



PROM Programme - International scholarship exchange of PhD candidates and academic staff



Kraków, 25<sup>th</sup> March 2019

### **Competition Rules**

**concerning scholarships for PhD candidates who study outside the territory of Poland for the financing of research internship at the Jerzy Haber Institute of Catalysis and Surface Chemistry of the Polish Academy of Sciences in Krakow (2<sup>nd</sup> edition).**

**The project implemented under the PROM Programme – International Scholarship exchange of PhD candidates and academic staff.**

The programme is co-financed by the European Social Fund within the Operational Programme Knowledge Education Development, the project designated under the restricted call for proposals: International Scholarship exchange of PhD candidates and academic staff, contract no. POWR.03.03.00-00-RPN13/18.

## **I GENERAL PROVISIONS**

1. These Rules lay down the terms and conditions of participation and the detailed rules for conducting the competition concerning the financing of research internship at the Jerzy Haber Institute of Catalysis and Surface Chemistry of the Polish Academy of Sciences in Krakow (hereinafter referred to as **ICSC PAS**) under the PROM Programme (hereinafter also referred to as Project) - International Scholarship exchange of PhD candidates and academic staff, contract no. PPI/PRO/2018/1/00006/U/001, concluded between ICSC PAS, being the Beneficiary of the Project, and the Polish National Agency for International Exchange with its registered office in Warsaw (hereinafter referred to as **NAWA**).
2. The project is being implemented in the period from 1 October 2018 to 30 September 2019 and one of its main objectives is to improve competencies and qualifications of PhD candidates from abroad through their participation in short forms of education held at ICSC PAS within the framework of international scholarship exchange.

## **II TERMS AND CONDITIONS OF PARTICIPATION IN THE COMPETITION**

1. In accordance with the pre-designed selection criteria of the Project, the competition is addressed to PhD candidates studying abroad.
2. The objective of the project is to select the competition winners – Project Participants who shall be awarded scholarships to cover the costs of research internships at ICSC PAS.
3. Recruitment shall be conducted in accordance with the Equal Opportunities Policy and guarantee equal treatment for women and men as well as it shall prohibit any discrimination on the grounds of other than sex factors such as, inter alia, age,

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- opinions, ethnic origin, religion or belief, sexual orientation or physical capabilities.
4. The application for a scholarship must be filed on the form which is attached as Appendix 1 to these Rules.
  5. The applicant can also file her/his applications in other competitions announced by ICSC PAS under the PROM Programme, nevertheless she/he shall be entitled to receive only one scholarship to finance one study trip during the period of the Project implementation (1 October 2018 – 30 September 2019).
  6. Those applicants who have filed more than one application for participation in concurrently held competitions organized by ICSC PAS must indicate which of these applications is regarded as their priority. In the event of submitting a number of applications and failure to indicate the priority application, the application entailing a higher amount of financing shall be subject to evaluation.
  7. A trip connected with participation in the research internship at ICSC PAS must take place **before the defence of the PhD dissertation** and shall last between **5 and 30 days** of stay. The number of days of stay shall be calculated as the sum of the duration time of the research internship at ICSC PAS and maximum 2 days for the journey (1 day for the journey to Kraków, 1 day for the return journey).
  8. In the application, the applicant must justify the purposefulness of her/his participation in the research internship at ICSC and demonstrate that her/his stay at ICSC PAS will help her/him to obtain materials for the doctoral dissertation / scientific article; the direction of the research to be carried out at ICSC PAS shall be confirmed in the opinion of the scientific supervisor.
  9. Under the Project's budget, the funds for covering the travel cost, insurance and visa fees shall be granted as a flat-rate dependent on the distance between the Participant's place of residence and Kraków as per Table 1 in Article 14 of the Regulations of the PROM Programme ([https://nawa.gov.pl/images/PROM/1.0\\_Regulations\\_of\\_the\\_PROM\\_Programme.pdf](https://nawa.gov.pl/images/PROM/1.0_Regulations_of_the_PROM_Programme.pdf)), attached as Appendix 4 to these Rules. The funds to cover the subsistence costs shall be granted as a flat-rate dependent on the number of days of the stay as per Table 2 in Article 14 of the Regulations of the PROM Programme ([https://nawa.gov.pl/images/PROM/1.0\\_Regulations\\_of\\_the\\_PROM\\_Programme.pdf](https://nawa.gov.pl/images/PROM/1.0_Regulations_of_the_PROM_Programme.pdf)), attached as Appendix 4 to these Rules.
  10. In order to take part in the competition, it is necessary to complete the application form and sign it with the handwritten signature; the scholarship application form is attached as Appendix 1 to these Rules (available also on the ICSC PAS website). A scanned copy of the completed **application form** as well as a scanned copy of a written **statement certifying that the Applicant is a PhD candidate**, issued by the home institution, and a **letter of intent** from the host research group at ICSC PAS, must be sent to the following email address: [ncikifp@cyf-kr.edu.pl](mailto:ncikifp@cyf-kr.edu.pl), mentioning clearly

