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Recruitment Regulations
for participation in the PROM Project - short-term academic exchange implemented at the
Jerzy Haber Institute of Catalysis and Surface Chemistry of the Polish Academy of Sciences
in the academic year 2024/2025

§ 1 Introductory information

1. These Regulations specify the rules for conducting competitions, the objectives of support offered under the Project, target groups, application evaluation criteria and conditions for participation in short forms of education abroad and the standard of requirements describing the competences acquired as a result of support.
2. Jerzy Haber Institute of Catalysis and Surface Chemistry of the Polish Academy of Sciences (IKiFP PAN) implements the Project on the basis of agreement no. PI/PRO/2024/1/00025/U/00001 concluded with the Polish National Agency for Academic Exchange.
3. The Project is implemented in the period from 01.10.2024 to 30.09.2025.
4. The aim of the Project is to increase the degree of internationalization of doctoral education and scientific activity of IKiFP PAN.
5. These Recruitment Regulations have been prepared on the basis of the agreement referred to in point 2, including in particular the Beneficiary's Manual constituting Annex No. 3 to this agreement, as well as on the basis of the Announcement of the Call for Applications for Participation in the PROM Program. The agreement template, the Beneficiary's Manual and the Announcement of the Call for Applications for Participation in the PROM Program are available on the website of the Polish National Agency for Academic Exchange (<https://nawa.gov.pl/>).

§ 2 Project Participants

1. Project Participants may be persons belonging to one of the following groups:
 1. PhD students of IKiFP PAN,
 2. PhD students from a foreign research unit,
 3. IKiFP PAN research staff.



2. Participants will be selected through competitions, one for PhD students and staff from IKiFP PAN and a separate one for foreign PhD students.

§ 3 Supported forms of academic exchange

1. The duration of the exchange must be between 5 and 30 days of stay. The number of days of stay is calculated as the sum of the number of days of activity and a maximum of two days for travel (1 day for travel to the place of education, 1 day for return).
2. The trip must be completed by **September 30, 2025**.
3. In the case of PhD students, the trip must be completed before the defense of the doctoral thesis.
4. The Project may provide funding for short-term scholarship exchanges, provided that their Participants carry out at least one of the following activities during the exchange.

4.1 For PhD students from IKiFP PAN:

1. obtaining materials for the doctoral thesis,
2. performing measurements using unique equipment,
3. completing an internship at a foreign scientific unit,
4. participating in a summer school or winter school,
5. participating in a training course,
6. active participation in an international scientific conference abroad
(with an oral or poster presentation).

4.2 For IKiFP PAN staff:

1. performing measurements using unique equipment,
2. completing an internship at a foreign scientific unit,
3. active participation in an international scientific conference abroad
(with an oral or poster presentation).

4.3 For PhD students from abroad:

1. mobility to IKiFP PAN to obtain materials for a doctoral thesis,
 2. mobility to IKiFP PAN to perform measurements using unique equipment,
 3. mobility to IKiFP PAN to complete an internship.
5. The activities referred to in point 4 may be carried out primarily in a stationary formula. In exceptional and justified situations, with the consent of the Recruitment Committee, these activities may be carried out remotely or in a mixed formula, provided that this does not negatively affect the possibility of achieving the results expected from mobility.

§ 4 Principles for the implementation of short-term academic exchanges for people from IKiFP PAN



