**Directive No. 51/2022**

**of 23 May 2022**

**of the Rector of the Medical University of Lodz**

**on the Rules and Regulations on awarding grants for financing of international research trips under the Polish National for Academic Exchange “STER – Internationalisation of Doctoral Schools” programme at the Medical University of Lodz**

Pursuant to Article 23, Item 1 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2022, Item 574, with amendments) and § 12, Item 3 and § 13, Item 2 of the Statute of the Medical University of Lodz of 27 June 2019, with amendments, it is hereby ordered as follows:

§ 1

The Rules and Regulations on awarding grants for financing of international research tripsunder the Polish National Agency for Academic Exchange “STER – Internationalisation of Doctoral Schools” programme at the Medical University of Lodz are introduced in the form of an annex to this Directive.

§ 2

The Directive shall come into force on the day of its signing.

RECTOR: Prof. Radzisław Kordek, MD, PhD

Publication of the legal act:

- intranet/the Public Information Bulletin

Annex to Directive No. 51/2022

of 23 May 2022 of the

Rector of the Medical University of Lodz

**RULES AND REGULATIONS**

**on awarding grants for financing of international research trips within**

**the Polish National Agency for Academic Exchange “STER - Internationalisation of Doctoral Schools” programme at the Medical University of Lodz**

**§ 1**

**General provisions**

1. These Rules and Regulations define procedures for awarding grants at the Medical University of Lodz to support international mobility of doctoral students under the National Agency for Academic Exchange “STER - Internationalisation of Doctoral Schools” programme, in the project “Internationalisation Empowerment of Doctoral School at Medical University of Lodz (InterEmpowereD)”, grant No.: BPI/STE/2021/1/00032, Task 3: Support of foreign mobility for the best doctoral students from Poland and abroad, receiving education at the doctoral school.

2. Task 3, as specified in Point 1, is aimed at internationalisation of the International Doctoral School of the Medical University of Lodz, including increased international mobility of doctoral students and an increase in the number of doctoral projects carried out within the framework of international cooperation.

3. Obligations of the Medical University of Lodz, resulting from the implementation of Task 3, as referred to in Point 1, are specified in Grant Agreement no. BPI/STE/2021/1/00032, concluded between the University and the Polish National Agency for Academic Exchange.

4. International research trips are co-financed by the Medical University of Lodz from the funds allocated for the implementation of the Project referred to in Point 1.

**§ 2**

**Glossary of terms**

The terms used in the Rules and Regulations shall mean:

1) University – the Medical University of Lodz;

2) Doctoral School – the International Doctoral School of the Medical University of Lodz;

3) NAWA – the Polish National Agency for Academic Exchange;

4) Programme – “STER – Internationalisation of Doctoral Schools” programme;

5) Project – the project “Internationalisation Empowerment of Doctoral School at Medical University of Lodz (InterEmpowereD)”, implemented within the Programme, referred to in Grant Agreement No. BPI/STE/2021/1/00032, concluded between the University and NAWA;

6) Task – implemented within the Project, Task 3: Support of foreign mobility for the best doctoral students from Poland and abroad, receiving education at the doctoral school;

7) a doctoral student: a Polish or foreign doctoral student receiving education at the Doctoral School;

8) a foreign doctoral student

a) a foreigner who is a graduate of a first-cycle degree programme, a second-cycle degree programme or a uniform master’s degree programme completed in a foreign institution, or

b) a foreigner who is a graduate of a second-cycle degree programme or a uniform master’s degree programme completed in a Polish institution, or

c) a Pole who is a graduate of a second-cycle degree programme or a uniform master’s degree programme completed in a foreign institution;

9) a trip – a research trip made abroad by a doctoral student, with the aim of preparing a doctoral dissertation;

10) co-financing a trip – granted funds to cover the costs of the research trip which a doctoral student may receive under the Project;

11) a doctoral project – a research project carried out by a doctoral student as part of preparation of their doctoral dissertation;

12) the Act – the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2022, Item 574, with amendments);

13) the Rules and Regulations – the Rules and Regulations of the International Doctoral School, introduced under Resolution No. 289/2019 of 28 May 2019 of the Senate of the Medical University of Lodz, with amendments;

14) the Rules and Regulations – the Rules and Regulations on awarding grants for co-financing of international research trips under the Polish National Agency for Academic Exchange “STER – Internationalisation of Doctoral Schools” programme at the Medical University of Lodz.

