



POLISH NATIONAL AGENCY  
FOR ACADEMIC EXCHANGE



## Regulations for participation in the task "Cadet's wings - mobility support"

implemented as part of the project  
entitled "Curriculum for advanced doctoral education & training - CADET Academy of TUL"  
by Lodz University of Technology

as part of the programme

STER - Internationalization of doctoral schools  
financed by the National Agency for Academic Exchange

### §1 Glossary of terms used in the Regulations

1. **TUL** - Lodz University of Technology with its seat in Łódź at Żeromskiego 116.
2. **NAWA** - the National Agency for Academic Exchange with its seat in Warsaw at Polna 40.
3. **IDS TUL** - Interdisciplinary Doctoral School of TUL.
4. **Programme** - STER Programme - Internationalisation of doctoral schools financed by NAWA.
5. **Project** - Project entitled "Curriculum for advanced doctoral education & training - CADET Academy of TUL" implemented by ISD TUL under the contract with NAWA (no. PPI / STE / 2020/1/00027 / U / 00001) co-financed by the STER Programme.
6. **Task** - A task entitled "Cadet's wings - mobility support" implemented as part of the Project.
7. **Mobility** - a research trip of a doctoral candidate participating in education at ISD TUL to a foreign centre as part of the Task in order to participate in a short form of training.
8. **Candidate** - a person applying for qualification to participate in the Project.
9. **Participant** - a person who has been qualified to participate in the Project on the basis of the qualification procedure specified in these Regulations and has signed a participation agreement in the project.
10. **University Admissions Committee (UAC)** - a committee appointed by his Magnificence Rector of Lodz University of Technology in order to qualify Participants to the Project.
11. **Task Office** - Office established for the purposes of the Task implementation, located at the International Cooperation Centre of Lodz University of Technology, Żwirki 36, 90-539 Łódź, building A16, room 110, [eduprojects@info.p.lodz.pl](mailto:eduprojects@info.p.lodz.pl).
12. **Project Office** - an office established for the purposes of the Project implementation, with headquarters at the Interdisciplinary Doctoral School of Lodz University of Technology, Żeromskiego 116, 90-543 Łódź, building A33, [isd@adm.p.lodz.pl](mailto:isd@adm.p.lodz.pl).



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## §2 Basic information about the Project

1. The aim of the project is to increase the internationalization of ISD TUL, including increasing the international mobility of doctoral candidates pursuing training at IDS TUL.
2. The project is implemented in the period from 04/01/2021 to 31/12/2023.
3. The project includes mobility of doctoral candidates from IDS TUL, which may last from 1 to 4 full months to foreign research centres around the world.
4. As part of the Project, foreign mobility is offered, which is defined by:
  - the number of full months of stay
  - the type of target country (OECD and cities in the top 50 of the MERCER report or non-OECD countries), and
  - the distance in a straight line (in km) between the Participant's place of residence and the place of stay in the host institution.

The number and type of mobility offered under the Project at Lodz University of Technology is included in Appendix 1 to the Regulations.

## §3 Project Participants

1. Doctoral candidates of IDS TUL, i.e. those pursuing their doctoral training at the Interdisciplinary Doctoral School of TUL, may participate in the Project. The status of a doctoral candidate must be maintained by the Participant throughout the period of his / her participation in the Project.
2. The participant must know the language in which the exchange takes place at a minimum B2 level.
3. Candidates / Participants who require special support due to a disability in the process of recruitment and Project implementation, they are asked to report this fact to the Task Office during recruitment or, if the disability was acquired during the Project, within 7 days from the date of the event confirming the disability. Such support will be provided, to the extent possible, by the Office for People with Disabilities (BON) at TUL or the Task / Project Office.

