



Fundusze Europejskie
dla Rozwoju Społecznego

Dofinansowane przez
Unię Europejską



**ANNOUNCEMENT
OF THE CALL FOR PROPOSALS IN COMPETITION
NO. 1/2025
OF 09.01.2025**

Substantive Project Manager of "PROM - short-term academic exchange"
announces a call for proposals in the competition for
10-day, 15-day and 30-day trips abroad
for doctoral students of doctoral schools and academic staff of the University of Lodz
as well as doctoral students and academic staff from abroad
under the NAWA PROM Programme, contract No. BPI/PRO/2024/1/00044/U/00001

I. Financed forms of activity

As part of the Project, it is possible to co-finance short-term mobilities lasting 10, 15 or 30 days, provided that their Participants will carry out at least one of the following activities during the exchange:

- a) active participation in a scientific conference abroad (speech, including participation in a poster session),
- b) obtaining materials for a doctoral dissertation/scientific article,
- c) participation in the summer school (both as a student of the school and as a lecturer),
- d) performing measurements with the use of unique equipment, including large research infrastructure unavailable (or difficult to access) in Poland,
- e) participation in short forms of education: language courses, intensive courses included in the education process, workshops, professional or industrial internships, study visits, including those carried out with entrepreneurs,
- f) performing archival/library queries,
- g) conducting classes,
- h) participation in the preparation of an international grant application,
- i) participation in other short forms of education to increase competences.

II. Amount of funding

The Project Participant may receive funding for:

- a) mobility scholarship in the form of a lump sum, paid in accordance with the following daily rates:
 - for a doctoral student – PLN 125 for each day of stay;



- for academic staff without a doctoral degree – PLN 125 for each day of stay;
- for academic staff with a doctoral degree – PLN 250 for each day of stay;
- b) lump sum for the costs of living and accommodation (rates according to Appendix No. 3 to the Regulations);
- c) lump sum for travel costs (rates according to Appendix No. 3 to the Regulations).

The Project Participant may obtain **funding for the actual costs incurred related to conference fees, fees for training/courses/study visits and for other short forms of education related to mobility in the traditional (in-person) form** (outgoing and incoming) before the pool of funds planned in the Project is exhausted and only with the consent of the Recruitment Committee.

III. Conditions and procedure for granting mobility

Competition No. 1/2025 in the academic year 2024/2025 provides for the financing of 130 mobilities:

- a) doctoral students of doctoral schools of the University of Lodz – 75 persons,
- b) employees of the University of Lodz (including academic teachers and non-academic staff employed at the University of Lodz) – 30 persons,
- c) doctoral students from foreign-based universities – 16 persons,
- d) academic teachers, research and technical staff and non-academic staff employed at a foreign higher education institution – 9 persons.

Mobility funding **is available to a doctoral student** who meets the following criteria:

- actively pursues curriculum (is not during a break in curriculum or suspended education period) at the doctoral school of the University of Lodz or at a foreign university,
- does not receive funding from other NAWA projects supporting internationalisation.

Mobility funding **is available to academic staff** who are employed at their home university on the basis of a current employment contract or civil law contract and do not receive funding under other NAWA projects supporting internationalisation.

PhD students and representatives of staff from abroad are nominated by the inviting person from the University of Lodz, who will also act as the guiding tutor of the international guest during their stay at the University of Lodz. The guiding tutor may be a doctoral student or an employee of the University of Lodz, who receives a written consent to perform this function from their doctoral supervisor / direct superior. One inviting person can register a maximum of 3 Participants.



IV. Mobility implementation date

from 10.02.2025 to 31.08.2025

V. Recruitment of candidates for the competition

1. In order to take part in the recruitment process under the competition for the Project, please fill in **the application form** via the online form, available at the link:
<https://forms.office.com/e/zRFA3WymnT>
2. On behalf of incoming PhD students and staff from abroad *the application in the on-line form is submitted by a PhD student or an employee of the University of Lodz who invites a foreign-based Participant for the Project.

*An application submitted on behalf of a person coming to the University of Lodz should be accompanied by a scan of their declaration of will to participate in the Project signed by the inviting person (Appendix No. 2 to the Regulations).