**§ 3**

**Rules and procedure on awarding grants for co-financing of international research trips**

1. A decision on awarding a grant for co-financing of an international research trip is made through a competition announced by the Head of the Project.

2. The announcement of the competition, which includes information on the conditions and procedure on awarding grants for co-financing international research trips, including the deadline for submitting applications, criteria for their assessment and the date of making results of the competition public, is placed on the website of the Doctoral School.

3. The competition is open to doctoral students studying at the Doctoral School with the aim of obtaining a joint or double degree.

4. An application for the grant should be submitted to the Office of Doctoral Studies Centre within 30 days of the announcement of the competition on the website of the Doctoral School. The application template is included in Annex No. 1 to the Rules and Regulations.

5. The application referred to in Point 4 should be accompanied by:

1) a detailed plan of the trip, specifying the purpose and the research programme, expected benefits for the doctoral student and the University, as well as information, signed by the Polish supervisor and the supervisor employed in a foreign scientific institution, on aiming at obtaining a joint degree or double degree; the Plan of the Trip template is included in Annex No. 2 to the Rules and Regulations;

2) Curriculum Vitae of a supervisor employed in a foreign scientific institution and a consent to take the student in their care;

3) a list of the doctoral student’s scientific achievements

4) a statement on processing of personal data in connection with the implementation of the Project and an additional consent to processing of personal data – templates of the documents are available on the website of the Doctoral School.

6. Results of the competition are made public within 14 days after the deadline for the submission of applications, referred to in Point 4.

7. The applications are evaluated by the STER Programme Committee, hereinafter referred to as the “Committee”, appointed by the Head of the Project and consisting of:

1) the Director of the Doctoral School – as Chairman;

2) at least one academic staff member, representing each of the following scientific disciplines: Pharmaceutical Sciences, Medical Sciences and Health Sciences, holding at least a degree of habilitated doctor.

8. Committee members shall not evaluate applications of doctoral students if they are their supervisors.

9. Applications submitted after the deadline, referred to in Point 4, or those which do not meet formal requirements, will not be considered.

10. Applications are evaluated in accordance with the principle of equal opportunities and non-discrimination, based on the criteria specified in § 6.

11. Having evaluated the submitted applications, the Committee prepares a ranking list of doctoral students and awards grants for co-financing research trips to those students who received the highest number of points, subject to Point 12, within the amount of funds allocated for that purpose in a given academic year. The decisions of the Committee shall be final.

12. Doctoral students who have not yet received such a mobility grant have priority in being granted funds.

13. Results of the competition are placed on the website of the Doctoral School.

**§ 4**

**Amount of grants awarded for co-financing international research trips**

1. In accordance with the Grant Agreement No. BPI/STE/2021/1/00032, concluded between NAWA and the University:

1) The Project shall be carried out in the period from 3 January 2022 to 31 December 2024;

2) The Task shall be carried out in the period from 1 February 2022 to 30 November 2024.

2. Three competitions will be held under the Project. The total amount allocated to the co-financing of international research trips is:

1) Competition 1 in the academic year 2021/2022 – 250,000.00 PLN

2) Competition 2 in the academic year 2022/2023 – 250,000.00 PLN

3) Competition 3 in the academic year 2023/2024 – 250,000.00 PLN

3. The number of trips covered by grants in a given academic year shall be determined by the amount of funds allocated for that purpose in that particular year, as specified in Point 2, and by importance of the trips for academic development of doctoral students and the University.

4. The amount of financial support not used in a particular academic year shall be allocated to financing of trips made in the following academic year, in compliance with the rules and conditions on awarding grants for co-financing research trips laid down in the Rules and Regulations; however, the period of the payment of grants may not exceed the day of completion of the Task, as specified in Point 1, Sub-point 2.

5. The amount of awarded grants for co-financing of travel costs, health insurance, third-party liability insurance, insurance against accidents, visa fees and fees related to legalisation of stay is determined according to the rates included in Table 1, specified in Annex No. 3 to the Rules and Regulations.

