**DETAILED RULES GOVERNING GRANTS FOR PARTICIPATION IN RESEARCH INTERNSHIPS FOR DOCTORAL STUDENTS OF THE INTERDISCIPLINARY DOCTORAL PROGRAMME IN BIOECONOMY AT THE UNIVERSITY OF WARMIA AND MAZURY
IN OLSZTYN**

**Task 3 – Foreign and domestic internship in the “Bioeconomy’’ Interdisciplinary Doctoral Studies Programme**

**§ 1**

**General rules**

1. The rules described in this document (hereinafter referred to as Detailed Rules) govern granting financial support for participation in domestic and foreign research internships to doctoral students of the Interdisciplinary Doctoral Programme in Bioeconomy, conducted by the following Faculties: Animal Bioengineering; Biology and Biotechnology; Agriculture and Environmental Management; Veterinary Medicine; Food Sciences and Environmental Sciences.

**§ 2**

**General principles concerning research internship grants**

1. Doctoral students of the “Bioeconomy’’ Interdisciplinary Doctoral Studies Programme can be granted financial support for participating in a research foreign or domestic internship in 2019 – 2021.
2. The financial support for participation in a foreign internship can be granted in the amount of up to PLN 15,000, and for a domestic internship up to PLN 2,000. The internship must last at least one month (30 days). The financial support for the internship is granted for the maximum of 30 days.
3. The internship can be additionally supported from other financial sources.
4. In 2019 and 2020, financial support will be granted for 5 foreign internships and 6 domestic internships per year. In 2021, financial support will be granted for two foreign internships.
5. Applications for financial support in 2019 and 2020 should be submitted by 31 March, 30 June, 30 September and 15 December.
6. If savings are generated within task 3 – Foreign and domestic internship in the “Bioeconomy’’ Interdisciplinary Doctoral Studies Programme during the term of the project, it will be possible to grant financial support for participation in internship to doctoral students who have already used this form of support.
7. For students who have already used the support specified in task 4, co-financing participation in the internship under generated savings can be granted in a partial amount.
8. The Management Team will inform the students of the Interdisciplinary Doctoral Programme about the possibility of obtaining additional support under generated savings in Task 3. In such a case, while granting the financial support, the order of submitted applications will be a decisive factor.

**§ 3**

**Available support**

The support offered under Task 3 – Foreign and domestic internship in the Interdisciplinary Doctoral Studies Programme “Bioeconomy’’ covers the following elements:

1. for domestic internships:
* financial support in the project is granted for 30 days, while the remaining part of the stay can be financed from other sources, including own funds,
* the cost of a maximum of 31 nights, transport to and from the place of the internship, allowance and flat rate amounts to cover the local transportation costs will be included in the settlement;
1. for foreign internships:
* a grant to cover subsistence and accommodation costs for the period of task completion abroad, awarded for 30 days,
* transport to and from the place of the internship, allowance and flat rate amounts to cover the local transportation costs will be included in the settlement.

**§ 4**

**Detailed rules concerning granting financial support for foreign internships**

1. The grant to cover subsistence and accommodation costs for the period of completing tasks abroad will cover:
	1. subsistence costs payable in the amount applicable for the destination state of the foreign trip - 30 per diem allowances in the place of destination, and if the allowance or its part is also due for the day of departure and the day of return, this will be settled after the end of the internship.
	2. Accommodation costs
2. if the intern does not submit a bill for accommodation costs, he/she is entitled to 30 flat rate amounts equal to 25% of the limit, within the limit specified for individual states listed in the Appendix to Regulation of the Minister of Labour and Social Policy of 29 January 2013 on amounts payable to an employee employed in a state or local government public sector unit for business trip. This flat rate amount is not due for the travel time (while calculating in Form A, the flat rate cost is included only in case when the intern does not expect to be able to submit an invoice for accommodation costs).
3. If the intern submits an invoice or a bill for accommodation costs, the intern will receive a reimbursement of accommodation costs confirmed by the bill, up to the limit applicable for a given state, as specified in the Appendix to Regulation of the Minister of Labour and Social Policy of 29 January 2013 on amounts payable to an employee employed in a state or local government public sector unit for business trips, taking into account the previously paid flat rate amount for this accommodation (if the intern assumes the possibility of submitting an invoice for accommodation costs, the value of a later invoice for accommodation - which does not exceed the effective limit - is taken into account while calculating costs in Form A).
4. The flat rate amount (30 flat rates) will be added to the amount of the grant for covering subsistence and accommodation costs, calculated before the trip, to cover costs of local transportation in the amount of 10 % of subsistence costs (per diem allowances) for each day of stay on the foreign trip.
5. The cost of transportation at the place of internship will be paid to the intern together with a grant to cover subsistence and accommodation costs and it will cover 10% of the amount of 30 due per diem allowances.
6. The flat rate for covering local transportation costs in the amount of 10% of the per diem allowance is not included if the intern travels using his/her own vehicle.
7. For international travel, eligible costs may include the road, 2nd class rail and air transport tickets in economic class. When using one’s own transport means, the refund will not exceed the cost of a ticket in economic class when using the road public transport. Airline tickets can be bought only by an agency selected by the University of Warmia and Mazury in Olsztyn through a tender procedure.
8. The grant to cover subsistence and accommodation costs while interning abroad is free from income tax and social insurance (ZUS) premiums.

