



POZNAŃ UNIVERSITY
OF ECONOMICS
AND BUSINESS



Internationalisation of the PUEB Doctoral School - PUEB PhD Hub

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

Attachment to Regulation No. 41/2024
of the Rector of PUEB of June 6, 2024

Rules and regulations for the award of scholarships by the National Agency for Academic Exchange to doctoral students at the Doctoral School of the Poznań University of Economics and Business under the “Internationalisation of the PUEB Doctoral School” project

The rules and regulations for the award of scholarships to doctoral students enrolled in the Doctoral School at Poznań University of Economics and Business by the National Agency for Academic Exchange under the “Internationalisation of the PUEB Doctoral School” project, hereinafter referred to as the Rules, shall be set forth in Agreement No. BPI/STE/2023/1/00003/U/00001, hereinafter referred to as the Agreement, between Poznań University of Economics and Business, hereinafter referred to as PUEB, and the National Agency for Academic Exchange, hereinafter referred to as the Agency, for the implementation by PUEB under the “Internationalisation of the PUEB Doctoral School” project (abbreviated to “PUEB PhD Hub”), hereinafter referred to as the Project, under the “NAWA STER - internationalisation of doctoral schools” programme, hereinafter referred to as the Programme, for the period of 2024-2026. The Rules shall be subject to the principles governing the utilisation of the Agency's resources for the implementation of the Project, as outlined 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

1. The Rules set forth the principles for the award of scholarships, hereinafter referred to as STER Scholarships, by the National Agency for Academic Exchange under the Project, as part of two tasks specified in the application to participate in the Programme submitted by PUEB, hereinafter referred to as the PUEB Application, specified in Annex 2 to the Agreement, i.e.:
 - the award of STER scholarships to best foreign doctoral students (Task 1),
 - the award of STER scholarships to best doctoral students from Poland engaged in doctoral



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projects involving international cooperation within an international doctoral programme (Task 2).

2. The funding ceiling for Task 1 and Task 2 of the Project shall be set in its budget, hereinafter referred to as the Project Budget, specified in Annex 5 to the Agreement.

§ 2

1. STER scholarship shall be awarded in a competition.
2. The Director of the Doctoral School of Poznań University of Economics and Business, hereinafter referred to as the Director of the Doctoral School, shall announce each round of the STER Scholarship competition in a notice posted on the Doctoral School's website, hereinafter referred to as the Competition Notice, specifying the deadline and format of applications for STER Scholarship funding, at least 14 days prior to the start of application intake.
3. The competition shall consist of two rounds:
Round 1: academic year 2024/2025 (12 months),
Round 2: academic year 2025/2026 (12 months).

§ 3

1. Applications for STER Scholarship funding submitted by the deadline specified in the Competition Announcement shall be evaluated within 30 days after the application submission deadline and against the criteria referred to in § 7 by an evaluation committee, hereinafter referred to as the Committee, composed of:
 - the Director or Deputy Director of the Doctoral School as Committee Chair;
 - two members of the Doctoral School Council appointed by the Director of the Doctoral School.
2. Once a doctoral student has applied for a STER Scholarship, he/she shall be considered a candidate.
3. The Committee's decision to award the STER Scholarship is discretionary. Submitting an application for the Scholarship does not give rise to a claim for payment on the part of the doctoral student.
4. The Committee shall decide whether to approve or deny a STER Scholarship to each candidate based on a ranking list generated during the application evaluation. The Committee shall draw up an evaluation report to justify the awarded score.
5. Information on the awarded STER Scholarships shall be made public. The Director of the Doctoral School shall post a list of doctoral students selected for STER Scholarships on the Doctoral School's website within 14 days after the successful candidates are selected.
6. If a candidate is denied scholarship, the Committee shall notify him or her accordingly via a



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message signed on the Committee's behalf by its Chair. A copy of the refusal shall be e-mailed to the candidate's university e-mail address within 7 days of its signing by the Chair. The candidate may request that the Committee review the decision within 7 days of receiving a copy of the decision by e-mail, but only if there has been a breach of competition rules or the scholarship award procedures. The Committee's decision following a review shall be deemed final.

