Short-term, training mobility abroad within the project:

*“International scholarship exchange of PhD candidates and academic staff”,*

implemented within the *PROM* programme*,*

co-financed from the funds of the European Union under the European Social Fund,

Operational Programme Knowledge Education Development – OP KED.

Co-financing agreement no.: PPI/PRO/2018/1/00029/U/001

Extract from the rules of the project

(full version of the rules and other documents available at: [www.dwz.us.edu.pl](http://www.dwz.us.edu.pl)

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Scholarship exchange for training.

Short-term (outgoing and incoming) mobility for training.

**All mobility activities carried out within the project must be completed by 30.09.2019.**

**Eligible purposes of mobility:**

**Preferred** (the highest priority in the first place):

* **Active** participation in a conference held abroad (including, e.g. participation in a poster session
or a flash talk).
* Participation in short education forms (e.g. in courses, workshops, professional or industrial internships, study visits).
* Obtaining materials for a PhD thesis / scientific article, conformity to the field of research confirmed in the opinion of an academic supervisor.

Other:

* Participation in a summer/winter school (both as a student and a lecturer). The subject matter
of the school programme must be closely related to the subject matter of the PhD thesis and/or
the conducted research,
* Taking measurements with the use of unique equipment, including with the use of large research infrastructure unavailable (or not easily available) in Poland,
* Participation in trainings (including trainings related to entrepreneurship or implementation activities), carrying out archive/library queries, participation in brokerage meetings,
* Teaching,
* Participation in preparation of an international grant application,
* Other short education forms facilitating the increase in competence.

**Eligible mobility participants:**

* PhD students of University of Silesia in Katowice and foreign higher education institutions.
* Academic staff of University of Silesia in Katowice and foreign higher education institutions. **Preferred outgoing mobility of staff members who were below the age of 39 years at the end
of 2018.**

 **Eligible countries of stay and performance of training: Unlimited**

 **Duration of mobility: from 5 to 18 days (including 2 days for travel)**

**Financing:**

1. Costs of travel, health insurance, third party insurance, accident insurance, costs of visa fees or fees connected to legalisation of stay:

|  |  |
| --- | --- |
| The distance in a straight line between the place of residence of the participant and the location of stay (in km) :  | Flat rate per person: |
| < 500  | PLN 1,000 |
| 500 – 999 | PLN 2,000 |
| 1,000 – 2,999 | PLN 3,000 |
| 3,000 – 6,000 | PLN 4,000 |
| > 6,000 | PLN 5,000 |

1. Costs of subsistence:

|  |  |  |
| --- | --- | --- |
| Number of days of stay1  | In case of travelling from/to the OECD countries, as well as cities from countries from outside of the OECD in the top 50 of the MERCER report2  | In case of remaining 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 |

1. Costs of conference fees, trainings, courses and study visits – according to the actual costs
and in conformity with the rules of the project (on the basis of original accounting documents).

1 The number of days of stay shall be calculated as follows: number of days of the event in which the participant takes part + a maximum of 2 days (1 day to arrive at the location of education and 1 day to return).

2 https://mobilityexchange.mercer.com/Portals/0/Content/Rankings/rankings/col2018h147963/index.html

**Conditions (requirements specified by the Polish National Agency for Academic Exchange *[NAWA]*):**

1. Consent to the transfer of the mobility participant’s data, required by the Polish National Agency
 for Academic Exchange in the **Project Participant’s Enrolment Form**.
2. **Project Participant’s Declaration (OP KED)** – Project Participant’s Declaration concerning the purpose and scope of processing their (Project Participant’s) personal data in connection with the performance
 of the project within the Operational Programme Knowledge Education Development (in accordance with

 the provisions of the GDPR).

