

正本

檔 號：

保存年限：

國立中興大學 書函

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受文者：水土保持學系

發文日期：中華民國108年2月13日

發文字號：興國字第1082500024號

速別：普通件

密等及解密條件或保密期限：

附件：如文

主旨：檢送姊妹校波蘭華沙生命科學大學PROM獎學金計畫申請資訊，敬請公告週知，請查照。

說明：

- 一、華沙生命科學大學PROM獎學金計畫主要是補助學生及教師於該校做短期交流，交流包括：實習、會議、冬季或夏季學校。申請者有機會獲交通費用、生活費(或會議費用)等補助。本次申請限博士班學生。
- 二、申請資格：40歲以下在學博士班學生。
- 三、可申請交流期限：2019年2月至9月中旬。
- 四、申請文件：
 - (一)申請表。
 - (二)在學證明。
 - (三)華沙生命科學大學活動接受信。
 - (四)活動契約。
 - (五)推薦信。(博士班學生需由指導教授提出，並由系主任及院長簽核。)
- 五、申請期限：即日起至2019年3月8日。
- 六、申請方式：於申請期限前，將申請文件以電子檔送至 prom@sggw.pl，並副本國際事務處人員(鄭小姐，yccheng@nchu.edu.tw)。

七、申請表下載及其他相關資訊，請至姊妹校網站查詢：http://www.sggw.pl/en/international-cooperation_/educational-programs/tempus_

八、華沙生命科學大學近期會議參考如下：

(一)森林學系：<http://100years.wl.sggw.pl/>

(二)經濟科學系：<http://mmconference.sggw.pl/>；<http://kerimsg.wne.sggw.pl/en/conferences/conference-2019/>

正本：本校各學院、系、所、學位學程

副本：國際事務處

國立中興大學

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PROM – INTERNATIONAL SCHOLARSHIP EXCHANGE OF PHD CANDIDATES AND
ACADEMIC STAFF

**RECRUITMENT REGULATIONS OF THE PROM PROGRAMME –
International Scholarship Exchange of PhD Candidates and Academic Staff
Warsaw University of Life Science – SGGW [WULS-SGGW]**

§1. General Information

1. The PROM programme is financed by the European Social Fund in the frame of the Operational Programme Knowledge Education Development, non-competitive project entitled International Scholarship Exchange of PhD Candidates and Academic Staff, contract number: POWR.03.03.00-00-PN13/18.
2. The PROM programme aims to improve the competences of PhD candidates and academic staff (persons who are academic teachers) from Poland and abroad through international scholarship exchange. The program is addressed to PhD students who constitute at least 80% of all Project participants, as well as academic teachers whose number cannot exceed 20% of all Project participants.
3. The PROM programme finances participation in short forms of international education, lasting from 5 to 30 days for particular participant.

§2. The PROM Programme at WULS-SGGW

1. By the decision of the National Agency for Academic Exchange, Warsaw University of Life Sciences - SGGW has received a funding in amount of PLN 527 120 for Project implementation under PROM Programme, from 1.10.2018 to 30.09.2019.
2. In the Project international scholarship exchange of 50 participants up to 40 years old is planned, among them is 40 PhD students and 10 academic teachers. Outgoing mobility includes 30 persons from WULS-SGGW (including 24 PhD students and 6 academic teachers) and incoming mobility of 20 persons outside WULS-SGGW (including 16 PhD students and 4 academic teachers).
3. Within the meaning of the Project PhD student has the status of economically inactive person on the labour market.
4. In the Project a balance in number of male and female participants in 40/60 ratio [30 women and 20 men] will be maintained.
5. Within the meaning of the Project short forms of education include: internship, active participation in the international conference (including poster session and flask talk) and participation in summer/winter school (as a student or lecturer). The subject matter of chosen short form of education must be closely related to the subject of the doctoral dissertation and/or carried out researches. The choice of short form of education should be in accordance with the principle of competitiveness.
6. The Project covers the following cost categories for Project participant:
 - 1) cost of travel, insurance and visa in the flat amount dependent on the distance between the place of residence and the hosting institution, in line with Table No 1 in Recruitment Regulations of the PROM Programme [flat rates effective in the Programme],
 - 2) cost of subsistence (including days in transit) in line with Table No 2 in Recruitment Regulations of the PROM Programme [flat rates effective in the Programme],
 - 3) costs of the conference fee (if applicable) what is the actual cost liable for reimbursement to a Project participant by WULS-SGGW or costs of conference fees constituting a direct cost of WULS-SGGW. The Project assumes the average rate of the conference fee in amount of PLN 1500.

