

Appendix to Regulation No. 30 of the Rector of the SGH Warsaw School of Economics of 7 April 2022

## **Rules for granting and paying an increased scholarship to the doctoral students of the Doctoral School within the STER programme**

### **Chapter I**

#### **General provisions**

##### **§ 1**

1. These Rules set forth the terms under which the SGH Warsaw School of Economics (hereinafter referred to as "SGH") shall implement Measure 2: 'Payment of NAWA scholarships for the best foreign doctoral students - payment after the approval of an individual research plan' (Wyplata stypendium NAWA dla najlepszych doktorantów zagranicznych – wypłata po zaakceptowaniu Indywidualnego Planu Badawczego) (hereinafter referred to as the "Measure").
2. SGH's obligations arising from the implementation of the Measure are also set out in the Financing Agreement for Project No. BPI/STE/2021/1/00013/U/00001.

##### **§ 2**

The terms used herein shall have the following meanings:

- 1) Programme Beneficiary - SGH Warsaw School of Economics, al. Niepodległości 162, 02-554 Warsaw, NIP [Tax Identification Number]: 5250008407, REGON [Business Statistical Number]: 000001502;
- 2) Doctoral Student – a person having the status of an SGH DS doctoral student who received approval for their Individual Research Plan from their supervisor in accordance with the Instructions of the Dean of the SGH DS;
- 3) Foreign Doctoral Student – per NAWA, a foreign doctoral student shall be understood as: (a) a foreigner being a graduate of first-, second-, or long-cycle studies completed at a foreign institution; (b) a foreigner being a graduate of second-cycle studies completed at a Polish institution; or (c) a Polish citizen being a graduate of second-cycle studies completed at a foreign institution, who completed the admission procedure at the SGH DS with a positive result and

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- obtained an approval for their Individual Research Plan from the supervisor in line with the Instructions of the Dean of the SGH DS;
- 4) Individual Research Plan – the individual research plan referred to in Article 202 of the Act;
  - 5) Candidate – a person expressing their will to participate in the Measure who, in response to an announced contest for an Increased Scholarship, submits the documents required and satisfies the criteria specified in § 4(5) of the Rules;
  - 6) Project Manager – manager of project titled 'Strengthening the SGH Doctoral School's Position Within the Framework of the International Area of Doctoral Education (#Internationalisation of the SGH Doctoral School),' referred to in the financing agreement for project no. BPI/STE/2021/1/00013/U/00001 concluded by and between the SGH Warsaw School of Economics and the Polish National Agency for Academic Exchange;
  - 7) Project Implementation Period – 3 January 2022 to 31 December 2024;
  - 8) Measure Implementation Period – 3 January 2022 to 31 December 2024;
  - 9) Programme – 'STER - Internationalisation of Doctoral Schools' (STER - Umiędzynarodowienie szkół doktorskich);
  - 10) Project – project titled 'Strengthening the SGH Doctoral School's Position Within the Framework of the International Area of Doctoral Education (#Internationalisation of the SGH Doctoral School),' referred to in the financing agreement for project no. BPI/STE/2021/1/00013/U/00001 concluded by and between the SGH Warsaw School of Economics and the Polish National Agency for Academic Exchange (hereinafter referred to as "NAWA");
  - 11) Rules – Rules for granting and paying an increased scholarship to the doctoral students of the Doctoral School within the STER programme;
  - 12) SGH DS – Doctoral School at the SGH Warsaw School of Economics;
  - 13) Scholarship – doctoral scholarship awarded in accordance with Article 209(1) of the Act of 20 July 2018 - Law on Higher Education and Science, in the amount specified for the given academic year by the SGH Rector pursuant to guidelines set out in the Act;

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- 14) Participant – Doctoral Student eligible for the increased scholarship hereunder;
- 15) Scholarship Agreement – agreement concluded by and between the Programme Beneficiary and the Participant hereunder;
- 16) Act – the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2022, items 574, 583, 655 and 682);
- 17) Measure – Measure No. 2 of the project application titled 'Payment of NAWA scholarships for the best foreign doctoral students - payment after the approval of an individual research plan' (Wypłata stypendium NAWA dla najlepszych doktorantów zagranicznych – wypłata po zaakceptowaniu Indywidualnego Planu Badawczego);
- 18) Increased Scholarship or Increase – scholarship paid out within the Project in an increased amount specified in the Scholarship Agreement hereunder, throughout the implementation of the Measure, but for no longer than a total of 24 months.

### § 3

1. The Rules set forth the principles of granting and paying the Increased Scholarship. The Increase in the amount specified in the Scholarship Agreement hereunder shall be added to the Scholarship amount set for the given academic year by the SGH Rector pursuant to the Act, throughout the implementation of the Measure, but for no longer than a total of 24 months.
2. The Measure is aimed at obtaining talented foreign doctoral students for the SGH DS, supporting them in the implementation of international doctoral projects and creating better conditions for scientific development.