§ 4

1. In each round of the competition, the Committee may award up to two scholarships under Task 1 and one scholarship under Task 2.
2. If the maximum number of scholarships are not awarded in the first round of the competition, the number of scholarships in the second round may be increased accordingly.
3. Each candidate may only be granted one scholarship in any given round of the competition.

§ 5

1. Within the framework of Task 1 (scholarships for best foreign doctoral students), a STER Scholarship may only be awarded and disbursed to a doctoral student at the Doctoral School who satisfies each of the following criteria by:
 - 1) having entered the STER Scholarship competition by the deadline stipulated in the Competition Notice by the Director of the Doctoral School in conformity with these Rules, by submitting an application for STER Scholarship using the template provided in Annex 1 to these Rules;
 - 2) having enclosed, with the said application, a GDPR NAWA declaration, as a project participant regarding his/her personal data, using the template provided in Annex 3 to these Rules;
 - 3) having enclosed, with the said application, an additional consent, as a project participant, for the processing of personal data, using the template provided in Annex 4 to these Rules;
 - 4) having gained the status of a foreign doctoral student within the meaning of NAWA Rules, i.e. a) being a foreign national who has graduated from an undergraduate or graduate programme of studies or a combined undergraduate/graduate programme of studies at a foreign institution of education, or b) being a foreign national who has graduated from a graduate programme of studies in a Polish institution of education, or c) being a Polish national who has graduated from a graduate programme of studies at a foreign institution of education;
 - 5) not having applied for an extension of the time limit for the submission of a doctoral dissertation;



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- 6) not being employed at the PUEB under a permanent contract of employment on more than a half-time basis;
 - 7) being in the process of preparing a doctoral dissertation in the English language or having, during his/her studies in the PUEB Doctoral School, or having authored or co-authored a minimum of one research paper in the English language published in a foreign academic journal, or having published a minimum of one research paper co-authored by a person affiliated with a foreign research institution;
 - 8) having been selected by the Committee for the disbursement of the scholarship in the competition referred to in section 1.
2. A doctoral student enrolled in the first year of studies shall, with his/her application, enclose a declaration of his/her advisor on the acceptance of his/her individual research plan. However, in the event that a STER scholarship has been awarded, the rules set out in the Announcement only allow for its disbursement after such plan has been approved by the PUEB Rector.

§ 6

1. Within the framework of Task 2 (scholarships for best doctoral students from Poland engaged in doctoral projects involving international cooperation within an international doctoral programme), a STER Scholarship may only be awarded and disbursed to a Doctoral Student of the Doctoral School who satisfies each of the following criteria by:
 - 1) having entered the STER Scholarship competition by the deadline stipulated in the competition announcement by the Director of the Doctoral School in conformity with these Rules, by submitting an application for STER Scholarship using the template provided in Annex 1 to these Rules;
 - 2) having enclosed, with the said application, a GDPR NAWA declaration, as a project participant regarding his/her personal data, using the template provided in Annex 3 to these Rules;
 - 3) having enclosed, with the said application, an additional consent, as a project participant, for the processing of personal data, using the template provided in Annex 4 to these Rules;
 - 4) not having the status of a foreign doctoral student within the meaning of NAWA Rules, i.e. not being a) a foreign national who has graduated from an undergraduate or graduate programme of studies or a combined undergraduate/graduate programme of studies at a foreign institution of education, or b) not being a foreign national who has graduated from a graduate programme of studies in a Polish institution of education, or c) not being a



