

**Regulations for Awarding Funding for Activities Aimed at the Internationalisation of
the Doctoral School of Cracow University of Technology under the CUT DS
InterDoctus Programme**

**Art. 1
General Provisions**

1. These Regulations define the rules for submitting applications to the internal CUT DS InterDoctus (CUT DS ID) programme, which supports the internationalisation of the Doctoral School of Cracow University of Technology (CUT DS).
2. The beneficiaries of the programme are doctoral students of the CUT DS and other individuals involved in the internationalisation of CUT DS.
3. A doctoral student participating in the "Industrial Implementation Doctorate" programme may receive funding only for an undertaking that cannot be financed through the IID programme.
4. Programme duration: 20 May 2024 – 31 December 2025.
5. The programme provides financial support for the following activities:
 - a) increasing international mobility of doctoral students (study visits at academic institutions, research-scientific internships);
 - b) financial support for participation in and organisation of conferences, scientific summer/winter schools, and other academic events involving doctoral students;
 - c) subsidising lectures/seminars/workshops conducted by researchers from foreign institutions;
6. The Director of CUT DS decides on the award or denial of financial support under the CUT DS ID programme, taking into account the number of submitted applications and the availability of funds.
7. The maximum amount of **funding** is PLN 20,000 (twenty thousand Polish zloty).

**Art. 2
International Travel of Doctoral Students**

1. Under this programme, it is possible to obtain financial support for international travel related to the execution of the Individual Research Plan (IRP), including:
 - a) short-term stays (up to 15 days), e.g. study visits;
 - b) long-term stays (up to 30 days), including: scientific, scientific-research, scientific-teaching, or training internships;
 - c) participation in a conference;
 - d) participation in a scientific summer/winter school;
 - e) other forms of mobility.
2. To apply for funding, a doctoral student must submit an application to the CUT DS Office (in accordance with the attachment to these Regulations), with an opinion from their supervisor. The application, including all required attachments, must be submitted no later than 6 weeks before the planned departure. The application must include:
 - a) confirmation of mobility (e.g. letter of acceptance from a foreign institution, confirmation of event organisation);
 - b) travel plan;
 - c) cost estimate.
3. Upon receipt of the application, the CUT DS Office promptly informs the representative of the relevant discipline about the received application.

4. Applications are evaluated by a selecting committee composed of two representatives from the CUT DS Council, one representative from the University Council of Doctoral Student Association, and a staff member of the CUT DS Office (without the right to vote).
5. The chairperson of the committee, who is also a representative of the discipline from which the application was submitted, selects a second representative of the discipline and agrees with them on a meeting date. These details must be promptly communicated to the CUT DS Office. If the chairperson is unable to attend the committee meeting, a substitute is appointed by the Director of the CUT DS. Once a meeting date is set, the Office of the CUT Doctoral School informs the designated representative of the University Council of Doctoral Student Association appointed by the UCDSA.
6. The committee is obligated to convene within 14 days of the application's submission (with the exception of July and August).
7. The amount of funding is determined by the committee, in compliance with applicable regulations, on the basis of the doctoral student's cost estimate.
8. The selecting committee submits the evaluated application with a funding recommendation to the Director of the CUT DS.
9. Under the CUT DS ID programme, each doctoral student may receive funding only once.
10. Applications are considered until further notice or until funds allocated to the programme are exhausted.
11. After returning from the trip, the doctoral student must submit a cost report, a travel report approved by the appropriate discipline representative, and a certificate or other proof of the activity completion to the CUT DS Office within 2 weeks of the trip's end. Failure to do so may result in an obligation to return the received funds.

Art. 3

Cooperation with Researchers from Foreign Institutions

1. Funding for lectures/seminars/workshops conducted by researchers from foreign institutions may be applied for by a discipline representative on the CUT DS Council.
2. In order to obtain funding, a complete application (as per the attachment to these Regulations) with all required attachments must be submitted to the CUT DS Office no later than 4 weeks before the planned event. The application must include:
 - a) a declaration of intent to undertake cooperation from the invited researcher;
 - b) a description of the event;
 - c) a cost estimate.
3. The Director of the CUT DS decides on the award or denial of funding under the CUT DS ID programme, taking into account the number of submitted applications and available financial resources.
4. The CUT Doctoral School provides funding, while the administrative handling of the task is the responsibility of the organisational unit hosting the event.
5. A necessary condition for funding an event is submission of a complete set of financial reporting documents to the CUT DS Office within 14 days at the latest after the event ends.

Art. 4

Final provisions

Any matters not settled by these Regulations shall be decided by the Director of the CUT DS.