



NARODOWA AGENCJA  
WYMIANY AKADEMICKIEJ

**COMMUNICATION FROM THE DEAN  
OF THE DOCTORAL SCHOOL at the SGH WARSAW SCHOOL OF ECONOMICS  
of 22 April 2022**

**concerning the introduction of the Rules and Regulations for granting funds for foreign mobility of doctoral students of the SGH Doctoral School within the 'STER Internationalisation of Doctoral Schools' programme in the project: Strengthening the SGH Doctoral School's Position Within the Framework of the International Area of Doctoral Education**

The Rules and Regulations for granting funds for foreign mobility of doctoral students of the Doctoral School at the SGH Warsaw School of Economics (hereinafter "DS SGH") within the 'STER Internationalisation of Doctoral Schools' programme in the project: Strengthening the SGH Doctoral School's Position Within the Framework of the International Area of Doctoral Education, are hereby introduced with the following:

**RULES AND REGULATIONS**

for granting funds for foreign mobility of doctoral students of the Doctoral School at the SGH Warsaw School of Economics within the '*STER Internationalisation of Doctoral Schools*' programme in the project: '*Strengthening the SGH Doctoral School's Position Within the Framework of the International Area of Doctoral Education (#Internationalisation of the SGH Doctoral School)*' under financing agreement no. BPI/STE/2021/1/00013/U/00001,

Measure 3: Support of foreign mobility for the best doctoral students from Poland and abroad (from 1 to 10 months), receiving education at the doctoral school and

Measure 5: *Activities related to the development of international cooperation of doctoral schools in the field of activity: Participation of doctoral students of the SGH Doctoral School preparing the doctoral thesis in the field of Management & Business Administration in summer schools for doctoral students organized annually by EDAMBA*

(hereinafter "Rules and Regulations")



## § 1 General Information

1. These Rules and Regulations set forth the terms under which the SGH Warsaw School of Economics (hereinafter "SGH") shall implement Measure 3: *Support of foreign mobility for the best doctoral students from Poland and abroad (from 1 to 10 months), receiving education at the doctoral school at the SGH Warsaw School of Economics (hereinafter "Measure (3)")* and Measure 5: *Activities related to the development of international cooperation of doctoral schools: Participation of doctoral students of the SGH Doctoral School preparing the doctoral thesis in the field of Management & Business Administration in summer schools for doctoral students organized annually by EDAMBA (hereinafter "Measure (5)")*.
2. The SGH obligations resulting from the implementation of Measure (3) and Measure (5) are defined in the project funding agreement no. BPI/STE/2021/1/00013/U/00001.

## §2 Glossary

The terms used herein shall have the following meanings:

1. Programme Beneficiary – the SGH Warsaw School of Economics,  
Al. Niepodległości 162, 02-554 Warsaw, NIP [Tax Identification Number]: 5250008407, REGON [National Official Business Register Number]: 000001502;
2. Doctoral Student – a person who received the status of the SGH Doctoral School doctoral student upon the approval of the Individual Research Plan;
3. Funding for the foreign mobility of a doctoral student within the scope of Measure (3) – the amount of the doctoral student's mobility funding specified in the doctoral student's foreign mobility funding agreement under the Rules and Regulations, paid during the period of Measure (3) implementation;
4. Financing of the foreign mobility of a doctoral student within the scope of Measure (5) – the conditions of financing the mobility of a doctoral student specified in the financing agreement for the foreign mobility of a doctoral student under the Rules and Regulations in connection with the implementation of Measure (3);
5. Individual Research Plan – the individual research plan referred to in Article 202 of the Law on Higher Education and Science;



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6. Candidate – a person expressing their will to participate in Measure (3) or Measure (5) who, in response to the announced competition for the award of funding for mobility abroad in the scope of, respectively, Measure (3) or Measure (5), has submitted the required documents and meets the criteria specified in § 4 point 8) of the Rules and Regulations;
7. Project Manager – manager of the 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 the project no. BPI/STE/2021/1/00013/U/ 00001 concluded between the SGH Warsaw School of Economics and the Polish National Agency for Academic Exchange;
8. Project Implementation Period – 03/01/2022 to 31/12/2024;
9. Measure Implementation Period – 03/01/2022 to 31/12/2024;
10. Project – the 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 between the SGH Warsaw School of Economics and the Polish National Agency for Academic Exchange (hereinafter "NAWA");
11. Programme – 'STER - Internationalisation of Doctoral Schools';
12. DS SGH – the Doctoral School at the SGH Warsaw School of Economics;
13. Participant – a doctoral student who has been qualified for the financing of foreign mobility of a doctoral student under Measure (3) or Measure (5), in accordance with the Rules and Regulations;
14. Agreement for the financing of foreign mobility of a doctoral student within the scope of Measure (3) – an agreement concluded between the Programme Beneficiary and the Participant in accordance with the Rules and Regulations governing the financing of foreign mobility of a doctoral student within the scope of Measure (3);
15. Agreement for the financing of foreign mobility of a doctoral student within the scope of Measure (5) – an agreement concluded between the Programme Beneficiary and a Participant in accordance with the Rules and Regulations



governing the financing of mobility abroad of a doctoral student within the scope of Measure (5);

