



POZNAŃ UNIVERSITY  
OF ECONOMICS  
AND BUSINESS



## **Internationalisation of the PUEB Doctoral School - PUEB PhD Hub**

*The project is funded by the Polish National Agency for Academic Exchange within the framework of the STER NAWA Programme - Internationalisation of Doctoral Schools*

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Attachment 1 to Regulation No. 34/2024 of the Rector of PUEB  
of May 17, 2024

### **Rules and regulations for funding foreign internships by the National Agency for Academic Exchange for doctoral students at the Doctoral School of Poznań University of Economics and Business under the “Internationalisation of the PUEB Doctoral School” project**

The rules and regulations for funding foreign internships for 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 allocation 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 of funding foreign internships, hereinafter referred to as



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STER Internships, by the National Agency for Academic Exchange under the Project, as part of Task 3 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 (Task 3: Organization of internships for doctoral students).

2. The funding ceiling for Task 3 of the Project shall be set in its budget, hereinafter referred to as the Project Budget, specified in Annex 5 to the Agreement.

### § 2

3. Any doctoral students who seek to receive STER Internship funding may do so by entering a competition.
4. 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 Internship funding competition in a notice posted on the Doctoral School's website, hereinafter referred to as the Competition Announcement, specifying the deadline and format of applications for STER Internship funding, at least 14 days prior to the start of application intake.
5. The competition shall consist of five rounds:
  - Round 1: May 2024 (for internships starting between August 2024 and December 2024)
  - Round 2: November 2024 (for internships starting between January 2025 and June 2025)
  - Round 3: May 2025 (for internships starting between July 2025 and December 2025)
  - Round 4: November 2025 (for internships starting between January 2026 and June 2026)
  - Round 5: May 2026 (for internships starting between July 2026 and December 2026, with no extensions beyond December 2026).

### § 3

1. Applications for STER Internship funding shall be submitted in a given round by the deadline specified in the Competition Announcement. Applications shall be evaluated within 30 days after the application submission deadline against the criteria referred to in § 8 by an evaluation committee, hereinafter referred to as the Committee, composed of:
  - the Director or Deputy Director of the Doctoral School as the 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 STER Internship funding, he/she shall be considered a candidate.
3. The Committee shall decide whether to approve or deny STER Internship funding for 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.
4. The results of the competition shall be made public. The Director of the Doctoral School shall



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post a list of doctoral students who have received STER Internship funding on the Doctoral School's website within 14 days after the successful candidates are selected.

5. If a candidate is denied internship funding, the Committee shall notify him or her accordingly via a 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 STER Internship funding 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 funding (pending availability of funds allocated in the Project budget for Task 3) for the following:
  - 1) up to four internships lasting 1 month, or two internships lasting 1 to 3 months, subject to section 3;
  - 2) one 6-month internship for a doctoral student engaged in a doctoral project involving international cooperation within an international doctoral programme.
2. If the maximum of short-term internships lasting from one to three months are not funded in a given round of the competition, the number of internships in the next round may be increased accordingly.
3. If no 6-month internship for a doctoral student engaged in a doctoral project involving international cooperation within an international doctoral programme is funded in a given round of the competition, the funds earmarked for such an internship in that competition may be used to increase the number of awards for internships lasting up to 3 months.
4. In any given round of the competition, each candidate may apply for funding for only one internship.
5. No doctoral student is allowed to receive funding for more than two internships throughout the Project duration.

#### **§ 5**

1. At the request of a doctoral student, the travel and stay required in the STER Internship for which he/she receives funding in a given competition may be postponed to such later time as is set out for a subsequent competition.
2. The internship duration shall not extend beyond the designated study programme completion date at the PUEB's Doctoral School.



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#### **§ 6**

A doctoral student from the PUEB's Doctoral School may apply for STER Internship funding if he or she satisfies each of the following criteria by:

- 1) having entered the STER Internship funding competition by the deadline specified in the Competition Announcement by the Director of the Doctoral School in conformity with these Rules, by submitting an application for STER Internship funding using the template provided in Annex 1 to these Rules;
- 2) having enclosed, with the said application, a letter of intent signed by a person competent to represent the host institution;
- 3) 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;
- 4) 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.

