

Project Regulations

**NAWA - *International scholarship exchange of
doctoral candidates and academic staff***

implemented at the Military University of Technology
in the academic year 2019/2020

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I. INTRODUCTION

“International scholarship exchange of doctoral candidates and academic staff” is a Project implemented by the Military University of Technology (MUT) under the Operational Programme Knowledge Education Development, co-financed by the European Social Fund, which aims to improve the competences of doctoral candidates and academic staff from Poland and abroad, including those coming from outside the EU. The National Agency for Academic Exchange (NAWA) will finance university projects selected through a competition, assuming the participation of doctoral candidates and academic staff in short forms of international education.

This document is a detailed plan of each stage of the Project. Due to the complex twelve-month period of activities, the Regulations contain detailed procedures for carrying out all project activities, including those related to the recruitment of participants, the organization of short forms of education, monitoring, evaluation, keeping and archiving of documentation, reporting and accounting, as well as the promotion and information of activities design.

An integral part of the Regulations procedures are templates of forms developed in accordance with the principles of visualization and informing the public about co-financing from the European Social Fund.

The main purpose of these Regulations was to guarantee a fully professional and correct course of all activities that will result in the improvement of the competence of doctoral candidates and academic staff from Poland and abroad.

II. GENERAL PROVISIONS

1. The necessary condition to implement the project is the decision of the NAWA Director on granting MUT funds from the PROM programme - International scholarship exchange of doctoral candidates and academic staff and signing of the contract between NAWA and MUT for the implementation of the Project.
2. The project will be implemented from October 1, 2019 to September 30, 2020.
3. The project is addressed to:
 - 1) participants of III degree studies at MUT, showing scientific activity, motivation to scientific development and international cooperation;
 - 2) doctoral candidates from abroad who plan to implement short forms of education at MUT;
 - 3) MUT academic teachers and employees conducting MUT classes with participants of III degree studies;
 - 4) academic staff from abroad.
4. The maximum number of project participants may not exceed 50 people, assuming that:
 - 1) minimum 80% are participants of III degree studies from Poland or abroad;
 - 2) minimum 90% are participants born before October 1, 1980.
5. The project provides for the following types of activities:
 - 1) co-financing the active participation of doctoral candidates and academic staff of MUT in international conferences related to the topic of prepared PhD theses, during which they will be required to present the results of their research in the form of a conference poster, photos or presentations;
 - 2) co-financing of doctoral candidates and academic staff of MUT and from abroad for trips abroad and arrivals at MUT in order to obtain materials for a doctoral dissertation / scientific article;
 - 3) co-financing the participation of doctoral candidates, academic staff and MUT employees in short forms of education, i.e. courses, workshops, professional internships, etc. which are closely related to the subject of the prepared doctoral dissertation; co-financing includes trips of doctoral candidates and academic staff and employees of MUT abroad and the arrivals of doctoral candidates and representatives of academic staff from abroad for internships at the Military University of Technology;

- 4) in justified cases, the project participant may choose a different form of education than indicated in point 1 - 3).
6. One participant in the Project may be the beneficiary of only one action under the Project.
7. The activities referred to in para. 5 can last from 5 to 30 days, including 1 day to travel to the event and 1 day to return. The period of implementation of the activities may not exceed the date specified in para. 2.
8. In the case of doctoral candidates, the subject of activities referred to in para. 5, must be closely related to the topic of the dissertation being prepared.
9. Project participants receive funding to cover costs of:
 - 1) travel, insurance and visas in a flat rate depending on the distance between the place of residence and the host institution;
 - 2) living costs, at a flat rate depending on the length of the trip including 2 days for return trip;
 - 3) conference fees, fees for training, courses and study visits as well as for other short forms of education, accounted for at actual costs.
10. The amount of the flat rates to cover the costs indicated in para. 9 points 1-2) is determined by the National Agency for Academic Exchange in the PROM Regulations - international scholarship exchange of doctoral candidates and academic staff, available at www.nawa.org.pl.
11. The costs indicated in para. 9 point 3) must be supported by accounting evidence enabling their settlement in the period specified in para. 2. Costs incurred outside this period will be considered ineligible.

