

PROJECT REGULATIONS

"INTERNATIONALIZATION OF THE DOCTORAL SCHOOL OF THE JAN KOCHANOWSKI UNIVERSITY IN KIELCE"

§ 1

GLOSSARY

Whenever the Regulations refer to:

- 1) Project – it shall mean the project entitled "Internationalization of the Doctoral School of the Jan Kochanowski University in Kielce" with the number BPI/STE/2023/1/00014/U/00001, implemented by the Jan Kochanowski University in Kielce, within the framework of the STER NAWA Program – internationalization of doctoral schools;
- 2) Beneficiary or University or UJK – it shall mean the Jan Kochanowski University in Kielce, being the Applicant of the Project;
- 3) Agency – it shall mean the National Agency for Academic Exchange;
- 4) Project Participant – it shall mean a PhD student at UJK who has been qualified to participate in the Project;
- 5) PhD Students – it shall mean persons holding the status of a PhD student at the Doctoral School of the Jan Kochanowski University in Kielce;
- 6) Responsible Persons – it shall mean the Director of the Doctoral School of UJK, the Deputy Director of the Doctoral School, the heads of sections at the Doctoral School;
- 7) Persons Receiving Support – all persons belonging to the groups mentioned in points 4-6;
- 8) Project Office – it shall mean the Project Office located at ul. Żeromskiego 5 in the Rectorate, room 306;
- 9) Coordinator – it shall mean the Director of the Doctoral School of UJK;
- 10) Scientific Committee – it shall mean a five-member committee conducting the recruitment procedure, evaluating annual reports on the implementation of the project, and giving opinions on the implementation of activities within the project, consisting of:
 - a) the director of the Doctoral School, as chairman,
 - b) the deputy director of the Doctoral School,
 - c) the heads of sections at the Doctoral School;
- 11) Project Website – it shall mean the subpage of the main UJK website, i.e. www.ujk.edu.pl, and/or the information contained in the Doctoral School tab on the University's main website.

§ 2

GENERAL PROVISIONS

1. This Regulation specifies the objectives and subject matter of the Project, as well as the principles of recruitment and organization of various types of support.
2. The support provided under the Project is free of charge, financed from the funds of the STER NAWA Program - internationalization of doctoral schools, and conducted in accordance with the principles of equal opportunities and non-discrimination.
3. The Project implementation period covers the period from January 1, 2024, to November 30, 2026.
4. Individuals benefiting from the support are required to familiarize themselves with the content of this Regulation and to provide written consent to accept its provisions.

§ 3

PROJECT OBJECTIVES

The objectives of the project are:

- 1) to enhance the scientific and research competencies of doctoral students at the Doctoral School;
- 2) to improve the quality of doctoral dissertations prepared by doctoral students studying at UJK in Kielce, in terms of internationalization;
- 3) to support the mobility and scientific activity of doctoral students on the international stage;
- 4) to expand the educational offer in order to attract foreign doctoral students;
- 5) to increase the visibility of the Doctoral School through the modernization of the website and social media presence.

§ 4

PROJECT SCOPE

1. The support in the Project is intended for Doctoral Students, Project Participants, and Persons responsible in the Project.
2. Support in individual task groups includes:
 1. Group I, intended for Doctoral Students: a) organization of lectures/workshops in specific fields, conducted by scientists from foreign institutions, b) organization of disciplinary scientific courses, conducted by scientists from foreign institutions, c) financial support for the Doctoral Forum, each year of the Project duration (catering for forum participants and purchase of books for the Prodomus competition winners, held as part of the Forum);
 2. Group II, intended for Project Participants: a) payment of motivational scholarships, b) participation in monthly foreign internships, c) participation in foreign scientific conferences (with the status of international conferences), associated with presenting research results;
 3. Group III, intended for Persons responsible in the Project: foreign trips to other universities.
3. Support within the project is also allocated for:
 1. modernization of the Doctoral School's website;
 2. dissemination of information about the Doctoral School on platforms dedicated to doctoral students and on social media.

§ 5

ORGANIZATION OF SUPPORT FOR DOCTORAL STUDENTS

1. The types of support included in Group I are intended for all Doctoral Students of the Doctoral School.
2. Doctoral students are obliged to confirm their participation in the support referred to in § 4 sec. 2 point 1 lit. a) and b) by completing the Participation Declaration each time, which constitutes Annex No. 1, and by recording their presence on the attendance list. Only a doctoral student who fulfills the above obligation may participate in the support.