6. The amount of the grant for board and lodging of a doctoral student in a foreign hosting institution depends on the place of stay and is the following:

1) 12,000 PLN per month – for trips to OECD countries and non-OECD countries, included in the MERCER report, ranking top 50 cities in the world (ranking of cities by cost of living);

2) 8,000 PLN per month – for other countries.

7. In the application for awarding a grant, the applicant specifies the date of the trip, giving the length of their stay (number of months). In the case of incomplete months (up to 15 days), the applicant applies for half of the monthly rate indicated in Table 2, specified in Annex No. 3 to the Rules and Regulations.

8. The granted amounts referred to in Points 2 and 5-7 are gross amounts, including derivative costs related to the payment of the aforementioned amounts by the University.

9. The awarded funds are transferred to doctoral students in compliance with the Rules and Regulations of the “STER – Internationalisation of Doctoral Schools” programme, guidelines and rules for implementation of projects under programmes of the Polish National Agency for Academic Exchange and regulations on sending abroad employees, doctoral students and students of the Medical University of Lodz for scientific, teaching or training purposes, introduced by Directive No. 111/2021 of 29 October 2021 of the Rector of the Medical University of Lodz.

10. The University shall pay the amount of the awarded grant to the bank account indicated by the doctoral student.

**§ 5**

**Conditions on awarding grants for co-financing of international research trips**

1. A mobility grant may be awarded to a doctoral student who meets the following requirements:

1) receives their education at the Doctoral School;

2) plans a trip as part of their scientific cooperation with a foreign scientific institution;

3) cooperates with a supervisor employed in a foreign scientific institution, appointed by the Director of the Doctoral School;

4) carries out a doctoral project in international cooperation with the aim of obtaining a joint or double degree – on the basis of an agreement confirming engagement in cooperation between the University and the foreign scientific institution.

2. The doctoral student removed from the list of doctoral students loses their right to receive financial support for the trip – in the month following the month in which the decision on the removal from the list of doctoral students became effective.

**§ 6**

**Criteria for evaluation of applications for co-financing of international research trips**

1. While evaluating applications for awarding grants for co-financing of international research trips, the Committee considers:

1) a detailed plan of the trip, as referred to in § 3, Point 5, Sub-point 1, and the rank of the hosting institution (the university’s current position in the Academic Ranking of World Universities – the Shanghai Ranking);

2) the doctoral student’s academic achievements in international cooperation, including participation in international projects.

2. The Committee shall evaluate the applications for co-financing of international research trips and award points considering the following information:

1) academic achievements of the candidates for the period between the commencement of doctoral studies at the Doctoral School and the date of submission of the application for a mobility grant:

a) scientific articles, as indicated in the PhD student’s annual report, published or accepted for publication in a scientific journal with the Impact Factor (IF) citation index, included in the list of journals in the Journal Citation Reports (JCR) database, in which the PhD student is:

- the first author – 5 points for an article,

- a co-author – 3 points for an article,

b) previous trips related to preparation of the doctoral dissertation, lasting longer than 14 days (the country, city, length of stay, purpose of the trip) – 4 points for a trip,

c) active participation in international conferences, symposia, scientific congresses:

- for delivering a scientific paper – 2 points (not more than 3 papers),

- for a presentation in the form of a poster – 1 point (not more than 2 posters),

d) participation in international research projects – 5 points for a project;

2) a detailed plan of the trip (subject to evaluation: the aim and the research programme, expected benefits for the doctoral student and the University, the rank of the hosting institution, i.e. the current position in the Academic Ranking of World Universities – the Shanghai Ranking) – up to 20 points.

**§ 7**

**International research trips**

1. The trip can last from 1 to 10 months.

2. A doctoral student who has been awarded a mobility grant for co-financing a trip is obliged to sign a contract with the University on co-financing a trip.

3. In connection with the trip, a doctoral student is obliged to submit required documents, in accordance with the Rules and Regulations on sending abroad employees, doctoral students and students of the Medical University of Lodz for scientific, teaching or training purposes, introduced by Directive No. 111/2021 of 29 October 2021 of the Rector of the Medical University of Lodz.