PROM – INTERNATIONAL SCHOLARSHIP EXCHANGE OF PHD CANDIDATES AND ACADEMIC STAFF

7. The scholarship may be granted to the participant only once during the duration of the Project. It is allowed that during one trip Project participant may take part in more than one form of education (max. 2 short forms of education), if it is justified on the merits of a case.
8. International Relations Office is responsible for the coordination of the Project at WULS-SGGW. Contact email: prom@sggw.pl. The proper implementation of the Project is supervised by the Project Team consisting of the selected employees of the International Relations Office and International Research Project Office.

§3. Information on recruitment to the Project in the frame of the PROM Programme

1. Information about the recruitment to the Project in the frame of the PROM Programme is announced by International Relations Office and published on the University's website. International Relations Office additionally informs International Research Project Office, Departments, PhD Council and Rector's plenipotentiary for disabled students.
2. Candidates will not be discriminated on the basis of gender, age, disability, race, ethnic origin, religion, beliefs and sexual orientation with the exception of the formal requirements indicated in these Regulations i.e. participant of the Project up to 40 years old, PhD student with the status of economically inactive person on the labour market.
3. Planned number of participants in short forms of education: internship - 25, active participation in the international conference - 21, summer/winter school – 4. Due to the number and nature of applications after the recruitment, the final number and type of planned short forms of education may be changed. International Relations Office reserves the right to launch a supplementary call for the purpose of full use of allocated grants.
4. Project participants are selected in the recruitment process based on the evaluation of application documents what is executed by the Commission appointed for the time of duration of the Project.
5. The Commission referred to in section 4, is chaired by the Vice-Rector for International Cooperation, who settle its minimum 3-person composition. The Secretary of the Commission is an employee of the International Relations Office.
6. Application documents include:
 - Application form,
 - Confirmation of PhD Student status / Confirmation of employment;
 - Letter of acceptance from the host institution / Confirmation of registration for conference / Confirmation of registration for summer/winter school,
 - Internship agreement approved by supervisor, PhD Program Director and Dean (PhD student) or Head of Department and Dean (academic teacher) / Conference programme / Summer/winter school programme,
 - Reference letter written by supervisor and approved by PhD Programme Director and Head (PhD student) or Reference letter written by Head of Department approved by Head (academic teacher).
7. Candidate is obliged to submit set of application documents in the place and time indicated in the information about the recruitment. Incomplete application documents or submitted after the deadline will not be considered.
8. Application documents and project documentation are kept at the headquarters of International Relations Office.
9. After the deadline for submitting application documents referred to in section 6, the Commission carries out an assessment and establishes a ranking list based on the qualification criteria:

PROM – INTERNATIONAL SCHOLARSHIP EXCHANGE OF PHD CANDIDATES AND ACADEMIC STAFF

Compatibility of the subject matter of the selected short form of education with the subject of the doctoral dissertation and/or carried out research	0-6 points
Previous scientific achievements	0-3 points
Motivation	0-3 points
The planned results of participation in the short form of education (knowledge, skills, competences) and the impact of the exchange on the participant's development	0-5 points
Scientific rank of the organization unit and / or event	0-3 points
Σ	0-20 points

10. In the case of awarding the same number of points to several candidates applying to the same foreign partner university, the Commission may:
 - take into account the knowledge of a foreign language and previous international experience as additional complementary criteria.
11. Information about the recruitment result is sent via e-mail. The list of subsidised short forms of education will be published on the International Relations Office website.
12. The candidate is not entitled to appeal against the decision of the Commission.

§4. Responsibilities of Project participant

1. Responsibilities of Project participant before the trip include:
 - 1) Signing the Agreement with WULS-SGGW for the purpose of implementing the scholarship exchange under the PROM Programme and transferring funds to cover the costs listed in paragraph 2, section 6 of the Regulations.
 - 2) Submission of the Declaration of the Project participant, constituting a template to the Agreement, concluded with WULS-SGGW, referred to in point 1,
 - 3) Submission of Departure form¹ with a copy of the flight ticket and the insurance policy,
 - 4) Submission of accounting documents to International Relations Office confirming the amount of the conference fee. In the case of reimbursement, it is necessary to provide a confirmation of payment. The invoice for participation in the conference must be issued for the WULS-SGGW with the address and the NWP number of WULS-SGGW,
 - 5) Marking all prepared materials and documents related to the project implementation which are publicized or intended for the target group, with a sign of European Funds with the name of the Knowledge, Education, Development Programme, with the European Union sign with the name European Social Fund and with the NAWA logotype. A set of logotypes is available for download at NAWA website: www.nawa.gov.pl. In audio products, information about financing by NAWA must be read during the recording.
2. 7 days after the end of the trip participant of the Project is obliged to:
 - 1) Provide an original Confirmation of the implementation of the short form of education and Certificate of acquired competences, constituting a template to the Agreement, concluded with WULS-SGGW, referred to in paragraph 4, section 1, point 1,
 - 2) Fill out the Online Evaluation Survey,

¹ Departure form is applicable solely to outgoing mobility.