16. Measure (3) – Measure 3 of the project proposal entitled *Support of foreign mobility for the best doctoral students from Poland and abroad (from 1 to 10 months), receiving education at the doctoral school;*
17. Measure (5) – Measure 5 of the project proposal entitled *Activities related to the development of international cooperation of doctoral schools in the field of activity: Participation of doctoral students of the SGH Doctoral School preparing the doctoral thesis in the field of Management & Business Administration in summer schools for doctoral students organized annually by EDAMBA.*

### § 3 General provisions

1. These Rules and Regulations specify the rules of granting and financing foreign mobility for doctoral students of the SGH Warsaw School of Economics within Measure (3) and Measure (5) of the Project.
2. The objective of Measure (3) is to support the foreign mobility of both Polish DS SGH doctoral students and foreign doctoral students at the DS SGH and to strengthen the internationalisation of their research projects and research results.
3. The objective of Measure (5) is to strengthen and develop international cooperation of the SGH Doctoral School, including its doctoral students, with foreign doctoral schools and programmes and doctoral programme networks.

### § 4 Rules for awarding funding for the foreign mobility of a doctoral student

1. The funding for the foreign mobility of a doctoral student within Measure (3) and the funding for the foreign mobility of a doctoral student within Measure (5) shall be granted through a competition.
2. The competition is open to Doctoral Students of the DS SGH.
3. It is possible to enter the competition more than once within the scope of Measure (3), but priority is given to a doctoral student who has not benefited from financial support before, and only once within the scope of Measure (5) during the whole Project implementation period.
4. Each Participant during the implementation period of Measure (3) is entitled to funding for a doctoral research internship at an internationally renowned



university in an OECD country in the amount specified in the funding agreement for foreign mobility of a doctoral student, including: (a) funds for accommodation and meals in the amount of PLN 12,000 per month, (b) a lump sum for travel costs, costs of health insurance, third party liability insurance, accident insurance, costs of visa fees or costs related to the legalization of stay in the form of an allowance paid once per trip, and (c) a one-time development allowance of PLN 5,000.

5. Each Participant, during the implementation period of Measure (5), shall be entitled to funding for the participation of a DS SGH doctoral student in a doctoral school organised by EDAMBA under the conditions specified in the funding agreement for the participation of a doctoral student in the EDAMBA summer school.
6. The financing of mobility abroad of a doctoral student within the scope of Measure (3) will be paid to the Participant's bank account in accordance with the Agreement (3) concluded with the Participant, the specimen of which constitutes Appendix No. 1 to the Rules and Regulations, which is Appendix No. 10 to the Guidelines and Rules Governing the Implementation of Projects within the Framework of Programmes of the National Agency for Academic Exchange.
7. The financing of the doctoral student's foreign mobility within the scope of Measure (5) will be carried out in accordance with the Procedure for overseas mobility of employees, doctoral students and students of SGH and other persons for scientific, teaching and training purposes, constituting an Appendix to Regulation No. 51 of the Rector of SGH of 11 October 2017 and in accordance with the agreement concluded with them, the template of which constitutes Appendix No. 2 to the Rules and Regulations.
8. Funding for the foreign mobility of a doctoral student within the scope of Measure (3) and Measure (5) may be awarded to a person who meets the following criteria:
  - 1) is a doctoral student at the DS SGH (both Polish citizens and foreigners),
  - 2) in the case of Measure (5) – he/she is a doctoral student preparing a doctoral dissertation in the field of "Management & Business Administration,"
  - 3) is a doctoral student undertaking a 48-month education programme,
  - 4) is not on a training extension in a doctoral school,



