



Annex No. 3b to the Recruitment Regulations

APPLICATION OF AN IBB PAS EMPLOYEE FOR PARTICIPATION IN SHORT-TERM ACADEMIC EXCHANGE

1. INFORMATION ABOUT THE CANDIDATE

To be filled in by the candidate

Field	Description
Name and surname, academic degree	
Name of laboratory/department	
Year of obtaining PhD degree	
Title of PhD thesis	
Title of habilitation (if applicable)	
Topic of current research	

2. INFORMATION ABOUT THE PLANNED SHORT-TERM ACADEMIC EXCHANGE

To be filled in by the candidate. You may select more than one form of support provided that they are implemented during the same trip (e.g., a conference combined with a workshop).



FORM OF SUPPORT (you can choose more than one provided they are combined within one trip)	Target Country/	Planned dates	Planned fees associated with the selected form of support
<input type="checkbox"/> active participation in a conference <input type="checkbox"/> trainings / courses / workshops <input type="checkbox"/> summer / winter school <input type="checkbox"/> research internship <input type="checkbox"/> study visit <input type="checkbox"/> equipment testing / measurements <input type="checkbox"/> acquisition of materials <input type="checkbox"/> preparation of a grant application		from ... to (must include travel time)	<input type="checkbox"/> Yes, in the amount of: <input type="checkbox"/> No

Type of trip:

- **In-person:** Yes/No
- **Hybrid (Blended):** (Yes/No) – number of in-person days....., number of remote days.....

Number of days of mobility (including travel):

Name of the host institution/branch/laboratory: (full name + faculty/department/lab, if applicable)

.....

Contact person at the host institution: (name, surname, function, e-mail)

.....

Language of mobility and the candidate's language competence level: (Please specify your language competence level)

.....



For Conference and training trips: name and date of the conference/training, and link to the event:

.....

3. SUBSTANTIVE DESCRIPTION

Characteristics of the host centre and justification of choice * (max 100 words)

(Conferences: please state the rank of the event; internships/visits: description of the research centre; training: description of the training unit.)

.....

Characteristics of the scientific supervisor at the host unit and their role in the planned activities (max 100 words)

(To be filled in only by persons going on an internship or study visit.)

.....

Description of planned activities during the trip * (max 300 words)

Depending on the type of trip:

- *Internships/visits: description of research, expected results, method of making results available*
 - *training: subject matter and scope of training*
 - *conferences: subject of the presentation/poster*
- [Space for text]

How does the goal of the exchange align with the project theme "interactions of organisms with the environment"? * (max 100 words)

.....

Will AI mechanisms be used during the trip? * (Yes/No)

If yes, please briefly describe how AI will be used: (max 100 words)

.....

4. MOTIVATION AND EFFECTS OF THE TRIP

Goals of the trip (more than one answer can be selected):



- ☐ Obtaining habilitation (achieving a quality that would not be possible without the mobility).....
- ☐ [Preparation of a joint publication –(topic/place of publication)
- ☐ Acquisition of preliminary data for a joint international research project
(topic/expected source of funding)
- ☐ Acquisition of preliminary data or collaboration for a project to be submitted independently
from current supervisor (topic/expected source of funding)
- ☐ Familiarisation with cutting-edge research methods (which ones)
- ☐ Acquiring skills in using cutting-edge equipment (what equipment/how the skill
affects career development)
- ☐ Other.....(what - please list)

Competencies that will be gained or improved as a result of the trip * (max 100 words)

Please indicate new knowledge, skills, and social competencies.

.....

5. IMPACT OF MOBILITY ON SCIENTIFIC CAREER DEVELOPMENT

Indicate the stage of scientific career you are currently at (more than one answer can be selected):

- ☐ I lead an independent research project
- ☐ I lead a research group
- ☐ I run a research laboratory
- ☐ I have completed a research internship at a foreign unit (please provide the time of the
internship and the host unit)
- ☐ I have completed a study visit at a foreign unit (please provide the time of the visit and the
host unit)
- ☐ I have completed training at foreign units (please provide titles of training and training units)
- ☐ I am the lead author (i.e. the first or corresponding) of at least one scientific publication
- ☐ I am a member of an international research team (which one)
- ☐ Other ... (please list other scientific achievements)

How will the mobility contribute to the development of your scientific career? (more than one
answer can be selected)

- ☐ Obtaining an academic degree
- ☐ Creating my own research group
- ☐ Obtaining the opportunity to undertake an internship at a foreign research centre
- ☐ Obtaining long-term employment at a foreign research centre
- ☐ Creation of a spin-off and commercialisation of research results



- ☐ Other – (please list other expected benefits for career development)

6. REQUIRED DOCUMENTS - PLEASE ATTACH:

- a. Invitation from the host centre or confirmation of acceptance for a course, summer school, or other forms of education (if applicable).
- b. Confirmation of the qualification of a paper/poster for a conference (if applicable).

7. COMMITMENT

If the application is selected for funding, I undertake to:

- ☐ Prepare a report/account of the mobility and consent to its publication on IBB PAS social media. **(Yes/No)**
- ☐ Familiarise myself with and describe good practices in the destination place regarding AI in research. **(Yes/No)**

In the event of a positive assessment of the application and implementation of the mobility, I undertake to:

- Sign a Scholarship Agreement.
- Participate in the preparation of an Individual Mobility Plan.
- Fill in the electronic form in the NAWA electronic system.
- Complete mandatory remote courses in the field of equality, non-discrimination, and ethical conduct of research.
- Submit a **Report on the Foreign Trip** after completing the mobility, along with:
 - a certificate signed by a person representing the foreign host centre (for participation in a summer/winter school);
 - short-form education or a poster/presentation (for conferences, an agenda with the presentation visible).
- Fill out an evaluation survey.
- Take part in the assessment of acquired competencies.
- For mobilities in which the participant committed to preparing a scientific project, submit a project outline and information about the planned source of funding.
- For mobilities in which the participant committed to preparing a publication, submit an abstract of the publication manuscript.
- Conduct a presentation of the mobility results during a seminar if this is included in the mobility plan.

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PLACE AND DATE	LEGIBLE SIGNATURE OF THE CANDIDATE

(Note: the application will be digitised and available as an electronic form)



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Application Assessment Sheet

ACCESS CRITERIA

To be filled in by the Recruitment Committee

Access Criterion	Yes/No
The applicant belongs to the target group	Yes/No
The duration of the mobility is min. 5 and max. 30 days	Yes/No
The mobility falls within the project timeframe, i.e., until....	Yes/No

FORMAL CRITERIA

Formal Criterion	Yes/No
The topic of the mobility aligns with the project theme	Yes/No
The topic of mobility aligns with the candidate's research area	Yes/No

SUBSTANTIVE CRITERIA

NUMBER OF POINTS AWARDED	pts (% of pts)
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The application obtains/does not obtain funding	
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.....
REPRESENTATIVE OF THE RECRUITMENT COMMITTEE

.....
PLACE AND DATE