## **Chapter II**

### **Rules of granting the Increased Scholarship**

#### § 4

1. The Increase shall be granted through a contest.
2. Foreign Doctoral Students at the SGH DS may participate in the contest.
3. Throughout the implementation of the Measure, for 12 months with the option to extend this period by another 12 months at most through a contest, each Participant shall be entitled to an Increase in the gross monthly amount of PLN 3,000.00, subject to satisfaction of criteria referred to in Section 4 and 5.

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The Increase shall be paid out pursuant to a Scholarship Agreement, the model whereof constitutes appendix no. 2 to the Rules, which shall specify among other things the Participant's bank account, deadlines and frequencies of payment.

The Measure partially covers the payment of the Scholarship referred to in Article 209(4) of the Law on Higher Education and Science and § 2(2) of Rector's Regulation No. 67 of 17 July 2020. The aggregate of the Scholarship referred to in § 2(2) of Rector's Regulation No. 67 of 17 July 2020 and of the Increase paid out to the Participant from Project funds shall be PLN 5,000.00 per month. Social security and health insurance premiums shall be deducted from the Scholarship and the Increase.

4. The payment of the Scholarship shall be made on the condition that the recipient remains within the territory of the Republic of Poland, save for the mobility period financed within the project.
5. The Increase may be awarded to a person who shall:
  - 1) be a foreign doctoral student at the SGH DS;
  - 2) be a doctoral student undertaking a 48-month education programme;
  - 3) not enjoy an extended period of education at the SGH DS, not enjoy an increased scholarship financed under other projects supporting the internationalisation of doctoral projects and not enjoy increased scholarships from SGH funds;
  - 4) have submitted an individual research plan approved by the supervisor in line with the Instructions of the Dean of the SGH DS, and additionally shall at least either:
    - a) draft their doctoral dissertation in English;
    - b) have an international scientific background as determined per Section 14;
    - c) cooperate with a supervisor or assistant supervisor from a foreign research institution.
6. The contest for Increased Scholarship shall be announced by the Dean of the SGH DS.
7. Information concerning the announcement of the contest for the Increased Scholarship shall be placed on SGH's website used for implementing the Measure.

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8. The announcement shall in particular include information concerning the terms under which the Increase shall be awarded, evaluation criteria specified in Section 14, the deadline for applications, and the deadline for the announcement of results.
9. Applications via electronic post from e-mail addresses registered in the SGH domain (scans with handwritten signatures), using the form constituting appendix no. 1 to the Rules, shall be accepted for a period of 10 working days from the competition announcement, and the results shall be announced within 10 working days from the submissions deadline.
10. The contest for the Increased Scholarship shall be carried out by a committee appointed by the SGH Rector, with the following members: President of the Project Steering Committee serving as Committee Chairman, Project Manager, Dean of the SGH DS, one representative of the Board of the SGH DS, and two representatives of the SGH PhD Student Union; said committee shall hereinafter be referred to as the "Committee." Committee members shall not evaluate applications of doctoral students if they are their supervisors.
11. The Committee shall examine applications for an Increase considering the accuracy of their formal elements and criteria referred to in Section 14. Applications not satisfying formal requirements shall not be examined further. In line with the criteria specified in Section 14 the Committee shall draft a list of Candidates which it will use to award the Increased Scholarship until the number of Scholarships or the budget for the given Measure Implementation Period is exhausted, as set for the given academic year. The list, with the Candidates' album numbers and number of points awarded for satisfying the respective criteria, shall be published on the website referred to in Section 7.
12. Candidates may make their reservations to the Committee within five days, which the Committee shall consider within five days, upon which it shall publish the final list.
13. The Committee shall issue decisions awarding the Increase with a standard majority of votes with at least half the members present. The decisions shall be published on the website referred to in Section 7. The Committee's decisions may be appealed against to the Rector of SGH within seven days of publication.

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The appeal may be based solely on the fact that the application examination procedure was violated. The Rector's decision shall be published on the website referred to in Section 7.