**§ 5**

**Detailed rules concerning granting financial support for domestic internships**

1. The accommodation cost will be reimbursed only if the residence place of the internship participant is different from the place of the internship.
2. The cost of accommodation in a hotel of maximum 3-star standard cannot exceed 360 PLN/night, for two persons in a double room, and 250 PLN/night for one person in a single room. Cost of accommodation in a hotel of a standard lower than 3 stars and in a boarding house, motel, etc. cannot exceed 260 PLN/night for two people in a double room and 120 PLN/night for one person in a single room.
3. The allowance intended for covering the above costs can amount to, at maximum, PLN 30/day. The amount of the allowance is reduced by the costs of free meals provided to the intern.
4. The cost of domestic transport will be reimbursed up to the amount of fees for rail or road public transport means, according to the price list for 2nd class tickets effective in a given area, also for using private transport (in particular a car or a taxi) as a refund for the actually incurred expenditure up to the above mentioned amount.
5. The advance payment will be calculated taking into account the full number of days.

**§ 6**

**Procedure of granting financial support for internship**

* + - 1. Financial support for participation in research internships to doctoral students of the Interdisciplinary Doctoral Programme in Bioeconomy is awarded subject to the submission of an application for a grant, available at the project website.
			2. The application should be approved by the research supervisor/tutor.
			3. The application should be accompanied by:
1. a travel form (Form A) – for international trips,
2. an invitation letter from the hosting institution,
3. an internship programme.
	* + 1. The financial support for international internship will be granted upon the approval of the Evaluation Board based on the criteria specified in the application Assessment Sheet.
			2. Applications that have satisfied formal criteria and obtained at least two points will be positively evaluated.
			3. The decision on granting the financial support will be taken by the Evaluation Board within 60 days of submitting the application for support.
			4. The Evaluation Board is composed of the Project Manager, Representatives of Faculties carrying out the project and a representative of doctoral students.
			5. The decision of the Evaluation Board is final and is not subject to appeal.
			6. The doctoral student will be informed via e-mail of a granted internship.
			7. Applications for internship grants are accepted on a continuous basis, and the application should be submitted to the Project Manager Assistant at least three months in advance of the internship start date to the project management assistant.
			8. The applications for internship grants submitted one and two years in advance will be processed.

**§ 7**

**Subject matter report and financial settlement of the internship**

1. The internship will be settled under condition of submitting a report, a confirmation of internship completion and an internship record sheet.
2. The doctoral student is obliged to present a subject matter report within 30 days as of the end of internship, under pain of losing the financial support.
3. Project Management Assistant is responsible for organization and financial settlement of internship participation costs.
4. The doctoral student is obliged to present a subject matter report within 14 days as of the end of internship, under pain of losing the financial support.
5. Conference participation costs are settled pursuant to:
6. Order of the Rector of 54/2013 of 21 June 2013,
7. Order No. 9/2014 of the Rector of the UWM in Olsztyn of 12 February 2014,
8. Regulation of the Minister of Infrastructure of 25 March 2002 on conditions for calculating and the method of reimbursing costs of use for business purposes of cars, motorcycles and mopeds not owned by the employer (Dz. U. No. 27, item 271 as amended),
9. Regulation of the Minister of Labour and Social Policy of 29 January 2013 on amounts payable to an employee employed in a state or local government public sector unit for a business trip.