

**Regulations for the award and distribution of special scientific Scholarship for Polish members of the PROM national Scholarship programme organised by the National Agency for Academic Exchange – International Scholarship Exchange of the PhD Students and Academic Staff Members**

**of October 01, 2019**

**Preamble**

The purpose of the project is to construe a mechanism of financial support for participation in the international Scholarship exchange programmes that is addressed to PhD Students and Academic Staff Members (Project Participants).

The exchange is designed to support the participation in short forms of education of international character (30-days scientific internships) and is designed to improve the professional competences and scientific qualifications of the Project Participants.

**I Forms of education**

**§ 1**

Within the framework of support, a Project Participant may select and apply for the funding of 30-days scientific internship.

**§ 2**

Participation in the abovementioned short forms of education shall be valid for the period of October 21, 2019 – August 31, 2020.

**II Conditions for Scholarship awards**

**§ 3**

Scholarship shall be awarded in accordance with the criteria presented in Attachments No. 1 and 2 to these Regulations, and in line with the conditions described in § 5 below.

**§ 4**

Applications for Scholarship may be submitted by:

1. PhD Students studying outside of Poland;
2. Academic Staff Members from Scientific Institutions outside of Poland.

Project Participants are required to present English language proficiency at a minimum level of B2 (either a language certificate, a grade from the linguistic course implemented as part of the studies certified by a teacher, a certificate of conducting classes in English or another relevant document).

## § 5

Project Participation shall be ruled upon as follows:

1. PhD Students shall constitute 80% of all Project Participants;
2. At least 90% of the Project Participants shall be below 40 years of age;
3. Due care shall be given to ensure equal participation of men and women, as required of projects funded from the EU resources in years 2014-2020 (formal declaration of the above can be found at [www.power.gov.pl](http://www.power.gov.pl));
4. Due care shall be given to ensure equal participation of incoming and outgoing numbers of Participants.

Project participation shall also be ruled by the principle of equal opportunities and non-discrimination, including unrestrained access to the programme for persons with disabilities (formal declarations of the above can be found at [www.power.gov.pl](http://www.power.gov.pl)).

## § 6

A Scholarship shall cover the cost of travel, insurance, visas, and accommodation (in accordance with the flat rates defined in Tables attached to the Regulations – Attachment 3), as well as any participation fees that may apply in relation to the selected form of education. Flat rates shall be related to the geographical distance between the Participant's place of residence and the destination, and to the duration of the planned visit.

## § 7

Within 5 days after arrival at the University the Participant will be able to receive the scholarship in cash at any branch of the Bank Pekao.

## § 8

Information on Scholarship availability, scheduled recruitment procedures and dates, and the results of past procedures shall be published and regularly updated on the COBN website at [http://www.ue.wroc.pl/badania/18920/program\\_prom.html](http://www.ue.wroc.pl/badania/18920/program_prom.html)

### III Recruitment procedures

## § 9

1. Recruitment shall be announced on the 1<sup>st</sup> of each month (or the next available working day), until the exhaustion of funding. Each recruitment procedure will last 14 calendar days.

## § 10

Project Participants applying for a Scholarship shall be required to submit:

1. An electronic application form based on a template presented in Attachment No. 4.
2. An electronic versions of documents:
  - Confirming English proficiency at a minimum B2 level;
  - A copy of a valid PhD Students card (if applicable);
  - Research plan;
  - Supervisor's recommendation (if applicable).
3. The evaluation of formal applications is carried out by COBN.
4. In the event of any formal shortcomings, COBN calls the Applicant to improve them within 5 calendar days. If this is not carried out to the satisfaction of COBN within the specified time, the application is left without consideration.
5. Substantive assessment of the applications is carried out by the Rector's Committee for the Improvement of Scientific Knowledge and Research Competences and Internship Managers

## § 11

Scholarship shall be distributed on the basis of a ranking, constructed in accordance with the criteria presented in § 3 to these Regulations. Individual rankings shall be calculated as totals of points collected by individual Project Participants. The results, in the form of a single ranking list, shall present the ranking of each and every Participant.

In case of a draw between two or more Project Participants (equal point rankings), the following rules of precedence shall apply:

- Precedence shall first be given to the points associated with the formal evaluation of the research plans, i.e. the documents presented by Project Participants with detailed descriptions of their planned forms of education within the PROM framework and the associated field of research;
- If a similar draw is found with respect to points associated with the formal evaluation of motivation letters, the Rector's Committee for the Improvement of Scientific Knowledge and Research Competences shall re-evaluate the contents of said plans.