14. The following criteria shall apply in the evaluation of applications:

- 1) Candidate's international scientific background, whereas for Candidates in the first year of their studies at the SGH DS, this shall mean their international scientific background as presented during the admission procedure and other international scientific contributions made by the Candidate until the date of submission of the application; for other Candidates, this entails international scientific contributions made following admission to the SGH DS or after the submission of the most recent application for the Increase of scholarship for candidates re-applying for said scholarship, including:
  - a) authorship or co-authorship of scientific articles and scientific monographs, as well as edition of scientific monographs in English, together with the position of the journal or publishing house - maximum of 20 pts for a single publication;
  - b) scientific projects implemented with foreign scientific institutions - maximum of 10 pts for a single scientific project;
  - c) active participation in international scientific conferences by delivering a scientific paper or presenting a poster in English, along with the level of prestige of the conference - maximum of 10 pts for a single paper, maximum of 5 pts for a single poster;
  - d) academic internship of at least one month completed abroad in a foreign scientific institution, with duration and level of prestige of the institution specified - maximum of 10 pts for a single internship, with a maximum of 6 pts for an internship of up to three months, and 7-10 pts for an internship over three months;
- 2) nature of internationalisation of the doctoral project, including:
  - a) foreign supervisor, co-supervisor or assistant supervisor – 15 pts;
  - b) implementation of research in order to prepare a doctoral dissertation in cooperation with a foreign scientific institution with the level of prestige of the institution and the nature of implementation specified – 25 pts.

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15. The Increased Scholarship may be granted to Doctoral Students who have achieved at least 25 points in total.
16. The applications shall be assessed with respect for the principle of equal opportunities and non-discrimination. The Increase shall be awarded with respect for the principle of equal opportunities.
17. Scientific achievements shall be documented as follows:
  - 1) for authorship or co-authorship of scientific articles and scientific monographs (edition of scientific monographs) – the page of the scientific monograph or journal with the forenames and surname of the author(s), title of the scientific monograph or scientific article, name of the publisher, place of publication, year and month of issue, along with a bibliometric analysis prepared by the employees of the Library of the SGH Warsaw School of Economics;
  - 2) for scientific projects implemented in cooperation with foreign scientific institutions – grant agreement or grant title with agreement number and name of the financing institution, or a statement of the project manager or head of the research team on the duration and purpose of the project as well as the Candidate's role in the project and scope of duties performed;
  - 3) for presentations at international conferences – a certificate or statement by the organiser of the scientific conference attesting to the delivery of a scientific paper or presentation of a poster on the part of the Candidate, or the programme for the scientific conference, or post-conference materials, including forenames and surnames of the speakers and designations of the higher education institutions represented thereby, together with a document confirming the composition of the body responsible for the substantive content of the conference and number of papers delivered;
  - 4) for scientific internships at a foreign scientific institution of at least one month – a statement of the foreign scientific institution attesting that the intern completed their scientific internship, with such data as: the intern's forename and surname, name of the scientific institution, and the duration of internship;
  - 5) for foreign supervisor(s) or assistant supervisor – a decision of the Dean of the SGH DS on their appointment;



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6) for research carried out in order to prepare a doctoral dissertation in cooperation with a foreign scientific institution – grant agreement or grant title with agreement number and name of the financing institution, or a statement of the project manager or head of the research team on the subject matter, duration and purpose of the project as well as the Candidate's role in the project and scope of duties performed.

18. If the Participant satisfied the criteria specified in § 4(5) of the Rules throughout the implementation of the Measure, they may receive the Increase. Whether the Candidate satisfies the criteria shall be a question assessed at least once every six months.

### **Chapter III**

#### **Personal data processing notice**

##### **§ 5**

1. The Participants' and Candidates' personal data shall be processed in accordance with generally applicable laws, including Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) and pursuant to the rules laid down in the Guidelines and Rules for the implementation of projects within programmes of the Polish National Agency for Academic Exchange, which the Participants and Candidates may read at <https://nawa.gov.pl/instytucje/ster-umiedzynarodowienie-szkol-doktorskich/dokumenty-do-pobrania>.
2. Participants and Candidates shall make a statement, the model of which constitutes appendix no. 3 to the Rules and Schedule no. 4a to the project documents required by the Polish National Agency for Academic Exchange pursuant to the aforementioned Guidelines and Rules, as well as appendix no. 4 to the Rules and Schedule no. 5a and 5b to the project documents required by the Polish National Agency for Academic Exchange pursuant to the aforementioned Guidelines and Rules.

### **Chapter IV**

#### **Final Provisions**



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## **§ 6**

1. These Rules come into effect on the day they are signed by the Rector.
2. The Programme Beneficiary may amend these Rules if necessitated by changes in Project guidelines. The Participant shall be notified by e-mail of amendments to the Rules before they come into force, unless that is impossible due to the effect of the amended Project guidelines.
3. Project implementation may be put on hold if NAWA's funding is withheld, or be ended if the financing agreement referred to in § 1(2) is terminated. In this case, the Increased Scholarship shall not be paid starting from the month following the month funding is withheld or the financing agreement is terminated.
4. In matters not regulated herein, the provisions of the generally applicable law and SGH's internal provisions shall apply.