

## Terms and conditions for the project of international exchange of Ph.D. students and academic staff at the Nicolaus Copernicus University in Toruń

1. The aim of the project is to increase the level of internationalization in research and education during Ph.D. studies at the Nicolaus Copernicus University in Toruń (NCU) in the the field of natural sciences in disciplines: astronomy, computer and information sciences, mathematics, biological sciences, chemical sciences, physical sciences or Earth and related environmental science. The project consists of three main types of activities:

**Action I.** Co-funding of the participation of Ph.D. students in short international exchanges such as research internships, workshops, etc., which are closely related to the subjects of their Ph.D. theses; co-funding includes visits of NCU Ph.D. students abroad and internships of foreign Ph.D. students at NCU. Research internships, workshops, etc. will last 21 or 28 days.

Organization of the international interdisciplinary summer school for Ph.D. students in the field of natural sciences in disciplines: astronomy, computer and information sciences, mathematics, biological sciences, chemical sciences, physical sciences or Earth and related environmental science

**Action II.** Co-funding of the active participation of Ph.D. students from NCU in international conferences abroad Poland, lasting at least 5 days, related to the subject of doctoral theses and for foreign Ph.D. students and foreign invited speakers at two conferences organized by NCU:

- “52 Symposium on Mathematical Physics” which will be organized on June 15-18, 2020, at the Faculty of Physics, Astronomy and Informatics, NCU;
- “Membrane Materials - Modification and Separation (M3-S)” which will be organized on September 7-9, 2020 by Faculty of Chemistry, NCU;

During conferences Ph.D. students will be obliged to present the results of their research in the form of a conference poster or presentation.

Conference fee for Ph.D. students attending in conferences organized by NCU will not be covered from PROM funds.

**Action III.** Co-funding of the participation of foreign Ph.D. students and invited lecturers in the two summer schools organized by NCU:

- III.a. “International Summer School on Megaflood Landforms and Sediments” on May 24-28, 2020 organized by Faculty of Earth Sciences;
- III.b. “Modeling of Drugs and Ligands” (MoDaL) interdisciplinary summer school which will be organized on June 22-26, 2020, at the Faculty of Physics, Astronomy, and Informatics NCU;

In justified cases, it is possible to qualify for trips related to participation in other kinds of visits / internship, e.g. in R&D meetings and workshops, consortia meetings aiming at preparations of a joint grant application for the European Union programs.

2. The project is coordinated by the Faculty of Physics, Astronomy and Informatics at NCU. The coordinator of the project is Dr. Lukasz Peplowski. The project coordinator appoints the Qualification Committee (7 persons) responsible for qualifying for trips (Actions I and Action II for Ph.D. students from NCU) composed of representatives of the disciplines: astronomy, computer and information sciences, mathematics, biological sciences, chemical sciences, physical sciences or Earth and related environmental science.
3. The project is addressed to Ph.D. students from Nicolaus Copernicus University in Torun and abroad who show significant scientific activity confirmed by documented achievements, strong motivation for scientific development in cooperation with scientists from abroad, and whose doctoral thesis is related to

the field of natural sciences in disciplines: astronomy, computer and information sciences, mathematics, biological sciences, chemical sciences, physical sciences or Earth and related environmental science. The project participant cannot be the beneficiary of two or more independent actions. Preference will be given to supporting Ph.D. students who did not participate in the first edition of the PROM programme at the Nicolaus Copernicus University.