1. **Project Participant’s Declaration 2 (PROM-NAWA)** – Project Participant’s Declaration concerning
 the purpose and scope of processing their (Project Participant’s) personal data in connection with
 the implementation of the PROM programme (in accordance with the provisions of the GDPR).
2. **Additional Consent of the Participant** – declaration for the purposes of data processing in the ICT system of NAWA with the consent to the sending of information about NAWA programmes and activities to the participant by NAWA – consent to the use of personal data of the participant (name, surname, institution, e-mail, contact telephone number) for the purpose of providing information about NAWA programmes and activities.

**Application procedure:**

Candidates are recruited in two stages:

**- The first stage** at the level of the organisational unit of the home institution, i.e. University
of Silesia in Katowice (Faculty) or the foreign higher education institution (in case of incoming mobility
of PhD students and academic staff of foreign higher education institutions to University of Silesia
in Katowice).

- The second stage at the central level of University of Silesia in Katowice: verification aimed at ensuring that the mobility structure is in accordance with the structure specified in the regulations of the programme.

1. Candidates taking part in the application procedure within the project submit the Application Form
(not to be confused with the Project Participant’s Enrolment Form) at the organisational unit of their home institution.
2. The Candidate’s organisational unit submits to the Department of International Relations the Candidate’s Application Form with the decision of the organisational unit and justification (in the case of rejection
of the application).
3. In the event of a large number of Candidates the organisational unit should prepare a ranking list
of provisionally accepted mobility proposals and submit it, along with the Application Forms (both those that have been accepted and rejected by the unit), to the Department of International Relations
by 30.03.2019.
4. Further application deadlines will be announced depending on the availability of places.
5. It is permissible to carry out the mobility before the application deadline provided that it does not make
it impossible to carry out other mobility activities with a higher position in the ranking list.
6. Mobility activities planned by organisational units of University of Silesia in Katowice or a foreign higher education institution are verified at the central level of University of Silesia in Katowice (second stage
of the application procedure) based on the formal and qualitative criteria as well as the mobility structure approved for the project. The verification is done by the Qualification Committee appointed by the Rector of University of Silesia.
7. The decision of the organisational unit of University of Silesia in Katowice can be appealed against
to the Qualification Committee through the agency of the Project Coordinator within 7 days.

**Execution of the mobility**

1. Each participant shall have the Mobility Plan approved.
2. Participants who are staff members or PhD students of University of Silesia in Katowice shall carry out the mobility in accordance with the rules of the project and appropriate rules of mobility abroad effective at University of Silesia in Katowice.
3. The Agreement with the Participant, which regulates the principles of participation
in the project and execution of the mobility, shall be concluded with each participant.
4. Annexes to the Agreement with the Participant constitute its integral part. The annexes to the Agreement with the participant are as follows:
* Mobility Plan,
* Financial Settlement of the Mobility,
* Evaluation Survey template,
* Certificate template,
* Project Participant’s Declaration,
* Project Participant’s Declaration 2,
* Additional Consent of the Participant (optional),
* Information Clause.
1. Due to the programme requirements, the Agreement with the Participant and annexes thereto are required in original.

**Settlement of the mobility**

1. Each mobility carried out within the project shall be settled on the basis of the following documents submitted by the participant:
* Certificate confirming the completion of the mobility and the obtained results. The participant is obliged to submit the original certificate to the Department of International Relations of University
of Silesia in Katowice.
* Financial Settlement of the Mobility. The participant is obliged to submit the original form
to the Department of International Relations of University of Silesia in Katowice.
* Evaluation Survey. The participant shall complete the Evaluation Survey on-line. The participant will receive from the Department of International Relations of University of Silesia in Katowice a link to the survey and a token necessary for completing the survey.
* Original accounting documents confirming the incurrence of expenses other than the costs covered by the flat-rate financial support, provided that such expenses are eligible and accounted for
in the Agreement with the Participant.
1. The participant shall submit the above-mentioned documents and complete the above-mentioned
on-line survey within 10 days of the end date of the mobility.
2. Failure to submit the above-mentioned documents and complete the above-mentioned on-line survey within the said time limit may result in termination of the Agreement with the Participant by the University and issue of a grant recovery order by the University for the participant.