## §4 General rules of participation in the Project

1. A Participant may take part in only one mobility under the Project, i.e. receive a grant for only one trip.
2. The objectives of doctoral candidates' mobility should be closely related to the subject of the doctoral they are pursuing.
3. Mobility may take from 1 to 4 full months under defined conditions in §2 (4).
4. Mobility must be completed by 30/11/2023.
5. TUL will provide the Participant with co-financing of the following mobility costs:
  - subsistence costs at a flat rate depending on the number of full months of stay, including travel days; in the case of part-month mobility, the rules set out in Appendix 2 to the Rules of Procedure will apply;



- travel costs (i.e. travel, insurance and visa) at a flat rate depending on the distance (in km) in a straight line between the place of residence of the Participant and the place of stay at the host institution in accordance with the table in Appendix 2 to the Regulations;
- (optional) management costs related to the participation of doctoral candidates in study visits abroad (e.g. raw materials, intermediates, reagents, access to laboratory premises and large research infrastructures not available/hardly accessible in Poland, purchase of access to library collections, library card, etc.) in the form of a one-time allowance in the amount of PLN 5,000, paid upon a justified request of the Participant. Decisions University Admissions Committee (UAC) is responsible for granting the allowance.

Due to the adoption of the lump sum principle in relation to the aforementioned costs, TUL will not require the Participants to provide accounting evidence of the expenses incurred, except for the situation described in §8 (6). Confirmation of the proper implementation of the mobility will be the Certificate and the Report referred to in §7 (12a and c).

6. The grant may not be granted for mobility that has already been completed, i.e. mobility in progress or completed before the date of UAC's decision to qualify a Participant to participate in the Project.

7. The grant may not be awarded if, as part of the mobility, the Participant has been provided with subsistence and / or travel costs from other sources. In the event of disclosure of the fact of double financing of the costs of living and / or travel as part of the mobility, the Participant will be obliged to reimburse the entire grant awarded together with statutory interest required in accordance with the NAWA rules.

### **§5 General rules and organization of the recruitment of Participants in the Project**

1. Participants will be selected through an open competition.
2. Participants will be selected by the University Admissions Committee (UAC) composed of at least five people. The committee will be appointed by His Magnificence Rector of Lodz University of Technology at the request of the Chairman of the Scientific Council.
3. The manner of work of the UAC is determined by His Magnificence the Rector of TUL.
4. Administrative support for the work of UAC will be provided by the Task Office.
5. Recruitment for the Project will be carried out according to the schedule presented in Appendix 3 to the Regulations. If the pool of places is not used, UAC will announce supplementary recruitment. Up-to-date information about available places will be posted on the Project website.
6. Formal assessment of Candidates, based on the formal criteria specified in Appendix 5 to the Regulations, is made by the Task Office.
7. If any formal defects are found (i.e. no signature, no required attachments, etc.), the Task Office calls on the Candidate to supplement them within 10 working days from the date of the request.
7. Applications that do not meet the formal criteria will be rejected and will not be further assessed.
8. UAC assesses the Candidates on the basis of the substantive criteria set out in Appendix 5 to the Regulations.



9. If the Candidates receive the same number of points the order in which applications are submitted to the Task Office decides about qualifying for co-financing.

10. Candidates may appeal against the negative decision of UAC to His Magnificence Rector of Lodz University of Technology within 7 working days from the date of notification of the UAC's decision by the Task Office.

11. Recruitment for the Project will be conducted in accordance with the principle of impartiality, openness and transparency, respecting equal rights and equal opportunities.

12. The organization of the recruitment process will take place in buildings and rooms without architectural barriers. Additional support for Candidates with special needs will be provided by the Office for People with Disabilities (BON) of Lodz University of Technology, as far as possible.

13. The accession of the Candidate to the Recruitment process is tantamount to accepting these Regulations with attachments.

### **§6 Procedure and rules for qualifying for the Project**

1. The Candidate may only receive a grant for one mobility under the Project.

2. Application for participation in the project is made by submitting, in person or by e-mail, all the required documents to the Task Office, within the time specified in the recruitment schedule:

- Mobility funding application (Appendix 4 to the Regulations)
- Document (e.g. letter, e-mail) confirming the readiness of the candidate to be accepted by the host institution, including information on the date of mobility, schedule of planned substantive activities and consent to their implementation in the host unit, and the data of the academic tutor in the host institution.

