



POZNAŃ UNIVERSITY
OF ECONOMICS
AND BUSINESS



Internationalisation of the PUEB Doctoral School – PUEB PhD Hub

Project financed by the National Agency for Academic Exchange (NAWA) under the NAWA STER programme of doctoral school internationalisation

Annex 1
to Regulation No. 99/2024 of the Rector of PUEB
of 31st October 2024

Rules and regulations of foreign on-line academic tutoring for doctoral students of the Doctoral School funded by National Agency for Academic Exchange under the project “Internationalisation of the PUEB Doctoral School – PUEB PhD Hub”

The Rules and regulations of foreign on-line academic tutoring for doctoral students of the Doctoral School financed from the funds of the National Agency for Academic Exchange as part of the project “Internationalisation of the PUEB Doctoral School – PUEB PhD Hub”, hereinafter referred to as the Regulations, are established on the basis of agreement No BPI/STE/2023/1/00003/U/00001, hereinafter referred to as the Agreement, between the Poznań University of Economics and Business, hereinafter referred to as the PUEB, and the National Agency for Academic Exchange, hereinafter referred to as the Agency, for the implementation by the PUEB, within the framework of the program “STER NAWA - Internationalization of Doctoral Schools”, hereinafter referred to as the Program, of the project entitled “Internationalisation of the PUEB Doctoral School – PUEB PhD Hub” (abbreviated name: ‘PEUB PhD Hub’), hereinafter referred to as the Project, in the years 2024-2026. The Regulations are subordinated to the rules for the use of the Agency's funds for the implementation of the Project as set forth in:

- 1) Announcement of a call for applications to join the Programme, hereinafter referred to as the Announcement, specified in Annex 2 to the Agreement.
- 2) Rules of the programmes offered by the National Agency for Academic Exchange for Institutions, hereinafter referred to as the NAWA Rules, specified in Annex 1 to the Announcement.
- 3) Beneficiary's Guidebook for programmes offered by the National Agency for Academic Exchange for Institutions, hereinafter referred to as the Beneficiary's Guidebook, specified in Annex 5 to the Announcement.

§ 1

GENERAL PROVISIONS

1. The Regulations set forth the rules for the organization of foreign academic tutoring financed from the Agency's funds, based on the application for participation in the Program submitted by PUEB, which constitutes Annex No. 2 to the Agreement (Task 5 - Foreign on-line academic tutoring).



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2. The limit of funds allocated for the implementation of Task 5 under the Project is determined by the budget, hereinafter referred to as the Project Budget, constituting Annex No. 5 to the Agreement.
3. Within the framework of the tutoring program, the Project funds may only be used to cover the salaries of tutors.

§ 2

CONDITIONS FOR PARTICIPATION OF DOCTORAL STUDENTS IN TUTORING

1. Any doctoral student of the Doctoral School may participate in foreign on-line academic tutoring, provided that he/she submits to the Office of the Doctoral School an application constituting Annex No. 1 to the Regulations.
2. The application should include the doctoral student's data, identification data of the foreign tutor, including his/her business e-mail address, as well as information on the planned schedule of on-line meetings.
3. The application should be reviewed by the supervisor, whose opinion should be guided primarily by the compatibility of the topic of the tutoring program with the Individual Research Plan of the doctoral student.
4. The doctoral student should attach to the application correspondence confirming the preliminary agreement of the foreign tutor to conduct the tutoring along with the tutor's consent to the processing of personal data. The statement of the tutor's consent to the processing of personal data is attached as Annex No. 5 to these Regulations.
5. The doctoral student should attach to the application a statement of the project participant regarding personal data GDPR NAWA, which constitutes Annex No. 3 to these Regulations.
6. The doctoral student should attach to the application additional consent of the project participant for processing of personal data, constituting Attachment No. 4 to these Regulations.
7. Applications are accepted on a continuous basis from November 12, 2024 to October 1, 2026.
8. Consent to include a doctoral student in the tutoring program shall be granted by the Project Manager. The Project Manager may refuse consent to include a doctoral student in the tutoring program, in particular in the case of exhaustion of funds referred to in § 1 section 2.
9. The Project Manager may not grant consent to cover a doctoral student in a tutoring program other than that indicated in the doctoral student's application, subject to § 3 section 1.



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§ 3

DIMENSION AND DURATION OF TUTORING

1. A single tutoring program shall consist of no less than 6 and no more than 10 on-line individual meetings between the doctoral student and the tutor (tutorials) lasting 45min each.
2. The tutoring program should be completed within 10 months of the first meeting, except that the last meeting of the tutoring program may not take place later than November 30, 2026.
3. A doctoral student may participate in one tutoring program, subject to section 4.
4. In the case of utilization of funds not exceeding 70% of the budget referred to in § 1 section 2 by June 30, 2026, the Project Manager may agree to allow a PhD student to participate in a second tutoring program of 6 meetings lasting 45min each.

§ 4

CONTRACT AND REMUNERATION OF THE TUTOR

1. Immediately after the approval of the Project Manager to include a doctoral student in the tutoring program, a contract is signed between PUEB and the tutor.
2. The Doctoral School Office is responsible for preparing the contract.

§ 5

DUTIES OF THE DOCTORAL STUDENT

1. A doctoral student should attend all meetings in the amount specified in the application referred to in § 2 section 1.
2. No later than two weeks after the end of the series of meetings, the doctoral student shall submit to the Doctoral School Office a report on the implementation of the tutoring program according to the form attached as Annex No. 2 to the Regulations. This report should be accepted by the tutor.
3. A doctoral student loses the right to continue the tutoring program if he/she loses his/her status as a doctoral student.

§ 6

REQUIREMENTS AND DUTIES OF THE TUTOR

1. The tutor may be a person employed at a foreign university or foreign research unit, holding a doctoral degree in a discipline related to the subject of the dissertation being prepared by the applicant.



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2. The duties of the tutor will be specified in detail in the agreement referred to in § 4 section 1.
3. No later than two weeks after the end of the series of meetings, the tutor shall submit to the Doctoral School Office at szkola.doktorska@ue.poznan.pl information on the number of meetings conducted with the doctoral student within the framework of the tutoring program.