



POLISH NATIONAL AGENCY
FOR ACADEMIC EXCHANGE



**Regulations for participation in the task "Crossing Borders and Horizons"
for the best doctoral candidates from Poland and abroad, pursuing education at the doctoral
school in the academic year 2025/2026 (1st edition) as part of the project
titled "IMPROVE - International Mission to Promote Research and Optimal Values
in Education" implemented by Lodz University of Technology
as part of the STER programme – Internationalisation of Doctoral Schools – 2024 Call,
financed by the National Agency for Academic Exchange**

§1 Glossary of terms used in the Regulations

1. **TUL** – Lodz University of Technology, with its registered office in Lodz at 116 Żeromskiego, 90-924 Lodz.
2. **NAWA** – National Agency for Academic Exchange with its registered office in Warsaw at 40 Polna, 00-635 Warsaw.
3. **IDS TUL** – Interdisciplinary Doctoral School - Lodz University of Technology
4. **Programme** – STER Programme – Internationalisation of Doctoral Schools – 2024 Call financed by NAWA.
5. **Project** – Project titled "IMPROVE - International Mission to Promote Research and Optimal Values in Education" implemented by IDS TUL under the agreement with NAWA (no. BPI/STE/2024/1/00003) financed from the STER Programme funds.
6. **Task** – Task titled "Crossing Borders and Horizons" implemented as part of the Project.
7. **Mobility** – the participation of the best doctoral candidates from Poland and abroad, pursuing education at a doctoral school, in scientific, research or training internships, carried out within the framework of the Task, undertaken for the purpose of conducting scientific research or acquiring knowledge and skills related to conducting scientific research in foreign scientific and research units and/or participation in artistic internships, undertaken for the purpose of conducting artistic activity or acquiring knowledge and skills related to conducting artistic activity in foreign artistic units.
8. **Applicant** – 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 an agreement for participation in the Project.
10. **Mobility supervisor** – a person from a foreign university responsible for supporting and coordinating activities related to the mobility of a doctoral student during his/her mobility stay.
11. **University Qualification Committee (UQC)** – Committee appointed by His Magnificence the Rector of Lodz University of Technology in order to qualify Participants to participate in the Project at the request of the Chair of the Scientific Council of IDS TUL.

12. **Task Office** – Office established for the purposes of implementing the Task, with its registered office at the International Cooperation Centre of Lodz University of Technology, 36 Żwirki, 90-539 Lodz, building A16, room 110, ster-mobility@info.p.lodz.pl.

13. **Project Office** – Office established for the purposes of implementing the Project, with its seat at the Interdisciplinary Doctoral School of Lodz University of Technology, 116 Żeromskiego, 90-543 Łódź, building A33, isd@adm.p.lodz.pl.

§2 Basic information about the Project

1. The aim of the Project is to increase the internationalization of IDS TUL, including increasing the international mobility of doctoral candidates pursuing education at IDS TUL.
2. The project is implemented in the period from 01.01.2025 to 31.12.2027.
3. The Project plans the mobility of IDS TUL doctoral candidates, which may last from 1 to 3 full months to foreign scientific/artistic centres around the world.
4. The Project offers international mobilities which are defined as follows:
 - number of full months of stay,
 - a group of countries listed in Appendix 02 to the Regulations.

The number and type of mobilities offered as part of the Project at TUL are included in Appendix 01 to the Regulations.

