

## REGULATIONS FOR THE RECRUITMENT OF DOCTORAL STUDENTS AND RESEARCH STAFF AT IBB PAS

for participation in the PROM Project – a short-term academic exchange programme implemented by the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences (hereinafter: the "Project").

### §1 Introductory Provisions

- 1) These Regulations (hereinafter: the "Recruitment Regulations") set out the rules for the recruitment of Project Participants, the criteria for the evaluation of applications, the scope and purpose of support provided under the Project, the target groups, the characteristics of Participants, the rules for granting support, the standard of competences expected to be acquired as a result of participation, the criteria for assessing learning outcomes, and the methods for verifying learning outcomes.
- 2) The Project aims to introduce a comprehensive and structured system for managing international mobility, which will, in both the short and long term, enhance the quality of education in doctoral schools and strengthen the international nature of scientific research conducted at the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences (hereinafter: "IBB PAS"). This, in turn, is expected to increase the scientific level, visibility, and attractiveness of IBB PAS as an employer and a place for pursuing doctoral studies.
- 3) IBB PAS implements the Project on the basis of Agreement No. BPI/PRO/2025/1/00036/U/00001 concluded with the National Agency for Academic Exchange (NAWA).
- 4) These Regulations have been prepared on the basis of the Agreement referred to in point 3, including the Beneficiary's Manual (Annex 3 to the Agreement) and the Call for Applications for Participation in the PROM Programme. All referenced documents are available on the NAWA website.
- 5) The Project is financed by the National Agency for Academic Exchange from the European Social Fund 2021–2027 (FERS).

### §2 Project Implementation Period

- 1) The Project is implemented from 1 October 2025 to 30 September 2026.
- 2) All activities referred to in §3 must be completed no later than 30 September 2026.

### §3 Supported Forms of Activity

- 1) Under the Project, short-term scholarship exchanges lasting from 5 to 30 days (including travel time) may be financed. The total duration of travel (outbound and return) may not exceed 2 days.
- 2) A scholarship exchange may be financed if its Participant undertakes at least one of the following activities:
  - a) active participation in an international conference (presentation or poster),
  - b) obtaining materials for a doctoral dissertation or scientific article,
  - c) participation in a summer or winter school,
  - d) conducting measurements using unique equipment or research infrastructure,
  - e) participation in short forms of education: courses, intensive courses, workshops, professional or industrial internships, including internships with an entrepreneur,
  - f) participation in study visits,
  - g) conducting teaching activities,
  - h) participation in the preparation of an international research grant application.
- 1) Activities may be carried out primarily on-site. In exceptional and justified cases, and with the consent of the Recruitment Committee, they may be carried out in blended form, provided this does not hinder the achievement of expected results.
- 2) A single trip may combine more than one form of activity, provided that all forms take place at the same host institution.

### §4 Project Participants

- 1) Project Participants may be persons belonging to one of the following groups:
  - a) doctoral students of IBB PAS,
  - b) members of IBB PAS research staff.
- 2) A Participant must hold the status of a doctoral student or employee of IBB PAS at the time of submitting the application and throughout participation in the Project.
- 3) For the purposes of these Regulations:
  - a) a doctoral student means a person admitted to the Doctoral School of Molecular Biology or the Doctoral School of Translational Medicine of IBB PAS, who has taken the oath, has not been removed from the list of doctoral students, and has not submitted a doctoral dissertation;
  - b) a member of the scientific staff means an employee of IBB PAS employed under an employment contract in a research or research-related position, for whom IBB PAS is the primary place of employment.
- 4) The Project provides co-financing for 43 short-term scholarship exchanges, including:
  - a) 34 grants for doctoral students,
  - b) 9 grants for research staff.
- 5) Recruitment is conducted through open competitions.
- 6) The Project is open to all eligible persons, regardless of health status or disability, and is implemented in accordance with the principles of equality and non-discrimination.

