

"The program is co-financed from the European Social Fund under the Operational Program Knowledge Education Development, a non-competitive project entitled "International scholarship exchange of PhD students and researchers" implemented as part of the Action specified in the application for co-financing of the project No. POWR.03.03.00-00-PN13 / 18 "
Agreement no: PPI/PRO/2019/1/00006

Rules and Regulations of recruitment and participation in the project entitled:

"International scholarship exchange of PhD candidates and academic staff",

implemented within the PROM programme,

co-financed by the European Union within the framework of the European Social Fund,

Operational Programme Knowledge Education Development - POWER.

Co-Financing Agreement No.: PPI/PRO/2019/1/00006

Section 1

For the purposes of these Rules and Regulations, the following definitions shall apply:

- 1) **Project** - the project entitled "*International scholarship exchange of PhD candidates and academic staff*", implemented within the PROM programme, co-financed by the European Union within the framework of the European Social Fund, the Operational Programme Knowledge Education Development - POWER under the Co-Financing Agreement No. **PPI/PRO/2019/1/00006**,
 - 2) **Programme** - the PROM programme co-financed by the European Union within the framework of the European Social Fund, Operational Programme Knowledge Education Development - POWER;
 - 3) **Institute** - Institute of Geophysics, Polish Academy of Sciences;
 - 4) **NAWA** - the Polish National Agency for Academic Exchange with its registered office in Warsaw;
 - 5) **Assessment Committee** - a group of experts, appointed by the Director of the Institute for the purpose of carrying out the substantive assessment of applications submitted by Candidates;
 - 6) **Candidate** - an authorized person, i.e. a PhD candidate meeting the criteria for participation in the Project, applying for the right to exercise the Activities;
 - 7) **Participant** - a Candidate qualified to participate in the Project and to carry out the Activities;
 - 8) **Agreement with the Participant** - agreement concluded between the Institute and the Participant - model Agreement with the Participant constitutes an Appendix to the Rules and Regulations;
 - 9) **Financing** - financial funds granted within the Project to a Participant;
 - 10) **Rules and Regulations** - these Rules and Regulations;
 - 11) **Application Form** - a form filled in by the Candidate, the model of which constitutes an Appendix to the Rules and Regulations. It contains the Candidate's data and description of the planned Activity;
 - 12) **Activity** - action possible to be supported within the framework of this Project, in line with the assumptions and principles of the Project.
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Section 2

The Rules and Regulations specify the principles of recruitment and participation in the Project, namely the 6th IAHR Europe Congress Warsaw Poland 2020 event (hereinafter referred to as Congress).

Section 3

- 1) The purpose of the Project is to improve the competences of PhD candidates through an international scholarship exchange.
- 2) The activity to be carried out within the Programme is the active participation in 6th IAHR Europe Congress Warsaw Poland 2020 (including e.g. poster or oral presentation, master classes, etc.). The Activity shall be in line with the subject of the doctoral dissertation and scientific work.
- 3) A certificate is a document that confirms the Participant's attendance at the Congress. The Participant is obliged to provide a confirmation based on the template that constitutes an Appendix to the Agreement with the Participant.
- 4) The whole Activity lasts 6 days (4 for the Congress + 2 for the trip).
- 5) The number of days of the Participant's stay as part of the Activities includes the number of days of a given event and maximum 2 days for the trip (1 day for arrival in Warsaw and 1 day for return).
- 6) One Participant may receive one scholarship for one participation in the Congress.
- 7) During the recruitment process and throughout the Project, the principle of equality in terms of opportunities for women and men and non-discrimination, including the principle of accessibility for people with disabilities will be respected in line with the principles set out in:
 1. Guidelines on the implementation of the principle of equality in terms of opportunities and non-discrimination, including accessibility for people with disabilities and the principle of equal opportunities for women and men within the EU funds for 2014-2020;
 2. Appendix no. 2 of the above-mentioned guidelines - Accessibility standards for cohesion policy 2014-2020;
 3. A handbook on the principle of equality in terms of opportunities for women and men in EU funds for 2014-2020.
- 8) The scope of the doctorate or scientific activities should be focused on research issues discussed during the Congress.

Section 4

- 1) Participants are selected by means of the competition organised by the Institute. The competition notice will be published on the Institute and Congress websites.
 - 2) The competition is announced by the Director of the Institute.
 - 3) The competition notice will include all the requirements for Candidates, the assessment criteria, the required documents and the application deadline.
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- 4) The competition for Candidates consists of two stages:
 1. The formal assessment of the application in terms of meeting the competition criteria (see the competition notice);
 2. the substantive assessment carried out by the Assessment Committee.
- 5) The Candidates joining the competition submit the application using the Candidate's Application Form attached in Appendix to the Rules and Regulations. The Application Form shall be signed and submitted in electronic form (pdf) to the following e-mail address: prom1@igf.edu.pl
- 6) The Application Form may be withdrawn at any stage of the competitive process upon Candidate's written request by the e-mail: prom1@igf.edu.pl
- 7) The Assessment Committee provides the Director of the Institute with a ranking list of the Candidates participating in the substantive stage of the competition.
- 8) The Director of the Institute decides on accepting or not accepting the applications submitted in the competition for funding on the basis of the ranking list. The Director of the Institute may decide not to grant funding to Candidates with positive marks in the ranking list. The conditions for not granting financing are:
 1. exhaustion of financial funds in the competition;
 2. the Institute obtains information which has an impact on the process of allocating funds for the implementation of the Project.
- 9) The successful candidates are supposed to sign the Agreement with the Institute.