§3 Project Participants

1. The Project participants may be doctoral candidates of IDS TUL, i.e. doctoral candidates pursuing education at the Interdisciplinary Doctoral School of Lodz University of Technology. The Participant must maintain the status of a doctoral candidate throughout the entire period of his/her participation in the Project.
2. Due to the cessation of cooperation between the Government of the Republic of Poland and the Government of the Russian Federation under the Agreement on Cooperation in the Field of Culture, Science, and Education, concluded in Warsaw on August 25, 1993, as a result of the Russian Federation's aggression against Ukraine, individuals who are citizens of the Russian Federation as well as institutions and other entities based in the territory of the Russian Federation are excluded from participation in the Project.
3. The participant must know the language in which the exchange takes place at a minimum level of B2.
4. Applicants and Participants who, due to special individual needs, including disability, require special support in the recruitment process and implementation of the Project are asked to report this fact to the Task Office during the recruitment process 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 by the Office for People with Disabilities at TUL, the Academic Trust Centre or the Task/Project Office to the greatest extent possible, within the organizational, technical and financial capabilities of Lodz University of Technology.

§4 General principles of participation in the Project

1. A Participant may take part in only one mobility within the Project, i.e. receive funding for only one trip. During the mobility, the Participant will carry out selected activities from those listed in § 4 (2).
2. Financing the foreign mobility of the best doctoral candidates from Poland and abroad, pursuing education at IDS TUL may be provided, among others, for:
 - participation of doctoral candidates in scientific, research or training internships undertaken for the purpose of conducting scientific research or acquiring knowledge and skills related to conducting scientific research in foreign scientific and research units,
 - participation of doctoral candidates in artistic internships undertaken for the purpose of conducting artistic activities or acquiring knowledge and skills related to conducting artistic activities in foreign artistic units.
3. The objectives of doctoral candidate mobility should be closely related to the subject of the doctoral thesis being pursued.
4. Mobility may last 1, 2 or 3 full months, taking into account the conditions specified in §2 (4), where one month is understood as a full 30 days, including a maximum of 2 days for travel. Mobility co-financed by the Project covers the implementation of substantive activities only on working days.
5. Mobility must be completed by 30/09/2026.
6. TUL will provide the Participant with funding for the following mobility implementation costs:
 - flat-rate subsistence and accommodation costs depending on the group of countries and the number of full months of stay, including a maximum of 2 travel days;
 - travel costs (i.e. travel, insurance and visa) at a flat rate depending on the group of countries, in accordance with the table in Appendix 02 to the Regulations; the indicated rates refer to the implementation of an international journey in both directions;
 Due to the adoption of a flat rate principle in relation to the above-mentioned costs, TUL will not require Participants to provide accounting documents confirming the incurred expenses, except for the situation described in §8 (6). Confirmation of the proper implementation of the mobility will be the Certificate, and the Content Report referred to in §7 (12)(a) and (c).
6. Funding cannot be granted for mobility that has already been completed, i.e. in progress or completed before the date of the decision by the UQC on qualifying the Participant to participate in the Project.
7. Funding cannot be awarded if, as part of the mobility, the Participant is provided with coverage for subsistence, accommodation and/or travel costs from other sources. If it is revealed that the costs of living, accommodation and/or travel have been double-financed as part of the mobility, the Participant will be obliged to return the entire amount of funding granted, together with the statutory interest required in accordance with NAWA rules.

§5 General principles and organization of recruitment of Participants in the Project

1. Participants will be selected through an open competition.
2. The selection of Participants will be made by the University Qualification Committee (UQC), which will consist of at least five people. The Committee will be appointed by His Magnificence the Rector of Lodz University of Technology at the request of the Chair of the Scientific Council of IDS TUL.
3. The mode of operation of the University Qualification Committee is determined by His Magnificence, the Rector of Lodz University of Technology.