§ 6

RECRUITMENT RULES FOR PROJECT PARTICIPANTS

1. Recruitment of Project Participants will be conducted in accordance with the principles of equal opportunities for women and men, including persons with disabilities.
2. Recruitment will be conducted internally, competitively, and will take place in two rounds within the established limit of places:
 1. in 2024: for 2 doctoral students holding Polish citizenship and 2 foreign doctoral students;
 2. in 2025: for 2 doctoral students holding Polish citizenship and 2 foreign doctoral students.
3. Supplementary recruitment is allowed during the Project period, up to the established overall limit of places – 8 people (4 holding Polish citizenship and 4 foreigners).
4. Candidates who meet the formal participation requirements will be qualified for the Project:
 1. have the status of a doctoral student at UJK;
 2. have submitted applications for participation in the Project and other required documents in the recruitment process (Application Form – Annex No. 2 to the Project Regulations, Annex No. 3 to the Project Regulations, Annex No. 4 to the Project Regulations, Annex No. 5 to the Project Regulations).
5. Recruitment stages:
 1. Information campaign about the Project: a) notification of doctoral students via email about the possibility of participating in the Project, b) informational meeting of the Project Coordinator with doctoral students, c) announcement of recruitment for the Project on the main website of the University and the Project subpage;
 2. Expressing the willingness to participate in the Project by submitting (or mailing) completed forms to the Project Office, along with other required documents in the recruitment process enabling verification of recruitment criteria: a) having the status of a doctoral student (formal requirement), b) submission deadline for dissertations allowing for at least 12-month participation in the Project (formal requirement), c) supervisor's opinion regarding the Participation Schedule in the Project, hereinafter referred to as the Schedule (formal requirement), d) academic or artistic achievements (the candidate may present a maximum of 5 achievements with confirmations for the period covering the calendar years 2021-2024);
 3. Forms templates should be downloaded from the Project subpage;
 4. Recruitment schedule, including deadlines, places, and times for submitting applications, will be provided on the Project subpage and the University's main website at least a week before each planned recruitment;
 5. Recruitment for participation in the Project is conducted by the Scientific Committee;
 6. The tasks of the Scientific Committee in the recruitment process include: a) checking applications for formal compliance, b) developing a scoring system for meeting substantive criteria, i.e., academic achievements, and conducting a qualification interview, and publishing it on the Project subpage within the recruitment announcement deadline, taking into account the provision of point 7 below, c) conducting a qualification interview, d) scoring the substantive criteria, e) preparing separate ranking lists for Polish citizens and foreigners in each recruitment round, indicating persons qualified for participation in the Project within the established limit of places, f) preparing the Committee meeting minutes, g) announcing the recruitment results;

7. Failure to meet any of the formal requirements or non-attendance at the qualification interview or obtaining less than 40 points for the qualification interview is equivalent to a negative result of the recruitment process; in such case, the number of points in the recruitment process is set to 0;
8. The Committee's decision is final. Based on it, the Committee Chair issues a decision on qualification for the Project. The recruitment results are announced by providing information about qualification for the Project via individual emails to each candidate.

