



Fundusze Europejskie
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Rzeczpospolita
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Dofinansowane przez
Unię Europejską



PROM Project Regulations - International Scholarship Exchange for Students, Doctoral Candidates, and Academic Staff at Nicolaus Copernicus University in Toruń (NCU)

1. The goal of the project is to increase the internationalization of Nicolaus Copernicus University in Toruń (NCU) through short-term scholarship exchanges for students, doctoral candidates, and staff (both domestic and international). The support will be provided to students and doctoral candidates conducting their work at the following units: Faculty of Physics, Astronomy, and Informatics; Faculty of Mathematics and Computer Science; Faculty of Biological and Veterinary Sciences; Faculty of Chemistry; Faculty of Earth Sciences and Spatial Management; and the Centre for Modern Interdisciplinary Technologies. The project involves three main types of activities:

- I. Funding for Short-Term Education Programs. This includes funding for students and doctoral candidates to participate in short-term training, such as research internships or workshops, directly related to their bachelor's, master's, or doctoral work. Funding covers UMK students' and doctoral candidates' travel abroad as well as international doctoral candidates' travel to NCU for internships. Internships or other forms of training will last 21 days for students and 28 days for doctoral candidates.
- II. Funding for International Conference Participation. Funding is available to support active participation of NCU doctoral candidates in international conferences abroad (minimum 5 days mobility including travel) relevant to their doctoral research. During the conference, participants are required to present their research results as a poster or presentation. Funding will also cover the participation of two three-person teams of computer science or informatics students in the training school for the ICPC World Championship in team programming.
- III. Funding for International Schools at UMK. Funding is provided to support doctoral candidates or students from abroad and invited lecturers representing foreign higher education and research institutions to participate in three international schools organized at NCU in Toruń. The research topic of the doctoral/dissertation work and/or ongoing research should align with the school's theme

III.a. (Doctoral candidates) **I-HOW JWST Hands-On Workshop for Central and Eastern Europe 2025**, July 14-25, 2025.

III.b. (Doctoral candidates) **Molecular Excited States (MolEx) Workshop** June 9-13, 2025.

III.c. (Students) **Plant-microbial interactions in saline areas** June 23-27, 2025.

Funding is also available for doctoral candidates and invited lecturers from abroad to participate in the conference:

III.d. **M3-S „Applied polymers, nanomaterials, membranes, and composites”**, May 27-30, 2025.

In justified cases, funding may also be granted for travel associated with other short-term educational activities, such as attending brokerage meetings or international meetings aimed at preparing a European Union grant application. Program funds will not cover conference fees or fees for summer schools organized by NCU.

2. The project is coordinated by the Faculty of Physics, Astronomy, and Informatics at NCU in Toruń. The project coordinator is Dr. Katarzyna Walczewska-Szewc, who appoints a five-member Qualification Committee responsible for selecting participants for Activity I (incoming and outgoing exchanges) and Activity II (conferences for outgoing doctoral students from NCU). The committee consists of representatives from the fields of natural and exact sciences.
3. The project is open to bachelor's, master's, and doctoral students from NCU and international institutions who demonstrate significant scientific activity, documented achievements, and a strong motivation for academic development and collaboration with foreign researchers. Eligible students must have a thesis (bachelor's, master's, or doctoral) related to the disciplines of exact and natural sciences as specified in the project, including astronomy, computer science, mathematics, biological sciences, chemistry, physics, Earth and environmental sciences. However, students and PhD candidates from the faculties listed in point 1, representing other fields, may also participate in the project.
4. At NCU, funding is available to all students and doctoral candidates representing the above-mentioned disciplines and studying within the faculties of: Physics, Astronomy and Informatics; Mathematics and Computer Science; Biological and Veterinary Sciences; Chemistry; Earth Sciences and Spatial Management; and the Centre for Modern Interdisciplinary Technologies. Each participant may receive funding for only one project activity.
5. The project is open to candidates regardless of their health status or disabilities. Participants with disabilities have the right to fully participate in the program, and the organizers will make every effort to adapt the exchange conditions to the individual needs of the participants. If adjustments to participation conditions are needed (e.g., assistant support, specialized equipment, translations), participants are encouraged to indicate these needs in the application form or directly contact the program organizers at monikak@fizyka.umk.pl. The program adheres to the principles of equal opportunity and ensures that individuals with disabilities will not face discrimination at any stage of recruitment or exchange implementation.
6. Applications should be submitted by email to projekt_prom@umk.pl. For those applying for funding to attend summer schools or conferences organized by NCU, prior registration for these events is required. Only applications from individuals who have been accepted to participate in the school or conference will be processed.
7. Selection for project participation is based on a candidate's academic achievements and research plans, regardless of gender.
8. Project Objective
 - I. The project provides funding for short-term international exchanges, either outbound from NCU or inbound to NCU, to increase the internationalization of education and research. Research stays can last 21 days for undergraduate and master's students or 28 days for doctoral students, with arrival and departure days counted as full days. Participants must specify their travel dates in the application form, with stays scheduled between January 1 and September 20, 2025. The project covers accommodation and travel expenses calculated on a per day basis, accounting for the length of stay and travel costs to the destination (see Annex 1 of the Regulations). Additionally, for NCU doctoral students traveling to international conferences lasting at least 5 days (including up to 2 travel days, 1 day for each direction), the project reimburses participation fees (e.g., conference registration) based on actual costs. Each participant will also receive a daily stipend, as specified in Annex 1 of the Regulations.
 - II. To apply, participants must submit a correctly completed **application form** (Annex 2 of the Regulations) along with the mandatory documents specified in the Regulations.
 - III. A trip or stay is contingent upon signing an agreement within two weeks of the announcement of the ranking list. The agreement, which will soon be available on the project's website, outlines the terms

