

**Regulations for granting funds for the exchange of doctoral students within the project  
"International Interdisciplinary Doctoral School – at the HEART of BioBased  
University".**

§ 1

These regulations specify the rules and procedure for awarding research funding to an interdisciplinary group of doctoral students within the framework of the project "International Interdisciplinary Doctoral School – at the HEART of BioBased University," hereinafter referred to as the project, funded by the Polish National Agency for Academic Exchange under agreement no. BPI/STE/2021/1/00008/U/00001.

§ 2

1. Funds for the "PhD joint grant programme" within the project "International Interdisciplinary Doctoral School – at the HEART of BioBased University" are dedicated to an interdisciplinary, international team of doctoral students (a minimum of two doctoral students, at least one of whom must be from a foreign research unit; a maximum of three persons), with the aim of establishing international academic cooperation, including personal exchange. The programme provides funding for travel and accommodation costs abroad for doctoral students of Wrocław University of Environmental and Life Sciences (hereinafter: UPWr) as well as travel and accommodation costs for team members who are not UPWr doctoral students.
2. The personal exchanges must be carried out within six months of the date of receiving the grant, no later than 30 September 2024.
3. The funds awarded for the personal exchanges amount to a maximum of PLN 20,000 and are dependent on the actual costs incurred. The project will select 13 best teams in the entire project implementation period.
4. The funds are granted on a one-off basis. The beneficiary may not participate again in the next recruitment. Recruitment is carried out continuously until the funds are exhausted.
5. Applications will be evaluated by the Commission on the basis of the submitted

*Appendix to Order no. 131/2023  
of the Rector of Wrocław University of Environmental and Life Sciences  
of 9 October 2023*

application documents (annexes to these Regulations) and an interview with the team leader. The expected costs should be calculated by the leader on the basis of the Regulation of the Minister of Labour and Social Policy of 29 January 2013 on the payments to an employee working in a state or local government unit of the public sector for a business trip, and on the basis of a calculation prepared by the Doctoral School Office for team members who are not UPWr doctoral students.

6. The Commission shall consist of the Project Leader, a member of the Doctoral School Board, one person from the Doctoral School Office and one person from the International Relations Office.
7. The Commission shall meet when no fewer than three of its members are present.
8. The Commission shall evaluate the scientific achievements of doctoral students on the basis of their scientific curriculum vitae and publications as well as the plan for their visit at the host centre, including their plan of activities, the impact of the stay on the doctoral student's research, as well as the purpose and final outcome of the collaboration. A maximum of 20 points can be awarded per application form in two evaluation criteria (maximum 10 points for scientific achievements and maximum 10 points for the plan for the visit). A successfully assessed application has a minimum score of 10 p o i n t s , with none of the criteria scoring 0 points.

### § 3

Administrative support for the project is provided by the Doctoral School Office and the International Relations Office.

### § 4

1. The application for funding may be submitted by a team comprising a minimum of two doctoral students, at least one of whom is from:
  - 1) the Doctoral School of Wrocław University of Environmental and Life Sciences;
  - 2) a foreign research unit.
2. Funds may not be used to carry out personal exchanges for which funding is planned from other sources.

3. In the event that a team member is required to obtain a visa, funds shall not be released unless the visa is obtained.
4. If funds for the same purpose are received from outside the University, the Doctoral School Office must be notified immediately.
5. In order to submit the application, the team leader, having established a collaboration with a doctoral student from a foreign research unit, shall submit the following application documents to the Doctoral School Office, in hard copy (originals) and electronically:
  - 1) application for granting funds for doctoral student exchange under the programme "PhD joint grant programme" (Annex no. 1 to the Regulations);
  - 2) project participant's statement, completed by all project participants (Annex no. 2 to the Regulations);
  - 3) an additional consent of the project participant to personal data processing (Annex no. 3 to the Regulations);
  - 4) information on the processing of personal data for team members who are not UPWr doctoral students (Annex no. 4 to the Regulations);
  - 5) project participant's consent to use their image, voice, speech and recordings (Annex no. 5 to the Regulations).
6. Information on the recruitment deadlines and rules will be announced on the Doctoral School website: <https://phd.upwr.edu.pl/>; the team leader shall be informed of the recruitment results by email.
7. Applications are subject to a formal assessment that includes:
  - 1) assessment of all criteria and requirements set out in these Regulations;
  - 2) assessment of the completeness and factual accuracy of the documents (Annexes 1, 2, 3, 4).
8. If formal deficiencies are found, the team leader shall be called upon to correct them within seven days of receiving the call. Failure to correct the deficiencies within the deadline will result in leaving the application unprocessed.