1. Short-term scholarship exchange of doctoral students and scientific staff of IKiFP PAN (hereinafter referred to as "Foreign Trip") may be financed under the Project provided that it meets all of the following criteria:
 - a) concerns at least one of the activities referred to in § 3 points 4.1 or 4.2,
 - b) begins and ends in the period referred to in § 1 point 3,
 - c) the application has received a positive assessment by the Recruitment Committee and has been included in the ranking list,
 - d) is implemented on the basis of an agreement on the form constituting Annex No. 2 to the Recruitment Regulations.
2. Financing of the Foreign Trip includes:
 - a) a lump sum for living and accommodation costs in an amount depending on the estimated living and accommodation costs for a given country (see Appendix No. 3 to the Recruitment Regulations),
 - b) a lump sum for travel costs in an amount depending on the country to which the Foreign Trip takes place (see Appendix No. 3 to the Recruitment Regulations),
 - c) a fee for the cost of participation in a conference, training, summer school, course, each time with the consent of the Recruitment Committee, the maximum fee is PLN 4,500 gross for each week,
 - d) a scholarship paid on the basis of the Scholarship Payment Regulations (see Appendix No. 7 to the Recruitment Regulations).
3. The condition for settling the Foreign Trip is to submit to the Project Department of IKiFP PAN, within a maximum of 14 days from the end of the Foreign Trip, a financial settlement form for the trip (see Appendix No. 2), a completed evaluation survey (see Appendix No. 2), and a certificate (Appendix No. 4 to the Recruitment Regulations) signed by a person representing the foreign host institution.
4. Funding received by the Project Participant is intended to cover all costs related to the Foreign Trip.

§ 5 Principles of implementing short-term academic exchanges for doctoral students from abroad

1. Short-term scholarship exchange of foreign doctoral students implemented at IKiFP PAN (hereinafter referred to as "Trip to IKiFP PAN") may be co-financed under the Project provided that it meets all of the following criteria:
 - a) concerns at least one of the activities referred to in § 3 item 4.3,
 - b) begins and ends in the period referred to in § 1 item 3,
 - c) the application has received a positive assessment by the Recruitment Committee and has been placed on the ranking list,
 - d) is implemented on the basis of an agreement on the form constituting Annex No. 2 to the Recruitment Regulations.



2. Financing of the Trip to IKiFP PAN by foreign doctoral students includes:
 - a) a lump sum for living and accommodation costs in the amount indicated in Annex No. 3 to the Recruitment Regulations,
 - b) a lump sum for travel costs in the amount depending on the country from which the Trip to IKiFP PAN originates (see Annex No. 3 to the Recruitment Regulations),
 - c) a scholarship paid pursuant to the Scholarship Payment Regulations (see Annex No. 6 to the Recruitment Regulations).
3. The condition for settling the Trip to IKiFP PAN is to submit to the IKiFP PAN Projects Department, no later than on the last day of the Trip to IKiFP PAN, a financial settlement form for the trip (see Appendix No. 2), a completed evaluation survey (see Appendix No. 2), and a certificate (Appendix No. 4 to the Recruitment Regulations) signed by the person representing IKiFP PAN.
4. The financing received by the Project Participant is intended to cover all costs related to the Trip to IKiFP PAN.

§ 6 Verification of learning outcomes

1. Project Participants are required to undergo verification of the effects of participation in the Project (hereinafter referred to as "Verification of Learning Outcomes") in accordance with the principles and techniques of verification of learning outcomes/acquisition of competences described in Appendix 6 to these Recruitment Regulations.
2. Verification of Learning Outcomes will be performed by Evaluation Experts appointed by the Director of IKiFP PAN.
3. A person who is an Evaluation Expert cannot verify the learning outcomes of a Participant in whose educational process, related to the implementation of the activities referred to in § 3, he/she was involved.
4. The Verification of Learning Outcomes will consist in particular of the analysis of the surveys and certificates referred to in § 4, point 4 and § 5, point 4 in terms of the degree of achievement of the objectives of the short-term scholarship exchange.
5. If the Evaluation Expert considers it necessary to conduct an additional Verification of Learning Outcomes in relation to a given Project Participant, this Participant may be required to participate in an interview with the Evaluation Expert.
6. The Participant will be informed of the date of the interview referred to in point 5 via e-mail, to the address indicated in the application referred to in § 7, point 5.
7. The interview referred to in point 5 may be conducted on-site or in the form of a video conference.



