

Regulations for Awarding Travel Grants Financed from the STER Programme for the Doctoral Students of the Doctoral School of the John Paul II Catholic University of Lublin

§ 1

1. Travel grants are awarded to cover the costs of doctoral students of the Doctoral School of the John Paul II Catholic University of Lublin attending renowned foreign research centres.
2. The stays of doctoral students stays at research centres, financed by the funds granted under the mobility grant, are intended to:
 - 1) support the implementation of the research project and preparation of the dissertation,
 - 2) establish and develop international academic cooperation, in particular through joint research projects and the preparation of joint scholarly publications.

§ 2

1. The Director of the Doctoral School of the John Paul II Catholic University of Lublin, hereinafter referred to as 'the Director', announces a competition for the award of travel grants to doctoral students.
2. Should the competition referred to in § 2.1 remain unresolved, or if the available grant funds are not exhausted, the Director may issue further competitions, subject to § 2.3.
3. Grant payments must conclude by 30 November 2026.

§ 3

1. The competition may award monthly, two-month, or four-month grants.
2. A travel grant is awarded to cover the costs of a doctoral student's travel and stay at a foreign university or research centre.
3. The duration of the stay of a doctoral student awarded a travel grant at a foreign higher education institution or research centre shall be at least one full month, subject to § 3.4.
4. In the case of doctoral students who:
 - 1) are persons with disabilities, or
 - 2) care for children or persons with disabilities,

the Director may exempt from the condition referred to in § 3.3, provided that the entire period of stay at a foreign university or research centre financed by the travel grant lasts at least one month.

5. One person may not receive a travel grant more than twice.

§ 4

1. An application for a travel grant shall be submitted by the applicant to the Director in paper or electronic form. If submitted electronically, the application and its annexes must bear the applicant's qualified signature.
2. The application referred to in § 4.1 shall include:
 - 1) personal details of the applicant,
 - 2) an indication of the foreign university or research centre where the applicant plans to conduct the research stay, along with the consent of an authorised representative of the university or centre,
 - 3) a description of the applicant's research,
 - 4) a justification for meeting the criteria referred to in § 5.3.1-3,
 - 5) the opinion of the supervisor(s),
 - 6) the applicant's academic achievements, including scholarly publications, presentations at scholarly conferences, and implemented research projects financed from external sources;
 - 7) a justification for the individual determination of the continuous duration of the stay abroad – in the case of doctoral students referred to in § 3.4.

§ 5

1. Once the formal correctness of the application referred to in § 4 has been established, the Director shall forward it for substantive assessment.
2. The merit evaluation is carried out by an evaluation committee consisting of:
 - 1) the Director as chairman,
 - 2) at least two experts appointed by the Director from the team overseeing the implementation of the project,
 - 3) the project evaluator.
3. The committee shall assess the application on the basis of the following criteria:
 - 1) the degree of internationalisation of the dissertation being prepared, particularly the realisation of a research project in *joint degree* or *double degree* mode, or under the supervision of a supervisor, co-supervisor, or assistant supervisor from a foreign university or research institution;
 - 2) the academic standing of the university or research centre indicated by the applicant in the discipline in which the doctoral thesis is being prepared;
 - 3) the potential for the development of long-term academic cooperation between the university or research centre indicated by the applicant and the John Paul II Catholic University of Lublin;
 - 4) the applicant's academic achievements as defined in § 4.2.6;
 - 5) the opinion of the applicant's supervisor(s).

4. The committee shall present a detailed opinion on the proposal with a recommendation to the Director.
5. The decision to award a travel grant shall be taken by the team overseeing the project, chaired by the Director. If a consensus cannot be agreed, the decision shall be taken by the Director.
6. An applicant who has not been awarded a travel grant shall be entitled to submit a request for reconsideration of the decision referred to in § 3.5, which must be accompanied by a statement of reasons.
7. The request for reconsideration referred to in § 3.6 shall be handled by the team overseeing the project, chaired by the Director. If a consensus cannot be reached, the decision shall be taken by the Director. This decision shall be final.
8. The Director shall issue a decision on the award of a travel grant.

§ 6

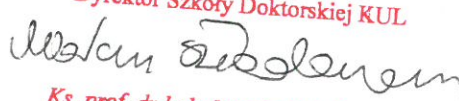
1. A doctoral student awarded a travel grant shall submit a report on the completed research to the Director no later than the end of the month following the month in which their stay at a foreign university or research institution concluded.
2. The report referred to in § 6.1 shall be evaluated by the project evaluator.
3. A positive assessment of the report referred to in § 6.1 shall be a prerequisite for a doctoral student to apply for a subsequent scholarship in a competition, if one is announced in accordance with § 2.2.

§ 7

1. The procedures for the award and payment of travel grants shall be overseen by the project steering committee.
2. The conclusions of the evaluation of the reports of doctoral students who have completed a research stay funded by travel grants shall be presented by the Director to the project steering committee.
3. In terms of ensuring equal opportunities in access to travel grants, the procedure for awarding and paying travel grants shall be supervised by the Rector's Equal Opportunities Officer.

§ 8

Matters not covered by these Regulations shall be decided by the Director.

Dyrektor Szkoły Doktorskiej KUL

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