- 5) has an Individual Research Plan approved by the supervisor in accordance with the DS SGH Dean's Instructions,
  - 6) has submitted to the SGH Doctoral School Bureau the documents specified in item 13 – in the case of applying for funding for mobility abroad within the frames of Measure (3) and in item 14 – in the case of applying for funding for mobility abroad within the frames of Measure (5).
9. Competitions for financing foreign mobility of doctoral students within the scope of Measure (3) and Measure (5) shall be announced by the Dean of DS SGH. 10.
10. Information about the announcement of the competition for the financing of the foreign mobility of doctoral students within the scope of Measure (3) and information about the announcement of the competition for the financing of the foreign mobility of doctoral students within the scope of Measure (5) shall be published on the website of the DS SGH, where Measure (3) and Measure (5) will be implemented.
11. The announcement of the competition for the financing of the foreign mobility of doctoral students within the scope of Measure (3) and the announcement of the competition for the financing of the foreign mobility of doctoral students within the scope of Measure (5) should include, in particular, information on the criteria imposed on candidates in accordance with § 4 item 8 of the Rules and Regulations, the conditions of granting funding for the mobility of doctoral students abroad within the scope of Measure (3) and Measure (5) respectively, the deadline for receiving applications and the deadline for resolving the competition.
12. Acceptance of electronic applications i.e. via email at the School's domain in the form of scans with signature will last 10 working days from the announcement of the competition with the exception of the competition under Measure (5) in the academic year 2021/2022. For the competition announced in the academic year 2021/2022, the acceptance of applications under Measure (5) will take place on the date indicated in the announcement. The competition will be adjudicated within 10 business days after the closing date for receipt of entries.
13. A candidate applying for foreign mobility funding under Measure (3) shall submit the following documents to the SGH Doctoral School Bureau:
- 1) an application indicating:

**Z komentarzem [A1]:** Dodano "10." zgodnie z tekstem źródłowym, ale czy na pewno potrzebna jest tutaj ta liczba?



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- a) name and contact details of a selected renowned foreign university in an OECD country with which SGH has an agreement covering exchange at the doctoral level, with the indication of the doctoral school/doctoral study programme run at this institution, in which the foreign internship will be implemented;
  - b) the justification for the choice of the foreign higher education institution and the doctoral school/doctoral study programme in the context of the education programme and issues of the doctoral dissertation pursued and written at the DS SGH;
  - c) forename and surname of the research internship tutor on the part of the accepting institution with a brief justification;
  - d) completion date for the research internship at the designated foreign research institution;
- 2) a detailed plan of research and/or programme implementation activities, approved and signed by the doctoral dissertation supervisor, referring to the tasks indicated in the doctoral student's Individual Research Plan (hereinafter: IPB) and indicating the scientific outcomes of the internship, and a list of planned courses at level 8 of the Polish Qualifications Framework (hereinafter: PQF) in line with the education programme at the DS SGH and specified in the Learning Agreement filed in USOS;
  - 3) a document attesting to the knowledge of the language of instruction at the foreign higher education institution in line with the schedule to the Rules and Regulations of accepting SGH students and doctoral students for trips abroad;
  - 4) a list of the doctoral student's academic achievements during the three years preceding the application for foreign mobility funding.
- 14.A candidate applying for foreign mobility funding under Measure (5) shall submit the following documents to the SGH Doctoral School Bureau:
- 1) EDAMBA doctoral school programme, in which the participation of the doctoral student is to be financed from the Project funds;
  - 2) an application indicating:
    - a) the name, date and location of the EDAMBA doctoral school organisation,



- b) the rationale for the doctoral student's participation in the EDAMBA doctoral school with reference to the doctoral student's Individual Research Plan, including the subject of the dissertation.
  - 3) a detailed plan of research and/or of the scope of the education programme implementation, approved and signed by the supervisor of the doctoral dissertation, referring to the tasks indicated in the IPB and indicating the scientific results of the participation in EDAMBA doctoral school and/or a list of planned courses at level 8 of the PQF in accordance with the educational programme, specified in the Learning Agreement submitted in the USOS system;
  - 4) a document attesting to the knowledge of the language of instruction at the foreign higher education institution in line with the schedule to the Rules and Regulations of accepting SGH students and doctoral students for trips abroad.
15. The competition for the funding of foreign mobility of doctoral students in the scope of Measure (3) and Measure (5) is conducted by a committee appointed by the Dean of the DS SGH and consisting of: the Dean of the DS SGH – Chairman, Project Manager and Vice-Dean of the DS SGH. Committee members shall not evaluate the applications of doctoral students if they are their supervisors.
16. The Committee reviews applications for the financing of mobility abroad for doctoral students within the scope of Measure (3) and Measure (5), taking into account their formal correctness and the fulfilment of the conditions presented in the announcement of the competition. Applications that do not fulfil formal requirements shall not be examined further. The Committee makes decisions by a majority of votes in the presence of at least a half of its members and develops the ranking of Candidates for Measure (3) and for Measure (5), until the funds representing the limits or until the amounts of the Project budget for Measure (3) and Measure (5) respectively are exhausted.
17. The following criteria shall apply in the evaluation of applications regarding Measure (3):
- 1) the Candidate's academic record during the three years preceding the application for foreign mobility funding, including:





