

PROM PROGRAMME – INTERNATIONAL SCHOLARSHIP EXCHANGE OF DOCTORAL STUDENTS AND ACADEMIC STAFF**REGULATIONS FOR THE RECRUITMENT TO THE PROM PROGRAMME -**

International scholarship exchange of doctoral students and academic staff
at the Institute of Animal Reproduction and Food Research PAS in Olsztyn

I. Basic information about the programme

1. The PROM Programme is implemented under the 'International scholarship exchange of doctoral students and academic staff' project as a part of the Operational Programme Knowledge Education Development co-financed from the European Social Fund.
2. The aim of the Programme is to improve the competences of doctoral students and academic staff from Poland and from abroad, including those from outside the EU, by way of international scholarship exchange.
3. Project implementation period: 1st October 2019 – 31st October 2022.
4. The project may involve doctoral students and academic staff of the Institute of Animal Reproduction and Food Research of the Polish Academy of Sciences (IAR&FR PAS) and doctoral students and academic staff of foreign institutions.
5. The PROM Programme finances participation in short forms of international education lasting from a minimum of 5 days to a maximum of 30 days for an individual participant.
6. The following costs can be financed under the project:
 - a. costs of travel, health insurance, civil liability, accident insurance, costs of visa fees or related to the legalization of stay, charged at a flat rate in accordance with the flat rates given in Table No. 1,
 - b. living allowance calculated as a flat rate in accordance with the flat rates given in Table No. 2),
 - c. costs of conference fees, training fees and courses settled at real costs.

II. Conditions for joining the exchange

1. The exchange programme is intended for doctoral students, academic staff of the IAR&FR PAS as well as doctoral students and academic staff from foreign units (experts in a given field, invited by the employees of the IAR&FR PAS).
2. As part of the project, IAR&FR PAS academic staff/doctoral students will be financed in one of the following activities implemented abroad:
 - a. active participation in the conference (e.g. oral communication, poster, flash talk,),
 - b. participation in summer / winter school (as a school student or as a lecturer), the subject of the school's programme must be closely related to the subject of the doctoral dissertation and/or research,
 - c. participation in short forms of education, i.e. courses, workshops, scientific / professional / industrial internships, study visits.
3. As part of the project, doctoral students and academic staff from foreign institutions will be financed by participating in one of the following activities:
 - a. scientific internship at IAR&FR PAS (doctoral students),
 - b. study visits at IAR&FR PAS (academic staff)
4. The call for proposals is continuous until the funds are exhausted. Information on exhaustion of funds will be published on the IAR&FR PAS website and the call for applications will be suspended.

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5. Applications will be evaluated by the Recruitment Committee appointed by the Director of IAR&FR PAS. The Recruitment Committee will meet at least once a month, depending on the number of applications sent.
6. The participant may receive funding only for one activity, during which he / she will implement the chosen form (s) of education.
7. Double financing of the mobility is forbidden. A person who has been awarded a scholarship under the Programme cannot use another form of funding the same mobility. If double financing is detected, the person awarded the scholarship will be obliged to reimburse the entire grant awarded together with statutory interest.

III. Qualification for trips (doctoral students and academic staff of IAR&FR PAS)

1. Persons interested in participating in the project submit the following documents
 - application form,
 - cover letter,
 - confirmation of readiness to accept the Candidate by the host institution (this applies to internships),
 - opinion of the supervisor or head of department (this applies to doctoral students)
 - CV with the list of scientific achievements

Scans of signed documents should be sent in electronic format in pdf format to the e-mail address nawa@pan.olsztyn.pl or the originals of the signed documents provided in person or by traditional mail to the address: Institute of Animal Reproduction and Food Research PAS, ul. Tuwima 10, 10-748 Olsztyn, Poland (room No. 7) with the note 'NAWA PROM'.

2. The Recruitment Committee evaluates the applications submitted on the basis of the following criteria:
 - a. in the case of doctoral students:
 - compliance of the subject of the conference, research conducted in the host unit (in the case of internship) with the subject of the doctoral dissertation and / or conducted research, with justification of participation in a given short form of education - 0-10 points
 - progress of work on the doctoral dissertation - 0-5 points
 - scientific achievements in the field of conference presentations and scientific publications in the year preceding the year of submitting the application (i.e. for the academic year 2018/2019) - 0-5 points
 - b. in the case of academic staff:
 - compliance of the subject of the conference, research conducted in the host unit (in the case of an internship) with the research subject, justification of participation in a given short form of education - 0-10 points
 - scientific achievements in the field of conference presentations and scientific publications (in the year preceding the year of submitting the application, i.e. for the academic year 2018/2019) - 0-5 points
3. The Recruitment Committee publishes a list of people qualified for the project on the IAR&FR PAS website after each meeting. The Commission sends information about the decision to the applicant's e-mail address.