#### **§ 7**

The letter of intent referred to in § 6 point 2 of the Regulations should include:

- 1) declaration of readiness to accept the Intern for an internship;
- 2) indication of the person responsible for the scientific supervision of the scientific internship on the part of the host institution (mentor);
- 3) commitment of the host institution to:
  - a) enable the Intern to perform the internship tasks indicated in the application referred to in § 8 of the Regulations;
  - b) provide the Intern with appropriate technical means and necessary resources and provide appropriate conditions for the scientific internship;
  - c) appoint a person who is a researcher or a researcher and didactic employee of the host institution, acting as the mentor;
  - d) provide the Intern with information and scientific materials necessary to perform tasks related to the course of the internship;
  - e) familiarise the Intern with the rules applicable in the host institution regarding the use of its facilities and equipment, including obligations in the fields of occupational health and safety and fire regulations.

#### **§ 8**

The ranking referred to in § 3 shall be determined based on the total score awarded by the Committee on the basis of the criteria specified in the table below. Each criterion shall be



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weighted accordingly, as shown below.

Criterion	Score	Weight
Description of internship tasks to be performed, aligned with the IRP (individual research plan) of the doctoral student	0 to 10 points	5
Research achievements of the foreign mentor at the host institution, who mentors the doctoral student	0 to 10 points	2
Research achievements of the doctoral student since enrolling in the PUEB's Doctoral School (publications and grants for research projects)	0 to 10 points	3

#### § 9

The minimum score required to qualify for internship funding shall be set at 40 points.

#### § 10

1. Doctoral students who receive STER Internship funding shall be considered project participants (doctoral interns) 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 funding amount, the time, and terms of its payment, as the bank account details for internship fund transfers.
2. Project participants shall be obligated to:
  - 1) Include the acknowledgement "This publication was supported by the NAWA STER Programme under the PUEB PhD Hub Project" in all publications resulting from their involvement in the STER Internship.
  - 2) Within 30 days after completing their internship, and in the case of doctoral students in the final year of their programme, no later than the end of the final month of their education at the Doctoral School, submit a report to the Director of the Doctoral School using the template provided in Annex 5 to these Rules.

#### § 11

1. As part of the STER Internship funding, doctoral students shall be provided with funds to cover the costs of their stay in the country of the host institution in the amount stated in the Announcement, i.e.:



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- PLN 12,000 per month for stays in OECD countries, or cities within non-OECD countries ranked among the top 50 in the MERCER report;
  - PLN 8,000 per month for stays in other countries.
2. For any partial month stays lasting 15 days or less, the doctoral student shall receive half of the monthly rate specified in section 1.
  3. If the stay exceeds 15 days in any given month, the full monthly rate shall apply.
  4. The total amount of funds granted shall be disbursed in the month preceding the month in which the internship is due to commence.

#### § 12

As part of STER Internship funding, the doctoral student-intern shall receive a lump sum to cover travel expenses. This sum shall be determined based on the distance between the student's place of residence and the host institution, as per Table below. It shall include expenses such as health insurance, third party liability insurance, personal accident insurance, visa fees, and stay legalisation fees. This allowance shall be provided to each doctoral student once per internship.

Linear distance between participant residence and the place of stay (in km)	The amount of the flat rate per person
Less than 500	PLN 1,000
500-999	PLN 2,000
1,000-2,999	PLN 3,000
3,000-6,000	PLN 4,000
More than 6,000	PLN 5,000

#### § 13

1. To sign the agreement referred to in § 10 section 1, the doctoral student contacts the PUEB International Relations Office , hereinafter referred to as DWZZ, which oversees the organisational aspects of travel and stays for STER Internships.
2. During the STER Internship, the doctoral student's travel and stay shall comply with the rules of PUEB, which the doctoral intern must follow.
3. Upon completing the internship, the doctoral student shall submit the following to the DWZZ:
  - financial records for travel and stay (according to the template specified by NAWA for the "STER NAWA – Internationalisation of Doctoral Schools" programme),



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- a certificate of internship participation signed by the doctoral student's mentor at the host institution (according to the template specified by NAWA for the "STER NAWA – Internationalisation of Doctoral Schools" programme).

#### **§ 14**

1. If the internship fails to take place or concludes earlier than anticipated, regardless of the reason, the doctoral student shall reimburse the portion of the funds received commensurate with the reduced duration of the planned internship, as set out in the agreement referred to in § 13.
2. The specific proportions referred to in section 1 shall be determined by the rules specified in § 11 section 2 and section 3.