

**Second call for applications for participation in the PROM project
“International scholarship exchange of PhD candidates and academic staff”
at Lodz University of Technology for academic year 2018/2019**

FOREIGN CANDIDATES

International Cooperation Centre of Lodz University of Technology invites Candidates to apply **in the second round of qualification to participate in the PROM Project** “International scholarship exchange of PhD candidates and academic staff” for academic year 2018/2019, which is implemented by TUL in the framework of the programme realized by the Polish National Agency of Academic Exchange and financed by the European Union from the European Social Fund, Operational Programme Knowledge Education Development for 2014-2020.

The deadline for application is 1st of April 2019. The results will be announced by 12th April, 2019.

The aim of the project is to increase the international exchange of PhD candidates and academic staff at Lodz University of Technology and to strengthen cooperation with foreign universities.

The **project Participants** may be: PhD candidates of Lodz University of Technology and PhD candidates of foreign universities (both groups must be under 40 years old) and academic teachers of Lodz University of Technology and academic teachers of foreign universities (with no age limit).

In the second round of qualifications we offer **the following categories of mobility for the foreign Candidates:**

Arrivals of PhD candidates from foreign institutions at Lodz University of Technology

International exchange categories	Foreign PhD candidates arrivals at TUL (number of places)	Number of days*	Distance (km)**
PROM/D/P/01	3	5	below 500
PROM/D/P/02	4	5	500-999
PROM/D/P/06	1	7	3000-6000
PROM/D/P/07	3	14	500-999
PROM/D/P/09	2	14	3000-6000
PROM/D/P/10	1	21	below 500
PROM/D/P/11	1	21	1000-2999
PROM/D/P/12	1	30	500-999
PROM/D/P/13	1	30	1000-2999
PROM/D/P/14	1	30	3000-6000
PROM/D/P/15	1	30	over 6000

* number of days of stay (including 2 days of travel)

** distance (in km) in a straight line between the place of residence of the Participant and the place of stay at the host institution

Arrivals of academic staff from foreign institutions at Lodz University of Technology

International exchange categories	Academic staff arrivals at TUL (number of places)	Number of days*	Distance (km)**
PROM/K/P/02	1	14	over 6000

* number of days of stay (including 2 days of travel)

** distance (in km) in a straight line between the place of residence of the Participant and the place of stay at the host institution

The objectives of the visit should be closely related to the subject matter of the PhD thesis (PhD candidates) or educational and/or scientific work (academic staff). **Mobility must be completed by 30 September 2019.**

The project will provide funds to the Participant(s) to cover the **following costs**: flat-rate maintenance costs depending on the number of days of stay, including 2 days of travel, and travel costs (i.e. travel, insurance and a visa) at a flat rate depending on the distance (in km) in a straight line between the Participant's place of residence and the place of stay in the host institution. Candidates may apply for additional funds to cover the costs of conference, trainings, courses, etc. Such additional funding will be granted depending on the availability of funds in the Project.

Below you will find information about the application procedure.

More information on the project's website:

<https://www.ife.p.lodz.pl/en/promobility>

Project Office:

International Cooperation Centre, Lodz University of Technology,
36 Żwirki Str., 90-539 Łódź, Poland,
building A16, I floor, rooms 110-111.

tel.: +48 42 638 38 73 (or 72)

promobility@info.p.lodz.pl

Rules of qualification for the PROM Project at the Lodz University of Technology – short guidelines for foreign candidates

Candidates for participation in the Project are requested to read carefully the Rules and annexes, available at Project's website <https://www.ife.p.lodz.pl/en/promobility> Tab **DOCUMENTS AND FORMS**

Below you will find a step by step procedure for applying to the Project.

1. Read the timetable of the recruitment schedule and follow the deadlines

Stages of the second round of recruitment	Deadlines
Announcement of recruitment for the project	6.03.2019
Acceptance of applications from Candidates	till 1.04.2019
Formal verification of applications	2.04.2019
Assessment of applications by the University Qualification Committee	2– 12.04.2019
Informing the candidates about the decision of the University Qualification Committee	12.04.2019

2. Check if you meet the formal criteria to become a Participant in the Project

The Project foreign participants may be:

- PhD candidates of foreign universities, i.e. persons pursuing doctoral programmes in countries other than Poland (e.g. doctoral programme/ PhD programme/another equivalent) in scientific disciplines corresponding to the third cycle studies at Lodz University of Technology,
- Foreign academic teachers, i.e. persons employed in scientific-didactic and didactic positions in foreign universities.

