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Polska

Dofinansowane przez  
Unię Europejską



Doctoral School  
Warsaw University of Technology

**REGULATIONS OF THE PROM PW 2024 PROJECT  
'PROM – SHORT-TERM ACADEMIC EXCHANGE (2024 CALL)'  
AT THE WARSAW UNIVERSITY OF TECHNOLOGY  
FINANCED BY THE NATIONAL AGENCY FOR ACADEMIC EXCHANGE (NAWA)**

**§1 General information**

1. The aim of the project is to improve the competencies of PhD students and academic staff from Poland and from abroad, including those from outside the EU, through short-term international scholarship exchange. The project is addressed mainly to PhD students of the Doctoral School of the Warsaw University of Technology and the employees of the Warsaw University of Technology.
2. The project provides the possibility to finance short-term international forms of education lasting from 5 to 30 days in the form of scholarships. In terms of the project, short forms of education are: conducting classes, participation in conferences, summer/winter schools, courses, workshops and study visits. The scholarships may also be used for a stay aimed at collecting materials for didactic or scientific work, acquiring skills of operating unique research equipment or increasing skills required for drafting international grant applications. All activities must directly lead to improving the skills of the PhD students or employees of the Warsaw University of Technology.
3. The PROM PW 2024 project is co-financed by the European Social Fund under the 'PROM – short-term academic exchange' program (2024 call).

**§2. PROM PW 2024 information**

1. Pursuant to the Decision no BPI/PRO/2024/1/00013/DEC/1 of the Head of the National Agency for Academic Exchange of September 25, 2024, the Warsaw University of Technology (WUT) is implementing a project within 'PROM – short-term academic exchange' program (2024 call), hereinafter referred to as PROM PW 2024. The project is carried out from October 1, 2024 to September 30, 2025. The amount of funding for the Warsaw University of Technology is PLN 1,139,925.
2. The subject area of the project is related to interdisciplinary subject areas, within which intensive scientific and research activities are conducted at the Warsaw University of Technology.
3. The Management Team, in the following composition, is responsible for the implementation of the project:
  - 1) Head of the Doctoral School – project manager

- 2) Head of the Admissions Committee of the Doctoral School of the Warsaw University of Technology – head of the Admissions Committee of the Project (KRP) responsible for the selection of participants
- 3) Head of the Educational Committee of the Doctoral School of the Warsaw University of Technology – head of the Evaluation Committee of the Project (KEP) responsible for the evaluation of the participants of the project
- 4) Member of the Team
- 5) Deputy Head of the International Cooperation Center
- 6) Head of the PhD students Council
- 7) Member of the PhD students Council
4. The Management Team is appointed by decision of the Rector for the duration of the project.
5. PROM PW 2024 project will be conducted and settled at the Doctoral School of the Warsaw University of Technology (SDPW).
6. The project anticipates launching 3 competitions (in December, March and June) for PhD students and employees leaving and 1 competition for PhD students and employees coming from abroad. The competitions are announced by the Doctoral School.
7. Planned number of Participants:
  - 1) PhD students from the Warsaw University of Technology leaving within the project - 80
  - 2) foreign PhD students coming to the Warsaw University of Technology - 5
  - 3) Warsaw University of Technology employees leaving within the project - 10
  - 4) foreign employees coming to the Warsaw University of Technology within the project – 10.
8. Planned number of participants leaving within particular competitions:
  - 1) PhD students leaving
    - a) Competition I – 30
    - b) Competition II - 30
    - c) Competition III - 20
  - 2) Employees leaving
    - a) Competition I - 4
    - b) Competition II - 4
    - c) Competition III - 2
9. Planned number of participants coming to the Warsaw University of Technology within particular competitions:
  - 1) PhD students
    - a) Competition I - 5
  - 2) Employees
    - a) Competition I - 5
10. Due to the formal requirements of the PROM PW 2024 project implemented at the Warsaw University of Technology, the planned forms of participation in the project should be completed by September 20, 2025.

### **§3 Rules for participation**

1. Participants of the PROM PW 2024 project will be selected through the call for proposals.
2. Competitions will be announced by the Doctoral School.

