

Regulations for awarding funding for activities aimed at internationalisation of the Doctoral School of Cracow University of Technology under the CUT DS InterDoctus programme

**Art. 1
General provisions**

1. The Regulations specify the rules for submitting applications to the internal CUT DS InterDoctus (CUT DS ID) programme supporting internationalisation of the Doctoral School of Cracow University of Technology (CUT DS).
2. The beneficiaries of the programme are doctoral students of CUT DS and other individuals involved in the internationalisation of CUT DS.
3. A doctoral student participating in the Implementation Doctorate programme may be granted funding only for those activities that cannot be paid for using funds from the ID program.
4. The programme duration is from 1 January 2026, to 31 December 2026.
5. Under the programme, financial support has been planned for the following activities:
 - a) increasing international mobility of doctoral students - (study visits in scientific institutions, research & scientific internships);
 - b) financial support for participation in and organization of conferences, summer and winter scientific schools, and other scientific events involving doctoral students;
 - c) funding for lectures/seminars/workshops conducted by scholars from foreign institutions;
6. The Head of CUT DS decides to award or refuse to award funding under the CUT DS ID Programme, taking into account the number of submitted applications and the availability of financial resources, as well as the opinion of the committee.
7. The maximum amount of funding is 20,000 PLN (in words: twenty thousand Polish zloty). All costs exceeding this amount must be borne by the beneficiary.
8. The administrative support for the programme is provided by the CUT DS office.

**Art. 2
Foreign trips of doctoral students**

1. Within the scope of the task, it is possible to grant financial support for trips abroad related to **the implementation of the Individual Research Plan (IRP)**:
 - a) short-term stays (up to 30 days) - e.g. study visits;
 - b) long-term stays (longer than 30 days) – including among others: scientific internships, scientific & research internships, scientific & teaching internships, or training trips;
 - c) participation in a conference;
 - d) participation in summer/winter scientific school;
 - e) other forms of mobility.
2. In order to obtain funding, the doctoral student is required to submit an application to the CUT DS Office (in accordance with the attachment to these regulations), endorsed by the supervisor. The application must be submitted with a complete set of the required attachments, no later than 6 weeks before the planned trip. The application must be accompanied by:

- a) confirmation of mobility (e.g. declaration of acceptance by a foreign institution, confirmation of event organization)
 - b) trip plan;
 - c) cost calculation.
- 3. Upon receiving the application, the CUT DS Office shall immediately forward information about its submission to the representative of the discipline from which the application was submitted.
- 4. Applications are evaluated by a qualification committee consisting of two representatives of the CUT DS Council and a representative of the University Council of Doctoral Students' Association.
- 5. The chair of the committee, who is also the representative of the discipline from which the application was submitted, recommends a second representative of the discipline, with whom they agree on the meeting date. This information must be promptly forwarded to the CUT DS Office. If the chair is unable to participate in the committee meeting, their substitute shall be designated by the Head of the CUT DS. After the meeting date has been set, the Office of the CUT Doctoral School informs the representative of the University Council of Doctoral Students' Association designated by the UCDSA of the scheduled meeting.
- 6. The committee is required to convene within 14 days of the application submission (excluding July and August).
- 7. The qualification committee submits the evaluated application to the Head of CUT DS together with a recommendation for funding.
- 8. A doctoral student may receive funding only once under the CUT DS ID programme.
- 9. Applications are processed until further notice or until the financial resources allocated for the implementation of the programme are exhausted.
- 10. After returning from the trip, the doctoral student is required to submit the following to the CUT DS Office: a statement of incurred expenses, a trip report approved by the representative of the relevant discipline, and a certificate or other confirmation of the completion of the project – within 2 weeks after the end of the trip, under penalty of having to return the received funds.
- 11. The settlement of travel expenses is carried out on the basis of submitted receipts and invoices, in accordance with the applicable regulations for financial settlements of trips abroad.

Art. 3

Cooperation with scientists from foreign institutions

- 1. The applications to fund lectures/seminars/workshops carried out by scientists from foreign institutions are to be submitted by the representative of the discipline in the CUT DS Council.
- 2. In order to obtain the funding, it is necessary to submit an application to the CUT DS Office (attachment to these regulations) along with a complete set of attachments, no later than 4 weeks before the planned event. The following are to be attached to the application:
 - a) scientist's declaration of intent to collaborate,

- b) event description,
 - c) cost calculation.
3. The Head of CUT DS decides to award or refuse to award funding under the CUT DS ID Programme, taking into account the number of submitted applications and the availability of financial resources.
 4. The CUT Doctoral School provides the funding, but the administrative handling of the task is the responsibility of the CUT unit in which the event is organized.
 5. A necessary condition for the event to be funded is the submission of complete documentation for the financial settlement to the CUT DS Office within no more than 14 days after the event has ended.

Art. 5

Final provisions

In matters not settled by these Regulations, decisions are made by the Head of CUT DS.