

Regulations for awarding stipends for the implementation of international scientific internships under the “Excellence Initiative International Cooperation – Internship Programme”

§ 1

OBJECTIVE

With the aim of enhancing the quality of scientific research and increasing international mobility among academic staff, Poznan University of Technology (hereinafter also referred to as “PUT”) introduces the possibility of undertaking international scientific internships.

§ 2

GENERAL PROVISIONS

1. These Regulations define the rules for awarding financial support (hereinafter also referred to as “stipend”) for international scientific internships (hereinafter referred to as “scientific internships”) at prestigious research institutions worldwide.
2. The list of foreign institutions eligible to host scientific internships is set out in Attachment No. 1. It is permissible to carry out an internship at an institution not listed in Attachment No. 1, provided that the leader of the research group in which the internship is to be conducted is included among the researchers listed in the annually published Top 2% ranking by Stanford University.
3. Calls for applications for scientific internships shall be announced by the Rector by means of a communication. Recruitment takes place twice a year: in February and October.
4. The annual budget for the implementation of scientific internships is PLN 300,000. The Rector reserves the right to increase this amount.
5. Under the Programme, scientific internships may last from 30 to 90 days.
6. Applications are evaluated based on achievements specified in § 4 of these Regulations, related to the applicant’s employment at PUT.

§ 3

ELIGIBILITY CRITERIA

1. Applications for a stipend to carry out a scientific internship may be submitted by academic teachers from all organisational units of PUT, employed at PUT on a full-time basis (declaring PUT as their primary place of employment) in the group of research-and-teaching staff or research staff.
2. Academic teachers who are subject to a disciplinary penalty which has not been expunged by the date of submission of the application are not eligible to apply.
3. Applications must be submitted in paper form to the International Relations Office, in accordance with the template set out in Attachment No. 2.
4. Only complete applications meeting all the requirements set out in these Regulations shall be considered. The application must include, in particular:
 - 1) the purpose of the trip and its scientific significance,
 - 2) the scope of scientific and research activities,
 - 3) a description of the applicant’s previous scientific achievements,
 - 4) anticipated results, in particular applications for international research grants, publications in journals with a centile value of at least 80, or international patents.
5. The application must be accompanied by a positive opinion from the discipline council in which the applicant has declared at least 50% of their research activity.
6. The following documents must be attached to the application:
 - 1) a personalised invitation issued by the foreign institution, including a statement confirming that the institution will not provide funding for the applicant’s stay,

- 2) a declaration by the applicant stating that they are not receiving a stipend from other programmes, or, if applicable, a declaration stating that they are receiving such a stipend along with the amount received.

§ 4

APPLICATION EVALUATION CRITERIA

1. Applications are subject to both formal and substantive evaluation.
2. Formal evaluation is carried out by a four-member stipend committee appointed by the Rector. The committee is chaired by the Vice-Rector for International Relations.
3. The formal evaluation includes:
 - 1) verification of the completeness of the application,
 - 2) assessment of compliance with all the requirements set out in these Regulations.
4. Only applications that receive a positive formal evaluation may proceed to substantive evaluation.
5. Substantive evaluation is carried out by a committee appointed by the Dean of the applicant's faculty.
6. Points are awarded based on the following substantive criteria (maximum total score: 100 points):

Evaluation Criterion	Maximum Points
The applicant's previous scientific and research activity, in particular: <ul style="list-style-type: none"> - a list of high-prestige publications (based on centile values) from the past 4 years, - participation in internationally and nationally significant research grants, including EU, NCBR, NCN, and MNiSW funding. 	30
International activity – participation in scientific and research internships and foreign mobility programmes (of at least one month).	10
Reputation and scientific standing of the host institution and achievements of the academic supervisor. The evaluation covers the host institution's international recognition and relevance to the discipline, the achievements of the research group in which the internship is to be carried out, the academic standing of the scientific supervisor (their international recognition in the relevant discipline), and justification for selecting the host institution in the context of the planned activities.	20
Scope and implementation of planned activities. Evaluation includes the scientific merit of the planned activities, research methods, expected outcomes, adequacy of the internship duration relative to the planned activities, and alignment with the applicant's individual research and development plan.	20
Impact of the international internship on the applicant's further scientific development. Evaluation includes the impact of the internship on the realisation of the applicant's research plans.	20

7. Applications that have been substantively evaluated (along with the assigned scores) are returned to the stipend committee for a final decision.
8. The stipend committee shall consider the submitted applications within 30 days and prepare a report indicating the individuals to whom stipends have been awarded.
9. The stipend committee shall inform all applicants of the outcome of the procedure. In the event of a negative decision, the applicant shall receive an individual justification of the decision.
10. In the case of a stipend being awarded, the applicant is required to supplement the application with a formal request to the Rector for a scientific leave of absence for the duration of the internship.
11. At least three weeks before departure, the stipend recipient must submit a travel application.
12. In the event of a negative decision by the stipend committee, the applicant has the right to appeal to the Rector within 30 days from the date of receiving the justification.

§ 5 FUNDING RULES

1. The maximum amount of the stipend is PLN 30,000. In justified cases, the Rector may, at the stipend holder's request, increase the above limit.
2. The funds are intended to cover the cost of daily allowances, travel expenses (including local transport), and accommodation.
3. Travel costs are reimbursed within the following limits:

Straight-line distance between the scholar's place of residence and the host location (km)	Maximum reimbursement for return trip (PLN):
under 500 km	1,300.00
500 – 999 km	2,600.00
1,000 – 2,999 km	3,900.00
3,000 – 5,999 km	5,200.00
6,000 – 9,000 km	6,500.00
over 9,000 km	7,800.00

4. In the case of air travel, the stipend holder is required to purchase airline tickets exclusively through Profi-travel Services Sp. z o.o., in accordance with the University's applicable procurement procedures.
5. The awarded funds are allocated to cover: the travel expenses specified in section 3, flat-rate accommodation costs (25% of the accommodation limit), daily allowances, and flat-rate local transport expenses, as defined in the Regulation of the Minister of Labour and Social Policy of 29 January 2013 on entitlements due to an employee of a state or local government budgetary unit for business travel (Journal of Laws 2023, item 2190), subject to the overall funding cap specified in section 1.
6. The University disburses the funds for the scientific internship in the form of an advance payment, subject to the provisions of section 4.
7. The conditions for receiving the advance are as follows:
 - 1) submission of a business travel application,
 - 2) obtaining the approval of the Vice-Rector for International Relations,
 - 3) submission of a copy of the Rector's approval for scientific leave for the duration of the stay,
 - 4) signing of an agreement, the template for which is provided in Attachment No. 3 to these Regulations.

§ 6 INTERNSHIP SETTLEMENT

1. Within 14 days of completing the scientific internship, the stipend holder is required to submit a written settlement of the awarded funds. Upon submission of the settlement, the University conducts a final calculation of the trip expenses. The stipend holder is obliged to promptly return any unspent funds.
2. The stipend holder must submit a certificate confirming the dates of the international scientific internship, signed by the internship supervisor.
3. The stipend holder is required to submit a written report on the implementation of the international scientific internship within 6 months of return, including:
 - 1) the scientific outcomes achieved,
 - 2) the extent to which the objectives were fulfilled.
4. In publications resulting from the internship, the stipend holder is required to indicate affiliation with PUT and the Programme.