- a) authorship or co-authorship of scientific articles and scientific monographs, as well as edition of scientific monographs, together with the position of the journal or publishing house – maximum of 5 points for a publication,
  - b) leading or participating in the implementation of scientific projects financed from external funds, along with the nature of the participation – 5 points for leading the project and 2 points for participating in the project,
  - c) active participation in scientific conferences in the form of delivering a scientific paper or presenting a poster together with the rank and internationality of the scientific conference – maximum 3 points for delivering a paper and 1 point for presenting a poster,
  - d) scientific internships realized in foreign scientific institutions, lasting at least one month – maximum 5 points per internship;
- 2) a plan of research activities and/or of the scope of implementation of the educational programme at the level 8 of the PQF, referring to the tasks indicated in the Individual Research Plan of a doctoral student and indicating the scientific results of the doctoral student's mobility abroad in the scope of the Measure (3) implementation – maximum 15 points.
18. The Candidate's academic record during the three years preceding the application for foreign mobility funding should be documented as follows:
- 1) for authorship or co-authorship of scientific articles and scientific monographs and 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 SGH Library;
  - 2) for research projects – a grant agreement or a title of the grant with the number of the agreement and the name of the financing institution or a statement of the head of the research project containing information about the number of the agreement, source of financing, duration and purpose of the project, the role played by the doctoral student in the project and the scope of tasks performed by him/her, and about the effects of the project and international cooperation within the project;



- 3) for presentations at scientific conferences – the programme of the conference together with the composition of the scientific council/scientific committee of the conference, a certificate or statements of the organiser of the scientific conference about the presentation of a scientific paper in English or presentation of a poster by the doctoral student or the programme of the scientific conference or the post-conference material containing the names and surnames of the speakers, titles of the papers/posters and names of the universities they represent;
- 4) a certificate from the foreign research institution stating that the internship has been completed, including information such as the intern's name, the name of the research institution, and the date of the internship.

19. The following criteria shall apply in the evaluation of applications regarding Measure (5): Plan of research activities and/or in the implementation of the educational programme at PQF level 8, referring to the tasks indicated in the Doctoral Student's Individual Research Plan and indicating the scientific effects of the doctoral student's foreign mobility in the implementation of Measure (5) – maximum 15 points.
20. Funding for foreign mobility as part of Measure (3) implementation may be obtained by a doctoral student who has earned a total of no less than 15 points.
21. Funding for foreign mobility as part of Measure (5) implementation may be obtained by a doctoral student who has earned a total of no less than 10 points.
22. The applications shall be assessed with respect for the principle of equal opportunities and non-discrimination.
23. The results of the competition including the ID number and the number of points obtained are posted on the website of the Project and the DS SGH, where the Measure will be implemented. The decision of the committee is not subject to appeal.

#### § 5 Personal data processing notice

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, hereinafter referred to as “GDPR”) and pursuant to the rules laid down in the Guidelines and Rules Governing the Implementation of Projects within the Framework of Programmes of the Polish National Agency for Academic Exchange, which the Participants and Candidates may read at

<https://nawa.gov.pl/institucje/ster-umiedzynarodowienie-szkol-doktorskich/dokumenty-do-pobrania>.

2. Participants and Applicants are required to submit a declaration, a template of which is attached as Appendix No. 3 to the Rules and Regulations, which is Appendix No. 4 to the Guidelines and Rules Governing the Implementation of Projects within the Framework of Programmes of the Polish National Agency for Academic Exchange, in accordance with the abovementioned Guidelines and Rules.
3. Information on the rules of personal data processing by SGH constitutes Appendix No. 4 to the Rules and Regulations.

#### § 6 Final provisions

1. These Rules and Regulations come into effect on the date of signature. The Programme Beneficiary may amend these Rules and Regulations if necessitated by changes in Project guidelines. The Participant shall be notified by e-mail of amendments to the Rules and Regulations before they come into force unless that is impossible due to the effect of the amended Project guidelines.
2. The Programme Beneficiary may amend these Rules and Regulations if necessitated by changes in Project guidelines. The Participant shall be notified by e-mail of amendments to the Rules and Regulations 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.
4. In matters not regulated herein, the provisions of the generally applicable law and SGH’s internal provisions shall apply.

**Z komentarzem [A2]:** Ten tekst powtarza się w pkt 1 i 2 w tekście źródłowym. Czy nie należy usunąć powtórzeń?