*Appendix to Order no. 131/2023  
of the Rector of Wrocław University of Environmental and Life Sciences  
of 9 October 2023*

## § 5

1. The costs of travel to and accommodation in Wrocław for team members who are not UPWr doctoral students shall be settled in accordance with the University's rules on accounting and accepting invoices and reimbursement of incurred costs. The costs must be documented by an invoice issued to Wrocław University of Environmental and Life Sciences.
2. In order to purchase airline tickets for a team member who is not a UPWr doctoral student, the team member is obliged to complete and send to the Doctoral School Office a scan of Annex no. 2 (project participant's statement), Annex no. 3 (participant's additional consent to data processing), Annex no. 4 (information on personal data processing for team members who are not UPWr doctoral students) and Annex no. 6 (application for the booking and purchase of an airline ticket).
3. Airline tickets shall be purchased by the International Relations Office of Wrocław University of Environmental and Life Sciences on the basis of the submitted documents.
4. A team member from outside Wrocław University of Environmental and Life Sciences shall have valid sickness and accident insurance for the duration of the trip (including travel).
5. Accommodation for team members who are not UPWr doctoral students shall be booked by the Doctoral School Office.

## § 6

1. The UPWr doctoral student shall enter the trip details into the EOD system, in accordance with the procedures and conditions contained therein, at least 14 days before the planned start of the trip.
2. The UPWr doctoral student shall complete and submit to the International Relations Office an application for the booking and purchase of an airline ticket together with the calculation of the expected costs.
3. The calculation of the expected costs shall include three offers of accommodation abroad, and the accommodation with the lowest price should be selected.
4. Airline tickets will be purchased by the International Relations Office.

*Appendix to Order no. 131/2023  
of the Rector of Wrocław University of Environmental and Life Sciences  
of 9 October 2023*

5. Per diems will be settled on the basis of the Regulation of the Minister of Labour and Social Policy of 29 January 2013 on the payments to employees working in a state or local government unit of the public sector for a business trip.
6. The UPWr doctoral student shall have valid health insurance, as well as sickness and accident insurance for the duration of the trip (including travel).

#### § 7

1. Funds for the implementation of the "PhD joint grant programme" shall be allocated on the basis of the concluded agreement (Annex no. 7 to the Regulations).
2. The allocated amount can be spent from the date of granting the funding for the "PhD joint grant programme." The funds granted to the project team should be spent in accordance with the public finance discipline and accounted for by 31 October 2024 at the latest.
3. The team leader is obliged to spend the funds in accordance with the rules on foreign travel contained in the Order No. 177/2020 of the Rector of Wrocław University of Environmental and Life Science on business travel, as amended.
4. The team leader shall be responsible for the correct implementation of the project and the expenditure of funds. Project participants shall bear all responsibility for negligence on their part regarding the expenditure of programme funds.

#### § 8

1. The report on the expenditure of funds within the "PhD joint programme" shall be prepared in accordance with the guidelines specified in Annex 8 to these Regulations. Solely documents whose date of issue does not exceed the project completion date are to be accounted for.
2. The report shall be accompanied by audiovisual documentation of the exchange (photos, video) in electronic form and sent together with a scan of the paper documentation to the Doctoral School Office.
3. A report on the expenditure of the funds shall be submitted to the Doctoral School Office within 14 days of the completion of the project.



POLISH NATIONAL AGENCY  
FOR ACADEMIC EXCHANGE



WROCLAW UNIVERSITY  
OF ENVIRONMENTAL  
AND LIFE SCIENCES

*Appendix to Order no. 131/2023  
of the Rector of Wrocław University of Environmental and Life Sciences  
of 9 October 2023*

## § 9

These Regulations shall enter into force on the date specified in the Rector's order.