



## **Announcement of the Dean of the Doctoral School**

### **At the Warsaw School of Economics**

**of January 29, 2024**

### **regarding the Announcement of a Competition for Funding Foreign Mobility for Doctoral Students of the Doctoral School at the Warsaw School of Economics**

#### **I. General provisions**

1. A competition is announced for the allocation of funding for the international mobility of doctoral students of the SGH Doctoral School (hereinafter SD SGH) as part of the implementation of Task (3) and Task (5) of the STER program - Strengthening the SGH Doctoral School's Position Within the Framework of the International Area of Doctoral Education.
2. Funding for international mobility can be obtained:
  - 1) Within Task (3) more than once, but priority for funding is given to a person who has not previously received funding.
  - 2) Within Task (5) only once during the entire project period.
3. Doctoral students of the SGH Doctoral School may apply for the competition:
  - 1) Having submitted to the Dean of the Doctoral School an Individual Research Plan, with the additional requirement for Task (5) being the preparation of a doctoral dissertation in the field of "Management & Business Administration."
  - 2) Having at least 6 months left until the planned date of submitting the doctoral dissertation.
4. Each participant during the implementation of Task (3) is entitled to funding for a doctoral scientific internship at an internationally renowned institution in an OECD country in the amount specified in the foreign mobility funding agreement, including: (a) funds for accommodation and meals amounting to PLN 12,000 per month, (b) a lump sum for travel expenses, health insurance, liability insurance, accident insurance, visa fees or residency legalization fees in the form of a one-time allowance for one trip, and (c) a one-time developmental supplement of PLN 5,000.
5. Each participant during the implementation of Task (5) is entitled to funding for the participation of an SD SGH doctoral student in a doctoral school organized by EDAMBA under the conditions specified in the agreement on funding the participation of a doctoral student in the EDAMBA summer school.

## II. Participation in the competition

### 1. Participation in the competition requires the submission of:

#### 1) In the case of applying for funding for international mobility within Task (3):

##### a) Scanned application signed by hand, indicating:

- I. Name and contact details of the selected renowned foreign institution in an OECD country offering doctoral education, where the foreign internship is to be carried out, specifying the doctoral school/program conducted at this institution where the foreign internship will be carried out, with a preference given (by awarding an additional 0.5 points) to institutions with which SGH has signed a cooperation agreement. The current list of these institutions is available at the International Cooperation Center;
- II. Justification for the choice of the foreign institution and doctoral school/program in the context of the program implemented in the SD SGH and the doctoral dissertation topic;
- III. Intention letter from the selected institution, containing a declaration of readiness to accept for a scientific internship and indicating the name of the person responsible for the scientific supervision of the scientific internship on the receiving institution's side;
- IV. The term of the scientific internship at the specified foreign scientific institution, with the internship start date not earlier than 45 working days from the date of announcement of the competition results;

b) Accepted and signed by the promoter detailed research plan or in the scope of program implementation, referring to the tasks specified in the Individual Research Plan (IPB) and indicating the scientific effects of the scientific internship or a list of planned courses at level 8 of the Polish Qualifications Framework (PRK), consistent with the SD SGH training program and specified in the agreement on the course program - Learning Agreement submitted in the USOS system;

c) Document confirming proficiency in the language used at the foreign institution at a minimum B2 level from those listed in the attachment to the Regulations for qualifying students and doctoral students of SGH for foreign trips, posted on the website <https://www.sgh.waw.pl/kwalifikacja-do-programow-wymiany>;

d) List of scientific achievements over the three years preceding the application for funding for foreign mobility.

#### 2) In the case of applying for funding for international mobility within Task (5):

a) EDAMBA doctoral school program, the participation in which is to be financed;

b) A statement indicating:

- I. The name, date, and place of the EDAMBA doctoral school organization;
- II. Justification for the doctoral student's participation in the EDAMBA doctoral school with reference to the Individual Research Plan, including the doctoral dissertation topic;

c) Accepted and signed by the promoter detailed research plan or in the scope of program implementation, referring to the tasks specified in the IPB and indicating the scientific effects of the doctoral student's participation in the EDAMBA doctoral school or a list of planned courses at level 8 PRK consistent with the training program specified in the submitted Learning Agreement.

2. Scientific achievements should be documented as follows:

1) Regarding authorship or co-authorship of scientific articles and scientific monographs and editing of scientific monographs - a copy of the appropriate page of the scientific monograph or scientific journal containing the name and surname of the author or authors, the title of the scientific monograph or scientific article, the name of the publishing house, place of publication, month and year of publication, and bibliometric analysis prepared by SGH Library staff;

2) Regarding scientific projects - a copy of the grant agreement or grant title with the contract number and name of the financing institution or a statement from the research project manager containing information about the contract number, source of funding, duration, and purpose of the project, the role played by the doctoral student in the project, the scope of tasks performed by him/her, and the project's effects and international cooperation within the project;

3) Regarding presentations at scientific conferences - conference program along with the composition of the scientific board/committee of the conference, a certificate or statement from the organizer of the scientific conference about delivering a scientific paper in English or presenting a poster by the doctoral student, or post-conference materials containing the names of speakers, titles of papers/posters, and names of represented universities;

4) Attestation from a foreign scientific institution about conducting a scientific internship containing information such as: name and surname of the intern, name of the scientific institution, and internship period.

3) The application must be sent to the email address of the SD SGH Office (bsd@sgh.waw.pl):

a) by March 13, 2024, in the case of applying for the competition within Task 5 (EDAMBA), and

b) by March 1, 2024, in the case of applying for the competition within Task 3 (scientific internship).