## §5 Conditions for Implementing Short-Term Scholarship Exchanges

- 1) A short-term scholarship exchange ("Foreign Trip") may be co-financed if it meets all of the following conditions:
  - a) it concerns at least one activity listed in §3 section 2;
  - b) it is completed within the period specified in §2 section 2;
  - c) the topic of Mobility is aligned with the theme of the Project, i.e., the interaction of organisms with the environment;
  - d) the topic is closely related to the Participant's doctoral research or scientific work;
  - e) the application receives a positive evaluation from the Recruitment Committee and obtained the minimum required number of points;
  - f) the scholarship is granted to the Participant for the first and only time within the PROM Project;
  - g) the Mobility is carried out on the basis of an Agreement (Annex 1 to these Regulations);
  - h) the Participant has prepared an Individual Mobility Plan (Annex 2);
  - i) the Participant has fulfilled all obligations specified in §8.

## §6 Recruitment Rules

- 2) Recruitment for participation in the Project is conducted on an ongoing basis until the allocated funds are exhausted.
- 3) A Candidate submits an electronic application via the designated [online form](#)<sup>1</sup>. A printed and signed copy must also be submitted to Research Management Unit (RMU)
- 4) Doctoral students must obtain their supervisor's countersignature on the printed application.
- 5) The document may be delivered in paper form or as an electronically signed PDF.
- 6) In justified cases, a Candidate may submit the application exclusively in paper form. Candidates intending to do so should contact RMU to obtain an editable template.
- 7) Questions concerning the recruitment process may be addressed to [prom\\_2025@ibb.waw.pl](mailto:prom_2025@ibb.waw.pl) or submitted in person to a RMU representative.

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<sup>1</sup> The link provided directs you to a Google Form used to submit your application for the project. To complete the form and upload the required documents, you must have a Google account and be logged in before starting the process. This login requirement is a standard procedure used by Google in situations where: users upload files from their device (e.g., PDFs, scans, attachments), the form needs to confirm the identity of the person submitting the application (e.g., for electronic signatures or to clearly assign the submission to a specific user).

### Security and Privacy Information

Logging in serves authentication purposes only.

The organizers do not have access to your Google account, your Google Drive files, or any personal data other than the information you voluntarily provide in the form. Your login details are not shared with any third parties. The form only collects the information you enter or upload yourself.

### No Google Account? Need Assistance?

If you do not have a Google account or if you experience difficulties creating one, please contact DWBN. Our team will provide support and help resolve any technical issues.

- 8) To participate in the recruitment process, the Candidate must submit an application in English together with required attachments, including:
  - a) an invitation from the host institution (email form acceptable) for scientific trips,
  - b) confirmation of admission to a course, summer/winter school, or other training activity,
  - c) confirmation of acceptance of a presentation/poster for conference-related mobility.
- 9) Applications lacking required confirmations will be placed on a reserve list. Funding will be confirmed upon submission of missing documents.
- 10) All documents must be uploaded as PDFs in the electronic application system.
- 11) RMU verifies applications for completeness, while the Recruitment and Promotion Expert checks compliance with access and formal criteria before forwarding eligible applications to the Recruitment Committee.
- 12) Incomplete or formally incorrect applications will be returned for correction. Candidates have 5 business days to amend their applications. Only one correction opportunity is granted.
- 13) The Recruitment Committee consists of the Project Coordinator, representatives of academic staff appointed by the Project Coordinator, and—when evaluating doctoral students' applications—the Head of the Doctoral School or a designated representative.
- 14) The Recruitment Committee meets on the first Monday of each month. If this date is a public holiday, the Committee meets on the next business day.
- 15) Additional Committee meetings may be scheduled as needed. Dates will be published on the Project website.
- 16) Applications must be submitted at least two weeks before the scheduled Committee meeting. Late applications are considered at the next meeting.
- 17) A researcher may not participate in evaluating an application submitted by their doctoral student (supervisor or assistant supervisor). Similarly, a head of laboratory may not assess an application from an employee of their laboratory.
- 18) In all cases involving conflicts of interest, the Committee member concerned shall be excluded from evaluating the application.
- 19) Recruitment is open to all persons meeting the criteria specified in these Regulations.
- 20) Applications are evaluated based on financial availability, and ranking lists are prepared separately for doctoral students and research staff.
- 21) IBB PAS reserves the right to shorten the planned duration of a mobility if required to meet Project indicators. Refusal to accept a shortened trip will result in rejection of the application.
- 22) Criteria for doctoral students include:
  - a) **Access criteria:**
    - i) belonging to the target group,
    - ii) trip duration between 5–30 days,
    - iii) mobility scheduled within the Project period,
    - iv) compliance of the doctoral thesis topic with the topic of the trip