4. If the doctoral student is not able to make a trip in the arranged period of time, he/she may apply to the Head of the Project to change the date of departure; however, the new departure day may not be later than the day of completion of the Task, as specified in Point 1, Sub-point 2.

5. Within 30 days of returning from the trip, the doctoral student shall be obliged to submit to the Head of the Project:

1) a report summarising the trip, certified by the supervisors; the Report template is included in Annex No. 4 to the Rules and Regulations;

2) certificates confirming learning outcomes, signed by the representative of the hosting institution – in accordance with the template available at the website of the Doctoral School

3) a financial settlement of the trip – in the form available on the website of the Doctoral School;

4) documents translated into the Polish language, confirming incurred expenses, including invoices or other equally relevant accounting documents, together with a payment confirmation.

Should the doctoral student fail to meet the above (1 – 4) requirements, they shall be obliged to return the awarded funds.

6. The doctoral student is obliged to place the logos of NAWA and the Programme as well as the name of the Project on documents, reports and publications, created in connection with participation in the Project.

**§ 8**

**Information on processing of personal data**

Processing of candidates’ and participants’ personal data is carried out in compliance with commonly applicable legal provisions, including Regulation (EU) 2016/679 of the European Parliament and the Council of 27 April 2016 on the protection of natural persons in connection with processing of personal data and on free movement of such data and repealing Directive 95/46/EC (the General Data Protection Regulation), in compliance with principles set out in Grant Agreement No. BPI/STE/2021/1/00032, concluded between the University and NAWA, the provisions of the Rules and Regulations of the “STER - Internationalisation of Doctoral Schools” programme and guidelines and regulations on implementation of projects under programmes of the Polish National Agency for Academic Exchange.

**§ 9**

**Final provisions**

1. Amendments to the Rules and Regulations may be introduced in the event of changes to Grant Agreement No. BPI/STE/2021/1/00032, concluded between the University and NAWA, the Rules and Regulations of the “STER – Internationalisation of Doctoral Schools” programme or guidelines and regulations on implementation of projects under programmes of the Polish National Agency for Academic Exchange. The Participant will be informed, via e-mail, about the change of the Rules and Regulations before they come into force, unless it is not possible due to the period in which the changes of the aforementioned agreement or regulations regarding the Programme or the Project still remain in effect.

2. In matters not covered by these Rules and Regulations, provisions of the Act of Law, Rules and Regulations of the Doctoral School, Rules and Regulations of the “STER – Internationalisation of Doctoral Schools” programme and guidelines and regulations on implementation of projects under programmes of the Polish National Agency for Academic Exchange shall apply.

Annex No. 1 to the Rules and Regulations on awarding grants for co-financing international research trips under the Polish National Agency for Academic Exchange at the Medical University of Lodz

Lodz, date………………………………………

**APPLICATION FOR CO-FINANCING OF**

**INTERNTIONAL RESEARCH TRIPS UNDER THE POLISH NATIONAL AGENCY FOR ACADEMIC EXCHANGE**

**“STER - INTERNATIONALISATION OF DOCTORAL SCHOOLS” PROGRAMME**

**in the academic year 20..../20....**

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 forename and surname of the doctoral student* *Student* *Register no.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *scientific discipline the year of studies*

**INFORMATION CONFIRMING FULFILMENT OF REQUIREMENTS**

**BY THE DOCTORAL STUDENT**

I declare that I fulfil the following requirements to be awarded a mobility grant under the Polish National Agency for Academic Exchange “STER – Internationalisation of Doctoral Schools” programme

 I am a PhD student at the International Doctoral School of the Medical University of Lodz;

 I am planning to go on a research trip with the aim of cooperation with a foreign

 scientific institution;

 I cooperate with a supervisor employed in a foreign scientific institution, appointed by the Director of the Doctoral School;

I am pursuing a doctoral project in international cooperation with the aim of obtaining a joint degree/double degree – on the basis of an agreement confirming the cooperation between the University and a foreign scientific institution;

I have not yet received funds for a trip within the “STER – Internationalisation of Doctoral Schools” programme at the Medical University of Lodz.

……………………………………………….

