end of the project.
2. The Beneficiary reserves the right to amend the Regulations.
3. Project participants confirm in writing that they are familiar with the Regulations and will respect their principles.
4. The Regulations are available on the Project website and at the Project office.