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in the subject line of the email the following reference: 'prom\_internship\_scholarship'. Filing an application shall mean the Applicant's acceptance of the principles laid out in these Rules and in the Regulations of the PROM Programme.

The closing date for applications is 5.04.2019 at 3 p.m. local time.

### III TIMEFRAME OF THE COMPETITION

1. The organization of the competition and announcement of its results shall be preceded by informational and promotional measures concerning the competition and the call for applications available on the ICSC PAS website <http://www.ik-pan.krakow.pl>, and on the ICSC PAS site in the Public Information Bulletin BIP.
2. The call for applications shall take place from 25<sup>th</sup> March 2019 to 3 pm on 5<sup>th</sup> April 2019.
3. Incomplete applications and applications submitted after the deadline shall not be considered, subject to the provisions of Article IV(3) of these Rules.
4. The competition will be settled on 10<sup>th</sup> April 2019 and the results shall be announced by 12<sup>th</sup> April 2019.

### IV RULES FOR RECRUITMENT OF PARTICIPANTS

1. The submitted applications shall be evaluated by the Competition Committee, established for this purpose by the Director of ICSC PAS, consisting of:  
Professor Tomasz Borowski, PhD - Chairman of the Competition Committee,  
Associate Professor Krzysztof Szczepanowicz, PhD,  
Magdalena Wiecech-Figura, MSc,  
Dawid Lupa, MSc,  
Paulina Komorek, MSc,  
Karolina Pałka, MSc.
2. The submitted applications shall be evaluated by the Competition Committee in terms of their compliance with the following formal requirements:
  - a. The Applicant is a PhD candidate at an institution based outside the territory of Poland,
  - b. The Applicant is not/has not been a scholarship holder in other competitions organized under the PROM Programme during the term of this Project (from 1 October 2018 to 30 September 2019),
  - c. In the event of submitting a number of applications for participation in concurrently held competitions organized from the PROM Programme funds by ICSC PAS, one of the applications is indicated as a priority one by the Applicant. In case of failure to indicate the priority application, the application entailing a

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- higher amount of financing shall be subject to evaluation,
- d. The length of stay applied for is between 5 and 30 days.
  - e. The intended study trip related to the participation in the research internship at ICSC PAS shall take place prior to the scheduled time of the defence of the Applicant's PhD dissertation.
3. In case an incomplete application, or an application which requires amendments, is filed, the applicant shall be requested via the email address indicated in the application to supplement missing documents (attachments)/information in the application within 3 days from the date of the request, and it shall be informed that a failure to supplement the missing information within the required deadline shall leave the application without consideration. It shall be possible to amend the application only once in this respect.
  4. The applications which fulfil all the formal requirements as well as those completed in the course referred to in point 3 above shall be subject to a substantive evaluation, including the compliance of the scope of research planned during the internship with the topic of the Applicant's PhD dissertation or of the conducted research, as well as the justification of the purposefulness of conducting this internship given by the applicant and her/his supervisor. (0-10 pts).
  5. If an application is awarded the total of 0 points as a result of the substantive evaluation, it shall be deemed ineligible on the grounds of not meeting the quality requirements of these Rules, which means a negative substantive evaluation of this application. A negative substantive evaluation shall result in rejecting the application.
  6. The Competition Committee shall draft a ranking list of applications on the basis of the substantive evaluation in the order from the highest to the lowest number of awarded points.
  7. The list of competition winners shall be drafted on the basis of the ranking list and shall be its summary list reduced from bottom to top. The cut-off point on the list (the number of competition winners) shall depend on the amount of funds available under the Project and on the number of available scholarships.
  8. In case a number of applications filed by a given person are awarded a number of points which is above the cut-off points of the ranking lists related to concurrently held competitions, the priority application shall remain on the list, whereas the other applications of this person are removed from the list.
  9. In case the cut-off point corresponds with a group of applications which have been awarded the same number of points, the eligibility of a given application for financing shall be subject to a supplementary procedure. In the supplementary procedure, the cumulative impact factor (IF) of the Applicant is established using the Web of Science citation indexing service.
  10. The remaining part of the ranking list shall be placed on a reserve list, subject to the

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provisions of point 5 above. In the event of an applicant's resignation from the scholarship, the applications included in the reserve list shall be successively qualified for financing in accordance with the provisions of Article IV (8,9).