III. RECRUITMENT

1. The recruitment criteria relate only to the substantive justification of participation in the project, thanks to which the recruitment is conducted on the basis of equal opportunities, taking into account gender and non-discrimination on the grounds of disability.
2. Persons referred to in part II para. 3, interested in participating in the project, hereinafter referred to as "Candidates", complete:
 - 1) questionnaire "Raising the competence of MUT doctoral candidates" - in the case of participants of III degree studies at MUT,

- 2) the survey "Raising the competences of MUT employees" - in the case of teachers and employees participating in the education process of third degree students,
- 3) "Application Form - Improving the competence of the doctoral candidates/ academic staff"- for candidates from abroad (Annex No. 1 to the Regulations),
and submit, in person or via email, to the Project Office in the period from February 26 to March 15, 2019.
3. After the deadline referred to in para. 2, the Vice-Rector for Scientific Research of MUT appoints the Recruitment Committee.
4. The Recruitment Committee analyzes the questionnaires submitted by the Candidates and by April 15, 2019, draw up an initial ranking list of people qualified to participate in the project.
5. Candidates from MUT who are on the list referred to in para. 4, will be individually invited to interviews during which they will present:
 - 1) detailed information on the place and date of the implementation of the action, referred to in part II para. 5 with justification,
 - 2) completed and signed "Statement on the participation of a doctoral student in the NAWA PROM Programme",
 - 3) completed and signed "Statement regarding the employee's participation in the NAWA PROM Programme",by April 15, 2019.
6. The Recruitment Committee is working out the final ranking list, including the list of candidates qualified to participate in the project and the reserve list, and then presents it for approval to the Vice-Rector for Scientific Research of the Military University of Technology by April 17, 2019.
7. In the event of resignation of project participants from the list of qualified candidates for participation in the project, candidates from the reserve list will be qualified to travel first.
8. In the event of resignation of project participants from the reserve list, an additional recruitment of project participants will be carried out.

9. Additional recruitment will be carried out separately for each of the categories of participants specified in part II para. 3. Places released by candidates of a given category may not be filled by candidates from another category.
10. The decision on the date of conducting additional recruitment will be made during the implementation of the project based on the analysis of the current number of participants.
11. Formal recruitment criteria for participants of III degree studies:
 - 1) women or men participating in third-cycle studies at MUT (YES / NO);
 - 2) the documents referred to in para. 2 points 1) and para. 4 delivered on time (YES / NO).
12. Formal recruitment criteria for MUT employees:
 - 1) women or men employed under an employment contract (or appointment) at MUT (YES / NO);
 - 2) the documents referred to in para. 2 point 2) and para. 4 delivered on time (YES / NO).
13. Formal recruitment criteria for project participants from abroad:
 - 1) doctoral candidates and academic staff - documents referred to in para. 2 point 3) delivered on time (YES / NO);
 - 2) doctoral candidates - date of birth after 01/10/1980 (YES / NO).
14. Substantive recruitment criteria for participants of III degree studies at MUT:
 - 1) Proficiency in English (1-5 points);
 - 2) Knowledge of another foreign language (1-5 points);
 - 3) Participation in foreign R&D trips in the last 12 months (5 points);
 - 4) Interest in raising competences by participating in a short trip abroad (1-5 points);
 - 5) Date of birth after 01/10/1980 (5 points).
15. Substantive recruitment criteria for MUT employees:
 - 1) Proficiency in English (1-5 points);
 - 2) Knowledge of another foreign language (1-5 points);
 - 3) Participation in foreign R&D trips in the last 12 months (5 points);
 - 4) Interest in raising competences by participating in a short trip abroad (1-5 points).
16. Substantive recruitment criteria for doctoral candidates from abroad:

- 1) Proficiency in English (1-5 points);
 - 2) Proficiency in Polish (1-5 points);
 - 3) Date of birth after 01/10/1980 (5 points).
17. Substantive recruitment criteria for academic staff from abroad:
- 1) Proficiency in English (1-5 points);
 - 2) Proficiency in Polish (1-5 points).

IV. RESPONSIBILITIES OF THE PROJECT PARTICIPANT

1. The Project Participant is obliged to properly represent MUT during a trip abroad as part of the Project.
2. Project Participant is required to select a place independently and the deadline for implementing the action referred to in part II para. 5, by March 15, 2019 at the latest.
3. In justified cases, at the request of a Project participant, it is possible to change the place of departure, referred to in para. 2, with the proviso that:
 - 1) possible increase in co-financing referred to in part II para. 9, will occur only if the MUT will have the financial resources coming from project savings after the completion of the additional recruitment referred to in part III para. 9;
 - 2) NAWA agrees to increase funding.
4. After the decision referred to in part II para. 1, Candidates are required to:
 - 1) signing a contract with the Military University of Technology for the implementation of activities referred to in part II para. 5;
 - 2) provide the Project Office with "Certificates regarding the participation of the NAWA PROM Programme participant in education at doctoral studies at MUT" at the latest within 7 days of signing the contract referred to in point
 - 1) - applies to participants of III degree studies from Poland;
 - 3) deliver to the Project Office a "Recommendation from the promoter" no later than within 7 days of signing the contract - applies to participants of III degree studies from Poland;
 - 4) delivering to the Project Office "Publication obligation" no later than within 7 days of signing the contract - applies to participants of III degree studies from Poland;