of participation, including the travel dates, funding amount, and includes a data processing consent form.

- IV. In the agreement, each participant commits to, among other things, completing an evaluation within two weeks of the activity, providing confirmation of attendance (such as a certificate of participation), and submitting financial documentation of the trip. Templates for the certificate, financial report, and consent statement are included as annexes to the agreement. Prior to signing the agreement, accepted participants are required to complete an electronic application form in the NAWA online system.

9. Schedule

- I. The application period for the first recruitment under Activity I (outbound and inbound exchanges) and Activity II (conference trips for NCU doctoral students) begins on **November 15** and ends on **December 6, 2024**. If all spots are not filled, a supplementary recruitment period will open from **February 1** to **February 22, 2025**. The program coordinator may announce additional recruitment periods. Dates for recruitment announcements and document submissions will be posted on the program's website: www.fizyka.umk.pl/prom/ and www.fizyka.umk.pl/en/prom-eng.
- II. The results of the first recruitment will be announced by **December 20, 2024**. The list of selected participants will be published on www.fizyka.umk.pl/en/prom-eng.
- III. For recruitment to bring international students and doctoral candidates to conferences and summer schools organized by NCU, application deadlines will be announced on the project's website once confirmed by the event organizers.

10. Recruitment Regulations

10.1. To apply for the program, candidates should email the required documents to **projekt_prom@umk.pl**.

10.2. All documents must be submitted in English.

10.3. For Short-Term Internships (Students and Doctoral Candidates) both outgoing (from NCU) and incoming (to NCU) students and doctoral candidates should submit the **application form** (Appendix No. 2 to the Regulations) along with the following documents:

- CV with publication List: maximum of two A4 pages.
- Motivation letter: one A4 page outlining the connection between the planned internship and the candidate's bachelor's, engineering, master's, or doctoral thesis. The letter should specify the candidate's academic readiness for the internship, anticipated impact on future academic plans, competencies to be developed, and expected learning outcomes in knowledge, skills, and social competencies. Acquired competencies and learning outcomes will be verified upon return (for NCU students and doctoral candidates) or on the last day of stay (for external doctoral candidates);
- Recommendation letter from the internship supervisor, indicating willingness to host the candidate, specifying the planned dates, and providing contact information.
- Proof of Student/Doctoral Status (for external doctoral candidates)- A certificate from the home university confirming student/doctoral status.
- Optional: A recommendation letter from the current academic supervisor..

10.4. For NCU doctoral candidates applying for conferences abroad applicants must submit the **application form** along with the following:

