

# Rules for financing research visits for students and doctoral students from foreign universities

## 1. Objective

Co-financing of visits of students and doctoral students from partner universities and other foreign universities to the University of Warsaw for research purposes, who have been qualified for the Research Visits Programme at the University of Warsaw for students and doctoral students from foreign universities, hereinafter referred to as the “Arrivals Programme”.

## 2. Terms of application

1. Applicants may only be students and doctoral students from partner universities and other foreign universities.
2. The basis for the qualification of a candidate is the submission of a complete application to the International Relations Office (BWZ) (hereinafter referred to as “BWZ”), which includes:
  - a. an application form (Annex 1) with consent to the processing of personal data;
  - b. a research plan, approved by the research supervisor at the University of Warsaw (Annex 2);
  - c. for applicants from partner universities: an official nomination;
  - d. in the case of applicants from other foreign universities: a letter of recommendation from their home university;
  - e. in the case of doctoral students: a scientific curriculum vitae;
  - f. a declaration on the absence of double co-financing.
3. Duration of research visits: from 2 to 5 months. The research visit may be extended for another period, but not longer than until 30 August 2025.
4. The condition for obtaining funding is the positive assessment of a research plan by the research supervisor and approval of the application by the authorities of the host organisational unit.
5. The date of arrival for the performance of research tasks must be approved by the authorities of the host organisational unit and is subject to change.
6. Call for applications: 21 March 2024 – 31 May 2025 or until funds are depleted.
7. Deadline for visits: by 30 August 2025.

## 3. Anticipated outcomes

1. The main objective is to increase the research potential of UW and to strengthen cooperation between the University of Warsaw and partner universities and other foreign universities, through a programme of research visits at the University of Warsaw for students and doctoral students.
2. Participants in the Arrivals Programme will be included in research projects at the University of Warsaw, which will allow for the initiation and development of realistic cooperation programmes between the University of Warsaw and partner institutions, and other foreign research centres.

#### 4. Recruitment rules and the circulation of documents

1. Applicants should submit applications to BWZ using the following e-mail address: [przyjazdy.IDUB.BWZ@uw.edu.pl](mailto:przyjazdy.IDUB.BWZ@uw.edu.pl).
2. The formal evaluation of the application and verification of meeting the criteria for participation in the Arrivals Programme is carried out by BWZ; the evaluation of the research plan is carried out by the research supervisor in the host organisational unit. In the case of students, the research supervisor must have at least a doctoral degree; in the case of doctoral students, the supervisor must be a habilitated doctor.
3. Candidates' applications will be considered within 30 days. Applications that are incomplete or do not meet the formal requirements indicated in section 2 point 2 will not be processed. BWZ may contact the applicant by email to complete or correct the application. The completed/corrected application must be re-submitted within 7 days from the date of receipt of the request.
4. The decision to award funding is made by the IDUB Programme Manager. Information about the decision is sent by BWZ to the email address of the applicant and the head of the organisational unit at the University of Warsaw. The Programme Manager's decision is final.

#### 5. Co-financing and rules for settling co-financing

1. Programme Participants may receive funding in the form of:
  - a. a stipend:
    - i. for doctoral students with a master's degree – 70 PLN for each day, intended for co-financing the costs of the stay; max. 2,100 PLN per month;
    - ii. for students of first and second-cycle studies and long-cycle master's studies – 50 PLN per day, intended for co-financing the costs of the stay; max. 1,500 PLN per month
  - and
  - b. on the basis of the actual travel costs incurred (tickets and proof of payment), however, in an amount not greater than that shown in the EC distance calculator below (converted into PLN at the average exchange rate of the National Bank of Poland on the call announcement date):
    - distance from 10 to 99 km – lump sum travel allowance: € 23
    - distance from 100 and 499 km – lump sum travel allowance: € 180
    - distance from 500 to 1999 km – lump sum travel allowance: € 275
    - distance from 2000 to 2999 km – lump sum travel allowance: € 360
    - distance from 3000 to 3999 km – lump sum travel allowance: € 530
    - distance from 4000 to 7999 km – lump sum travel allowance: € 820
    - distance 8000 km or more – lump sum travel allowance: € 1,500
2. Co-financing may be granted provided that no funds have already been granted by the applicant's home university, or from another source, to cover subsistence and travel costs.
3. The basis for the payment of co-financing by the organisational unit to the participant is the notification of the guest's stay, considering the provisions of point 5 section 1.

The host organisational unit sends a copy/scan to the BWZ of the approved “Report of a University of Warsaw guest’s stay” (in accordance with the appendix to Ordinance No. 11 of the Rector of the University of Warsaw from 6 February 2019 –

[http://bwz.uw.edu.pl/wp-content/uploads/sites/358/2019/08/M.2019-06-27\\_zgloszenie-pobytu-goscia.docx](http://bwz.uw.edu.pl/wp-content/uploads/sites/358/2019/08/M.2019-06-27_zgloszenie-pobytu-goscia.docx)).

4. The settlement of the granted co-financing is completed by the host organisational unit.
5. It is suggested to pay the subsidy on a monthly basis for the duration of the research visit.
6. If the visit is interrupted during implementation, the payment is suspended, and the amount payable is proportional to the time of the visit. Unused funds must be returned.
7. If the visit is shortened, the co-financing is paid only for the period of the participant’s stay at the University of Warsaw, and unused funds are returned.
8. The host organisational unit receives additional funds in the amount of 600 PLN per month to cover the costs related to the administrative service of each research visit. Settlement of funds received by the unit for administrative services takes place after the costs are actually incurred (shown in the financial settlement).
9. Examples of acceptable administrative costs: supplementary remuneration for employees of the organisational unit hosting trainees, involved in the implementation or settlement of the Action in the organisational unit, purchase of auxiliary materials, minor services.
10. The receiving organisational unit is obliged to send the settlement of received co-financing according to the attached template (Annex 6) within 14 days of the end of the visit.

## **6. Duties of Arrivals Programme participants**

1. Qualified participants in the Arrivals Programme must be present at the University of Warsaw and fully participate in all planned activities throughout the mobility period. All activities must be properly documented.
2. Participants in the Arrivals Programme must have health insurance and accident insurance for the entire duration of the visit.
3. The insurance must be presented to the organisational unit when completing the formalities related to the beginning of the visit.
4. At the end of the visit, a report on the implementation of the objectives of the visit should be prepared and submitted to the International Relations Office (BWZ) during the last 7 days of the stay at the University of Warsaw (Annex 3).

## **7. Final provision**

These rules come into force on the date of their announcement.