PROM – INTERNATIONAL SCHOLARSHIP EXCHANGE OF PHD CANDIDATES AND ACADEMIC STAFF

- 3) Prepare the Trip settlement form, constituting a template to the Agreement, concluded with WULS-SGGW, referred to in paragraph 4, section 1, point 1,
 - 4) Prepare the Project Participant Report on completed activities,
 - 5) Participate in the evaluation of the PROM programme carried out by Polish National Agency for Academic Exchange (NAWA).
3. The Project participant is obliged to obey Regulations and the provisions of the Agreement, concluded with WULS-SGGW, referred to in paragraph 4, section 1, point 1 as well as to inform International Relations Office about any circumstances affecting the implementation of the above-mentioned provisions documents.
 4. The Project participant acknowledges that on the basis of the Report, he will be obliged to transfer of proprietary copyrights to Polish National Agency for Academic Exchange (NAWA) to all works created in the frame of the Project by the deadline of 30 September 2019, under penalty of reimbursement of funds received in the Project. The statement regarding the transfer of proprietary copyrights is an integral part of the Project Participant's Report on the activities carried out, referred to in §4, section. 2, nr 4 of the Recruitment Regulations of the PROM Programme.

§6. Final provisions

1. The Regulations are valid until the end of Project implementation.
2. Submission of Project application is tantamount to acceptance of the Regulations.
3. The final interpretation of the Regulations in contentious matters belongs to the Commission.
4. Matters not covered by the Regulations shall be resolved by the Commission.

§7. Annexes

1. Table 1. Costs of travel, health insurance, civil liability insurance, accidental death and dismemberment insurance (AD&D), visa fees or fees related to legalization of stay:

The distance in a straight line between the place of residence of a participant and the location of stay (in km)	The amount of the flat rate per person:
Less than 500	PLN 1 000,00
500 - 999	PLN 2 000,00
1 000 – 2 999	PLN 3 000,00
3 000 – 6 000	PLN 4 000,00
More than 6 000	PLN 5 000,00

PROM – INTERNATIONAL SCHOLARSHIP EXCHANGE OF PHD CANDIDATES AND ACADEMIC STAFF

2. Table 2. Cost of subsistence:

Number of days of stay ²	In the case of coming from / arriving to OECD countries, as well as cities from non-OECD countries included in the first 50th of the MERCER report ³	In case of other countries:
5	PLN 4 000,00	PLN 3 000,00
6	PLN 4 420,00	PLN 3 260,00
7	PLN 4 840,00	PLN 3 520,00
8	PLN 5 260,00	PLN 3 780,00
9	PLN 5 680,00	PLN 4 040,00
10	PLN 6 100,00	PLN 4 300,00
11	PLN 6 520,00	PLN 4 560,00
12	PLN 6 940,00	PLN 4 820,00
13	PLN 7 360,00	PLN 5 080,00
14	PLN 7 780,00	PLN 5 340,00
15	PLN 8 200,00	PLN 5 600,00
16	PLN 8 450,00	PLN 5 760,00
17	PLN 8 700,00	PLN 5 920,00
18	PLN 8 950,00	PLN 6 080,00
19	PLN 9 200,00	PLN 6 240,00
20	PLN 9 450,00	PLN 6 400,00
21	PLN 9 700,00	PLN 6 560,00
22	PLN 9 950,00	PLN 6 720,00
23	PLN 10 200,00	PLN 6 880,00
24	PLN 10 450,00	PLN 7 040,00
25	PLN 10 700,00	PLN 7 200,00
26	PLN 10 950,00	PLN 7 360,00
27	PLN 11 200,00	PLN 7 520,00
28	PLN 11 450,00	PLN 7 680,00
29	PLN 11 700,00	PLN 7 840,00
30	PLN 12 000,00	PLN 8 000,00

² The number of days of stay should be calculated in the following way: number of days of the event in which the participant takes part + a maximum of 2 days (1 day for arrival to the place of education and 1 day for the return).

³ <https://mobilityexchange.mercer.com/Portals/0/Content/Rankings/rankings/col2017a986532/index.html>