

**Regulations for Granting Funding for Activities Aimed at Internationalizing  
the Doctoral School of the PK Krakow University of Technology  
under the PK KUT DS InterDoctus Program**

**§1**

**General provisions**

1. These regulations set forth the rules for accepting applications to the PK KUT DS InterDoctus (ID SD PK) internal program, which supports the internationalization of the Doctoral School at the PK Krakow University of Technology (PK KUT DS).
2. The beneficiaries of the program are PK KUT DS doctoral candidates and other individuals involved in the internationalization of the PK KUT DS.
3. A doctoral candidate participating in the Implementation Doctorate Program may receive funding only for projects that cannot be covered by the program's budget.
4. Program duration: January 1, 2026–December 31, 2026.
5. The program provides financial support for the following activities:
  - a) increasing the international mobility of doctoral candidates – (study visits to research institutions, research internships);
  - b) financial support for participation in and the organization of conferences, summer and winter academic schools and other academic events involving doctoral candidates;
  - c) funding for lectures/seminars/workshops led by researchers from foreign institutions.
6. The PK KUT DS Director decides whether to award or deny funding under the PK KUT DS ID program, taking into account the number of applications submitted and the availability of the funds, as well as the committee's opinion.
7. The amount of funding awarded to doctoral candidates under the program is determined on a case-by-case basis, depending on the type, purpose, and duration of the study abroad program. Any costs exceeding the maximum grant amount shall be borne by the Program beneficiary.
8. Administrative support for the program is provided by the PK KUT SD office.

**§2**

**Study abroad programs for doctoral candidates**

1. Under this project, financial support is available for international trips related to the implementation of the Individual Research Plan (IRP):
  - a) research internships (longer than 21 days) – up to 20,000 PLN
  - b) mobility for 8 to 21 days – up to PLN 10,000
  - c) mobility up to 7 days – up to PLN 7,000
2. In order to receive funding, a doctoral candidate is required to submit an application (constituting Appendix 1 to these regulations, available on the website of PK KUT DS) to the PK KUT DS Office, with the supervisor's endorsement. The application must be

- submitted along with all required supporting documents no later than 6 weeks before the planned departure. The application form must be accompanied by the following:
- a) proof of mobility (e.g., a letter of acceptance from a foreign institution, confirmation of the event's organization);
  - b) travel itinerary;
  - c) cost calculation.
3. Upon receiving the request, the PK KUT DS Office immediately notifies the representative of the discipline to which the request pertains.
  4. Applications are evaluated by a selection committee consisting of two representatives from the PK KUT DS Council and a representative from the Council of the Doctoral Students Association.
  5. The chair of the committee, who is also the representative of the discipline from which the proposal originated, proposes a second representative of that discipline and, in consultation with that representative, sets the date of the meeting. This information must be forwarded to the PK KUT DS office immediately. If the chairperson is unable to attend a committee meeting, the Director of the PK KUT DS shall designate a substitute. Once the date of the committee meeting has been set, the office of the PK KUT Doctoral School notifies the Council-appointed representative of the Doctoral Students Association of the scheduled date.
  6. The committee is required to convene within 14 days of the submission of the request (excluding July and August).
  7. The selection committee submits the evaluated application to the Director of PK KUT DS along with a recommendation for funding.
  8. Under the PK KUT DS ID program, a doctoral candidate may receive funding only once.
  9. Applications will be considered until further notice or until the funds allocated for the program have been exhausted.
  10. A doctoral candidate who has received a positive decision from the Director of the PK KUT Doctoral School regarding the award of funds under the Program is required to submit the following documents to the PK KUT Doctoral School Office no later than three weeks before the planned departure (in accordance with the university-wide templates attached as appendices to the resolution<sup>1</sup>): an agreement for a study abroad program (Appendix No. 6 to the resolution), application for a study abroad program (Appendix 1 to the resolution), application for a bank transfer of an advance payment for international travel expenses (Appendix 2 to the resolution) – optional.
  11. Within 14 days of the trip's conclusion, the doctoral student is required to submit a travel expense report to the PK KUT DS Office (Appendix 3 to the resolution), failing which the funds received must be returned. Travel expenses are reimbursed based on submitted receipts, invoices, and other documents confirming the costs incurred and the duration of the trip, in accordance with the applicable regulations governing the reimbursement of international travel expenses. Along with the travel expense report, you must submit a study abroad program report (Appendix 2 to these regulations) and a certificate or other document confirming the completion of the project.
  12. Travel expenses are reimbursed based on the receipts and invoices submitted, in accordance with the applicable regulations governing the reimbursement of international travel expenses.

### **§3**

#### **Collaboration with researchers from foreign institutions**

1. Applications for funding for lectures, seminars, or workshops led by researchers from foreign institutions are submitted by the discipline representative on the PK KUT DS Council.
2. To receive a grant, you must submit an application (Appendix 1) along with all required attachments to the PK KUT DS Office, no later than 4 weeks before the planned event. The application form must be accompanied by the following:
  - a) a statement of intent to collaborate from the researcher;
  - b) event description;
  - c) cost calculation.
3. The Director of PK KUT DS decides whether to award or deny funding under the PK KUT DS ID program, taking into account the number of applications submitted and the availability of funds.
4. The PK KUT Doctoral School provides funding, and the PK KUT unit hosting the event is responsible for the administrative aspects of the project.
5. A prerequisite for funding the event is the submission of complete financial documentation to the PK KUT DS office no later than 14 days after the event concludes.

### **§4**

#### **Final provisions**

In matters not covered by these regulations, decisions shall be made by the Director of PK KUT DS.

<sup>1</sup> Resolution No. 19 of March 22, 2013, amending the resolution on the rules for requesting, organizing, and carrying out international trips by employees, doctoral candidates, and students of the PK Krakow University of Technology