

PROM – INTERNATIONAL EXCHANGE FELLOWSHIP FOR DOCTORAL STUDENTS AND FACULTY

APPLICATION PROCESS AND PROGRAM REGULATIONS FOR PROM AT THE TADEUSZ MANTEUFFEL INSTITUTE OF HISTORY AT THE POLISH ACADEMY OF SCIENCES AND THE ANTHROPOS DOCTORAL SCHOOL AT THE POLISH ACADEMY OF SCIENCES

§ 1

General Information

1. The PROM Program is being carried out as part of the project entitled “International Fellowship Exchange for doctoral students and academic faculty” which is funded by the Operational Program: Knowledge, Education, Development, co-sponsored by the European Social Fund.
2. The goal of the Program is to improve the competency of doctoral students and academic faculty in Poland and abroad – including countries outside the European Union – through an international exchange stipend.

§ 2

Detailed Information

1. The Polish National Agency for Academic Exchange (NAWA) granted the Tadeusz Manteuffel Institute of History at the Polish Academy of Sciences (PAN) in the amount of 312392.00 zł in order for it to carry out a Project as part of the PROM Program, between 1 October 2019 and 30 September 2020.
2. The Director of the Anthropos Doctoral School at PAN, Dr. Olga Linkiewicz, is responsible for the entire execution and coordination of the Project.
3. The Project is planned for 20 recipients, 10 from Poland and 10 from outside Poland.
4. Polish grantees can be students from the Anthropos Doctoral School at PAN, led by the Tadeusz Manteuffel Institute of History PAN as well as students from the Tadeusz Manteuffel Institute of History PAN who are not participants in the Anthropos Doctoral School.
5. Doctoral students from abroad can take part in the exchange, if their work is related to East Central Europe, with a particular focus on Poland.
6. Grantees are chosen through a selection process as part of the Project.
7. The following costs are covered by the Project’s grant: living and travel costs

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8. The Exchange can be used in the period between 1 January 2020 and 30 September 2020. The grant period for one participant is 30 days.

§ 3

Selection Rules

1. The call for applications for the Project as part of the PROM Program is published on the following institutional websites: Anthropos Doctoral School, Institute of Archaeology and Ethnology PAN, Institute of Literary Research PAN, Stanisław Leszczycki Institute of Geography and Spatial Organization PAN, Tadeusz Manteuffel Institute of History PAN, Ludwik and Aleksander Birkenmajer Institute of the History of Science PAN, Institute of Polish Language PAN, Institute of Mediterranean and Oriental Cultures PAN, Institute of Slavic Studies PAN and Institute of Art PAN.
2. The Selection Committee will carry out assessment of the application materials.
3. The Selection Committee is chosen by the Board of the Anthropos Doctoral School at the Polish Academy of Sciences and is confirmed by an appropriate official at the Tadeusz Manteuffel Institute of History PAN.
4. The names of members of the Selection Committee are public and provided freely.
5. The Committee – composed of at least four members – is headed by the director of the Anthropos Doctoral School.
6. The Selection process will be carried out in keeping with principles of equal and fair treatment. The project will maintain a balance in the number of male and female participants. Candidates for the programme will not be discriminated against on the grounds of sex, age (except for formal requirements indicated in the application form), disability, ethnic origin and race, religion, beliefs and sexual orientation.
7. Participants can only take part in the exchange once during the course of the Project or in any future grants as part of the same Program.
8. Application documents include:
 - Application form including consent for data processing,
 - Academic CV,
 - a work schedule covering all the planned types of activities with a justification for undertaking them and the planned results,
 - letter of recommendation from main dissertation advisor.
9. Candidates are obliged to submit a complete set of application documents at the place and time indicated in the call for applications. Incomplete application documents or documents submitted after the deadline will not be considered.

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10. The Selection Committee will assess and rank applications according to the following criteria:

For Polish doctoral students:

Assessment of the accomplishments of the doctoral student	0–5
Assessment of the host institution	0–5
Assessment of the work schedule	0–10
Point total:	0–20

For doctoral students from outside Poland:

Assessment of the accomplishments of the doctoral student	0–5
Assessment of the relevance of the project to the academic activities of the Anthropos Doctoral School	0–5
Assessment of the work schedule	0–10
Point total:	0–20

11. The results of the recruitment process in the form of an alphabetical list of participants accepted for the Program are made public by the Project Manager and the chairperson of the Selection Committee.
12. If any vacancies remain after the selection of participants for the Project, the Project Manager shall announce a date up to which additional applications will be received according to the same rules.

§4

Responsibilities for Project Participants

1. The responsibilities of Project participants before departure include:
 - Signing of a contract with IH PAN in order to carry out the academic exchange under the PROM Program and transfer financial resources to cover costs,
 - Submitting an exit form with a copy of the air ticket and insurance policy.
2. The Project participant is responsible for the following within 7 days after the end of the trip:
 - submission of a report to the Project Manager on the activities carried out within the Project together with confirmation of participation in seminars or consultations,
 - completion of the online evaluation questionnaire.

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