3. Information about each competition will be sent to all Faculties and Scientific Discipline Councils of the Warsaw University of Technology and will be announced on the website of the Doctoral School and the main website of the Warsaw University of Technology. In addition, The Council of the PhD students will spread information directly through its contacts.
4. The call will be open and will allow all PhD students and employees of the Warsaw University of Technology, as well as foreign universities who meet the requirements of the competition to participate, in accordance with the principle of equal opportunities.
5. Candidates for a scholarship within the planned activities will not be discriminated because of their gender, age, nationality, beliefs, sexual orientation or disability. In the case of special needs of candidates with disabilities covered by the program, the Warsaw University of Technology will make every effort to eliminate potential barriers and inconveniences.
6. The main objectives of the visits of the PhD students should cover the following activities:
  - 1) Collecting materials necessary to write a doctoral thesis, including library research, getting familiar with the objects etc.
  - 2) Carrying out short research or participating in experiments necessary to write a doctoral thesis,
  - 3) Participation in summer/winter school in order to get familiar with the subject similar to the one covered by doctoral thesis and to meet PhD students and researchers from other countries,
  - 4) Active participation in a scientific conference (with a paper or poster presentation) in order to present the outcomes of own research and improve the skills of discourse in English on topics related to own scientific interests.
7. The main objectives of the visits of employees (academic teachers and non-academic teachers) should cover increasing the internationalization of the Doctoral School of the Warsaw University of Technology by the following activities:
  - 1) Establishing international contacts, including those related to mobility of PhD students,
  - 2) Exchange of experiences related to education of the PhD students,
  - 3) Developing principles of co-tutelle agreements,
  - 4) Establishing contacts with other universities in order to expand the didactic offer, including the increase of the number of English courses for PhD students.

#### **§4 Admissions Committee**

1. Candidates will be selected by the Admissions Committee appointed by the Management Team of the project.
2. The Admissions Committee is headed by the head of the Admissions Committee of the Doctoral School of the Warsaw University of Technology.
3. For each competition the Admissions Committee appoints from among its members, qualification teams consisting of the representatives of different scientific disciplines present at the Warsaw University of Technology.
4. The task of the qualification teams is to analyse the submitted applications and make ranking lists. On its basis the Admissions Committee will select participants of the PROM PW 2024 project.

## **§5 Rules for selecting the participants and awarding scholarship**

1. Scholarships are awarded upon submitting application by a PhD student or an employee of the Warsaw University of Technology.
2. The application should be completed on the appropriate form, signed and sent to [projekty.sd@pw.edu.pl](mailto:projekty.sd@pw.edu.pl) in the given deadline. Applications incomplete or submitted after the deadline will not be considered. The template of the application is attached to these Regulations:
  - a) no 1 – for PhD students of the Doctoral School of the Warsaw University of Technology leaving abroad;
  - b) no 2 – for foreign PhD students coming from abroad to the Warsaw University of Technology;
  - c) no 3 – for employees of the Warsaw University of Technology leaving abroad;
  - d) no 4 – for foreign employees coming from abroad to the Warsaw University of Technology.
3. The application is completed in English.
4. Applications submitted by the PhD students must be signed by their supervisor.
5. Applications of the employees of the Warsaw University of Technology must be signed by the head of their organisational unit.
6. In the case of financing the visits of PhD students and employees of the foreign universities, the application is submitted by the academic teacher with at least a PhD degree. The application must be signed by the head of the organisational unit of the employee inviting this person and include a justification for the need to carry out such activity.
7. The application may be withdrawn at any stage of the competition upon a written request of the person, who submitted it.
8. Funding within the project is granted to candidates who obtained the highest number of points on the ranking list, but not less than 40% of the maximum number of points is required. The decision of the Admissions Committee cannot be appealed.
9. Candidates who submitted an application for scholarship, receive information about the result of the competition via e-mail. The list of the participants of the project is published on the website of the Doctoral School.
10. The scholarship can be awarded to one person only once during the entire PROM PW 2024 project.
11. If an application is submitted by the member of the Management Team, Admissions Committee or Evaluation Committee, this person is excluded from the works of the qualification team or evaluation team in a given round of the competition.
12. It is stipulated that in justified circumstances beyond the control of the Warsaw University of Technology, the deadlines for paying out the scholarships may be postponed.
13. If the allocation is not used in a given round of the competition, the rest of it will be transferred to the next round.
14. If available funds are not used, the Management Team can decide on announcing subsequent rounds or accept applications on a continuous basis until the available funds are spent.
15. Due to the budget constraints, it is reserved to shorten the duration of the activity proposed by the PhD student, with the exception of those activities the duration of which is predetermined (such as conferences, workshops, summer school).
16. Documentation related to the implementation of the tasks within the project, particularly: information on the announcement of the competition, applications submitted by PhD

students/employees, personal data of the participants, evaluation of the applications, are subject to archiving.