4. The administrative support for the University Qualification Committee's work will be provided by the Task Office.
5. Recruitment for the Project will be conducted according to the schedule presented in Appendix 03 to the Regulations. If the pool of places is not filled, the University Qualification Committee will announce supplementary recruitment. Up-to-date information about available places will be posted on the Project website.
6. Formal assessment of Applicants, based on the formal criteria specified in Appendix 05 to the Regulations, is made by the Task Office.
7. If any formal deficiencies are found (i.e. no signature, no required attachments, etc.), the Task Office will request the Applicant to complete them within 7 working days from the date of the request.
7. Applications that do not meet the formal criteria and are not supplemented in accordance with 5(7) will be rejected and will not be subject to further assessment.
8. UQC assesses the Applicants based on the substantive criteria specified in Appendix 05 to the Regulations.
9. If applicants obtain the same number of points, the Committee members reserve the right to conduct interviews with these applicants if they consider it necessary (on-site or online interview). The date of the interview will be agreed with the Applicant.
10. Applicants may appeal against a negative decision of the Committee to His Magnificence the Rector of Lodz University of Technology within 7 working days from the date of notifying them of the UQC decision by the Task Office.
11. Recruitment for the Project will be conducted in accordance with the principles of impartiality and transparency, with respect for equal rights and equal opportunities.
12. The recruitment process will be organized in buildings and rooms without architectural barriers.
13. The Applicant's participation in the Recruitment process is tantamount to accepting these Regulations and their Appendices

§6 Project Qualification Procedure

1. The applicant may receive funding for only one mobility within the Project.
2. Application for participation in the project is made by submitting, in person or by e-mail, all required documents to the Task Office, within the deadline specified in the recruitment schedule:
 - Application for funding for mobility (Appendix 04 to the Regulations)
 - A document (e.g. letter, e-mail) confirming the readiness of the applicant to be accepted by the host institution, including information on the date of mobility, a schedule of planned substantive activities and consent to their implementation at the host unit, as well as the details of the mobility supervisor at the host institution.
3. Applicants deliver the documents specified in § 6 (2) in person to the Task Office or send their scans by e-mail to the e-mail address provided in the forms.
4. UQC members assess Applicants based on the documents submitted, reserving the right to conduct interviews with Applicants if they deem it necessary (via face-to-face or remote interview). The date of the interview will be agreed with the Applicant.
5. Applicants are assessed individually based on the uniform assessment criteria adopted in the Project (Appendix 05 to the Regulations). UQC may adopt a minimum number of points that Applicants must obtain in order to be qualified for the Project.

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

7. Applicants who obtain 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, UQC prepares a ranking list of Applicants, 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 who were not qualified for the Project due to lack of places or funds,
- a list of people with a negative assessment who were not qualified for the Project.

9. In the event that one of the Applicants resigns from participating in the Project, the next Applicant from the reserve list with the highest score will be qualified for the Project.

10. UQC grants the Participant funding for the trip in an amount consistent with the principles of the STER Programme and the provisions of these Regulations.

11. Each Applicant will be informed individually about the UQC's decision by the Task Office via e-mail. Applicants will be able to view the assessment of their own application, which will be made available upon request by the Task Office.

12. Applicants who receive a negative decision on their qualification for the Project have the right to appeal to His Magnificence the Rector of Lodz University of Technology within 7 working days from the date of their notification about the decision.

13. In accordance with 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 Data Protection Regulation), OJ EU.L.2016.119.1, IDS informs that:

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

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

c) The personal data of the Applicant will be kept for the period necessary to achieve the purpose of processing, i.e. for the purposes of conducting qualifications at Lodz University of Technology in a project implemented by Lodz University of Technology as part of the STER programme – Internationalisation of Doctoral Schools – 2024 Call financed by the National Agency for Academic Exchange, including for archiving.

d) The Applicant has the right to request from the administrator access to his/her personal data, its rectification, deletion or limitation of processing, the right to object to the processing and the right to transfer data.

e) The Applicant has the right to lodge a complaint with the supervisory authority, which in Poland is the President of the Office for Personal Data Protection, registered 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 in the introduction.

f) The provision of personal data by the Applicant is a statutory requirement.

g) Decisions made regarding the Applicant and his/her personal data will not be made in an automated manner, including profiling.

h) The personal data of the Applicant may be made available to NAWA and other institutions supervising the Project, including the correctness of the procedures for recruiting participants to the Project.

