

ORDER No. 1/2023
of the Head
of Doctoral School
of the Maria
Grzegorzewska University
of 20 February 2023

concerning the adoption of the rules of scientific internships for doctoral students at the Doctoral School of Maria Grzegorzewska University, adoption of a template application for approval of the internship, adoption of a template form of information of a doctoral student on the sources of financing of the scientific internship, adoption of a template application for financing of the internship, adoption of a template form of the planned course of the internship in Polish and English, adoption of a template report on the internship

Pursuant to § 12(1)(7) of the Regulations of the Doctoral School of the Maria Grzegorzewska University, adopted by Resolution No. 138/2019 of the Senate of the University of 20 March 2019 on the adoption of the Regulations of the Doctoral School run by the Maria Grzegorzewska University, as amended, the consolidated text of which constitutes Appendix No. 1 to Resolution No. 346/2022 of the Senate of the University of 27 April 2022, I order as follows:

§ 1

1. I approve the rules of scientific internships of doctoral students of the Doctoral School of the Maria Grzegorzewska University, in accordance with Appendix No. 1 to this Order.
2. I approve the template of the application for internship approval, as set forth in Appendix No. 2 to this Order.
3. I approve the template of the application form for information of a doctoral student on the sources of funding for a research internship, in accordance with Appendix No. 3 to this Order.

4. I approve the template of the application for internship funding, in accordance with Appendix No. 4 to this Order.
5. I approve the template for the planned internship form, in accordance with Appendix No. 5 to this Order.
6. I approve the template of the report of a doctoral student of the Doctoral School of the Maria Grzegorzewska University in Warsaw, in accordance with Appendix No. 6 to this Order.

§ 2

The Order comes into force on the date it is signed.

Head of Doctoral School

PhD Hab. Aleksandra Tłuściak-Deliowska, professor at the University

**Principles of the scientific internship of doctoral students
as part of the studies at the Doctoral School of the University**

In support of scientific development and qualification improvement, doctoral students of the Doctoral School of the University may pursue a domestic/foreign research internship.

Research internship - explanations

1. A research internship is understood as a stay at a university/academic unit other than the home university/academic unit held for the purpose of conducting scientific research or acquiring knowledge and skills for conducting scientific research in accordance with the Individual Research Plan of the doctoral student.
2. The purpose of the research internship is, in particular:
 - a. conducting scientific research or participating in research and development work in cooperation with scientists of another university/academic unit,
 - b. obtaining knowledge and skills on how to conduct scientific research,
 - c. obtaining information/data related to the research conducted as part of the dissertation being prepared,
 - d. exchanging experience and knowledge in the thematic area related to the scientific work of the doctoral student.
3. The purpose of the research internship must be consistent with the research area and discipline of the doctoral student's dissertation.
4. The duration of the internship is determined individually depending on specific needs.
5. The doctoral student may pursue a research internship throughout the course of their education.

Documentation of the doctoral student's research internship

1. Approval for a research internship is granted by the Head of the Doctoral School, after reviewing the submitted documentation.
2. A doctoral student applying for a research internship submits the following to the Head of the Doctoral School:
 - a. an application for a research internship with the consent of the supervisor, according to the template specified in Appendix No. 2.
 - b. the planned course of the doctoral student's research internship approved by the supervisor and the internship supervisor on the side of the host institution, according to the template specified in Appendix No. 5.

- c. a confirmation of acceptance for a research internship from the research unit/research supervisor or a copy of correspondence with the center to which the doctoral student goes for the internship.
 - d. information on the sources of funding for the research internship, according to the template specified in Appendix No. 3.
 - e. other documents, if needed.
- 3. The documents referred to above are submitted by the doctoral student to the Office of the Doctoral School.
- 4. In the case of a trip to participate in a foreign internship, the rules indicated in the legal acts in force at the University on the conditions and procedure for delegating scientific employees abroad are additionally applied.
- 5. When applying for a foreign research internship, the document referred to in item 2b shall be submitted in English according to the template specified in Appendix No. 5 to this Order.