The status of a PhD candidate or an academic teacher must be maintained by the Participant throughout their participation in the Project.

The Participant must have a minimum B2 level of knowledge of a foreign language (i.e. the language in which the mobility will be realised or English).

3. Check if your visit fits in the relevant category of mobility

The Candidate may apply for participation in the Project for a maximum of 2 different categories of mobility, indicating which of them is treated as a priority by him/her. The Candidate may receive funding for only one mobility within the Project.

The Project offers various categories of mobility, which are defined by:

- the number of days of stay (including 2 days for travel), and
- the distance in a straight line (in km) between the Participant's place of residence and the place of stay at the host institution, which is Lodz University of Technology, LODZ, POLAND

Examples:

- PhD candidate from institution of Dortmund, Germany (828 km) may visit TUL for 5 days (PROM/D/P/02) or for 14 days (PROM/D/P/07) or for 30 days (PROM/D/P/12)
- PhD candidate from Tokyo, Japan (8693 km) may visit TUL for 30 days (PROM/D/P/15)

Distance calculator is available here https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

The list of available places is presented above in the “Second call for applications”.

4. Confirm the aim and the term of your visit with host university

Candidate should confirm the aim and term of the visit with the representative of a given faculty at Lodz University of Technology. Document (e.g. a letter, e-mail) confirming that the TUL is ready to accept Candidate should be attached to the application form.

Notice that the **mobility must be completed by 30 September 2019**.

Specify the aim of the visit, i.e. the form of education to be completed during the visit.

In the course of mobility, the Participant may perform **maximum 2 selected forms of education**, which will be completed in the same place, if it is substantively justified. In such a case, the Project co-financing will cover the whole period of all forms of education, provided that there are no interruptions between them. The deadlines for implementation of particular forms of education and training may overlap.

Eligible **forms of education**, in relation to the exchange trips, may be aimed at:

- active participation in a conference held abroad (including participation in a poster session and flash talk),

- obtaining materials for a PhD thesis/scientific article,
- participation in a summer/winter school (both as a student of the school and as a lecturer); the theme of the school programme must be closely connected to the topic of the PhD thesis and/or research undertaken,
- taking measurements with the use of unique equipment, including large research infrastructure unavailable (or not easily available) in Poland,
- participation in short forms of education, i.e. courses, workshops, professional or industrial internships, study visits
- participation in trainings (including training on entrepreneurship or implementation activities)
- execution of archival / library inquiries
- participation in brokerage meetings
- conducting teaching classes
- participation in preparation of an international grant application
- other short forms of education allowing to increase the competences of the Project Participant.

5. Submit the required application documents to the Project Office

For each mobility please submit the application documents (forms are available on <https://www.ife.p.lodz.pl/en/promobility> Tab **DOCUMENTS AND FORMS**):

- Application for co-financing of mobility (Appendix 5 to the Rules) – **COLOUR PRINTOUT**
- Document (e.g. a letter, e-mail) confirming that the Candidate is ready to be accepted by the host institution and indicating the purpose and dates of mobility in accordance with the Application for Mobility Funding.

In the case of departures at conferences, the Candidate may submit a confirmation of the conference application for the purposes of recruiting for the Project. In the case of a positive decision of the University Qualification Committee, the funding will be granted conditionally, and eventually after presenting a confirmation of acceptance for the conference by the Candidate.

- A document confirming knowledge of a foreign language (i.e. the language of the host country or English) at a minimum B2 level

A certificate issued by an authorised body should be used as a proof of knowledge of a foreign language. In the absence of a certificate, the Candidate may present a certificate of completion of language courses at a certain level. The University Qualification Committee may, if it deems it necessary, verify language skills through a direct interview with the Candidate. If you do not have certificate, please contact project office for further information.

Documents should be submitted to the Project Office in person or by e-mail to the address given in the forms.



Project Office is seated in the International Cooperation Centre, Lodz University of Technology, 36 Żwirki Str., 90-539 Łódź, Poland, building A16, I floor, room 110.

Tel.: +48 42 638 38 73 (or 72)

Mail address: promobility@info.p.lodz.pl

Candidate will receive information about the decision of the University Qualification Committee by e-mail.

