

Annex to UG Rector's Decree no. 161/R/21 with amendments



REGULATIONS of the competition
in the International internship programme for UG young researchers – IDUB
(consolidated text of 28 October 2022)

§ 1. COMPETITION OBJECTIVE

The objective of the competition as part of the International internship programme for young researchers is to allow young researchers employed at the University of Gdańsk to gain research experience by completing postdoctoral internships in the best research institutions across the world.

§ 2. COMPETITION PARTICIPANTS

1. The competition is addressed to academic teachers employed at the University of Gdańsk in the group of research and didactic or didactic staff who:
 - 1) have the degree of doctor awarded within a period of up to seven years preceding the date of submitting the application to participate in the Programme, and
 - 2) have received an invitation to complete a research internship in one of the academic centres listed in the current edition of the Global Ranking of Academic Subjects (Shanghai Ranking) for exact, natural and social sciences and THE World University Ranking by subject for humanities.
2. The period referred to in section 1 point 1 may be extended by the time spent on documented long-term (over 90 days) sickness or rehabilitation benefits due to incapacity for work. In addition, this period shall not include periods of maternity leave, leave on terms of maternity leave, paternity leave, parental leave or child-rearing leave, granted under the terms specified in the Act of 26 June 1974 – the Labour Code, nor shall it include periods in receipt of maternity or parental allowance, or periods in receipt of sickness or rehabilitation benefits due to incapacity for work, including as a result of illness requiring medical rehabilitation.

§ 3. FINANCING

1. Financing from the funds obtained by means of the competition covers internship trips lasting three months.

2. It is assumed that for the duration of the internship an academic teacher shall obtain paid leave in order to complete the internship abroad referred to in Article 130 point 3 of the Act – Law on Higher Education and Science (Journal of Laws 2021, item 478, with amendments).
3. The paid leave referred to in section 2 shall be granted under the terms specified in UG Work Regulations.
4. The internship does not constitute a business trip within the meaning of the Regulation of the Minister of Labour and Social Policy of 29 January 2013 on amounts due to employees of state or local government budgetary units for business trips (Journal of Laws 2013, item 167, hereinafter “regulation”).
5. The winner of the competition shall receive funds for the implementation of the internship to cover the costs of:
 - 1) travel to and from the place of internship, including health insurance costs, liability insurance, accident insurance and costs related to possible legalisation of stay – in the form of a lump sum dependent on the straight-line distance from the place of internship and Gdańsk:

Distance (in km) in a straight line between Gdańsk and the destination	Total amount per one person
below 500	1,600 PLN
500 - 999	3,400 PLN
1,000 – 2,999	4,800 PLN
3,000 – 5,999	6,200 PLN
6,000 – 7,999	7,600 PLN
over 8,000	10,000 PLN

- 2) stay – in the form of a lump sum to the amount of 800 PLN for each day of stay.
6. Due social insurance contributions as well as advance income tax payments shall be deducted and paid from the amounts of the lump sums paid.
7. The internship must commence in the calendar year in which funding for its implementation was allocated.

§ 4. SUBMITTING APPLICATIONS

1. In order to enter the competition, the participants are required to submit an application including:
 - 1) a scientific CV;
 - 2) a list of completed and ongoing research projects, with information on the sources of funding, their budget and the Applicant’s role in the project (head or researcher);
 - 3) a list of the five most important publications which have appeared in the past five years;
 - 4) specification of the scientific unit to host the Applicant, accompanied by confirmation of invitation (in the form of a scan);
 - 5) a description of the research which the Applicant is intending to conduct during the visit.
2. A model of the application form is available on the UG website in the “Research” tab.
3. The competition schedule for a given calendar year shall be specified by the Rector in a separate communique.

4. Submission of an application shall be considered as acceptance of the Regulations.

§ 5. ASSESSMENT OF APPLICATIONS

1. The applications shall be formally assessed by the employees of the Scientific Excellence Programmes Section of the Research Office. The formal assessment shall consider whether the application is complete and whether the applicant has met the requirements regarding programme participants.
2. Applications which fail to meet the formal requirements shall not undergo further substantive assessment.
3. The substantive assessment of applications shall be carried out by a Competition Committee appointed by the Rector and comprising:
 - 1) Vice-Rector for Research – Chair,
 - 2) Vice-Rector for International Cooperation,
 - 3) three academic teachers with the degree of doctor with habilitation or the title of professor, representing the exact and natural sciences as well as social sciences and humanities.
5. The substantive assessment, conducted on the scale of 0-30 points, shall comprise:
 - 1) the assessment of the Applicant’s scientific achievement (maximum of 10 points);
 - 2) the assessment of the standing of a given scientific institution based on its place in the Global Ranking of Academic Subjects or the THE World University Ranking by subject in the discipline represented by the Applicant according to the following calculation:

Place in the ranking	Number of points
1-10	10
11-30	9
31-50	8
51-75	7
76-100	6
101-150	5
151-200	4
201-300	3
301-400	2
401-500	1

- 3) the assessment of the research description submitted by the Applicant, taking account of the impact which the internship will have on his/her professional and scientific development (maximum of 10 points).
6. In its work, the Committee may call upon the opinion of experts appointed by it for that purpose.
7. The decision to grant funding as part of the Programme shall be taken by the Rector on the basis of the Committee’s recommendation. The Rector’s decision shall be final.
8. Information on the Rector’s decision shall be communicated to the Applicant individually in writing. Communication of the decision in electronic form shall be permitted.

§ 6. REPORTING

1. Within fourteen days following the completion of the internship, the academic teacher shall submit a report on the course of the internship, together with the internship's assessment carried out by the host institution. A model of the report is available on the UG website in the "Research" tab.
2. Participation in the Programme described in the report shall be subject to assessment by the Vice-Rector of Research, who may request that the report be supplemented by additional information.