

Regulations for Granting Scholarships for Participation in International Summer and Winter Schools for Doctoral Candidates of the Doctoral School of the John Paul II Catholic University of Lublin within the Framework of the Project 'Highest Quality Doctorates at the Doctoral School of the Catholic University of Lublin' in the NAWA Programme 'STER – Internationalisation of Doctoral Schools'

§ 1

1. Scholarships for participation in international summer and winter schools for doctoral candidates of the Doctoral School of the John Paul II Catholic University of Lublin, hereinafter referred to as 'scholarships', are intended to finance the costs of participation in a summer or winter school, travel, and accommodation for doctoral candidates during summer and winter schools organised by foreign universities, research centres, or scientific organisations.
2. Scholarships are awarded by the Director of the Doctoral School of the John Paul II Catholic University of Lublin, hereinafter referred to as 'the Director'.
3. Recruitment for the scholarships is carried out on a continuous basis until the allocated funds in the project are exhausted.
4. Scholarship payments must conclude by 30 September 2026.

§ 2

1. Applications for scholarships shall be submitted to the Director.
2. The application referred to in section 1 may be submitted either in paper form or electronically. If submitted electronically, the application and its attachments must bear the qualified signature of the doctoral candidate.
3. The application shall include:
 - 1) the applicant's personal details;
 - 2) an indication of the summer or winter school, organised by a foreign university, research centre, or scientific organisation, which the doctoral candidate intends to attend, including the programme of activities;
 - 3) a description of the doctoral candidate's research;
 - 4) justification demonstrating how the applicant meets the criteria outlined in section 3.3.1–2;
 - 5) an opinion from the supervisor(s);
 - 6) the doctoral candidate's academic achievements, including scientific publications, presentations at conferences, and research projects funded by external sources.

§ 3

1. Once the formal correctness of the application referred to in section has been verified, the Director shall forward it for substantive assessment.
2. The merits of the application shall be evaluated by an evaluation committee composed of:
 - 1) the Director, acting as Chair;

- 2) at least two subject-matter experts appointed by the Director from the project's content team;
 - 3) the project evaluator.
3. The committee shall assess applications based on the following criteria:
- 1) the programme of the summer or winter school—priority will be given to programmes that enhance the doctoral candidate's research and teaching competences in direct connection with the scientific discipline of the dissertation;
 - 2) the reputation of the organising institution—priority will be given to foreign universities, research centres, or scientific organisations demonstrating scientific excellence in the doctoral candidate's discipline;
 - 3) the academic achievements of the doctoral candidate as defined in section 2.3.6;
 - 4) the opinion of the doctoral candidate's supervisor(s).
4. The committee shall provide a detailed opinion on each application with a recommendation.
5. The final decision to award a scholarship, considering the committee's recommendation, shall be made by the Director.
6. In the case of a negative decision, the applicant has the right to submit a reasoned request for reconsideration to the Director.
7. The reconsideration request shall be reviewed by the project steering committee, chaired by the Director. If consensus cannot be reached, the Director shall make the final decision, which will be binding.
8. The Director shall issue the final decision regarding the awarding of the scholarship.
9. A contract shall be signed with the doctoral candidate who has been awarded the scholarship.

§ 4

1. The scholarship shall be granted as reimbursement of actual costs incurred, up to the following maximum amounts:
 - PLN 14,800 for summer or winter schools in the USA;
 - PLN 12,800 for summer or winter schools in Western European countries;
 - PLN 11,800 for summer or winter schools in Central European countries.
2. The reimbursement of participation costs will be made upon submission of a correctly issued invoice confirming payment, made out to the John Paul II Catholic University of Lublin. In exceptional cases, if an invoice is unavailable, reimbursement may be processed based on proof of payment and a corresponding bank statement.
3. The specific procedures for settling travel expenses are defined in the Order of the Vice-Rector for Administration and Finance dated 24 January 2011 (ROP-010-21/10) for doctoral students not employed by the John Paul II Catholic University of Lublin, and the Order of the Rector dated 31 July 2013 (ROP-0101-74/13) for employed doctoral students.
4. Travel cost settlement forms can be found on the website of the Department of Scientific Projects of the John Paul II Catholic University of Lublin, under the sections 'Non-employee Travel' (for non-employed doctoral candidates) and 'Staff Travel' (for employed doctoral candidates).

5. All documents required for reimbursement, along with the report referred to in section 5.1, must be submitted to the Director immediately after the completion of the summer or winter school.

§ 5

1. A doctoral candidate awarded a scholarship must submit a report on the completed summer or winter school to the Director no later than the end of the month following the school's conclusion.
2. The submitted report will be evaluated by the project evaluator, who will provide a recommendation to the Director.
3. A positive evaluation of the report is a prerequisite for the reimbursement of costs.

§ 6

1. The awarding and payment of scholarships shall be overseen by the project steering committee.
2. The Director shall present the steering committee with the findings from the evaluations of the reports submitted by doctoral candidates who participated in the funded summer or winter schools.

§ 7

All matters not explicitly covered by these Regulations shall be decided by the Director.

Dyrektor Szkoły Doktorskiej KUL



Ks. prof. dr hab. Marcin Składanowski