4. The project is open to participants with disabilities. If it is necessary it is the participant's role to provide a written application using email address [monikak@fizyka.umk.pl](mailto:monikak@fizyka.umk.pl) explaining the scope of necessary extra support needed to participate in the project.
5. The application should be directed using forms on the www website: [www.prom.fizyka.umk.pl](http://www.prom.fizyka.umk.pl).
6. Selection of the project participants is based solely on substantive criteria such as Ph.D. student achievements and research plans, regardless of gender.
7. The project description
  - i. The project concerns co-funding of short-term trips of Ph.D. students from NCU going abroad Poland or arrivals of foreign Ph.D. students at NCU aimed at increasing the level of internationalization of education and research in selected scientific disciplines. Short-term scientific trips may last 21 or 28 days, with the day of arrival and departure counting as full days of stay. The dates of arrivals / departures shall be indicated by the candidates in the applications and must be in the range from December 9, 2019 to September 30, 2020. As part of the project, accommodation and travel expenses are calculated on the basis of a lump sum taking into account the length of stay and the distance to the destination (Annex No. 1 to the Regulations), as well as in the case of conference/workshop abroad attended by NCU Ph.D. students lasting 7 days (where day of arrival and departure counting as full days of stay) – the full costs of fee specified by the meeting organizers (e.g. the conference fee).
  - ii. Applications to the project should consist of: a scientific CV containing information about previous scientific achievements, a cover letter describing, among others, the scientific connection between the planned trip with the theme of the Ph.D. thesis and (optional) a letter of recommendation from the Ph.D. advisor. In the case of Action I it is necessary to attach a letter from the internship advisor or the meeting organizer about the willingness to accept the Ph.D. student for the research stay in her/his group / in the organized meeting. In case of Activity II it is necessary to attach information about the planned conference talk (e.g. an abstract, a poster draft, a letter from the conference organizers about the acceptance of the contributed talk / poster), and in the case of candidate participants of the summer school (Action III), the application should clarify the Ph.D. prior education in the subject and the expected impact of the school on scientific plans.
  - iii. Within two weeks after the announcement of the results of selection procedures, it is mandatory for all project participants to sign a contract (an example is the Annex 2 to the Terms and Rules), which specifies the rules of the participation in the project, in particular the date of the departure and the amount of co-funding, and includes a statement regarding the processing of personal data.
  - iv. In the contract, the participant of the project undertakes to provide the filled evaluation questionnaire within two weeks from completing the action, provide the confirmation of the participation in the trip (certificate of attendance from the meeting organizers or a certificate from the advisor) and financial settlement of the trip according to the provided template. Templates for evaluation questionnaires, certificates, settlements and statements are attachments to the contract.
8. Important dates
  - i. The application deadline is November 6, 2019 - the first call Action I (for Ph.D. students from NCU and foreign Ph.D.) and Action II (for Ph.D. students from NCU going abroad Poland) and February 7, 2020 - the first call for Action II (arrivals of foreign Ph.D. on the conferences organized by NCU),

Action III and second call for Action I and Action II (for Ph.D. students from NCU going abroad Poland).

- ii. The results of the selection procedure will be announced on November 28, 2019 (first call) and February 27, 2012 (second call). The list of finalists will be announced at [www.prom.fizyka.umk.pl](http://www.prom.fizyka.umk.pl)
9. Participation in the project

- i. The following documents are required in order to apply to the project and shall be prepared according to the provided templates and sent electronically to the organisers:

- CV + list of publications (up to 2 pages of the A4 format),
- cover letter (1 page A4 format) specifying the connection between the planned trip and the theme of the Ph.D. thesis, and in the case of Action III also prior education in the field covered by the school program and the expected impact of the school on scientific plans,
- (in the case of Action I) a letter from the internship advisor or meeting organizer confirming the willingness to accept the Ph.D. student for a research stay in her/his group / in the organized meeting (including contact details),
- (optional) recommendation letter (1 page A4 format) from the Ph.D. advisor, specifying the significance of the trip at the current stage of thesis preparation and for the theme of the Ph.D. thesis as well as the expected impact on the scientific development of the Ph.D. student
- (in the case of Action II) information about the planned conference presentation, e.g. an abstract, a poster draft, a confirmation from the organizers about acceptance of the participant's presentation (up to 2 pages A4 format)

All documents should be prepared in English.

- ii. In the application, the candidate will include the following sentences:

*I declare my participation in the project of international exchange of Ph.D. students and academic staff at the Nicolaus Copernicus University in Toruń.*

*I hereby declare that I have read the project's Terms and conditions.*

*I confirm that I have read and accepted the content of the information clause on the processing of personal data in the project of international exchange of Ph.D. students and academic staff at the Nicolaus Copernicus University in Toruń ar. 1 lit. a Regulation (EU) 2016/679 of the European Parliament and the Council issued on 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free transfer of such data and repealing Directive 95/46/WE (general data protection regulation).*

*If admitted to the project, I agree to publish my name on the ranking list published at the public domain [www.prom.fizyka.umk.pl](http://www.prom.fizyka.umk.pl)*

*First name and last name*

*Date*

*Signature*

- iii. Applications shall be submitted using online forms at [www website www.prom.fizyka.umk.pl](http://www.prom.fizyka.umk.pl)
- iv. CV of the candidate should contain the true state of affairs. In case the presented information is not correct, the participant will be disqualified from the project at any stage.
- v. By submitting the application, the candidate consents to the processing of her/his personal data for the needs of the application procedure to the project. She/he agrees to publish her/his name and

surname on the list of persons supported by the project and published at the public domain [www.prom.fizyka.umk.pl](http://www.prom.fizyka.umk.pl).

- vi. After joining the project (and signing the contract), the participant agrees to the processing of her/his personal data for the purposes of its implementation.
- vii. Submission of the application means that the participant agrees to the Terms and Rules presented in this document.

