

**Rules for financing foreign trips
as part of the support obtained from the NAWA Agency
for the participants of the Doctoral School
run by Poznan University of Medical Sciences**

§ 1

1. The Doctoral School of Poznań University of Medical Sciences enables to finance trips of Doctoral School participants to foreign research units located in OECD member countries in Europe.
2. Funding shall be available for one- or two-month trips.
3. In the years 2022 and 2023, the Director of the Doctoral School may agree to finance up to 10 one-month trips and up to 5 two-month trips.
4. The trips shall be funded from the systemic support obtained from the Polish National Agency for Academic Exchange (NAWA) for the STER Internationalisation of Doctoral School project, and they shall be allocated in line with the provisions of the following documents:
 - a) NAWA Agency's PUMSTER Project granted to the Doctoral School run by Poznań University of Medical Sciences under the decision of the 14th of December 2020 No. PPI/STE/2020/1/00014/DEC/02 for the period from the 4th of January 2021 to 29th of December 2023, after this, referred to as the Project,
 - b) Regulations of the STER Internationalisation of Doctoral School programme of 15th of July 2020, after this, referred to as the STER Regulations.

§ 2

1. The financing of a trip to a foreign research unit shall be available for a participant of the Doctoral School of Poznan University of Medical Sciences who is taking up courses at the Doctoral School of Poznań University of Medical Sciences during the Project.
2. The trip referred to in §1(3) shall start after the 1st of February 2022 and end no later than on the 30th of September 2023.
3. Up to 15 participants of the Doctoral School of Poznań University of Medical Sciences referred to in Item 1 shall be able to go on a trip, and due to the provisions of the documents referred to in §1(4), the following scholarships shall be allocated on a competitive basis as part of 2 recruitments specified in §4 sec. 1:
 - a) a total of 3 one-month scholarships and 2 two-month scholarships for doctoral students who, within the meaning of the STER Regulations, have been defined by the term - foreign doctoral student (item 1.2. page 5), where in the first recruitment: 2 one-month scholarships and 1 two-month scholarship, and in the second recruitment: 1 one-month scholarship and 1 two-month scholarship,
 - b) a total of 7 one-month scholarships and 3 two-month scholarships for other doctoral students, where in the first recruitment: 4 one-month scholarships and 2 two-month scholarships, and in the second recruitment: 3 one-month scholarships and 1 two-month scholarship.

§ 3

1. The financing of a trip shall include
 - a) costs of accommodation and meals - maximum PLN 12,000 per month, incl.
 - food: lump sum for foreign travel in the amount depending on the country of departure (according to the currently applicable rates),
 - accommodation (confirmed with an invoice),
 - the cost of accommodation in the amount of the bill presented, not exceeding the limit specified in the provisions referred to in the Annex to Resolution No. 71/2017 of the PUMS Senate,

- insurance costs.

Unauthorized funds in the accounts and non-consumed funds from the granted amount are returned,

b) travel costs - not more than 1,000 PLN for a distance of up to 500 km and not more than 2,000 PLN for a distance of 500 km to 999 km - the purchase of tickets is made by the University (if the cost of the ticket exceeds the amount of the grant, the difference is covered by the doctoral student).

c) material support for implementing research works, including the purchase of books and research reagents - up to PLN 5,000.

- Advance payment in total amount settled with bills. The amount that will not be covered in the bills is returned or remains at the disposal of the doctoral student after deducting income tax and social security costs.

2. The costs specified in paragraph 1 are settled following the Principles of directing and the conditions for foreign trips of Students and PhD students of the Poznan University Medical Sciences and the rules for their settlement - Regulations on trips abroad (Resolution No. 71/2017 of the Senate of the PUMS). The formal matters of the trip are handled by the Department for International Cooperation of the Poznan University of Medical Sciences.

3. The person referred to in §2(1) shall obtain trip financing on the terms described herein only once, unless all Doctoral School participants taking part in the competition proceedings have already been on such a trip.

§ 4

1. Trip financing shall be granted at the request of a doctoral student submitted to the Director of the Doctoral School of Poznań University of Medical Sciences:

- a) by the 20th of December, 2021 - first recruitment
- b) by the 30th of June, 2022 - second recruitment

2. A doctoral student shall submit the application by electronic means, sending it to the Doctoral School's e-mail address doctoralschool@ump.edu.pl, according to the appendix to the Announcement of the Director of the Doctoral School and within the time limit stipulated in the competition schedule.

3. The application shall present:

- a) research plan being part of the doctoral dissertation prepared, which plan is to be pursued at the foreign unit:
 - description of the research that is possible to be conducted during the trip,
 - planned scientific publications/applications or implementations;
- b) research achievements of the doctoral student,
- c) scientific achievements of the PhD student tutor who works in the inviting institution.

4. An invitation signed by the academic advisor referred to in Item 3(c) shall be attached to the application.

5. The application submitted shall be examined formally and in content-related terms by the Scholarship Committee of the PUMSTER Project from which the trips are financed, which Committee shall be appointed by the Director of the Doctoral School. Each member of the Committee who is an applicant's relative or in-law shall be excluded from participation in further proceedings.

6. In the case of formal flaws, the application shall be sent to the applicant with the request to make corrections within 7 days from the notification received. If no such corrections are made within the time limit stipulated above, the application shall not be considered.

7. The substantive assessment of a submitted application shall consist in awarding points, the sum of which will determine the doctoral student's position on the ranking list. A maximum of 12 points is awarded for a research plan (up to 6 points for the initial research work plan from the recruitment procedure; up to 6 points for the research work plan planned to be carried out in a foreign center), up to 8 points for a doctoral student's academic achievements, and no more than 8 points for achievements of tutor working in a foreign center.
8. Ranking results along with information on financing a trip shall be published on the website of the Doctoral School of Poznan University of Medical Sciences within 2 months from the date on which the call for applications was closed.
9. A doctoral student who has been granted financing of his/her planned trip in the first recruitment shall start the trip within 8 months from the date of publishing the information referred to in Item 8.
10. The decision of the Project Committee cannot be appealed against.
11. The competition may end without awarding all scholarships if there is a low number of participants or the quality of the content offered is questionable. The Director of the Doctoral School reserves the right to conduct additional recruitment for foreign trips for the pool of unused study away scholarships after 4 months from the announcement of the results of the first recruitment process.

§ 5

These Rules shall take effect on the 8th of November 2021.