Section 5

The Participant takes part in the Congress, in accordance with the principles of the Project.

Section 6

Each Participant shall sign an Agreement describing the rules and conditions of participation in the Project.

Section 7

- 1) The Agreement with the Participant includes the transfer to the Institute of exclusive proprietary copyrights, involving the exclusive right to grant authorisation to perform the derivative copyright to works created within the Project by the Participant, in particular to Congress presentations and conferences materials.
 - 2) The Institute may be obliged by NAWA to enter into an agreement on the transfer of exclusive proprietary copyrights by the Institute to NAWA, including the exclusive right to grant authorisation to perform the derivative copyright to works created within the Project by the Participant.
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Section 8

- 1) The Appendices attached to the Agreement with the Participant constitute its integral part.
- 2) Appendix No. 6 - Additional Participant's Consent is optional. Other Appendices are mandatory.
- 3) Appendices to the Agreement with the Participant:
 1. Form of the Financial Settlement of the Trip - Appendix no. 1.
 2. Evaluation Questionnaire Template - Appendix no.2
 3. Certificate template confirming that the Activities have been carried out and the results obtained - Appendix No. 3.
 4. Statement of the Project Participant (POWER) - Appendix no. 4.
 5. Statement no. 2 of the Project Participant (PROM-NAVA) - Appendix no. 5.
 6. Additional Participant's Consent - Appendix no. 6 (optional).
 7. Information Clause - Appendix no. 7

Section 9

- 1) The Scholarship granted to the Participant covers the Activities.
- 2) The amount of financing shall be specified in the Agreement with the Participant.

Section 10

- 1) The eligible costs that can be covered include:
 1. lump-sum for Participant's travel costs, health insurance, third party liability insurance, personal accident insurance, visa fees or costs related to the approved residency;
 2. lump-sum for living costs of the Participant (including travel days and accommodation costs);
 3. costs of the registration conference fees.
 - 2) The cost of the trip is based on the straight-line distance between the place of residence of the Participant and Warsaw. The unit cost is calculated for one-way distance, but the Participant is granted a total sum to cover the two-ways journey.
 - 3) The amount of total rates for travel costs, health insurance, third party liability insurance, personal accident insurance, visa fees or fees related to approved residency and costs of living, is specified in the Appendix to the Rules and Regulations.
 - 4) Conference fees are settled on the basis of accounting documents.
 - 5) The Institute does not require to collect bills and other accounting documents confirming the expenses, except the conference fees for which the Participant is obliged to collect accounting documents confirming that the expenditure has been incurred (invoice and confirmation of payment).
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Section 11

The settlement of each Activity carried out within the Project takes place on the last day of Congress based on the following documents submitted by the Participant:

- 1) the certificate confirming the completion of the Activity - the Participant is obliged to submit the original certificate;
- 2) the financial settlement form for Activity - the Participant is obliged to submit the form to the representative of the Institute, who will be available on the last day of the Congress, where it will take place;
- 3) the evaluation questionnaire filled in by the Participant - the Participant fills in the evaluation questionnaire on-line.
- 4) the original accounting documents confirming incurring expenses other than costs covered by the grant, provided that such expenses are eligible and are included in the Agreement with the Participant (conference fees).

Section 12

- 1) The Participant shall submit the documents referred to in section 11 and shall fill in the on-line questionnaire indicated in section 11 during the settlement.
- 2) Should a Participant fail to submit the documents listed in section 11 within the deadline, it may result in the Institute terminating the Agreement with the Participant and sending a request for returning the scholarship.

Section 13

- 1) The Project Participants will be monitored and controlled to assess the effectiveness of activities in the Project.
- 2) In order to carry out the monitoring and control process, the Project Participants are obliged to participate in surveys organised within the Project.

Section 14

- 1) The provisions of the Operational Programme Knowledge Education Development and the provisions of the PROM programme shall prevail over the provisions of the Rules and Regulations.
- 2) To all matters not settled by the Rules and Regulations, the provisions of internal legal acts of the Institute shall apply accordingly.

Section 15

The Institute reserves the right to make amendments to these Rules and Regulations.

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Appendices:

- 1) Template of the competition notice in the PROM competition.
 - 2) Detailed substantive requirements for the Candidates for the PROM project.
 - 3) Application Form of the Candidate for the PROM programme.
 - 4) Model Agreement of the Beneficiary with the Participant of the PROM Project.
 - 5) Lump-sum rates applicable to the PROM project.
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