3. Candidates provide the documents listed in § 6 (2) personally to the Task Office or send their scans by e-mail to the e-mail address provided in the forms.

4. UAC members evaluate the Candidates on the basis of the documents presented, reserving the right to interview the Candidates if they deem it necessary (by face-to-face or remote interview). The date of the interview will be agreed with the Candidate.

5. Candidates are assessed individually on the basis of the uniform assessment criteria adopted in the Project (Appendix 5 to the Regulations). UAC may accept the minimum number of points that Candidates should obtain in order to qualify for the Project.

6. The Task Office determines the possibility of co-financing a given mobility on the basis of the financial assumptions of the Project and the rules of its implementation.

7. Candidates who obtained the highest number of points will be qualified for the Project, in order, until places or funds are exhausted.

8. As a result of the assessment, UAC prepares a ranking list of Candidates, separately for each discipline, including:

- a list of people with a positive assessment, qualified for the Project,



- a reserve list of people with a positive assessment, not qualified for the Project due to lack of places or funds,

- a list of people with a negative assessment, not qualified for the Project.

9. In the event of resignation from participation in the Project by one of the Candidates, another Candidate from the reserve list will be qualified for the Project.

10. UAC grants the Participant a travel grant in the amount specified in rules of the STER Programme and with the provisions of these Regulations.

11. If the Candidate has applied for additional funds in the form of a one-off development allowance, UAC makes a separate decision to grant additional funds, depending on the availability of funds in the Project and taking into account the justification of such costs presented by the Candidate.

12. Each Candidate will be informed individually about the UAC's decision by the Task Office by e-mail. Candidates will be able to see the assessment of their application, which will be made available on their request by the Task Office.

13. Candidates who have received a negative decision to qualify for the Project have the right to appeal to his Magnificence Rector of Lodz University of Technology within 7 working days from the date of notification about the decision.

14. Pursuant to Article 13 (1) and (2) of Regulation (EU) 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 (general regulation on data protection), Journal of Laws EU.L.2016.119. 1, IDS informs that:

a) The administrator of the Candidate's personal data is Lodz University of Technology, address: Żeromskiego 116, 90-924 Łódź.

b) The administrator has appointed a data protection officer, e-mail contact: rbi@adm.p.lodz.pl, tel. 426312039.

c) The personal data of the Candidate will be kept for the period necessary to fulfil the purpose of the processing, i.e. to carry out the qualification at Lodz University of Technology for the project implemented by Lodz University of Technology within the STER programme - Internationalization of Doctoral Schools financed by the National Agency for Academic Exchange, including for archiving.

d) The Candidate / Candidate has the right to request the administrator to access their personal data, rectify it, delete or limit processing, and the right to object to the processing, the right to transfer data.

e) The Candidate has the right to lodge a complaint with the supervisory body, which in Poland is the President of the Personal Data Protection Office, address: Stawki 2, 00-193 Warsaw, when he / she considers that the processing of his / her personal data violates the provisions of the regulation indicated at the beginning.

f) Providing personal data by the Candidate / Candidate is a statutory requirement.

g) Decisions made with regard to the Candidate and his / her personal data will not be made in an automated manner, including profiling.

h) Personal data of the Candidate may be made available to NAWA and other institutions controlling the Project, including the correctness of the procedures for recruiting participants to the Project.

### **§7 Mobility implementation rules and Participants' obligations**

1. After receiving notification of UKK's decision to qualify for the Project, the Candidate is obliged to deliver, in person or by e-mail, within 10 working days, a form with the data (Appendix 6 to the Regulations) necessary to sign the Agreement on participation in the Project to the Task Office. Failure to meet this requirement by the Candidate means resignation from participation in the Project.