- v) alignment with the Project theme: interaction of organisms with the environment.
- b) \*\*Evaluation criteria – expected benefits:\*\*
  - i) expected benefits for the doctoral dissertation (**0-3 points**);
  - ii) joint scientific publication in a peer-reviewed scientific journal (**0-4 points**);  
To meet the criterion, a declaration of submitting a manuscript is required at the recruitment stage, and at the stage of settling the trip, it will be necessary to submit an abstract
  - iii) joint research project (**0 or 4 points**); To meet the criterion, a declaration is required at the recruitment stage, and at the settlement stage, it will be necessary to present the outline and source of financing for the Project.
  - iv) independently submitted research project (**0 or 2 points**); To meet the criterion, a declaration is required at the recruitment stage, and at the settlement stage, it will be necessary to present the outline and source of financing for the Project.
  - v) other benefits (**0-2 points**),
- c) declaration of willingness to prepare a mobility report and consent for publication of the mobility in social and other media (**0 or 1 point**),
- d) identification and description of good practices in AI use at the host institution (**0-2 points**),
- e) scientific significance of the event (**0-3 points**), for conference, summer/winter school, training, courses, workshops)
- f) scientific rank of the host unit (**0-3 points**) for research internship, performing measurements using unique equipment/research infrastructure
- g) The minimum score for a positive evaluation is **8 points**.

23) Criteria for research staff include:

- a) \*\*Access criteria:
  - i) belonging to the target group,
  - ii) trip duration between 5-30 days,
  - iii) mobility scheduled within the Project period,
  - iv) compliance of the employee research topic with the topic of the trip
  - v) alignment with the Project theme: interaction of organisms with the environment
- b) \*\*Mandatory criterion:\*\* preparation of an international joint research project (required; failure results in rejection).
- c) \*\*Evaluation criteria: - expected benefits\*\*
  - i) contribution to qualifications needed for a postdoctoral degree (**0 or 2 points**),
  - ii) joint publication in a peer-reviewed scientific journal (**0-5 points**); To meet the criterion, a declaration of submitting a manuscript is required at the recruitment stage, and at the stage of settling the trip, it will be necessary to submit an abstract
  - iii) other benefits (**0-2 points**),

- d) preparation of a mobility report for publicity purposes and consent for publication in social and other media (**0 or 1 point**),
- e) identification and description of good practices in AI use at the host institution (0–2 points), (**0–2 points**),
- f) scientific significance of the event (**0–5 points**), for conference, summer/winter school, training, courses, workshops
- g) scientific rank of the host institution (**0–5 points**), for research internship, performing measurements using unique equipment/research infrastructure
- h) The minimum score for a positive evaluation is 8 points.

24) If positively evaluated applications exceed available funds, a reserve list is created.

25) Ranking lists and reserve lists are published within three days of approval on the internal IBB PAS website (PROM tab).

26) In cases of equal scores, the “Expected Benefits” score is decisive.

27) Vacated places are assigned to Candidates from the reserve list.

28) A Candidate may appeal a negative decision to the Scientific Director, providing justification. If successful, the application undergoes re-evaluation by another expert.

29) Information on exhaustion of funds is published on the Project website.

## **§7 Individual Mobility Plan and Verification of Learning Outcomes**

- 1) Each mobility is supervised by a Mobility Supervisor (MSU), appointed by the Project Coordinator. The MSU must hold at least a doctoral degree.
- 2) For research or academic internships, the MSU prepares an Individual Mobility Plan in cooperation with the host institution. The plan includes learning objectives, scope of tasks, expected learning outcomes, and evaluation methods.
- 3) For conferences, schools, and workshops, the MSU prepares learning outcomes and evaluation methods.
- 4) Preparation of the Individual Mobility Plan requires the Participant to submit a signed Agreement and all NAWA-required documents.
- 5) Participants must undergo verification of learning outcomes according to the method defined in the Individual Mobility Plan.
- 6) The MSU evaluates learning outcomes.
- 7) Participants conduct a self-assessment before and after mobility.
- 8) For training activities, Participants must submit a certificate of completion.
- 9) Verification is based on:
  - a) the Foreign Trip Report (Annex 4),
  - b) an interview, presentation, or practical task,
  - c) certificates referred to in §9.
- 10) Upon positive verification, the MSU issues a Certificate of Competence (Annex 5) and submits documentation to RMU.
- 11) In case of negative verification, IBB PAS may withhold the second instalment of funding.