### **§6 Criteria for the assessment of the applications**

1. When assessing the application for a short-term academic exchange, the following elements are particularly taken into consideration:
  - 1) Compatibility of the planned activities with the scope and subject of the doctoral thesis and its impact on the candidate's scientific development;
  - 2) Description of the planned activities, anticipated results in relation to the entire scientific and research work, the way of their use (e.g. publications)
  - 3) Previous scientific achievements resulting from the conducted research, such as publications, conference presentations, patents, awards etc. taking into account the stage of scientific career;
  - 4) Scientific rank of the event (conference, summer/winter school, trainings, courses, workshops);
  - 5) Scientific rank of the institution where the activity will be conducted (research internship, taking measurements with the use of unique equipment/infrastructure, participation in the drafting of international grant application etc.);
  - 6) If the number of places is limited or more than one person obtains the same score, priority will be given to candidates who have not previously participated in PROM projects.
2. If a visit is related to active participation in a conference/summer school/workshops, it is necessary to provide information on the acceptance of the paper/poster or acceptance to the summer school/workshop. Applications of Candidates that are accepted for financing by the Admissions Committee, which do not contain the required confirmations are put on a standby list. Candidates will receive final confirmation of financing of the planned activity after providing the necessary information.
3. If a visit is related to scientific activity, the application must include confirmation of acceptance for the internship/research as well as the plan/program of a stay from the welcoming institution.
4. The assessment form is provided in Appendix 5 to these Regulations.

### **§7. Benefits for Participants**

1. Participants of the project are entitled to the following benefits:
  - 1) A lump sum to cover travel costs, health insurance, liability insurance, accident insurance, visa and legalisation of the stay.
  - 2) Flat-rate living allowance.
  - 3) Scholarship for the participant of the project.
  - 4) Reimbursement of conference fees, trainings, courses and workshops that are the subject of the activity.
2. The amount of the lump sums referred to in section 1, points 1 and 2 and the scholarship referred to in section 1, point 3 are specified in Appendix no 6.
3. Benefits referred to in section 1 shall be paid on the terms specified in the agreement between the Head of the Doctoral School and the participant of the project.

## **§8. Liabilities of the Participants**

The liabilities of the PROM PW 2024 participants are in particular:

- 1) Signing the agreement with the Head of the Doctoral School on the transfer of financial resources for the implementation of the short forms of international education;
- 2) Completing an electronic form for the participant in the NAWA electronic system including:
  - a) a declaration of participation in the project
  - b) personal data form of the participant of the project
  - c) information clauses regarding the processing of personal data of the participant of the project

The participant of the project will get an individual link and information on the method of registration along with the agreement.

- 3) Submitting copies of the forms generated from the NAWA system referred to in point 2 along with the signed agreement;
- 4) Providing confirmation of the realization of the scientific activities in the form of a certificate. The template of the certificate is specified in Appendix no 7 to these Regulations and is at the same time an annex to the agreement concluded by the participant of the project with the university;
- 5) Collecting and submitting to the Doctoral School hard copies of the accounting documents such as invoices or other documents of equivalent probative value, as well as proofs of payment confirming the amount of the costs (conference fees, participation in summer/winter schools, trainings, courses, workshops, internships etc.) which are the basis for reimbursement of the cost to the participant of the PROM PW 2024 project;
- 6) Preparing report from the realized activity according to the template included in the Appendix to these Regulations.
  - a) no 8 for PhD students,
  - b) no 9 for employees.
- 7) Providing information needed by the Doctoral School by completing evaluation surveys both – during the project and after its completion in order to monitor the realization of the scholarship action and its effects. These surveys should be submitted in a given place and time. Management Team may ask the participant for correcting the survey. If any corrections are required, the Participant is obliged to make them within 7 calendar days from being notified by the Management Team;
- 8) Participation in evaluation meetings organized by the Doctoral School or Management Team;
- 9) Participation in the evaluation carried out by NAWA;
- 10) Labelling all the works, materials and documents made as part of or in connection with the project, which are made public with appropriate logos and information on financing. Detailed information in this regard will be given by the Doctoral School after signing the agreement;
- 11) Informing the Doctoral School about losing the status of a PhD student/employee of the Warsaw University of Technology;
- 12) Informing the Doctoral School about any circumstances that may affect the proper implementation of the Regulations and the agreement;
- 13) Complying with all other provisions of the Regulations and the agreement.