§7 Rules for the implementation of mobility and obligations of Participants

1. After receiving notification of the UQC's decision on qualification for the Project, the Applicant is obliged to deliver, in person or by e-mail, within 10 working days to the Task Office the Data Form for the Agreement with the Project Participant/participant (Appendix 06 to the Regulations - Data Form for the Agreement), containing the data necessary for signing the Agreement between TUL and the Project Participant. Failure by the Applicant to meet this requirement means resignation from participation in the Project.

2. As a rule, the Task Office will prepare an Agreement between TUL and the Project Participant no earlier than 3 months before the planned start of mobility. Signing the agreement earlier will be possible only in justified cases and at the request of the Participant, in particular in the case of departures/arrivals to/from distant countries, high costs of airline tickets, extended visa procedures, etc. In order to limit damage caused by force majeure referred to in §8, TUL may implement special procedures related to the signing of the Agreement with the Project Participant. The rules regarding specific procedures in this regard are specified by the UQC.

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

- Agreements (Appendix 07 to the Regulations – Agreement with the Project Participant)
- Declarations of the Project Participant (Appendix 03 to the Agreement - Declaration of the Project Participant).

Failure by the Applicant to sign the indicated documents means resignation from participation in the Project.

4. The documents indicated in §7 (3) are signed by Applicants from Lodz University of Technology as a rule at the headquarters of the Task Office within 10 working days from the date of receipt of information about the preparation of documents. In the case of Participants who will not be able to sign the documents in person in the Task 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 e-mail address of the Task Office within 10 business days from the date of their receipt.

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

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

7. The Participant may carry out mobility only taking into account any restrictions imposed by the authorities of the Republic of Poland and the destination country, as well as any 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 by the Project, which are made public by placing them together, in a visible place:

- a) the NAWA and TUL logos,
- b) information: implemented as part of the project "IMPROVE - International Mission to Promote Research and Optimal Values in Education" financed by the STER Programme - Internationalisation of Doctoral Schools - 2024 Call.
- or
- c) the information referred to in point b) in English
- d) in audio products, information about financing by NAWA must be read out during the recording.
- 9. The Project Office will provide appropriate logos and information materials 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 together with the settlement of the co-financing and the substantive report.
- 11. The Participant will transfer the copyright to all works produced within the Project, at the request of Lodz University of Technology.
- 12. Within 10 working days of the end of the mobility, the Participant is obliged to deliver to the Task Office, in person or by traditional mail (registered letter):
 - a) Original Certificate confirming the completion of mobility and the improvement of competences or acquisition of qualifications:
 - A certificate issued on the basis of the host institution's own template, which should contain all the information included in the template provided in Appendix 01 to the Participant Agreement,
 - or
 - A certificate on the form attached as Appendix 01 to the Participant Agreement, if the receiving institution does not issue its own certificates.
 - b) Financial settlement of the trip on the form according to Appendix 02 to the Participant Agreement
 - c) Substantive report on the implementation of the mobility (Appendix 08 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 NAWA's request during the Project and after its completion.
- 15. NAWA guarantees full confidentiality of opinions and information provided as part of the programme and project evaluation.
- 16. Within 10 working days from the acceptance of the financial settlement of the trip by TUL and the fulfillment by the Participant of the 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 Financial Settlement of the trip, the Participant is obliged to return the amount constituting the difference between the amount paid and the amount due within 10 business days of the acceptance of the Financial Settlement of the trip by TUL.
- 18. In the event of withdrawal from participation in the Project after signing the agreement, the Participant is obliged to immediately inform the Task Office about this and return the paid funding within 10 working days of providing this information.
- 19. The Project Participant is obliged to return the transferred funding if they:

- a) do not complete the mobility,
- b) do not present a Certificate confirming the completion of mobility and improvement of competences
or gaining qualifications,
- c) fails to submit the Financial Settlement of the trip referred to in §7 (12b),
- d) fails to submit the documents referred to in §8 (6) or when NAWA does not recognise the costs incurred by the Project Participant pursuant to §8 (6) as eligible costs,
- e) does not complete the evaluation questionnaire,
- f) fails to submit a Substantive Report on the implementation of mobility (Appendix 08 to the Regulations) that has been positively reviewed by the Supervisor/Co-Supervisor/Assistant Supervisor,
- g) the fact of double financing of subsistence and/or travel costs within the framework of mobility is revealed,
- h) The Participant violates the provisions of the Agreement.