2. As a rule, the Task Office will prepare an Agreement with the Participant, not earlier than 3 months before the planned start of the mobility. Signing the contract earlier will be possible only in justified cases and at the request of the Participant, in particular in the case of trips / arrivals to / from distant countries, high costs of air tickets, extended visa procedure, etc. In order to limit the damage caused by force majeure referred to in §8, TUL may implement special procedures related to the signing of the Agreement with the Participant of the Project. The rules on specific procedures in this regard are specified by the UAC.

3. Before starting the mobility, the Candidate qualified for the Project is required to sign the following documents:

- Agreements (Appendix 7 to the Regulations)
- Declarations/Statements of the NAWA Project Participant (Appendix 3 to the Agreement with the Participant).

Failure to meet the requirement for the Candidate to sign the indicated documents means resignation from participation in the Project.

4. As a rule, the signing of the documents indicated in §7 (3) by the Candidates from TUL takes place at the Task Office within 10 working days from the date of receipt of information on the preparation of the documents. In the case of Participants who will not be able to sign the documents in person at the Project Office, it is possible to sign and submit documents by post (in exceptional and justified cases). In this case, the Task Office will send the documents by traditional mail or e-mail to the Participant, who is obliged to return the signed documents to the postal or electronic address of the Task Office within 10 working days from the date of their receipt.

5. After signing the Agreement with the Participant, Lodz University of Technology will pay the co-financing in the amount of 80% of the amount due within 14 working days, by bank transfer to the indicated bank account.

6. Each Participant is obliged to have health, liability and accident insurance valid in the territory of the country where mobility takes place.

7. Implementation of mobility by the Participant is possible only taking into account any restrictions imposed by the authorities of the Republic of Poland and the country of destination, as well as the resulting decisions of the authorities of Lodz University of Technology and the host institution.

8. Participants are required to mark all prepared works and materials and documents created as part of or in connection with the implementation of the exchange co-financed under the Project, which are made public by placing on them jointly, in a visible place:



a) the NAWA and TUL logotype,

b) information: implemented under the project "Curriculum for advanced doctoral education & training - CADET Academy of TUL" co-financed by the STER Programme - Internationalization of doctoral schools.

or

c) the information referred to in point b) in English

d) in audio products, information about financing by NAWA must be read during the recording.

9. The Project Office will make the appropriate logos and information materials available on the Project website.

10. Copies of all works and materials prepared by the Participant and documents created as part of or in connection with the implementation of mobility co-financed under the Project, must be submitted to the Task Office along with the settlement of the grant and the substantive report.

11. The participant will transfer the proprietary copyrights to all works created as part of the Project, at the request of Lodz University of Technology.

12. Within 10 working days of the end of the mobility, in any case no later than until 12/10/2023, the Participant is obliged to deliver to the Tasks to the Office, in person or by traditional mail (by registered mail):

a) original Certificate confirming completion of mobility and improvement of competences or obtaining qualifications:

- A certificate issued on the host institution's own template, which should contain all the information that is included in the template provided in Appendix 1 of the Agreement with the Participant,

or

- Certificate on the template constituting Appendix 1 to the Agreement with the Participant, if the host institution does not issue its own certificates.

b) Financial settlement of the trip according to the template according to Appendix 2 to the Agreement with the Participant

c) Substantive report on the implementation of the mobility (Appendix 8 to the Regulations).

13. After completing the mobility, the Participant is obliged to participate in the programme evaluation process.

14. Participants may be subject to separate evaluation studies conducted at the request of NAWA during the Project and in the period after its completion.

15. NAWA guarantees the full confidentiality of opinions and information provided as part of the programme and Project evaluation.

16. Within 10 business days of the acceptance by TUL of the financial settlement of the trip and the fulfilment of the Participant's requirements contained in § 7 (12) and (13), Lodz University of

Technology will pay the Participant the remaining part of the funding resulting from the financial settlement.

17. If the amount of funds transferred to the Participant in accordance with §7 (5) exceeds the amount due shown in the trip financial settlement, the Participant is obliged to return the amount constituting the difference between the amount paid and the amount due, within 10 working days of the acceptance of the trip financial settlement by TUL.