## § 12

Decisions concerning the dissemination of Scholarship shall remain in the authority of the Vice Rector for Science and said decisions shall be made on the basis of the recommendations of the Project Team members, the Rector's Committee for the Improvement of Scientific Knowledge and Research Competences and Internship Managers.

## § 13

Within 14 working days following a formal conclusion of each recruitment procedure, the COBN shall publish the list of the Scholarship recipients on the official COBN webpage at [http://www.ue.wroc.pl/badania/18920/program\\_prom.html](http://www.ue.wroc.pl/badania/18920/program_prom.html). Project members who failed to qualify during any round of the recruitment shall retain their right to apply for the subsequent editions of the recruitment procedures.

#### **IV Execution of the agreement**

##### **§ 14**

Each Project Participant shall be required to enter into a separate agreement with the WUE, in accordance with a template presented in Attachment 5 to these Regulations.

##### **§ 15**

Project Participants shall fulfil their commitments resulting from separate agreements with the WUE on financial support for participation in international Scholarship exchange programmes, under the rigour of being held responsible for the reimbursement of the full sum of such Scholarship.

##### **§ 16**

In the case of Scholarship awarded on the basis of any false information provided in the application form that may have influenced the ranking position and/or the awarding of a Scholarship, any relevant formal Scholarship decision shall be revoked. In such cases, the defaulting party shall be expected to reimburse the full sum of the Scholarship within 30 calendar days from the date of signing the revoking decision. The power to issue revoking decisions shall sit with the Rector's Committee for the Improvement of Scientific Knowledge and Research Competences.

##### **§ 17**

In cases involving a change of status on the part of a Project Participant, such as the PhD Students status or WUE employment status, and when such change takes place within the terms of a pending agreement, or in any other cases resulting in the Participant's failure to fully satisfy the conditions of any such pending agreement, the defaulting party shall be expected to reimburse the full sum of the associated Scholarship within 30 calendar days from the date of the signing of the revoking decision. The power to issue revoking decisions shall sit with the Rector's Committee for the improvement of Scientific Knowledge and Research Competences.

##### **§ 18**

Information on the processing of personal data:

1. The administrator of personal data is Wrocław University of Economics based at Komandorska 118/120, 53-345 Wrocław, (hereinafter referred to as WUE).
2. The aim of processing personal data is the participation in the PROM Programme. The legal basis for the processing of personal data is:
  - Art. 6(1)(c) of the Regulation (EU) 2016/679 of the European Parliament and the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (Official Journal of the European Union, L 119, 4 May 2016, p. 1, as amended), hereinafter referred to as RODO, e.g. the processing is indispensable for fulfilling the legal obligation incumbent on the administrator;
  - Act of 20 July 2018 Law on Higher Education (Journal of Laws of 2018, item 1668);
  - Art. 6(1)(b) RODO – i.e. the processing is indispensable for performing the contract to which the data subject is a party, before concluding the contract.
3. In order to participate in the PROM Programme and conclude the contract it is indispensable to provide personal data. In the case of not providing personal data, it is impossible to participate in the programme.
4. Personal data will be processed during the time of implementing the project, and later for the archive purposes, according to the regulations The Act of July 14, 1983 on national archival resources and archives. (Journal of Laws of 2018, item 217, as amended).
5. Personal data will not be either profiled, nor on its basis will there be taken any automatic decision.
6. Personal data will not be revealed to other entities, except for the National Agency of Academic Exchange (NAWA) based in Warsaw and the entities authorized by its Regulations.

Every Project Applicant and Participant has the right to lodge a complaint with the President of the National Data Protection Office, shall there be a concern that the processing of their personal data infringes RODO.

## § 19

1. The WUE reserves the right to revise and update the text of these Regulations at any time, with the exclusion of changes to the detriment of Project Applicants, unless expressly dictated by the pending regulations of the Common Law.

2. The WUE reserves the right to withdraw from the Project at any time, particularly in response to significant changes in the Common Law that may affect the Project conditions, and also in cases involving force majeure, or when the related expenditure is found in default of the effective distribution of funds assigned to the Project, or under any other conditions formally justified with a formal decision of the WUE.