§ 7

RULES FOR USING SUPPORT FOR PROJECT PARTICIPANTS

1. The Project Participant may use the support offered in the Project, as included in Group II, for a period of 12 months from the date specified in the agreement, but no later than the end of the Project, i.e., November 30, 2026.
2. From the moment of qualification for the Project until the commencement of using the support referred to in § 4 para. 2 point 2, no more than 5 months may elapse.
3. During the extension or suspension of studies at the Doctoral School, the Project Participant is not entitled to support provided by these Regulations.
4. After the period of extension or suspension of studies, the Project Participant is obliged to submit a correction to the Schedule within 14 days.
5. The Project Participant is obliged to submit a report on the implementation of the Schedule to the Project Coordinator by December 10 of each year of participation in the Project, and in the year of submitting the doctoral thesis, the report must be submitted together with the thesis.
6. A negative assessment of the report on the implementation of the Schedule may be grounds for depriving the participant of the project status.
7. During participation in the Project, the Project Participant is obliged to prepare two publications and submit them to journals listed in the list of journals referred to in Article 267 para. 3 of the Act – Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended), current on the date of submission of the publication. Submission of publications must be confirmed by relevant certificates. The certificates, referred to in the previous task, must be provided by the Project Participant no later than on the day of submitting the doctoral thesis or on the last day of participation in the Project, as referred to in para. 1 (the final day of participation in the Project).
8. In the case of projects financed without the participation of European Union funds, the Beneficiary undertakes to grant the Agency a non-exclusive, indefinite, and territorially unrestricted license to use all works produced as part of the Project, in all known fields of exploitation, along with permission to exercise dependent copyright. Upon justified request of the Beneficiary, the Agency may exempt the Beneficiary from the above obligation.
9. In the event that a particular article or scientific material is published in a journal thanks to support obtained from Program funds, the author or co-author of the publication affiliated with Jan Kochanowski University in Kielce is obliged to include in the text the affiliation, in accordance with the rules applicable at the University, and information about the funding obtained from the Agency (e.g., "The article is funded by the Polish National Agency for Academic Exchange under the STER NAWA – internationalisation of Doctoral Schools programme"). Failure to include such information may result in the inability to recognize the costs associated with this publication as eligible.

§ 8

ORGANIZATION OF SUPPORT FOR PROJECT PARTICIPANTS

1. The organization of support for Project Participants includes mandatory and one-time participation in types of support (included in Group II) referred to in § 4 para. 2 points 2 lit. b) and c).

2. During the scholarship period, the participant is obliged to undertake a one-month foreign internship and participate in a foreign conference.
3. The Project Participant receives a motivational scholarship in the amount of 3000 Polish zlotys gross per month for 12 consecutive months of participation in the Project, starting from the day of commencing the use of support, subject to the provisions of the Regulations or the Agreement.
4. The scholarship is paid to the Project Participant monthly, for each commenced month of participation in the Project, but no earlier than after approval of the Individual research plan.
5. The first scholarship is paid after qualification for the Project, starting from the day of commencing the use of the support specified in the Project.
6. The scholarship amount is exempt from income tax based on Article 21 para. 1 point 39a of the Act of July 26, 1991, on personal income tax (Journal of Laws of 2024, item 226, as amended).
7. In the event of the Participant failing to fulfill the tasks included in the Schedule or failing to submit reports, the Coordinator may suspend the scholarship payment at any time during the period for which the scholarship was awarded. The suspended scholarship is paid with a settlement after completing the tasks that were the basis for suspending the payment, but no later than the day of submitting the doctoral thesis or the end of the project.
8. In the event of a decision to deprive the participant of project status, the scholarship payment is suspended. The suspended payment is made with a settlement only in the event of a change in the decision.
9. The Project Participant will receive financial support or reimbursement of costs for participation in individual types of support, in accordance with the rules specified in the Project, up to the amounts indicated in the University's applicable regulations. The detailed rules for financing support in the Project are governed by the Agreement, attached as Annex No. 6.
10. The Project Participant is obliged to report to the Project Office participation in each type of support referred to in § 4 para. 2 points 2 lit. b) and c), from which they benefit, at least one month before the planned participation in the support. Failure to fulfill this obligation may be the basis for not granting permission for travel financed by Project funds.
11. The Coordinator grants permission for travel to the Project Participant.
12. The Project Participant is obliged to provide the Project Office with confirmation of participation issued by the conference organizer or a person authorized in the institution where the doctoral student is undertaking the internship, a certificate of participation in the support referred to in § 4 para. 2 points 2 lit. b) and c), from which they benefited, attached as Annex No. 7 to these Regulations, and financial settlement of the trip, attached as Annex No. 8 to these Regulations, within one month after the end of the respective support period, but no later than the day of submitting the doctoral thesis or the end of the Project.
13. Project Participants have the right to use Type I support under the conditions specified in § 5.

§ 9

LOSS OF PROJECT PARTICIPANT STATUS

1. The Coordinator decides on the loss of the Project Participant status; upon the Coordinator's decision, there is a 14-day period to submit a request for reconsideration.
2. The loss of the participant status in the Project occurs in the following cases:
 - 1) Removal from the list of doctoral students;
 - 2) Failure to implement tasks included in the Schedule;
 - 3) Failure to submit reports or failure to obtain a positive assessment of the annual report on the implementation of the Schedule;

- 4) Resignation from participation in the Project. Resignation should be justified. In the event of resignation, the Coordinator determines whether it occurred for valid reasons;
- 5) Submission of the doctoral thesis.