- CV with publication List: maximum of two A4 pages.
 - Motivation letter: one A4 page detailing the relevance of the planned conference to the doctoral thesis topic and expected impact on future research plans. The letter should also outline the competencies to be gained and the expected educational outcomes in terms of knowledge, skills, and social competencies. These will be verified upon return.
 - Conference presentation information: abstract, poster draft, or similar (maximum two A4 pages).
 - Optional: a recommendation letter from the current academic supervisor.
- 10.5. For international students and doctoral candidates for NCU summer schools and conferences applicants should submit the **application form** along with:
- CV with publication list: maximum of two A4 pages.
 - A motivation letter from the candidate (one A4 page), specifying the connection between the planned participation in the school/conference and the subject of their doctoral dissertation, as well as the expected impact of the school on their future academic plans. The letter should also include information about the competencies that will be developed during the conference, along with the learning outcomes achieved in terms of knowledge, skills, and social competencies. The acquisition of new competencies and learning outcomes will be verified during the school/conference;
 - An abstract of the planned presentation/poster.
 - Proof of Student/Doctoral Status- A certificate from the home university confirming student/doctoral status..
- 10.6. For NCU students applying for team programming school in Osijek (<https://ocpc.mathos.unios.hr>) each student should apply individually, by submitting the **application form** along with:
- CV: Maximum of one A4 page.
 - Motivation letter: one A4 page describing the connection between the trip and the bachelor's/master's thesis and the expected impact on future academic plans.
 - Team composition: names of the three-person team applying for the school.
 - Recommendation letter: from the academic supervisor.
- 10.7. The application for participation of representatives of foreign entities from the higher education and science system in summer schools and conferences organized by NCU involves submitting an **application form** along with a recommendation letter from the conference organizers.
- 10.8. The CV must reflect factual information. Misrepresentation of academic achievements may result in disqualification at any project stage.
- 10.9. By submitting an application, candidates consent to the processing of their personal data for recruitment purposes. Finalists agree to have their names published on the public ranking list on the project website.
- 10.10. Upon signing the project agreement, participants consent to data processing necessary for project implementation.
- 10.11. Submission of the application constitutes acceptance of these Regulations.
- 10.12. Each student/doctoral candidate can receive funding for only one mobility.

11. Recruitment process and selection for the project

- 11.1. Applications are first reviewed for compliance with formal requirements by the program coordinator, followed by the chair of the recruitment committee. Only applications meeting formal criteria will proceed to the substantive evaluation stage.
- 11.2. If additional documentation is needed to meet formal requirements, the coordinator may request it via the email used to submit the application. Applicants must supply the requested documents within three days.
- 11.3. Applications that fulfill formal requirements are assessed by:
 - The Qualification Committee, consisting of five scholars with at least a doctoral degree, representing various scientific disciplines, for student and doctoral candidate mobility for scientific internships and conferences, as well as for incoming doctoral internships at NCU.
 - The Organizing Committee of the specific summer school or conference for applications related to events organized at NCU.
- 11.4. If a member of the Qualification Committee has a direct relationship with an applicant (e.g., doctoral or master's thesis supervision, family relationship, etc.), they will be excluded from evaluating that application. Prior teaching relationships do not constitute a conflict.
- 11.5. Based on assigned scores, the Qualification Committee or Organizing Committee creates a ranking list of participants.
- 11.6. Using these ranking lists, the project coordinator publishes the final list of accepted participants on the project website (www.fizyka.umk.pl/en/prom-eng and www.fizyka.umk.pl/prom).
- 11.7. After acceptance into the PROM program at NCU, and before signing the agreement, each participant must complete an electronic application form in the NAWA information system, using a link provided by NCU.

12. Participation in internships and other short-term activities (Actions I and II)

- I. Internships and other short-term educational activities will take place at foreign research centers, which the participant must specify when submitting the application. The availability of the internship and the creation of a temporary workspace must be confirmed by the internship supervisor.
- II. Participants in Actions I and II are required to attend activities planned as part of the organized meetings or internships. Engagement in these activities is confirmed by a certificate issued by the conference, workshop, etc., organizers or the academic supervisor.
- III. For conference participation, active involvement is required, which includes either an oral presentation or a poster presentation during the poster session.

13. Participation in a summer school (Action III)

- I. During the summer school, participants must attend at least 80% of the scheduled classes, which must be confirmed by signatures on attendance sheets.
- II. Each participant is required to prepare either an oral presentation or a conference poster for a dedicated session or the poster session.

14. Evaluation

- 14.1. All students and doctoral candidates benefiting from funding under the PROM program at NCU must undergo a procedure to assess the competencies gained during their participation in the project (evaluation). Both the acquisition of new competencies and the outcomes of learning, including

knowledge, skills, and social competencies, will be evaluated. Detailed expected learning outcomes will be included in the participant agreement.