8. In the event of a positive Verification of Learning Outcomes, the Evaluation Expert will issue the Project Participant a certificate confirming the acquisition of the above-mentioned competences and will forward the relevant documentation to the Project Department of IKiFP PAN.

§7 Principles of recruitment of Project Participants

1. Recruitment of Project Participants is conducted in the form of a competition in two procedures: separately for people from IKiFP PAN, separately for people from abroad.
2. The evaluation of applications is carried out by the Recruitment Committee, which will consist of: two people from the scientific staff of IKiFP PAN, one person from the administrative staff of IKiFP PAN and three PhD students of IKiFP PAN. The Committee will consist of three women and three men. The Committee will be appointed by the Director of IKiFP PAN.
3. Recruitment is open. All persons meeting the criteria indicated in these Recruitment Regulations are invited to participate in the Project.
4. A given person may obtain funding for only one short-term scholarship exchange under the Project.
5. The condition for participation in recruitment is the timely submission of an application (see Appendix No. 1 to the Recruitment Regulations) together with the required attachments, including:
 - a) an invitation from the host institution (an invitation in the form of an e-mail is acceptable) or confirmation of acceptance for a course, summer school or other forms of education,
 - b) a CV with a list of academic and non-academic achievements,
 - c) certificates of doctoral student status (if applicable),
 - d) in the case of doctoral students: a letter of recommendation from the supervisor.
6. The application signed by hand or electronically (trusted profile or qualified signature) together with attachments should be submitted by **January 15, 2025** in person to the IKiFP PAN Projects Department or via e-mail to the following address: aleksandra.niedzielska@ikifp.edu.pl.
7. Incomplete applications, submitted after the deadline or sent in a form other than indicated in point 6 will be rejected without the possibility of additions or corrections.
8. All applications will be checked for compliance with formal requirements by the Recruitment Committee.
9. Applications that meet formal requirements will be assessed for their content by the Recruitment Committee. Taking into account the assessment of applications, the required



PhD student/staff parity in the project and the amount of available funds, the Committee will prepare ranking lists separately for: PhD students of IKiFP PAN, employees of IKiFP PAN and PhD students from abroad.

10. Applications will be assessed based on the following criteria:
 - a) description of the qualifications or competences that are intended to be acquired as a result of the support (description using learning outcomes divided into categories of knowledge, skills and social competences/attitudes) – 0-40 points,
 - b) justification for the desire to carry out mobility in a selected host institution / group at IKiFP PAN / participation in a selected training course or conference - 0-5 points,
 - c) academic results and scientific and non- scientific achievements – 0-10 points,
 - d) potential for mobility to internationalise research at IKiFP PAN (implementation of innovative scientific projects, joint grants, joint publications in prestigious publications) – 0-20 points,
 - e) persons who were not beneficiaries of the PROM programme in previous years, neither at IKiFP PAN nor in another unit, receive 5 bonus points.
11. Only applications that have obtained at least 40 points may be assessed positively by the Recruitment Committee.
12. In the event that, as a result of the recruitment process, the number of applications with a positive assessment by the Recruitment Committee does not exhaust the amount of funds allocated in the Project to finance short-term scholarship exchanges – it is possible to launch further recruitments at a later date.
13. In the event that, as a result of the recruitment process, the number of applications with a positive assessment by the Recruitment Committee exhausts the amount of funds allocated in the Project to finance short-term scholarship exchanges – the Committee will create reserve lists.
14. Ranking lists, reserve lists (if applicable) and minutes of the Committee meeting will be submitted to the Director of IKiFP PAN for approval.
15. Candidates will be informed of the competition results by e-mail by 22.01.2025.
16. Persons who received a positive assessment from the Recruitment Committee and were placed on the ranking list will receive a link from the Recruitment Committee, via which they are required to immediately create an account in the IT system of the Polish National Agency for Academic Exchange and fill out the participant form, and then, no later than 7 days from receiving the link, submit the form generated in this system in .pdf format by e-mail to the Project Department of IKiFP PAN. Failure to submit the completed form by the above deadline will mean resignation from participation in the Project.
17. In the event of resignation from participation in the Project by persons who were placed on the ranking list, their places will be taken by the next (first in order) persons from the reserve lists.