§8 Force majeure

1. The Project Participant is exempt from liability for failure to fulfil his/her obligations under the Agreement (Appendix 07 to the Regulations) due to force majeure.
2. Force majeure shall be understood as an event or combination of events beyond the control of the Project Participant that prevent or seriously impede the performance of his/her obligations under the Agreement (Appendix 07 to the Regulations), which the Project Participant could not foresee and which he/she could not prevent or overcome by acting with due diligence.
3. The Project Participant may invoke the occurrence of force majeure only if he/she immediately, but no later than within 3 days, informs the Project Office in writing about the occurrence of force majeure (together with a description of the situation or event), the expected duration of the force majeure and the estimated effects of the occurrence of force majeure.
4. The Project Participant undertakes to take the necessary measures to limit damage caused by force majeure and to make every effort to resume the performance of the Agreement as soon as possible (Appendix 07 to the Regulations).
5. In order to limit damages caused by force majeure, the Project Participant undertakes to purchase air tickets with the possibility of their return or rescheduling at no cost, to book a stay at the place of implementation of the short form of training with the possibility of its cancellation at no cost, etc.
6. In the event of force majeure preventing the implementation of mobility in accordance with the Agreement (Appendix 07 to the Regulations), the Project Participant incurring the costs related to the implementation of the trip/arrival is obliged to provide the Task Office with confirmation of the actual expenses incurred (e.g. invoice for accommodation, flight ticket, etc.) and all information and documents confirming the occurrence of force majeure and information on the remedial measures taken by the Project Participant. The method of documenting the indicated costs and information is agreed upon by the Participant with the Task Office.
7. In the event of force majeure preventing the implementation of the mobility in accordance with the Agreement (Appendix 07 to the Regulations), only costs that cannot be recovered, despite the attempts made by the Project Participant to recover them, are considered eligible costs incurred by the Project Participant.
8. The final decision on recognition of the expenses incurred by the Project Participant under §8 (6) as eligible costs is taken by NAWA.
9. In order to limit damage caused by force majeure, UQC may issue additional decisions regarding the implementation of specific rules for the organisation, 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 implementation.
2. The regulations were prepared in two language versions: Polish and English.
3. In matters not regulated by the Regulations, the relevant rules of the STER Programme, available at https://nawa.gov.pl/images/STER-2024/1A_0_Zalacznik-nr-1-do-Ogloszenia_Regulamin-Naboru-2024_03_20.pdf , as well as relevant provisions arising from acts of Community and Polish law, shall apply.

List of appendices to the Regulations:

1. STER 2025 – Regulations Appendix 01 - List of available mobilities
2. STER 2025 – Regulations Appendix 02 – Mobility financing principles
3. STER 2025 – Regulations Appendix 03 – Qualification schedule
4. STER 2025 – Regulations Appendix 04 - Mobility funding application
5. STER 2025 – Regulations Appendix 05 – Applicant Assessment Sheet
6. STER 2025 – Regulations Appendix 06 – Data form for the agreement with the Project Participant
7. STER 2025 – Regulations Appendix 07 – Project Participant Agreement
 - a) *STER 2025 – Agreement Appendix 1 – Certificate*
 - b) *STER 2025 – Agreement Appendix 2 – Financial settlement of the mobility*
 - c) *STER 2025 – Agreement Appendix 3 – Project Participant Declaration*
8. STER 2025 – Regulations Appendix 08 – Substantive report on the implementation of mobility by the Project Participant

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Signature of His Magnificence the Rector