3. In the application form, the Candidate selects the expected learning outcomes and methods of their verification (in accordance with Appendix 8 to the Regulations), the achievement of which will have to be confirmed after returning from mobility by the doctoral supervisor/ direct superior /guiding tutor from the University of Lodz in accordance with the previously selected method.
4. During evaluation of applications, priority in qualification will be given to people who have not yet benefited from support under the PROM programme at the University of Lodz.
5. The Participant may be **granted a mobility grant** in the amount specified in the agreement only once during the Project implementation period.
6. **For doctoral students who are during the extension of their education period** at the doctoral school, participation in the Project cannot be the basis for postponing the deadline for submitting the doctoral dissertation.

If the number of short-term mobilities is not used in a given call, the Substantive Project Manager may announce an additional call in a given academic year, subject to the rules and conditions for awarding funding for the mobility specified in the Regulations.



VI. Criteria for evaluating applications by the Admission Committee

1. The Committee evaluates the merits of the proposals according to the following criteria:
 - a) characteristics of the planned activities, including the purpose and schedule of the mobility, together with the justification for the choice of activity, additionally:
 - in the case of conferences, trainings, courses, internships, summer schools – the justification for the choice of a specific activity should be provided along with the assignment of specific learning outcomes,
 - in the case of teaching classes, the following should be provided: the title of the class, its description, the number of planned hours and the target group along with the assignment of specific learning outcomes;
 - b) assessing the impact of mobility on the further development of the research/professional career.
2. **If two or more persons obtain the same score in the application evaluation process, the place on the ranking list is determined by the application reception order (date and time received).**

VII. Project settlement

1. The Project is settled by the Participant within 14 days from the date of return on the basis of:
 - a) a substantive report on the completed mobility (Appendix No. 9 to the Regulations) accepted by the doctoral supervisor/direct superior from the University of Lodz or the supervisor at the University of Lodz together with the result of the methodological assessment referred to in § 10 section 5 of the Regulations,
 - b) a document confirming the acquisition of competences issued by the Specialist for Verification of Learning Outcomes – a validation document (Appendix 10 to the Regulations).
 - c) certificate(s) confirming participation in the activities for which the Participant received funding (Appendix 11 to the Regulations),
 - d) the Trip Settlement form (Appendix No. 12 to the Regulations),
 - e) financial documents confirming the settlement of actual costs incurred as part of the mobility (invoices/bills for conference fees, participation in short forms of education – workshops, courses, trainings, summer schools, etc.).
2. If the Project Participant fails to comply with the obligation to provide the above documents, they are obliged to return the entire amount of funding received.



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VIII. Deadline for submitting online applications

<https://forms.office.com/e/zRFA3WymnT>

from 14.01.2025 to 24.01.2025 until 15.00.

IX. Deadline for the results of the competition

The results of the Competition will be announced on the Project website
<https://www.uni.lodz.pl/en/strefa-doktoranta/rozwoj/prom-project-at-ul>
by the date specified in the recruitment schedule for the Competition.

Information meetings will be held on the MS TEAMS platform on the following dates:

- 13.01.2025 (15:00–16:30) – online meeting (in Polish);
- 14.01.2025 (14:00–15:30) – online meeting (in Polish);
- 15.01.2025 (10:00–11:30) – Doctoral Schools Centre of the University of Lodz (21/23 Matejki Street), floor I, room 118, meeting (in Polish);
- 16.01.2025 (15:00–16:30) – online meeting (in Polish);
- 17.01.2025 (14:00–15:30) – online meeting (in English).

A link to the meetings will be made available on the Project website:

<https://www.uni.lodz.pl/en/strefa-doktoranta/rozwoj/prom-project-at-ul>

Contact persons:

For questions regarding documentation:

dr Magdalena Ferlińska: prom@uni.lodz.pl, tel. 42 635-55-90;

For questions regarding methods of verifying learning outcomes:

dr Kamila Pytka: kamila.pytka@uni.lodz.pl, tel. 42 635 – 40 – 40.

Project Regulations with attachments available on the Project website:

<https://www.uni.lodz.pl/en/strefa-doktoranta/rozwoj/prom-project-at-ul/documents>