### **§9 Evaluation Committee**

1. The evaluation within the project is performed by the Evaluation Committee appointed by the Management Team of the project.
2. The Evaluation Committee is headed by the head of the Educational Committee of the Doctoral School.
3. For each competition the Evaluation Committee appoints from among its members, evaluation teams consisting of the representatives of different scientific disciplines present at the Warsaw University of Technology.
4. The task of the evaluation teams will be to settle the mobility of the PROM PW 2024 project participants. On the basis of the presented report, the mobility will be settled and the achieved learning outcomes will be confirmed in terms of knowledge, skills and competencies.

### **§10 Settlement of the visit**

1. The visit is settled on the basis of the presented report, the scan of which is sent to [projekty.sd@pw.edu.pl](mailto:projekty.sd@pw.edu.pl) after completing and signing in a given deadline.
2. PhD student's report should describe realized works and achieved learning outcomes and have such documents as certificate of attendance, conference program with the name and surname of the participant in it, confirmation of the stay etc. attached. Possible learning outcomes are provided in Appendix no 10.
3. Employee's report should describe realized works and their impact on improving the quality of education at the Doctoral School of the Warsaw University of Technology and have such documents as certificate of attendance, conference program with the name and surname of the participant in it, confirmation of stay etc. attached.
4. The Management Team may ask the participant to clarify any doubts concerning the completed mobility, orally or in writing.
5. The participant of the project is obliged to provide the necessary feedback in order to monitor the effects of the support e.g. by participating in evaluation studies.
6. The evaluation report form of the participant of the project is included in Appendix to these Regulations:
  - 1) no 11 for PhD students;
  - 2) no 12 for employees.

### **§11 Information clause**

Pursuant to Article 13 of the Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (Journal of Laws EU L 119/1 of 4 May 2016), hereinafter referred to as „GDPR”, Warsaw University of Technology hereby informs that:

1. The Administrator of your personal data is Warsaw University of Technology with its official seat at Pl. Politechniki 1, 00-661 Warsaw.
2. The Administrator has appointed the Data Protection Inspector to supervise the processing of personal data. The Inspector can be contacted via e-mail: [iod@pw.edu.pl](mailto:iod@pw.edu.pl).

3. Your personal data will be processed on the basis of Article 6, section 1, letter b, c, e and f of GDPR due to the realization of the NAWA PROM 2024 project by the Warsaw University of Technology for the purposes of:
  - 1) selecting the participants
  - 2) organizing the mobility, including substantive and financial settlement
  - 3) evaluation of the project goals completion.
4. Your personal data will be processed by the Administrator in the following scope: name, surname, e-mail address in the WUT domain, phone number, PESEL number, date of birth, account number and other data necessary to pay the benefits (in the case of qualification for mobility financing).
5. Warsaw University of Technology does not intend to transfer your data outside the European Economic Area.
6. You are entitled to access your personal data and to correct it, you have the right to request its removal, the right to request the restriction of its processing, the right to object to the processing of the data. In addition, if the consent to process the data has been given, you have the right to transfer the data and the right to withdraw your consent at any time.
7. Your personal data will not be made available to third parties (administrators), except for entities authorised in accordance with legal regulations.
8. Access to your personal data may be given to entities (processing entities) who are contracted by the Warsaw University of Technology to perform actions which may be related to personal data processing and NAWA.
9. Warsaw University of Technology does not use automated decision making with regard to you and does not profile you.
10. Providing your personal data is voluntary, however, failure to provide them makes it impossible to participate in the NAWA PROM 2024 project.
11. Your data will be processed for the period:
  - 1) necessary to implement and settle the project, no longer than until December 31, 2025 – in relation to point 3, section 1 and 2;
  - 2) 5 years – in relations to point 3, section 3.

and for the period necessary to secure any claims.

12. You are entitled to lodge a complaint to the supervisory authority - the President of the Office for Personal Data Protection if you find that the processing of your personal data violates the provisions of the GDPR Regulation.

## **§12 Final provisions**

In matters concerning the project and not included in these Regulations, decisions are made by the Vice Rector for Research.