18. In the event of resignation from participation in the Project after signing the contract, the Participant is obliged to immediately inform the Task Office and return the co-financing paid within 10 working days of providing this information.

19. The Participant is obliged to return the co-financing funds provided if the Participant:

- does not complete the mobility,
- does not present a Certificate confirming completion of the mobility and improvement of competences or getting a qualification,
- does not present the trip financial settlement, referred to in §7 (12b),
- fails to present the documents referred to in §8 (6) or if NAWA does not recognize the costs incurred by the Project Participant pursuant to §8 (6) for eligible costs,
- fails to complete the evaluation questionnaire,
- does not present a Substantive Report on the implementation of mobility with a positive opinion from the Research Tutor / PhD supervisor (Annex 8 to the Regulations),
- the fact of double financing of the cost of living and / or travel as part of the mobility is revealed,
- The Participant breaches the provisions of the Agreement.

### **§8 Force Majeure**

1. The Project Participant is released from liability for failure to fulfil its obligations under the Agreement (Appendix 7 to the Regulations) due to force majeure.

2. Force majeure is understood as an event or combination of independent events from the Participant of the Project that prevent or seriously hinder the performance of his / her obligations under the Agreement (Appendix 7 to the Regulations), which the Participant could not have foreseen and could not prevent and overcome them by acting with due diligence.

3. The Project Participant may only invoke force majeure if he / she immediately, but not later than within 3 days, notifies the Project Office in writing of the occurrence of force majeure (together with a description of the situation or event), the expected duration of force majeure and the estimated duration of the force majeure event. the consequences of force majeure.

4. The Project Participant undertakes to take the necessary measures to limit the damage caused by force majeure and to make every effort to resume the implementation of the Agreement as soon as possible (Appendix 7 to the Regulations).





5. In order to limit the damage caused by force majeure, the Project Participant undertakes to purchase airline tickets with the possibility of their return or change of date free of charge, booking a stay at the place of a short form of education with the possibility of its cancellation at no cost, etc.
6. In the event of force majeure preventing the mobility in accordance with the Agreement (Appendix 7 to the Regulations), the Project Participant bearing the costs related to the trip / arrival is obliged to provide the Task Office with confirmations of actually incurred expenses (e.g. an invoice for conference fee) and all information and documents confirming the occurrence of force majeure and information on remedial measures taken by the Project Participant. The method of documenting the indicated costs and information is agreed by the Participant with the Task Office.
7. In the event of force majeure preventing the mobility in accordance with the Agreement (Appendix 7 to the Regulations), eligible costs incurred by the Project Participant are only costs that cannot be recovered, despite attempts by the Project Participant to recover them.
8. The final decision to recognize the expenses incurred by the Project Participant pursuant to §8 (6) for eligible costs is undertaken by NAWA.
9. In order to limit the damage caused by force majeure, UAC may issue additional decisions regarding the implementation of specific rules of organization, implementation and settlement of mobility by the Project Participant.

### **§ 9 Final provisions**

1. These Regulations shall enter into force on the date of signature. The Regulations are valid for the duration of the Project.
2. The regulations were drawn up in two language versions: Polish and English.
3. In matters not covered by the Regulations, the relevant rules of the STER Programme shall apply, available at <https://nawa.gov.pl/images/users/629/Regulamin-Programu-STER.pdf>, as well as the relevant provisions stemming from EU and Polish legislation.

### **List of attachments to the Regulations:**

1. List of offered mobility
2. Mobility funding - rules
3. Recruitment schedule
4. Mobility funding application
5. Candidate evaluation sheet
6. Data form for the agreement with the Participant of the Project
7. Specimen agreement with the Project Participant and its attachments

*Appendix 1 to the agreement with the Project Participant - Certificate template*

*Appendix 2 to the agreement with the Project Participant - Financial settlement of the mobility*



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*Appendix 3 to the contract with the Project Participant - NAWA GDPR Project Participant's declaration*

## 8. Substantive Report on the Implementation of Mobility

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Signature of His Magnificence Rector



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