## §8 Obligations Before the Foreign Trip

- 1) The following documents and actions are required prior to the commencement of the Foreign Trip:
  - a) The Participant shall sign the Scholarship Agreement in two original copies and submit both signed copies to RMU.
  - b) After submission of the signed Agreement, the Participant shall complete the required electronic forms in the NAWA system, including but not limited to: declaration of participation, personal data form and information clauses on personal data processing and submit the NAWA documents together with an electronic confirmation of delivering them to NAWA
  - c) The Participant shall submit the Individual Mobility Plan to RMU.
  - d) The Participant shall provide RMU with consent to the processing of personal data required for the implementation of the Project.
  - e) The Participant shall complete mandatory courses on equality and non-discrimination and on ethical research and shall submit declarations confirming completion of such courses. Participants may choose courses offered publicly or by IBB PAS.
  - f) The Participant must deliver all NAWA-required documents and confirmations in PDF format to RMU by email to [prom\\_2025@ibb.waw.pl](mailto:prom_2025@ibb.waw.pl).
- 2) Participants who require additional support due to disability or other specific needs shall notify RMU in advance to enable reasonable adjustments within organisational, technical and financial constraints.
- 3) Travel arrangements may be organised by the Participant or by RMU. Where RMU purchases travel or accommodation on behalf of the Participant, the amount used by RMU to cover these costs shall be deducted from the first instalment of funding.
- 4) The Participant shall comply with any additional requirements set out in the Agreement or in NAWA documentation as a condition precedent to payment of the first instalment.

## §9 Obligations After Completion of the Foreign Trip

- 1) The Participant shall submit a complete Foreign Trip Report to RMU within 14 calendar days of the end of the mobility period. The Report shall be prepared using the template attached as Annex 4 and must include:
  - a) for research trips: a certificate of competence or confirmation issued by the Host Institution, signed by an authorised representative (Annex 7b template),
  - b) for training trips: a certificate of completion issued by the Host Institution (Annex 7a template),
  - c) for conference participation: the presentation or poster and the conference agenda with evidence of presentation.
  - d) In addition to the full Report, the Participant shall submit a shortened version of the Report and accompanying visual materials within 14 calendar days of the end of mobility for potential publication on the Project's website (Annex 4c template).

- 2) The Participant shall complete the Project evaluation survey within 14 calendar days of completing the mobility. The link to the survey will be provided after the mobility ends.
- 3) The Participant shall participate in the assessment of acquired competences organised by the Mobility Supervisor; the assessment shall take place no later than 14 calendar days after the end of mobility. Upon successful assessment, the Mobility Supervisor shall issue a Certificate of Competence (Annex 5) and forward the documentation to RMU.
- 4) For mobilities that include a commitment to prepare a research project, the Participant shall submit an outline of the project and information on anticipated sources of funding within 14 calendar days after mobility (Annex 8 template).
- 5) For mobilities that include a commitment to prepare a publication, the Participant shall submit an abstract of the planned publication within 14 calendar days after mobility (Annex 9 template).
- 6) Where the Individual Mobility Plan requires, the Participant shall present the results of mobility during a seminar no later than 10 calendar days after the end of mobility and shall submit the presentation to RMU.
- 7) Failure to submit the required documentation or a negative verification of learning outcomes may result in withholding of the second instalment or a demand for reimbursement in accordance with §11 and the Agreement.