- 5) deliver to the Project Office "Confirmation of employment at the university" (applies to MUT academic teachers) or "Confirmation of conducting classes for doctoral students" (applies to employees of MUT who are not academic teachers) at the latest in within 7 days of signing the contract referred to in point 1);
 - 6) provide the Project Office with confirmation of employment or performing activities aimed at obtaining a doctoral degree at the home university (applies to doctoral candidates and academic staff from outside Poland) – Annex No. 2 to the Regulations.
5. Project participants sign a contract for the implementation of the activities referred to in part II para. 5 before commencing the activities.
 6. Within a deadline of 30 days from the completion of the subject of the contract, referred to in para. 1, the Project participant completes the evaluation questionnaire online and delivers to the Project Office with a signed certificate confirming participation in the activity.
 7. The Project Participant is obliged to collect accounting documents confirming the incurrence of costs indicated in part II para. 9 point 3) and submitting them to the Project Office within a deadline of two weeks from the completion of the subject of the contract referred to in paragraph 4 point 1).
 8. Within 6 months from the date of implementation of the action referred to in part II para 5. Project Participant from Poland is obliged to publish the article in any scientific journal.
 9. The project participant shall present in the Project Office confirmation of publication of the article in the form of photocopies immediately after its publication.
 10. The subject of the article referred to in para. 8, should refer directly to the development of competences acquired by the Project participant during the activity that is the subject of the agreement referred to in para. 4 point 1).
 11. In the event of a fault of the Project participant, persistent failure to comply with the obligations provided for in part IV of the Regulations, the participant will be required to reimburse the costs indicated in part II para. 9.
 12. It is unacceptable to finance the same expenses from two different sources (double financing). In the event of detection of double financing (at any stage

of the Project implementation), NAWA will consider these expenses as ineligible.

V. PROJECT MANAGEMENT

1. Supervision over the correct implementation and settlement of the Project is exercised by the Vice-Rector for Scientific Research of MUT.
2. To ensure efficient service of the Project participants and implementation and settlement of the Project in accordance with the agreement referred to in part II para. 1, a Design Office is created.
3. The Project Office is located in the Military University of Technology at 2 Gen. Sylwestra Kaliskiego Str., building No. 100, rooms No. 111 and 109. The Project Office is an office space, gathering all project documentation, enabling proper circulation of information and correspondence.
4. The Project Office consists of:
 - 1) Project Manager - supervising the recruitment, completing and collecting project documentation in accordance with the General Regulation on the Protection of Personal Data, analyzing the effectiveness of the Project, launching and updating the Project website, marking NAWA logos with all materials and project documents, disseminating knowledge about NAWA PROM, monitoring material progress;
 - 2) Reporting Specialist - recruitment, financial monitoring, preparation of reports on the project implementation, control of expenditure with the budget and guidelines, surveys, preparation of monitoring tools, evaluation;
 - 3) Exchange Implementation Team - persons responsible for the direct implementation of the scholarship exchange, including:
 - consultation and assistance to project participants in dealing with foreign institutions;
 - consultations regarding possible changes of date / place of departure;
 - care for foreign participants in the project;
 - flight / train ticket booking;
 - verification of the completeness and correctness of the certificates provided from foreign institutions;

- development and verification of completeness of project documents;
- providing current information about the Project to all interested persons.

VI. PROMOTION AND PROJECT VISUALIZATION

1. The Project Manager oversees the correct marking of materials and documents related to the implementation of the Project, which are submitted to public information or intended for the target group, the European Funds sign, the European Union sign and the NAWA logo.
2. All MUT information and promotional activities and any document that is made public or is used by project participants, including all attestations or certificates, contain information on receiving funding from the European Union, including the European Social Fund.
3. The following advertising instruments will be used, among others, to promote the Project: website, letterhead, information posters (A3 format), information board in front of the Project Office.

VII. MONITORING AND EVALUATION

1. The basic documents that will be used for proper monitoring will be:
 - 1) „Application Form” – Improving the competence of the doctoral candidates/academic staff” – before starting a chosen form of education;
 - 2) "Evaluation questionnaire" (ex post) after completing the chosen form of education;
 - 3) "Declaration of the Project participant";
 - 4) "Project Participant Application Form";
 - 5) Certificate confirming participation in the activity referred to in part II para. 5;
 - 6) Ongoing verification of project documentation, promotion elements and visualization.
 - 7) Ongoing monitoring of the achievement of result indicators in the project.
 - 8) Report on the implementation of the project.

2. The conclusions of the evaluation will be used in the MUT project activities when constructing and writing subsequent projects. Information from surveys will be used to analyze the needs and expectations of future beneficiaries. Stakeholders will be able to use project information through information available on the website to raise awareness of NAWA PROM.

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