

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 fields of astronomy, physics, chemistry, mathematics, computer science, cognitive science and psychology. The project consists of three main types of activities:

Action I. Organization of the international interdisciplinary summer school for Ph.D. students in astrochemistry, quantum chemistry and precise spectroscopy at NCU, and co-funding the participation of foreign Ph.D. students and invited lecturers in the school (the subject of the doctoral thesis and / or research should be related to the subject of the school);

Action II. Co-funding of the active participation of Ph.D. students from NCU in international conferences related to the subject of doctoral theses, during which they will be obliged to present the results of their research in the form of a conference poster or presentation;

Action III. 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;

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. Agata Karska, Deputy Dean for Internationalization. The project coordinator appoints the Scientific Organizing Committee of the summer school to develop the school's academic program and to select foreign Ph.D. students for co-funding of the participation in the school (Action I). The committee consists of academic staff from abroad and NCU scientific employees who specialize in the subject of the school. The project coordinator also appoints the Qualification Committee (8 persons) responsible for qualifying for trips (Actions II and III) composed of representatives of the Faculty of Physics, Astronomy, and Informatics (astronomy, physics), Faculty of Mathematics and Computer Science (mathematics, computer science), Faculty of Chemistry (chemistry), Faculty of Health Sciences (cognitive science) and the Faculty of Humanities (psychology).

3. The project is addressed to Ph.D. students from Poland 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 disciplines indicated in the project (astronomy, physics, chemistry, mathematics, computer science, cognitive science and psychology). The project participant may be the beneficiary of only one form of support.

4. The project is open to participants with disabilities. It is the participant's role to provide a written application explaining the scope of necessary extra support needed to participate in the project. The application should be directed to the assistant project coordinator, Ms. Monika Korzeniewska: monikak@fizyka.umk.pl, no later than 2 weeks before the extra support is needed for the project.

5. Selection of the project participants will be based solely on substantive criteria such as Ph.D. student achievements and research plans, regardless of gender.

6. The project description

- i. The project concerns co-funding of short-term trips of Ph.D. students from NCU abroad or arrivals of foreign Ph.D. students at NCU aimed at increasing the level of internationalization of education and research in selected scientific disciplines. Scientific trips may last 7, 14 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 January 6, 2019 to September 30, 2019, but not earlier than 3 weeks after the announcement of the results of the call. 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 – the full costs of fee specified by the meeting organisers (e.g. the conference fee).

- ii. Applications to the project should consist of: a scientific CV containing information about previous scientific achievements, a list of publications, 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 candidate participants of the summer school (Action I), the application should clarify the Ph.D. prior education in the subject and the expected impact of the school on scientific plans. Additionally, 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 organisers about the acceptance of the contributed talk / poster), and in the case of Action III - 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.
- iii. Within two weeks after the announcement of the results of selection procedures, it is mandatory for all project participants to sign a contract (Annex No. 2 to the Regulations), 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. 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 organisers or a certificate from the advisor according to the template) and financial settlement of the trip according to the provided template. Templates for evaluation questionnaires, certificates, settlements and statements are attachments to the contract.

7. Important dates

- i. The application deadline is November 14, 2018 (first call - Action II and III) and January 25, 2019 (first call for Action I and additional deadline for Actions II and III).
- ii. The results of the selection procedure will be announced on December 6, 2018 (first deadline) and February 17, 2019 (second deadline).
- iii. The list of finalists will be announced at <http://www.fizyka.umk.pl/en/prom-eng/>

8. 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 (up to 2 pages of the A4 format), file name: CV_lastname.pdf,
 - list of publications (up to 2 pages of the A4 format, including information about the impact factor of the journal according to the Web of Science or other database typically used in the discipline), file name: Papers_lastname.pdf,
 - 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 I also prior education in the field covered by the school program and the expected impact of the school on scientific plans, file name: Cover_lastname.pdf,
 - (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, file name: Ref_letter_lastname.pdf,

- (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), file name: Abstract_lastname.pdf,
- (in the case of Action III) 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), file name: Letter_lastname.pdf,
- cost estimate according to the Annex No. 3 to the Regulations.

All documents should be prepared in English.

- ii. In the application, the candidate has to include a signed statement about the processing of personal data in the project (Annex No. 4 to the Regulations).
- iii. Applications shall be sent by email to the assistant project coordinator, Ms Monika Korzeniewska: monikak@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 <http://www.fizyka.umk.pl/en/prom-eng/>
- 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.

7. Evaluation of the applications

- i. The submitted application is assessed by the Scientific Organizing Committee (Action I) or the Qualification Committee (Actions II and III) 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 30 points is adopted. Applications that do not meet the formal requirements are not subject to further substantive evaluation. Preferences will be given to projects requesting research stays (as opposed to conferences), trips to OECD countries lasting 7, 14, or 28 days, and trip destinations at distances from 500 km to 2999 km or > 6000 km from Toruń.
- ii. Based on the awarded score, the Scientific Organizing Committee / Qualification Commission creates a ranking list of participants.
- iii. The Committee / Commission indicates the persons who got top scores and will obtain co-funding (at least 20 participants in Action I and at least 40 participants in Action II and III in both calls). The Commission may propose the change in the length of the research internship.
- iv. The list of accepted participants will be announced at <http://www.fizyka.umk.pl/en/prom-eng/>

8. Participation in the summer school (Action I)

- i. The summer school will take place at the Institute of Physics of the Nicolaus Copernicus University in Toruń at ul. Grudziądzka 5.
- ii. 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.

- iii. Each participant is obliged to prepare and present a short presentation (about 2 minutes) about her/his own research and a conference poster during a dedicated poster session.

9. Participation in internships and other short trips (Action II and III)

- 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 II and III 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.

10. Funding

- i. Co-funding covers: participation in the summer school organized in Toruń, active participation in an international conference or participation in a different form of education related to the subject of the doctoral thesis.
- ii. The organizer provides a lump sum for costs related to the participation in summer school, conference, internship, etc. in the scope specified in point 4 of the Terms and conditions.
- iii. In order to obtain co-funding, it is mandatory to sign the contract constituting Annex No. 2 to the Terms and conditions within two weeks from receiving a positive evaluation from the Committee / Committee.
- iv. 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. The participant is obliged to collect accounting documents confirming incurring expenditure on data of the Nicolaus Copernicus University in Toruń.
- v. The participant is obliged to provide evidence of spendings in accordance with 5 para. iii and point 10 para. iv 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 according to the template.
- vi. 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, 2019.
- vii. In the situation of persistent lack of obeying the duties specified in points in points 8 and-iii of the Terms and conditions, the participant may be obliged to refund the co-funding obtained for the participation in the summer school or other form of education (Actions I-III).

10. 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 is final.

11. 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.

12. Questions regarding the project can be directed to: j.cembrzynska@faj.org.pl (Action I) and agata.karska@umk.pl (Actions II-III).

The terms and conditions were approved by

Project coordinator

Dr Agata Karska