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- Polish national who has graduated from a graduate programme of studies at a foreign institution of education;
- 5) not having applied for an extension of the time limit for the submission of the doctoral dissertation;
 - 6) not being employed at the PUEB under a permanent contract of employment on more than a half-time basis;
 - 7) being in the process of preparing a doctoral dissertation in the English language or has, during his/her studies in the PUEB Doctoral School, or who published in a foreign scientific journal (having authored or co-authored) a minimum of one research paper in the English language published, or published a minimum of one research paper co-authored by a person affiliated with a foreign research institution;
 - 8) pursuing a doctoral project in international cooperation as part of an international doctoral programme aimed, in particular, at obtaining a joint or double degree, in conformity with the rules set out in the Announcement;
 - 9) having been selected by the Committee for the disbursement of the scholarship in the competition referred to in section 1.
2. A doctoral student enrolled in the first year of studies shall, with his/her application, enclose a declaration of his/her advisor on the acceptance of his/her individual research plan. However, in the event that a STER Scholarship has been awarded, the rules set out in the Announcement shall only allow for its disbursement after such plan has been approved by the PUEB Rector.

§ 7

1. The rankings referred to in § 3 shall be determined based on the total score awarded by the Committee for each achievement linked to the pursuit of a doctoral project in international cooperation while being enrolled at the Doctoral School, that is demonstrated in the application.
2. The types of scored scientific achievements and the number of points awarded are specified in the table below.



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Achievement	Score
Academic publications (articles in foreign journals, monographs or monograph chapters published by a foreign publisher)	0 to 10 points per publication, up to 30 points in total
Academic publications co-authored with scholars affiliated with a foreign research institution (regardless of the nature of such publication and the place at which it has been published)	0 to 5 points for co-authoring a publication, up to 10 points in total
Research projects pursued in cooperation with foreign scholars	0 to 15 points per project, up to 30 points in total
Short research internships in foreign research institutions (1 week to 1 month)	0 to 5 points per stay, up to 10 points in total
Long research internships in foreign research institutions (over 1 month)	0 to 10 points per stay, up to 20 points in total

3. Doctoral students shall be awarded points for a publication on the condition that the author enters the publication in the appropriate register of research achievements kept by PUEB and assigns it to one of the fields in which education is offered at the Doctoral School. Such a publication shall state the PUEB affiliation.
4. In the case of co-authored publications, the base number of points shall be divided by the number of co-authors affiliated with Polish research institutions.

§ 8

The minimum score required to qualify for the award of scholarship shall be set at 10 points.

§ 9

1. Doctoral students selected for the disbursement of a scholarship shall be considered project participants/scholarship recipient within the meaning of the NAWA Rules, upon signing an agreement using the template provided in Annex 2 to these Rules. This agreement shall specify the amount of the scholarship, the time, and terms of its payment, and the bank account details for scholarship fund transfers.
2. Project participants/scholarship recipients shall be obligated to:
 - 1) Include the acknowledgement "This publication was supported by NAWA STER Programme under the PUEB PhD Hub Project" in all publications produced while the STER



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scholarship was collected;

- 2) submit a report to the Director of the Doctoral School using the template provided in Annex 5 to these Rules, within 30 days after the cessation to collect the scholarship, and in the case of doctoral students in the final year of their programme, no later than the end of the final month of scholarship collection.

§ 10

1. STER scholarship shall be awarded for one academic year (12 months) and disbursed monthly at the same time as the doctoral scholarship referred to in art. 209 of the Law on higher education and science Act.
2. The gross amount of the STER Scholarship shall be PLN 5,000 per month (total gross).
3. STER scholarship shall partly replace the doctoral scholarship provided in pursuance with art. 209 of the Act on higher education and science by reducing the doctoral scholarship during the provisions of the STER scholarship to project participants by the amount of PLN 1,500 per month.

§ 11

1. Eligibility to receive the STER scholarship shall be suspended for the duration of any such leave of absence as results in the loss of the right to receive the doctoral scholarship.
2. A doctoral student who loses his/her right to the doctoral scholarship shall also lose his/her right to the STER scholarship.
3. A doctoral student in the fourth year of studies who has been awarded the STER scholarship shall continue to receive it through the end of the academic year, but no longer than 6 months from the date of submission of his/her dissertation, if such submission occurred before the time limit named in the rules of the studies programme.