## §10 Information Obligations

- 1) Participants are required to provide information necessary for monitoring and evaluation by completing scheduled surveys and forms during and after participation in the Project. If additional information is requested by the Project Team, the Participant shall provide it within 7 calendar days.
- 2) Participants shall take part in Project evaluation meetings and in NAWA's project evaluation as requested by the Project Team.
- 3) All materials, outputs and documents prepared within or in connection with the Project that are made publicly available shall be marked with the Project's and funder's logos and funding acknowledgement in accordance with branding guidelines provided after signing the Agreement.
- 4) Participants shall inform IBB PAS within 7 calendar days of any loss of status as a doctoral student or employee of IBB PAS.
- 5) Participants shall promptly inform IBB PAS of any circumstances that could affect the implementation of the Regulations or the Agreement.
- 6) All official communication concerning the Project shall be sent to [prom\\_2025@ibb.waw.pl](mailto:prom_2025@ibb.waw.pl).

## §11 Rules of Financing the Mobility

- 1) The following types of funding are available under the Project:
  - a) a daily scholarship in the amount of PLN 125.00 per day for doctoral students and PLN 250.00 per day for persons holding a doctoral degree;

- b) a lump-sum allowance for accommodation and subsistence, the amount of which depends on the estimated costs for the destination country (see Annex 10);
- c) a lump-sum allowance for travel costs dependent on the destination country (see Annex 10);
- d) reimbursement of fees for participation in courses, schools or trainings only with the prior consent of the Recruitment Committee.

2) Participants are entitled to insurance coverage arranged by IBB PAS for the duration of the mobility.

3) For mobilities implemented in a mixed formula (partly on-site and partly remote), Participants shall be entitled to benefits proportionate to the time spent in each formula, as set out in the Agreement.

4) The first instalment (advance) of funding, equal to 80% of estimated mobility costs, shall be paid prior to the start of mobility, subject to the fulfilment of conditions precedent specified in §8.

5) Where RMU procures travel or accommodation on behalf of the Participant, the amount spent by RMU for this purpose shall be deducted from the first instalment.

6) If the actual cost of mobility exceeds the lump-sum allowance, the Participant may apply for additional funding from the IBB PAS travel fund; such an application shall be considered only if the corresponding application obtained at least 10 points in the recruitment assessment.

7) The Participant is entitled only to the lump-sum allowance; any excess costs are the Participant's responsibility unless additional funding is approved in accordance with clause 6.

8) The Participant shall settle mobility costs within 14 calendar days of the end of the mobility by submitting original supporting documents (boarding passes, tickets, invoices, receipts) that enable precise determination of travel duration and eligible expenses.

9) The second instalment of funding shall be paid after the Participant fulfils all post-mobility obligations set out in §9 and after submission of complete documentation to RMU. The second instalment will be disbursed within 14 calendar days of receipt of full documentation.

10) All payments shall be made in PLN. Payments do not cover costs related to currency exchange or cash withdrawal fees.

11) In case of failure to comply with the Regulations or the Agreement, IBB PAS reserves the right to demand reimbursement of funds and to seek compensation under general rules.

## §12 Final Provisions

- 1) These Regulations enter into force on the date of signing.
- 2) In all activities within the Project, IBB PAS undertakes to observe the principles of sustainable development, gender equality, equal opportunities and non-discrimination on the basis of disability, age, race, nationality, political beliefs, trade union membership, ethnic origin, religion, sexual orientation, or any other legally protected characteristic.

- 3) IBB PAS reserves the right to amend the Regulations in the event of changes in the Project implementation guidelines.
- 4) In matters not regulated herein, decisions are made by the Project Content Coordinator.
- 5) All Annexes constitute an integral part of these Regulations.

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**List of Annexes:**

1. Annex 1 – Scholarship Agreement Template
2. Annex 1b – Declaration of Course Completion
3. Annex 2 – Individual Mobility Plan Template (a: research trip / b: training, conference trip)
4. Annex 3 – Application Form (a: doctoral student / b: employee)
5. Annex 4 – Foreign Trip Report Template (a: training or conference trip / b: research trip)
6. Annex 5 – Certificate of Learning Outcomes issued by IBB PAS
7. Annex 6 – Consent for Personal Data Processing / GDPR Clause
8. Annex 7 – Certificate Issued by Host Institution (a: training / b: research)
9. Annex 8 – Research Project Outline Template
10. Annex 9 – Manuscript Summary Template
11. Annex 10 – Lump-Sum Table for Travel and Accommodation Costs