Funding of a research internship

- 1. The doctoral student, in consultation with the supervisor, determines the approximate cost of the research internship and indicates the sources of its financing.
- 2. The costs of the internship - travel, per diem, accommodation, can be covered, in particular, with funds from:
 - a. scientific projects financed by external institutions, e.g. by NCN, NCBiR,
 - b. academic exchange programs,
 - c. university research projects,
 - d. the budget of the Doctoral School, in case the doctoral student or his/her supervisor applied for and did not obtain funds as part of the sources listed in items a-c.
- 3. In the case indicated in item 2d, the doctoral student may receive funding to cover the costs of the internship in part or in full.
- 4. The funding referred to in item 3 may be received by a doctoral student only once in the course of education at the Doctoral School of the University.
- 5. A doctoral student applying for funding/subsidies for a research internship from the funds of the Doctoral School attaches the following to the application, the template of which is attached as Appendix No. 4:
 - a. an approximate calculation of costs,
 - b. justification of the application for funding/subsidies for the internship with documentation proving the search for other sources of funding.
- 6. Funding for the scientific internship is provided on the basis of delegation in accordance with the current regulation of the Minister of Labor and Social Policy on the receivables

to which an employee working in a state or local government unit of the budgetary sphere is entitled for business travel.

Report on the implementation of the research internship

1. The doctoral student submits to the Head of the Doctoral School a report on the implementation of the research internship, the template of which is attached as Appendix No. 6, no later than 3 months after the end of the internship.
2. The report should address the stated objectives outlined in the internship program and list and document the effects of the internship, e.g. publications, speeches at seminars, conferences, scientific consultations and/or completed stages of the dissertation.
3. The report should be accompanied by:
 - a. a certificate from the academic unit hosting the research internship/research supervisor, certifying the implementation and completion of the internship (indicating dates and location),
 - b. opinion of the internship supervisor on the implementation of the internship by the doctoral student (referring to the effects planned to be achieved in the planned course of the internship).
4. On the basis of the submitted report, the Head of the Doctoral School assesses the degree to which the assumed objectives of the research internship have been met and makes a decision on the recognition of the research internship.
5. A doctoral student of the Doctoral School, doing a research internship, is obliged to affiliate to the University the results of the scientific work produced as a result of the internship.

Financial settlement of the internship

1. The doctoral student submits a financial settlement together with documents confirming the expenditure of funds and documents indicated in the legal acts in force at the University on domestic and foreign trips of employees and doctoral students (delegation) to the Research Service Office through the Office of the Doctoral School within 14 days after the end of the research internship.
2. Failure to settle the internship may be considered a violation of the doctoral student's duties, with consequences ensuing from the Regulations of the Doctoral School.

Warsaw, 20.....

**PhD Hab. Aleksandra Tłuściak-Deliowska, professor at the University
Head of Doctoral School at the University**

Application for approval of scientific internship

Name of doctoral student:.....

Discipline:

Student ID number:

.....

Correspondence address:

Tel., e-mail:

Supervisor:

Assistant Supervisor:

I kindly request your consent for me to undertake a research internship on (date)

.....

at the university/academic unit shown below:

Name of internship host unit:

.....

Registered office address:

.....

Person responsible for the research internship at this unit/research

supervisor:.....

.....

Tel., e-mail:

Purpose of internship with justification:

.....

.....

.....
Signature of doctoral student

Appendices:

1. Planned course of scientific internship

2. Confirmation of acceptance for a research internship from the research unit/research supervisor or a copy of correspondence with the center to which the doctoral student goes for the internship

3. Information on the sources of funding for the research internship

4. Other (if needed)

Supervisor's opinion:

I consent to the trip of the doctoral student
to participate in a research internship to

.....
on (date)

I hereby confirm that the declared purpose of the research internship is consistent with the
scientific discipline and topic addressed by the doctoral student in their doctoral dissertation
and Individual Research Plan.

Additional comments:

.....
.....

.....
signature of the supervisor

Decision of the Head of Doctoral School

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.....

.....
stamp and signature of the Head of the Doctoral School

Information of the doctoral student on the sources of funding for the research internship

Name of doctoral student:.....

Discipline:

Student ID number:

.....