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IV. Qualification for arrivals (doctoral students and academic staff from foreign units)

1. Applicants for an internship at IAR&FR PAS indicate the Department and internship supervisor at IAR&FR PAS. They submit the following documents:
 - application form,
 - cover letter,
 - document confirming the status of PhD student (this applies to doctoral students),
 - opinion of the supervisor or head of the department (this applies to doctoral students),
 - CV with a list of scientific achievements.

Scans of signed documents should be sent in electronic format in pdf format to the e-mail address nawa@pan.olsztyn.pl or the originals of the signed documents provided in person or by traditional mail to the address: Institute of Animal Reproduction and Food Research PAS, ul. Tuwima 10, 10-748 Olsztyn, Poland (room No. 7) with the note 'NAWA PROM'

2. Qualification for internships at IAR&FR PAS for foreign doctoral students is carried out by the Recruitment Commission together with a potential internship supervisor based on the criteria indicated in point III.2.a.
3. The Recruitment Committee publishes a list of people qualified for the project on the IAR&FR PAS website after each meeting. The Commission sends information about the decision to the applicant's e-mail address.
4. Academic staff from abroad will be invited to events organized or co-organized by IAR&FR PAS as an expert and / or lecturer.

V. Obtaining the financing and commitments of the project participant

1. Persons qualified to the project are required to:
 - a. sign an agreement with IAR&FR PAS describing the conditions for the implementation/settlement of a given activity and the form of payment of the scholarship
 - b. sign a statement regarding consent to the processing of personal data in connection with the implementation of the project financed from EU funds under PO WER (Annex 2 to the agreement).
2. Project participants are required within 7 days of returning to:
 - a. settlement of travel costs (Annex 1 to the agreement),
 - b. submit the original certificate of participation in the action (Annex 3 to the agreement),
 - c. submit a report on the implementation of the action.
3. After completing a given activity, the project participant is required to complete an online evaluation questionnaire within 14 days of completing the activity. The link to the survey will be sent by IAR&FR PAS along with the access code to the email address of the project participant.

VI. Final provisions

1. In the case of conflicting provisions of these Regulations with the provisions of the "Regulations of the PROM Programme" announced by NAWA (<https://nawa.gov.pl/institucje/program-prom>), the provisions of the latter shall prevail.
2. In the case of changes or changes in the interpretation of certain regulations (eg. taxation of lump sums) indicated by Nawa, IAR&FR PAS reserves the right to amend the regulations.

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Table 1. Travel expenses, health insurance, third party liability insurance, accident insurance, visa fees or fees associated with legalisation of stay

The distance in a straight line between the Participant's place of residence and the location of their stay (in km) ¹	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

Tabele no 2. Living allowance

Number of days of stay ²	In the case of visiting OECD countries, as well as cities in non-OECD countries in the top 50 of the MERCER report ³	In the case of the other countries
5	PLN 4 000	PLN 3 000
6	PLN 4 420	PLN 3 260
7	PLN 4 840	PLN 3 520
8	PLN 5 260	PLN 3 780
9	PLN 5 680	PLN 4 040
10	PLN 6 100	PLN 4 300
11	PLN 6 520	PLN 4 560
12	PLN 6 940	PLN 4 820
13	PLN 7 360	PLN 5 080
14	PLN 7 780	PLN 5 340
15	PLN 8 200	PLN 5 600
16	PLN 8 450	PLN 5 760
17	PLN 8 700	PLN 5 920
18	PLN 8 950	PLN 6 080
19	PLN 9 200	PLN 6 240
20	PLN 9 450	PLN 6 400
21	PLN 9 700	PLN 6 560
22	PLN 9 950	PLN 6 720
23	PLN 10 200	PLN 6 880
24	PLN 10 450	PLN 7 040
25	PLN 10 700	PLN 7 200
26	PLN 10 950	PLN 7 360
27	PLN 11 200	PLN 7 520
28	PLN 11 450	PLN 7 680
29	PLN 11 700	PLN 7 840
30	PLN 12 000	PLN 8 000

¹ Distance calculator: https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_pl

² Number of days of an event in which a participant takes part + the maximum of 2 days (one day to arrive at the location of education and 1 day to return)

³ Mercer report: <https://mobilityexchange.mercer.com/Insights/cost-of-living-rankings>