 *legible signature of the doctoral student*

|  |
| --- |
| **PART A: To be filled in by the doctoral student** |
| Country of the trip…………………………………………………………...…………………………………………………………… |
| Number of months …………………………………………………………………...…………………………………………. |
| **PART B: To be filled in by staff of the International Project Department** |
| Distance (in km) ………………………………………………………..............................................................................The amount of awarded grants for co-financing of travel costs, health insurance, third-party liability insurance, insurance against accidents, visa fees and fees related to legalisation of stay: ……………………………………………………………………………………………………………………………..The amount of the grant for board and lodging of a doctoral student in a foreign hosting institution: …………………………………………………………………………………………………………………………….. |
| The total amount of the grant for co-financing of the trip: ……………………………………………………………………………………. |
| *……………………………………………….**signature and stamp of an employee* *of the International Project Department* |

**EVALUATION OF AN APPLICATION FOR CO-FINANCING AN INTERNATIONAL RESEARCH TRIP**

 (*To be filled in by the doctoral student and the Committee***)**

|  |
| --- |
| **Scientific achievements of the doctoral student in the International Doctoral School of the Medical****University of Lodz** |
| **Scientific articles, as indicated in the PhD student’s annual report, published or accepted for publication in a scientific journal with the IF citation index, included in the list of journals in the JCR database, in which the PhD student:** | **Annex number to****the application** | **Publication status and year** (accepted for publication/published/ academic year of publication) | **Points awarded**(*to be completed by the Committee*) |
| is the first author – 5 points per article |  |  |  |
| is the co-author – 3 points per article  |  |  |  |
| **Past trips related to preparation of the doctoral dissertation** | **Annex number to****the application** | **Form of internship/academic year****(national/foreign)** | **Points awarded**(*to be completed by the Committee*) |
| Trips lasting more than 14 days (country, city, length of stay, purpose of stay) – 4 points for a trip |  |  |  |
| **Active participation in international conferences, symposia, scientific congresses** | **Annex number to****the application** | **Form of participation** **/ academic year** | **Points awarded**(to be completed by the Committee) |
| for delivering a scientific paper – 2 points (up to 3 papers) |  |  |  |
| 1 point for a presentation made in the form of poster (up to 2 posters) |  |  |  |
| **Participation in international research projects** | **Annex number****to the application** | **Type of patent****(national/foreign)** | **Points awarded**(to be completed by the Committee |
| participation in international research projects – 5 points for a project |  |  |  |
| **Plan of the international research trip** |
| **Plan of the trip** | **Length of trip, rank of hosting institution** | **Points awarded**(to be completed by the Committee) |
| the purpose and research programme, expected benefits for the doctoral student and the University, rank of the hosting institution, i.e. position of the University in the current Academic Ranking of World Universities (the Shanghai Ranking) – up to 20 points |  |  |
|  | **In total** |  |
| **Annexes to the application** |
| **I attach to this application:** | **Annex number to****the application**  |
| a detailed plan of the trip, specifying the purpose of the research, the research programme, expected benefits for the doctoral student and the University, as well as information, confirmed by signatures of the Polish supervisor and the supervisor employed at the foreign scientific institution, about the aim of obtaining of a joint or double degree |  |
| Curriculum Vitae of a supervisor employed at a foreign scientific institution and his/her consent to take the doctoral student under his/her care |  |
| a list of the doctoral student’s academic achievements (according to the criteria specified in § 6, Point 2, Sub-point 1 of the Rules and Regulations) |  |
| a statement on processing of personal data in connection with implementation of the Project and an additional consent to the processing of personal data |  |

**POINTS AWARDED BY THE COMMITTEE:**

The total number of points obtained by the doctoral student: ………………………………….

The position in the ranking list:.………………………………………………………………..

The rank of the hosting institution (the current position in the Academic Ranking of World Universities – the Shanghai Ranking): ………………………………………………………….

**COMMITTEE MEMBERS:**

1. ………………………. − Director of the International Doctoral School of the Medical University of Lodz (Chairman),
2. Academic teachers:
3. …………………….. − representing Pharmaceutical Sciences,
4. …………………….. − representing Medical Sciences,
5. …………………….. − representing Health Sciences.