## 10. Evaluation of the applications

- i. The submitted application is assessed by the Qualification Committee (Action I and Action II - for Ph.D. students from NCU going abroad Poland) or by the Scientific Organizing Committee (Action II for arrivals of foreign Ph.D. on the conferences organized by NCU) in formal terms (the number and type of documents constituting the application) and substantive basis. In the case of a formal requirement, the "meets / does not meet" principle applies, while for the purposes of substantive assessment a scale of 0 to 20 points is adopted. Applications that do not meet the formal requirements are not subject to further substantive evaluation.
- ii. According to the directives of the financing institution – The Polish National Agency for Academic Exchange, the beneficiary of the first edition of the PROM programme may be financed in the current edition only in justified cases.
- iii. Based on the awarded score, the Qualification Commission / Scientific Organizing Committee creates a ranking list of participants.
- iv. The Commission / Committee indicates the persons who got top scores and will obtain co-funding, at least 42 participants in Action I, at least 22 participants in Action II and at least 36 participants in Action III in both calls. The Commission may propose the change in the length of the research internship.
- v. The list of accepted participants will be announced at [www.prom.fizyka.umk.pl](http://www.prom.fizyka.umk.pl)

## 11. Participation in internships and other short trips (Action I and II)

- i. Internships and other short forms of education will take place in foreign research institutions, proposed by the participant at the application stage. The intent to host a Ph.D. student and to provide a temporary place to work is expressed in a letter by the internship advisor.
- ii. Participants of Actions I and II are obliged to participate in activities planned as part of organized meetings or internships. Their active participation has to be confirmed by a certificate issued by the internship advisor, the conference organizers, etc.

## 12. Participation in the summer school (Action III)

- i. The „Modeling of Drugs and Ligands (MoDaL)” interdisciplinary summer school will take place at the Institute of Physics of the Nicolaus Copernicus University in Toruń at ul. Grudziądzka 5.
- ii. The “International Summer School on Megaflood Landforms and Sediments” will take place near the city Suwałki (podlaskie voivodship)
- iii. During the school, participants are required to participate in classes organized for them with a minimum of 80% of class hours, certified by signatures on attendance lists.
- iv. Each participant is obliged to prepare and present about her/his own research and a conference poster during a dedicated poster session.

## 13. Funding

- i. The participant is entitled to the following costs in the project:
  - travel expenses, insurance, visas - in a flat rate, depending on the distance between the place of residence and the host institution (Annex No. 1 to the Regulations). The project participant is not required to collect accounting documents confirming incurring expenses.
  - living costs, e.g. accommodation and food expenses, according to daily allowances (Annex No. 1 to the Regulations). The project participant is not required to collect accounting documents confirming incurring expenses.
  - costs of conference fees, costs of training, courses and workshops - real costs only for Ph.D. students from NCU going on the conference abroad Poland. The participant is obliged to collect accounting documents confirming incurring expenditure on data of the Nicolaus Copernicus University in Toruń.
- ii. Neither conference fee nor summer school organized by NCU for foreign students will be funded from the project.
- iii. The participant is obliged to sign agreement (appendix no 1 to Terms and Conditions) within two weeks since announcement of list of accepted participants by Commission / Committee.
- iv. The participant is obliged to provide evidence of spendings in accordance with 7 para. iv and point 12 para. iii of the Terms and Conditions. In addition, the participant is required to provide a certificate of attendance in the conference / training or a certificate from the internship advisor.
- v. The participant is obliged to spend funds in the period indicated in the contract, no later than by the end of the project, i.e. until September 30, 2020.
- vi. The project Beneficiary (NCU) reserves the right to demand reimbursement of all costs paid to the project participant in the event of persistent failure to meet the obligations provided for in points 7 iii-iv and 13 i-v of the Terms and Conditions.

#### 14. Revocations

i. It is possible to disagree with the decision of the Contest Commission in a written form within one week of the announcement of results to the address of the Faculty of Physics, Astronomy and Informatics of the Nicolaus Copernicus University (Grudziądzka 5/7, 87-100 Toruń). The revocation must be supported by arguments that could convince the Commission to change the decision.

ii. The decision of the Commission after the revocation is considered final.

15. The organizer is entitled to change the provisions of the Terms and conditions, as long as it will not worsen the conditions of participation in the project. All changes will be announced publicly on the project website and sent to participants who have been qualified to participate in the project.

16. Questions regarding the project can be directed to: [drpepe@fizyka.umk.pl](mailto:drpepe@fizyka.umk.pl) or [monikak@fizyka.umk.pl](mailto:monikak@fizyka.umk.pl)

The terms and conditions were approved by

Project coordinator

Dr Łukasz Peplowski