§ 10

SUPPORT FOR PERSONS RESPONSIBLE IN THE PROJECT

1. Support for Persons Responsible in the Project includes participation in the type of support included in Group III and will be implemented through foreign trips to other universities aimed at exchanging experiences in the area of doctoral education.
2. The immediate superior grants approval for the trip to Persons Responsible in the Project.
3. Persons Responsible in the Project confirm their participation in the support mentioned in paragraph 1 by completing the Declaration of Participation in the Support, attached as Annex No. 9, and the financial settlement of the trip, attached as Annex No. 8 to this Regulation, within one month after the end of the support, but no later than the end of the Project.
4. Due to participation in the support mentioned in paragraph 1, Persons Responsible in the Project will receive financial resources or reimbursement according to the rules specified in the Project, up to the amounts indicated in the applicable University regulations.
5. The implementation of the support mentioned in paragraph 1 must be confirmed by a report.
6. The immediate superior evaluates the report on the participation in the support of Persons Responsible in the Project.

§ 11

OTHER TYPES OF SUPPORT

The organization of support types, as outlined in § 4 para. 3, aims to increase the accessibility of information about the Doctoral School on the Internet, including on social media

§ 12

RIGHTS AND OBLIGATIONS OF INDIVIDUALS UTILIZING SUPPORT OFFERED IN THE PROJECT

1. Rights and obligations of Doctoral Candidates:
 1. Doctoral Candidates are entitled to utilize the support offered in the Project, according to the established division into Support Groups, in accordance with the rules outlined in this Regulation.
 2. Doctoral Candidates are obligated to: a) Adhere to the rules of this Regulation, b) Report to the Coordinator any remarks, suggestions, and demands regarding the implementation of the Project.
2. Rights and obligations of Project Participants:
 1. Project Participants are entitled to utilize the support offered in the Project, according to the established division into Support Groups, in accordance with the rules outlined in this Regulation.
 2. Project Participants are obligated to:
 - a) Adhere to the rules of this Regulation and the Agreement, as mentioned in § 8 para. 9; violation of the provisions of the Regulation may constitute grounds for the Coordinator to issue a decision regarding the deprivation of the participant's project status,
 - b) Report to the Coordinator any remarks, suggestions, and demands regarding the implementation of the Project, c) Report any changes in personal data.
3. Individuals responsible in the Project are obligated to comply with this Regulation.

§ 13

REFUND OF FUNDS

1. In the event of a decision issued by the Coordinator regarding the loss of Project Participant status or in the event of a decision challenging the validity of the University's expenditure of funds allocated for the implementation of the Project by another body exercising control over the expenditure of funds, the Project Participant/Individual responsible in the Project, whose action or omission constituted the basis for requesting a refund or incurring additional costs by the University, may be required to refund to the University the costs incurred by them related to the implementation of the Project, particularly the costs of disbursing motivational stipends (in the case of Project Participants).
2. The refund of funds should occur within 14 days from the receipt of a summons addressed to the Party obligated to refund the funds.

§ 14

FINAL PROVISIONS

1. The University reserves the right to amend the provisions of the Regulations for valid reasons, including when the need for change arises from legal regulations, internal regulations of UJK, provisions of the project funding agreement, recommendations of the financing institution, and when the introduction of the change is justified by the need for proper project implementation.
2. Amendments to the Regulations shall enter into force on the day following the date of their announcement in the manner adopted for the announcement of the Regulations.

Attachments to the Regulations:

1. Attachment No. 1 - Declaration of participation in support for doctoral students,
2. Attachment No. 2 - Application form,
3. Attachment No. 3 - Schedule of participation in the Project,
4. Attachment No. 4 - Candidate's statement for the Project,
5. Attachment No. 5 - Additional consent for the processing of personal data,
6. Attachment No. 6 - Agreement,
7. Attachment No. 7 - Certificate of participation in support,
8. Attachment No. 8 - Financial settlement of the trip,
9. Attachment No. 9 - Declaration of participation in support for Persons responsible in the Project.