

**Regulations for
awarding scholarships for foreign scientific internships
"Excellence Initiative International Cooperation – Internship Programmes"**

§ 1
AIM

In order to improve the quality of scientific research and increase international mobility among academic staff, Poznan University of Technology, hereinafter referred to as PUT, introduces the possibility of carrying out a foreign scientific internship in the best scientific institutions in the world.

§ 2
GENERAL PROVISIONS

1. The Regulations define the rules for awarding scholarships to carry out foreign scientific internships in the best scientific institutions in the world.
2. The list of foreign institutions entitled to carry out an internship is contained in Attachment No. 1. It is allowed to carry out an internship in a scientific or research and development unit other than those listed in Attachment No. 1 provided that the leader of the research group in which an internship is to be carried out belongs to the group of researchers from the Top 2% list published annually by Stanford University.
3. Recruitment for internships takes place after an announcement made by the Rector, once a quarter, in January, April, July, and October respectively.
4. Every year, up to 9 foreign internships are awarded, for a total amount of up to PLN 300 000. The Rector has the right to increase the above-mentioned limit in both the number and the total amount, in particular in the event of failure to use part of the subsidy granted in order to prepare for participation in the next competition as part of the "Excellence Initiative – Research University" programme.
5. The first edition of the internship competition will take place in 2024.
6. The competitions assess the accomplishments indicated in § 4 of the Regulations related to hiring an employee at PUT.

§ 3
CONDITIONS FOR PARTICIPATION

1. Academic teachers from all units and employed at PUT on a full-time basis (declaring PUT as the primary place of work) in a group of research and didactic and research employees may participate in the recruitment for a scholarship to carry out a foreign research internship.
2. Applications for participation in a foreign scientific internship cannot be made by an academic teacher who has a disciplinary penalty imposed upon him/her, which has not yet been erased on the day of submitting the application.
3. Academic teachers should submit applications in paper form to the International Relations Office, in accordance with Attachment No. 2. The application form contains an applicant's statement on providing information consistent with the facts and his/her consent to the processing of personal data.
4. Only complete applications that meet all the requirements set out in the regulations are accepted.
5. The application should include in particular:
 - a) the aim of an internship and its scientific significance,
 - b) the scope of scientific and research activities,
 - c) description of an applicant's previous accomplishments,
 - d) expected results, in particular applications for international research grants, publications in journals with a percentile value of at least 80 or international patents.

6. The application requires a positive opinion of the Discipline Council in which an applicant has declared at least 75% of its research activities. In special cases, an internship may be offered by the Rector to persons with 50% of their research activities in the declared discipline.
7. The application form must be accompanied by the following:
 - a) a personal invitation issued by the host centre containing a declaration of the lack of additional financing for an applicant's stay,
 - b) an applicant's statement about not receiving a scholarship from other programmes or a statement about receiving a scholarship stating its amount.

§ 4

CRITERIA FOR APPLICATION ASSESSMENT

1. Applications are subject to formal and substantive assessment.
2. The formal assessment of applications is carried out by a three-member Scholarship Committee appointed by the Rector. The Scholarship Committee is composed of the Vice-Rector for International Relations as the Chair.
3. The formal assessment of applications includes:
 - a) assessing whether the application is complete,
 - b) assessing whether the application meets all the requirements set out in the Regulations.
4. Only applications which have received a positive formal assessment may be submitted for substantive assessment.
5. The substantive assessment of applications is carried out by a committee appointed for this purpose at an applicant's faculty. The committee is appointed by the Dean.
6. Points are awarded on the basis of the following substantive criteria (the maximum total number of points is 100):

Name of the criterion	Maximum number of points
An applicant's current and previous scientific and research activity, in particular: - a list of publications with a high degree of prestige (specify the centiles) from the last 4 years - participation in international and national grants, including EU, National Centre for Research and Development, National Science Centre, and Ministry of Science and Higher Education grants	30
International activity – participation in scientific and research internships and mobility programmes abroad (min. month-long)	10
Rank and scientific level of the host centre and the research supervisor's accomplishments. Assessment is made of the host centre, including its international recognition and significance for a given discipline, accomplishments of the team in which an applicant plans to carry out the internship, the scientific position of the research supervisor (his/her international recognition in the discipline practised), justification for carrying out a foreign internship in the selected host centre in the context of the activities planned in the application.	20

Scope and method of carrying out the planned activities. Assessment is made of the scientific value of the activities planned in the application, research methods, planned results, the adequacy of the duration of the stay to the planned activities and connection with the individual research plan.	20
The impact of participation in a foreign internship on an applicant's further scientific development Assessment is made of the impact of a foreign internship on an applicant's scientific plans.	20

7. Applications which have been substantively and formally assessed (along with the points awarded) go back to the Scholarship Committee appointed by the Rector for the final decision.
8. The Committee examines the submitted applications within 30 days and draws up a report on its activities, in which it indicates persons who have been awarded scholarships.
9. The Committee informs all applicants about the results of the procedure. In the case of negative decisions, it provides each applicant with an individual justification for the decision made.
10. In the case of a positive scholarship decision, an applicant is obliged to supplement the application with a request to the Rector for granting scientific leave for the duration of the internship.
11. At least 3 weeks before departure, a scholarship holder should submit a travel request.
12. An applicant has the right to lodge an appeal against the decision made addressing it to the Rector within 30 days.

§ 5

FINANCING RULES

1. The subject of the Regulations is the awarding of funds to pay for a stay in a foreign research centre, in a period not shorter than 30 days and not longer than 3 months.
2. The awarded subsidy covers the costs of daily allowances, travel, accommodation and insurance.
3. The amount of the scholarship for one person is max. PLN 30 000. In justified cases, the Rector, at the request of a scholarship holder, has the right to increase the above-mentioned limit.

§ 6

SETTLEMENT OF THE INTERNSHIP

1. Within 6 months upon return, a scholarship holder is obliged to submit a written report on the internship and present the expected results.
2. A scholarship holder is obliged to use PUT affiliation next to his/her name in publications resulting from the internship.
3. The Rector may dismiss an intern within 14 days from the date of receipt of information about him/her violating the law or failing to perform tasks which result from the assumed aims. In such a case, a scholarship holder is obliged to pay back the scholarship.

§ 7

FINAL PROVISIONS

The Regulations enter into force on 24 June 2024.