- 14.2. The evaluation will be conducted by NCU employees with at least a doctoral degree who were not involved in the educational process (i.e., did not participate in the competency enhancement process and were not supervisors or mentors of the internship). If necessary, the evaluation may be carried out by an external entity.
- 14.3. Participation in the evaluation is mandatory for the proper settlement of the obtained funding.
- 14.4. A student or doctoral candidate who does not undergo the evaluation may be asked to repay the obtained funding.
- 14.5. For students and doctoral candidates from NCU participating in internships, conferences, or summer schools:
 - The academic supervisor should propose to the PROM program coordinator at NCU a person qualified to carry out the evaluation.
 - The program coordinator may either select the person proposed by the academic supervisor or designate another qualified individual to conduct the evaluation.
 - The evaluation will take place within 14 days after the return from the trip, in the form of an interview with the participant.
- 14.6. For doctoral candidates coming to NCU for an internship:
 - The academic supervisor should propose to the PROM program coordinator at NCU a person qualified to conduct the evaluation.
 - The program coordinator may either select the person proposed by the academic supervisor or designate another qualified individual to carry out the evaluation.
 - The evaluation will take place on the last working day of the stay at NCU in the form of an interview with the participant.
- 14.7. For students and doctoral candidates coming to NCU for a summer school or conference:
 - The conference/summer school organizing committee will indicate the person or persons responsible for conducting the evaluation.
 - The persons conducting the evaluation cannot be involved in the process of enhancing participants' competencies within the PROM program at NCU.
 - The program coordinator may either select the person proposed by the organizing committee or designate another qualified individual to conduct the evaluation.
 - The evaluation will take place on the last day of the summer school or conference organized at NCU in the form of a test.
- 14.8. In exceptional and justified cases, the evaluation may be carried out by the project coordinator or the chairperson of the evaluation committee.
- 14.9. After the evaluation, each participant will be issued a certificate containing the following information:
 - The date and form of the evaluation
 - The form of participation in the project and the dates of the start and end of the academic exchange
 - The competencies gained during participation in the PROM program

- The learning outcomes in terms of acquired knowledge, skills, and social competencies
- The signature of the person or persons who conducted the evaluation.
- The certificates obtained by participants will include the logos of the European Funds, the Republic of Poland, the EU, and NAWA, the project number, the name of the beneficiary (NCU), and funding details, in accordance with FERS regulations.

15. Funding

- I. The participant is entitled to cover the following costs under the project:
 - a daily stipend of 75 PLN for students, 125 PLN for doctoral candidates, and 250 PLN for academic staff (with at least a PhD degree);
 - travel, insurance, and visa costs – in a flat-rate amount, depending on the country from/to which the participant is traveling (Appendix 1 to the Regulations). The participant is not required to collect accounting documents confirming the expenses;
 - flat-rate maintenance costs per day (Appendix 1 to the Regulations). The participant is not required to collect accounting documents confirming the expenses;
 - conference fees, training, course, and workshop costs settled at actual costs – only for mobility for NCU students and doctoral candidates within Action II. The participant is required to collect accounting documents confirming the expenses for the Nicolaus Copernicus University in Toruń. A pro forma invoice or an invoice issued before the conference allowing NCU to pay for participation is preferred;
 - to calculate the entitled amount of funding, the form available on the project's website may be used. However, this does not relieve the applicant from verifying the calculated amount according to Appendix 1 to the Regulations.
- II. Funding does not cover fees for summer schools organized at NCU or conferences organized at NCU (visits of doctoral candidates, students, and researchers).
- III. A condition for receiving funding is the signing of the agreement by the awardee (the agreement template will be published on the project's website shortly) within two weeks of receiving a positive evaluation by the Commission/Committee.
- IV. The participant is required to settle the received support in accordance with points 12, 13, and 14 of these Regulations. Additionally, the participant is obligated to document their participation in the support, for example, through a certificate of participation in the conference/training.
- V. NCU students participating in the project will receive the allocated funds via bank transfer. 80% of the allocated funds will be paid before the trip, and the remaining 20% will be transferred after the return, after completing the evaluation and settling the trip.
- VI. In the case of foreign students and doctoral candidates participating in internships, conferences, and summer schools, funds will be paid in cash at the bank after arrival in Poland. If necessary, support will be provided for receiving the funds.
- VII. The participant is required to spend the funds within the period specified in the agreement concluded as part of the project, but no later than by the project's end date, i.e., September 30, 2025.
- VIII. The project beneficiary (NCU) reserves the right to demand the return of the funds paid to the project participant in the event of persistent failure to fulfill the obligations set out in points 12, 13, and 14 of the Regulations.

16. Appeals

- I. An appeal may be made in writing against the decision of the Committee/Commission within one week from the announcement of the results, addressed to the Faculty of Physics, Astronomy, and Informatics at NCU (Grudziądzka Street 5/7, 87-100 Toruń). The appeal must be supported by arguments that could persuade the Committee to change its decision.
 - II. The decision of the Committee after considering the appeal is final.
17. The organizer is entitled to change the provisions of these Regulations, provided that it does not worsen the conditions of participation in the project. Any changes will be published on the project's website and communicated to the participants who have been qualified for the project.
18. Questions regarding the project may be directed to kszewc@umk.pl or monikak@fizyka.umk.pl.

The Regulations have been approved by

Project Coordinator	Chair of the Qualification Committee
Dr Katarzyna Walczewska-Szewc	Dr hab. Łukasz Peplowski, prof. UMK