### III. Competition Commission

1. The competition is conducted by a commission composed of: the Dean of SD SGH - Chairman, Project Manager, and Vice Dean of SD SGH.

2. Commission members are subject to exclusion in the case of applications submitted by individuals for whom they are promoters.

3. The Commission considers only applications that meet the formal requirements of this announcement. There is no provision for calling for the completion of formal deficiencies in applications.

4. The Commission makes decisions by a majority of votes in the presence of at least half of the members. In the event of a tie, the Chairman's vote decides.

5. The Commission prepares a separate ranking of Candidates for Task (3) and Task (5) until the funds constituting the limits or amounts of the Project budget are exhausted, respectively, within Task (3) and Task (5).

### IV. Principles of Application Assessment

#### 1. Scoring for achievements within Task (3):

a) Authorship or co-authorship of scientific articles and scientific monographs and editing of scientific monographs depending on the rank of the journal/publisher - maximum 5 points per publication;

b) Management or participation in the implementation of scientific projects funded from external funds along with the nature of participation - 5 points for project management and 2 points for project participation,

c) Active participation in scientific conferences in the form of delivering a scientific paper or presenting a poster depending on the rank and internationalization of the conference - maximum 3 points for delivering a paper and 1 point for presenting a poster,

d) Scientific internships conducted in foreign scientific institutions, lasting a minimum of one month - maximum 5 points for the internship.

2. Detailed research plan or in the scope of program implementation at level 8 PRK, referring to the tasks specified in the Doctoral Research Plan and indicating the scientific effects of the doctoral student's foreign mobility within the implementation of Task (3) - maximum 15 points.

3. Detailed research plan or in the scope of program implementation at level 8 PRK, referring to the tasks specified in the Doctoral Research Plan and indicating the



scientific effects of the doctoral student's foreign mobility within the implementation of Task (5) - maximum 15 points.

## V. Competition Results

1. Funding for international mobility within Task (3) can be obtained by a doctoral student who has achieved a total of not less than 15 points.

2. Funding for international mobility within Task (5) can be obtained by a doctoral student who has achieved a total of not less than 10 points.

3. At each stage of recruitment, non-discrimination and equal opportunities will be guaranteed, regardless of gender, age, race, or ethnic origin, religion, worldview, and sexual orientation. In the event of an equal number of points, preference will be given to candidates from underrepresented groups.

4. The competition results will be announced within 10 working days after the deadline for submitting applications. The results of the competition, including the candidate number and the number of points obtained, are posted on the Project and SD SGH websites where the Task will be implemented. There is no right of appeal against the Commission's decision.

5. Funding for the international mobility of a doctoral student within Task (3) will be transferred to the bank account specified in the agreement concluded with SGH, the template of which constitutes Annex 1 to the announcement.

6. Funding for the international mobility of a doctoral student within Task (5) will be transferred to the bank account specified in the agreement concluded with SGH, the template of which constitutes Annex 2 to the announcement.

## VI. Personal Data Protection

1. Processing of participants' and candidates' personal data is carried out on the basis of universally applicable laws, including Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, referred to as the "GDPR", and the guidelines and rules for the implementation of projects under the programs of the National Academic Exchange Agency, which participants and candidates have the opportunity to familiarize themselves with on the website <https://nawa.gov.pl/institucje/ster-umiedzynarodowienie-szkol-doktorskich/dokumenty-do-pobrania>.

2. Participants are required to submit a declaration, the template of which constitutes Annex [number] to the agreement between the beneficiary and the project participant under Task 3 and Annex [number] to the agreement between the beneficiary and the project participant under Task 5.

3. The administrator of personal data is the Warsaw School of Economics with its registered office at al. Niepodległości 162, 02-554 Warsaw, hereinafter referred to as the "Administrator."

4. The Administrator has appointed a Data Protection Officer who can be contacted via email: [iod@sgh.waw.pl](mailto:iod@sgh.waw.pl).

5. Personal data is processed for the purpose of considering the participation application in the competition and, if qualified, to enable the participant to participate in international mobility and to fulfill SGH's obligations related to project management.

6. The legal basis for processing personal data is:

1) Art. 6(1)(e) GDPR (processing is necessary for the performance of a task carried out in the public interest) in connection with the provisions of the Higher Education and Science Act;

2) Art. 6(1)(b) GDPR (processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract);

3) Art. 6(1)(c) GDPR (processing is necessary for compliance with a legal obligation) in connection with the provisions of the Accounting Act of September 29, 1994.

7. In the event of the Administrator using the services of other entities, personal data may be disclosed to them on the basis of personal data processing agreements, and these entities will be obliged to maintain the confidentiality of the processed data. Additionally, the recipient of the data is the National Academic Exchange Agency in connection with project funding.

8. Providing personal data is voluntary, however, refusal to provide them means the inability to participate in the project.

9. Data will be processed for the duration of the competition, participation in the project, and then for the duration of archival documentation storage.

10. Candidates and Participants are entitled to the following rights regarding the processing of their personal data by SGH: the right to access data, their rectification, limitation of processing, and deletion of data in cases provided for by law.

11. In addition, Candidates and Participants have the right to:

1) object to processing based on art. 6(1)(e) of the GDPR, for reasons related to the Candidate's or Participant's particular situation;



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2) lodge a complaint with the President of the Office for Personal Data Protection if the Candidate or Participant considers that the processing of their personal data violates the GDPR.