Correspondence address:

Tel., e-mail:

Regarding my application for a research internship at:

.....

on (date)

I declare that the costs of travel, implementation of the internship and stay in the amount of:
..... will be covered by the following sources:

☐ doctoral student's own grant:

☐ supervisor's grant:

☐ other funds:

☐ doctoral school's funds:

.....
signature of doctoral student

.....
signature of the supervisor

Warsaw, 20.....

**PhD Hab. Aleksandra Tłuściak-Deliowska, professor at the University
Head of Doctoral School at the University**

Application for funding of scientific internship

Name of doctoral student:.....

Discipline:

Student ID number:

.....

Correspondence address:

Tel., e-mail:

Regarding the application for a research internship at

.....

on (date)

I kindly request funding for my research internship in the amount of:

Justification:

.....

.....

.....

signature of doctoral student

.....

signature of the supervisor

Appendices:

1. Approximate calculation of costs

2. Documentation certifying the search for sources of funding for the internship (e.g. doctoral student's own grants, supervisor's grant, basic subsidy, other).

Decision of the Head of Doctoral School

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stamp and signature of the Head of the Doctoral School

Planned course of the doctoral student's research internship

Name of the doctoral student:
 Discipline:
 Student ID number:
 Correspondence address:
 Tel., e-mail:
 Supervisor:
 Assistant Supervisor:

 Name of internship host unit:
 Registered office address:
 Person responsible for the research internship at this unit/research supervisor¹:
 Tel., e-mail:
Purpose of internship:
Implementation period:
Planned course

Task (scope of work)	Duration	Additional comments
1.		
2.		
3.		

Expected outcomes of the research internship

(with reference to knowledge/skills/competencies²; intended measurable outcomes affiliated to the University, such as publication, report; paper, etc.)

.....

.....
 Signature of the doctoral student

.....
 Signature of the supervisor

.....
 Signature of internship supervisor³

.....
 Signature of internship supervisor⁴

Planned course of the PhD student research internship

¹ The research internship supervisor does not receive gratuities from the institution referring the doctoral student.

² Reference can be made to the learning outcomes at the Doctoral School of the University leading to the achievement of learning outcomes for qualifications at level 8 of the Polish Qualification Framework.

³ It can be on a separate document.

⁴ It can be on a separate document.

PhD student name and surname:
 Scientific discipline:
 Album number:
 Corresponding address:
 Phone, mail:
 Supervisor:
 Auxiliary supervisor:

Name of the University/Research Unit accepting for the internship:

 Address:
 The person responsible for the research internship in this unit/scientific supervisor¹:

 Phone, mail:

The research internship aim:
Realization period:

Planned course:

Task (scope of work)	Planned period	Additional remarks
1.		
2.		

Expected effects of the research internship

(with reference to knowledge/skills/competences¹; intended measurable effects affiliated to APS, such as a publication, report, etc.)

.....

.....
 PhD student's signature

.....
 Supervisor's signature

.....
 Scientific supervisor's signature in the host unit
 accepting for the internship¹

¹ The supervisor of the research internship does not receive any gratification from the institution directing the PhD student.²

² Reference can be made to learning outcomes for qualifications at the 8-level of the Polish Qualifications Framework.

³ It may be on a separate document.

Report of the doctoral student on the implementation of the research internship

Name of doctoral student:.....

Discipline:

Student ID number:

.....

Correspondence address:

Tel., e-mail:

Supervisor:

Assistant Supervisor:

Name of the unit where the internship was carried out:

.....

.....

Registered office address:

.....

Person responsible for the research internship at this unit/research
supervisor:.....

.....

Internship date:

Report on the implementation of the internship (max. 250 words)

.....

.....

.....

Publications/other creations produced as a result of the research internship:

1.

2.

.....
Signature of doctoral student

Appendices:

1. A certificate from the academic unit hosting the research internship/research supervisor, certifying the implementation and completion of the internship (indicating dates and location).

2. Opinion of the internship supervisor on the implementation of the internship by the doctoral student (referring to the effects planned to be achieved in the pre-departure planned course of the research internship).

Approval by the Head of the Doctoral School

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Stamp and signature of the Head of the Doctoral School