11. The ranking list, the list of competition winners, the reserve list and the minutes from the Competition Committee proceedings shall be presented to the Director of ICSC PAS. The Director of ICSC PAS shall approve the list of competition winners and the reserve list.
12. The applicants shall be informed about the competition results via electronic mail by 12<sup>th</sup> April 2019.

## V RIGHTS AND OBLIGATIONS OF THE PARTIES

1. In order to receive a scholarship, a competition winner must sign the Agreement between the Beneficiary and the Project Participant (Appendix 2 to these Rules) with the Project Beneficiary, i.e. ICSC PAS, within 14 working days from the date of receipt of the information on the status of the competition winner.
2. Failure to sign the Agreement between the Beneficiary and the Project Participant in accordance with the provisions of Article 1 above shall be understood as the competition winner's resignation from the scholarship. Under such circumstances, the scholarship may be awarded to the next person on the list, as stipulated by Article IV (10) of these Rules.
3. The amount of 90% of the funds awarded for covering the travel cost, insurance and visa fees and subsistence costs, granted as a flat-rate, shall be transferred to the bank account indicated by the Project Participant within 14 days from signing by the Project Participant of the Agreement referred to in Article 1 above. The remaining amounts receivable shall be transferred within 14 days from the date of the acceptance by ICSC PAS of the trip settlement submitted by the Project Participant and upon receipt of the confirmation from NAWA that the Project Participant has completed the evaluation survey.
4. The Project Participant is obliged to:
  - 1) complete:
    - a) Project participant data form (Appendix 3 to these Rules),
    - b) the declaration of a Project Participant attached as an appendix to the Agreement between the Beneficiary and the Project Participant,and to submit both these documents together with the completed Agreement to ICSC PAS;
  - 2) complete an internship at ICSC PAS in accordance with the description included in the application for a scholarship and in line with the signed Agreement between the Beneficiary and the Project Participant;



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- 3) within 14 days from the completion of the internship, submit the documentary evidence confirming the implementation of the Action to ICSC PAS, i.e. the trip settlement. The expenses shall be incurred during the period specified in the Agreement between the Beneficiary and the Project Participant, they shall be indispensable for the implementation of the Action specified in the Agreement between the Beneficiary and the Project Participant, shall be incurred with a view to implementing this Action and shall be used exclusively for the implementation of the objective/objectives of the Actions and the Project.
- 4) send NAWA the evaluation survey (a link to the internet survey and a token required to access it will be provided by ICSC PAS in due course) concerning completing the internship under a scholarship from the PROM Programme within 30 days of completing the training.

## VI FINAL PROVISIONS

1. In matters not covered by these Rules, the provisions of the PROM Programme Regulations ([https://nawa.gov.pl/images/PROM/1.0\\_Regulations\\_of\\_the\\_PROM\\_Programme.pdf](https://nawa.gov.pl/images/PROM/1.0_Regulations_of_the_PROM_Programme.pdf)), attached as Appendix 4 to these Rules, shall apply.
2. Appendices shall form an integral part of these Rules.
3. These Rules enter into force and become applicable on the date of their publication and shall be available for examination at the ICSC PAS premises and on the following website: <http://www.ik-pan.krakow.pl>.
4. The Rules may be supplied electronically to each PhD candidate at her/his explicit request.
5. ICSC PAS reserves the right to make modifications to these Rules at any time. Modifications introduced shall apply from the date of their publication. All information on modifications to these Rules shall be made available at the ICSC PAS premises and on the following website: <http://www.ik-pan.krakow.pl>.

Kraków, 25<sup>th</sup> March 2019.

Signature .....

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### Appendices to the Rules:

1. Appendix 1 The scholarship application form,
2. Appendix 2 The exemplary template of the Agreement between the Beneficiary and the Project Participant,
3. Appendix 3 Project participant data form,
4. Appendix 4 The PROM Programme Regulations.

Detailed information on the Programme: <https://nawa.gov.pl/en/institutions/prom-programme>

Further information can be obtained from Prof. Tomasz Borowski, e-mail: [ncborows@cyf-kr.edu.pl](mailto:ncborows@cyf-kr.edu.pl)