18. Project Participants are obliged to comply with the provisions contained in the agreement on financing the implementation of the Project, referred to in §1 point 2, including in particular the Beneficiary's Manual, constituting Appendix No. 3 to this agreement.
19. In the event of failure by the Participant to comply with the provisions of these Recruitment Regulations or the agreement referred to in §4 point 1 letter d) or §5 point 1 letter d), as well as failure by the Participant to comply with the obligations arising from the agreement on financing the implementation of the Project, referred to in §1 point 2, including in particular the Beneficiary Manual, constituting Appendix No. 3 to this agreement – IKiFP PAN has the right to demand reimbursement of costs related to the Participant's participation in the Project, which does not exclude the possibility of IKiFP PAN seeking compensation under general principles.

§ 8 Principles of payment of subsidy

1. The subsidy referred to in § 4 point 2 and § 5 point 2 is paid on the basis of an agreement with the Project Participant, the template of which constitutes Appendix No. 2 to the Recruitment Regulations, provided that at the time of payment of the subsidy the Project Participant meets all of the following requirements:
 - a) is a doctoral student or employee in accordance with § 2 point 1,
 - b) has successfully completed the recruitment process for the program,
 - c) has an invitation from the host institution confirming the possibility of carrying out the trip on a specific date.
2. The agreement referred to above may be signed immediately after the correctly completed form referred to in § 7 point 16 has been submitted to the IKiFP PAN Projects Department.
3. The subsidy will be paid out after the agreement referred to in point 1 enters into force. The financing, including the scholarship, lump sum for subsistence and travel costs (§4 points 2a and b2), is paid in two installments: 90% no later than 2 months before the start of the Foreign Trip/Trip to IKiFP PAN, unless the agreement was concluded at a later date, then payment will be made within 14 days from the date the agreement enters into force and 10% after the settlement of the Foreign Trip/Trip to IKiFP PAN.
4. Funding payments will be processed regardless of age, disability, race, nationality, political beliefs, union membership, ethnic origin, religion, sexual orientation or any other legally protected characteristic.
5. The Project Participant undertakes to settle the funding within 14 days of the end of the scholarship exchange.
6. If the amount of funding transferred to the Project Participant exceeds the amount due shown in the financial settlement referred to above, the Project Participant is obliged to



return the amount constituting the difference between the amount paid and the amount due to him/her within 14 days of the acceptance of the financial settlement by IKiFP PAN.

§ 9 Final provisions

1. The annexes constitute an integral part of these regulations.
2. The Regulations shall enter into force on the date of their announcement and shall be available for inspection at the headquarters of the IKiFP PAN and on the website: <https://ikifp.edu.pl/>.
3. The Regulations may additionally be provided in electronic or paper form at the express request of the interested person.
4. The IKiFP PAN reserves the right to introduce changes to these Regulations at any time. The changes introduced shall be effective from the moment of their announcement. Information on changes to the Regulations shall be posted at the headquarters of the IKiFP PAN and on the website: <https://ikifp.edu.pl/>.


DIRECTOR
Jerzy Haber Institute of Catalysis
and Surface Chemistry
Polish Academy of Sciences
Signature _____
Prof. dr. Piotr Warszyński

Appendices to the Regulations:

- Appendix No. 1 – Application form for financing,
- Appendix No. 2 – Agreement form between the Beneficiary and the Project Participant with appendices,
- Appendix No. 3 – Rates for living/accommodation/travel costs,
- Appendix No. 4 – Certificate form,
- Appendix No. 5 – Certificate form confirming the acquisition of competences,
- Appendix No. 6 – Competence standard and principles of their verification,
- Appendix No. 7 – Scholarship Payment Regulations.

Detailed information about the Program: <https://nawa.gov.pl/instytucje/program-prom>