

International exchange – regulations for participation in the “3xW (Exchange, Cooperation, and Joint Research Tasks to strengthen the potential of young plant biology researchers)” project

1. International exchanges are offered within the project “3xW (Exchange, Cooperation, and Joint Research Tasks to strengthen the potential of young plant biology researchers)”, hereinafter referred to as the “3xW project”, carried out under the Strategic Partnership Programme of the Polish National Agency for Academic Exchange (NAWA) by the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences (IBB) in the collaboration with five partner institutions:
 - Institut de Biologie Moléculaire des Plantes (IBMP), CNRS, France,
 - Wageningen University & Research Centre (WUR), Netherlands,
 - The Centre for Organismal Studies (COS), Heidelberg, Germany,
 - Centre for Environmental Sciences (CMK), Hasselt University, Belgium,
 - Bogazici University, Turkey.
2. The 3xW project aims to internationalise the education of doctoral students and develop young scientific staff at the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences (IBB) by strengthening cooperation with foreign partners, conducting joint research, improving communication skills in an international environment and implementing modern, hybrid teaching tools that will increase the quality and accessibility of the IBB’s educational offer. The project aims to strengthen the potential of young plant biology researchers and is primarily addressed to plant researchers.
3. The target group of international exchanges are PhD students affiliated with and employees (both scientific and administrative) of IBB and partner institutions. PhD student status or an employee status must be held both at the time of applying and throughout participation in the international exchange program of the 3xW project.
4. A total of 30 international exchanges shall be financed (incl. five visits of participants from IBB to each of the five partner institutions, as well as one visit of participants from each partner institution in IBB).
5. Any international exchange must be clearly motivated by the activities of the 3xW project and must be necessary for its effective implementation.
6. All international exchanges shall be completed at least two months before the end of the 3xW project.
7. International exchanges are expected to last up to 10 days.
8. To apply, fill out the application form. Each application, if applicable, should be countersigned by the PhD student supervisor and accompanied by a letter of acceptance from the host institution (templates provided in Appendix no. 1).

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9. Applications may be submitted continuously until funds are exhausted.
10. Recruitment of the 3xW project participants is carried out in accordance with the principles of accessibility, equal opportunities, and non-discrimination.
11. Applications are reviewed by the Scientific Council of the 3xW project. Information about the decision regarding the financing is sent electronically to the address provided in the application within 14 days of receipt of the application. The decision of the Scientific Council cannot be appealed.
12. Upon obtaining a positive decision of the Scientific Council, project participants are required to provide their personal data and confirm the fulfillment of the eligibility criteria. The above informations are collected using the templates provided in Appendix no. 2.
13. The funding of the international exchange covers: a lump sum for living and accommodation costs, and a lump sum for travel costs in accordance with Appendix no. 3. Any excess costs are the participant's responsibility.
14. The lump sum allowance for living and accommodation costs is calculated as the deliverable of a given rate and the number of days. The number of funded days includes not more than two days allocated for travel (total for commuting and returning).
15. Participants arrange travel and accommodation themselves.
16. All visitors to IBB are expected to have a valid insurance.
17. The funding is provided before the international exchange begins and transferred to the bank account indicated by the participant in the bank details form (Appendix no. 4).
18. All payments are made exclusively in PLN.
19. The participant is obligated to submit a complete report, as well as a certificate from the host institution confirming the implementation of an international exchange (templates provided in Appendix no. 5), within 14 days of completing the visit.
20. Reports are reviewed by the Scientific Council of the 3xW project within 14 days of receipt. The condition for settling an international exchange is obtaining an acceptance of the report by the Scientific Council.
21. Participant shall complete the online evaluation survey within 14 days of receiving the link from the 3xW project secretariat.
22. If the duration of the international exchange proves to be shorter than planned, the participant is obliged to return the amount corresponding to the difference between the lump sum amount paid and the amount due within 7 days of receiving the payment request from the 3xW project secretariat in IBB.
23. If the participant loses PhD student status or employee status, prior to or during the international exchange, the participant must immediately return all funding.
24. Under the 3xW project, the same person may receive funding to participate in more than one international exchange, provided that the previous exchanges are settled.
25. Participants are obliged to promptly inform the 3xW project secretariat at IBB about any circumstances that may affect the implementation of the international exchange.

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26. The e-mail address dedicated for correspondence within the 3xW project is:
3xw@ibb.waw.pl.
27. In case of failure to comply with these Regulations, IBB reserves the right to demand the return of funds.
28. The IBB reserves the right to amend these Regulations.
29. In disputed matters and those not regulated herein, decisions are made by the Project Leader in cooperation with the Scientific Council.
30. All documents should be filled in English unless specified otherwise and submitted in paper form with signatures or in electronic form as a scanned copy of the signed documents or as documents authorized electronically to the 3xW project secretariat at IBB (by e-mail: 3xw@ibb.waw.pl). In the case of documents signed by the PhD student and countersigned by the supervisor – both signatures should have the same form.

List of appendices:

Appendix no. 1: Application form and the letter of acceptance by the host institution

Appendix no. 2: Declaration of participant status and consents for personal data processing

Appendix no. 3: Lump sums by groups of countries

Appendix no. 4: Bank details form

Appendix no. 5: Report and the certificate from the host institution

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