**AWARDS GRANTS FOR CO-FINANCING OF INTERNATIONAL RESEARCH TRIP UNDER THE “STER” PROGRAMME IN THE ACADEMIC YEAR 20...../20......**

**DOES NOT AWARD GRANTS FOR CO-FINANCING OF INTERNATIONAL RESEARCH TRIP UNDER THE “STER” PROGRAMME IN THE ACADEMIC YEAR 20...../20......**

..………………………..………..……………………………………………..

 (*a name stamp and signature of the Committee member*)

 Annex No. 2 to the Rules and Regulations on co-financing of international research trips

under the Polish National Agency for Academic Exchange “STER” programme at the Medical University of Lodz

**PLAN FOR AN INTERNATIONAL RESEARCH TRIP**

**UNDER THE “STER - INTERNATIONALISATION OF DOCTORAL SCHOOLS” PROGRAMME**

**in the academic year 20..../20....**

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*forename and surname of the doctoral student* *Student’s Register no.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Polish supervisor name of the institution where the Polish*

 *supervisor is employed*

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *foreign supervisor name of the institution where the foreign*

 *supervisor is employed*

|  |
| --- |
| **1. RESEARCH PURPOSE** ………………………………………………………………………………………………………………………………………………………………………………………………………………………… |
| **2. PROGRAMME OF THE CONDUCTED RESEARCH**……………………………………………..…………………………………………………………………………………………………………………………………………………………………………….. |
| **3. EXPECTED BENEFITS FOR THE DOCTORAL STUDENT AND THE UNIVERSITY**…………………………………………………………………………………………………………….…………………………………………………………………………………………………………….. |
| **4. INFORMATION ON INTERNATIONAL COOPERATION LEADING TO OBTAINING A joint degree/double degree[[1]](#footnote-1)\***……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*date and illegible signature of the doctoral student*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *date, name stamp of the Polish supervisor date, name stamp of the foreign supervisor*

Annex No. 3 to the Rules and Regulations on co-financing of international research trips

under the Polish National Agency for Academic Exchange “STER” programme at the Medical University of Lodz

**Table 1**

**Travel, health insurance, third party liability, insurance against accidents, visa fees and fees for legalisation of stay**

|  |  |
| --- | --- |
| Distance in a straight line between the place of residence of the participant and the place of stay (in km) | Flat rate per person |
| below 500 | 1,000 PLN |
| 500 − 999 | 2,000 PLN |
| 1,000 – 2,999 | 3,000 PLN |
| 3,000 – 6,000 | 4,000 PLN |
| above 6,000 | 5,000 PLN |

**Table 2**

**Costs of stay**

|  |  |  |
| --- | --- | --- |
| Number of days of stay [[2]](#footnote-2)\* | For departure from/arrival in OECD countries, as well as cities from non-OECD countries, ranked in the top 50 of the MERCER report | For other countries |
| 15 days or less | 6,000 PLN | 4,000 PLN |
| above 15 days | 12,000 PLN | 8,000 PLN |

Annex No. 4 to the Rules and Regulations on co-financing of international research trips

under the Polish National Agency for Academic Exchange “STER” programme at the Medical University of Lodz

**SUMMARY REPORT ON AN INTERNATIONAL RESEARCH TRIP UNDER THE**

**“STER - INTERNATIONALISATION OF DOCTORAL SCHOOLS” PROGRAMME
in the academic year 20..../20....**

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*forename and surname of the doctoral student* *Student’s Register no.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Polish supervisor name of the institution where the Polish*

 *supervisor is employed*

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *foreign supervisor name of the institution where the foreign*

 *supervisor is employed*

|  |
| --- |
| **SUMMARY OF THE CONDUCTED RESEARCH**(*Please indicate whether the purpose of the research was achieved, to what extent the research programme was carried out and whether the expected benefits for the doctoral student and the University were achieved*)………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*date and illegible signature of the doctoral student*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *date, name stamp of the Polish supervisor date, name stamp of the foreign supervisor*

1. \* Delete as appropriate [↑](#footnote-ref-1)
2. \* When calculating the length of the trip, add 2 days to the number of days of stay: 1 day for travelling to the hosting institution, 1 day for returning from the hosting institution. [↑](#footnote-ref-2)