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**Rules for the recruitment of participants for short-term visits to CIVICA
partner universities as part of task no. 5 entitled**

"Organisation of short study visits to CIVICA partner universities"

as part of the project

**"Advancing Academic Excellence: CIVICA Collaboration for Research,
Didactics, Dual Degrees, AI Training, and Scientific Internships (CIVICA+)"**

**funded by the Polish National Agency for Academic Exchange - Support for
European Universities**



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§1 Subject of the call and its participants

1. The aim of the recruitment process is to select a maximum of 10 participants from among the applicants who will take part in short-term study visits at CIVICA partner universities by 30 September 2026 at the latest.
2. A single study visit may last up to 5 working days at a partner university, plus one day for travel in each direction.
3. The call is open to doctoral students of the SGH Doctoral School or assistants/full-time research and teaching assistants at the Warsaw School of Economics who are preparing their doctoral dissertations at the Warsaw School of Economics (hereinafter referred to as "beneficiaries").
4. During the study visit, beneficiaries are accompanied by an academic teacher from the Warsaw School of Economics acting as a scientific supervisor (hereinafter referred to as "supervisor"). The supervisor may be the doctoral thesis supervisor or another person whose competences enable them to perform this role, e.g. an assistant supervisor, a superior (in the case of persons employed as assistants) or another academic teacher at SGH with appropriate competences.

§2 Recruitment process

1. Before entering the competition, participants are required to contact a researcher of their choice from a CIVICA partner university (hereinafter referred to as "CIVICA researcher") with outstanding competences in the area in which the participant conducts research and obtain his/her consent for the beneficiary and supervisor to undertake a study visit.
2. The participant is required to complete the application form attached as Appendix 1 to the regulations. The application should, in particular:



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- 1) describe the planned course of the visit, indicating the planned activities at the visited university, in particular with the participation of the visited CIVICA researcher,
- 2) justify how the visit to the indicated CIVICA scholar may contribute to improving the quality of the participant's research,
- 3) indicate how the competences of the CIVICA researcher being visited are related to the participant's area of research.

Submission of an application is considered tantamount to acceptance of these recruitment rules.

3. The completed application should be sent to the address and by the deadline specified in the call for applications, with "CIVICA+ call for applications, task 5" in the subject line. The application should be accompanied by:
 - 1) confirmation of the CIVICA researcher's consent to accept the beneficiary during the visit (an email saved in pdf format with the CIVICA researcher's email address visible or provided separately is sufficient),
 - 2) the doctoral student's individual research plan approved by the Doctoral School or a detailed doctoral thesis plan approved by the supervisor in the case of other persons,
 - 3) if possible, completed sections of the doctoral thesis and/or research articles/presentations of research results (in the case of co-authored texts, please indicate which part was written by the competition participant).
4. The application should indicate the length of the visit. It is not necessary to specify the exact dates of the visit, but they cannot exceed 30 September 2026.



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5. The application should indicate the proposed supervisor, although it is possible to change the supervisor at a later date, subject to the restrictions set out in these regulations.
6. From among the applications submitted on time and meeting the formal criteria, the Competition Committee shall select, without undue delay, *a maximum of 10 persons* (competition participants) who will become beneficiaries.
7. In making its selection, the Committee shall be guided by the following criteria:
 - 1) compliance of the application with the objectives of the task (in particular: justification of the uniqueness of the CIVICA researcher's competence in the area in which the participant conducts research),
 - 2) effective use of funds (in particular: the ratio of the number and type of activities planned during the visit to its planned duration),
 - 3) added value of the trip (in particular: how and to what extent participation in mobility can contribute to improving the quality of the participant's research work).

Each of the above criteria is assessed on a scale of 0-10, and on the basis of the total number of points obtained, the Competition Committee creates a ranking which is the basis for selecting beneficiaries from among the participants in the call for applications.

8. As an additional criterion, the Committee takes into account gender parity. This means that in the event of a comparable number of points, the Committee is obliged to maintain gender parity among the beneficiaries of the competition, which means giving preference to persons of the gender



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whose representatives are in the minority among the potential beneficiaries of the call for applications.

9. Once a decision has been made, the Committee shall inform the participants of the results of the recruitment process without undue delay by email to the participant's SGH domain address.
10. The Commission's decision may be appealed to the Vice-Rector for International Cooperation within 14 days of receiving the recruitment results.
11. In order to participate in the project and study visit, you must submit the documents required by the National Agency for Academic Exchange (NAWA) to the short-term internship programme coordinator, including your personal data in these documents and entering them into the NAWA IT system (<https://programs.nawa.gov.pl/>). Document templates and information clauses on the processing of personal data by NAWA, the Minister responsible for Regional Development and the National Centre for Research and Development are attached as Appendix 2 to the regulations. The submission of documents and entry of data into the system will be required after receiving information about the positive consideration of the application referred to in point 9.

§3 Obligations of the beneficiary and guardian

1. Within a maximum of 14 days of receiving information about the positive outcome of the selection process, the beneficiary is required to provide the task coordinator with the exact date of mobility (agreed with the CIVICA researcher) and to indicate the supervisor. If a person other than the doctoral thesis supervisor is indicated, the approval of the task coordinator is required, who in such a situation may, in consultation with



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the beneficiary, indicate a person other than the one proposed by the beneficiary for this role.

2. No later than 14 days before the start of the mobility, the beneficiary shall provide the task coordinator with a detailed mobility plan and a description of the research conducted, developed together with the supervisor. Once the document has been drawn up in English and approved by the task coordinator, the beneficiary shall immediately forward it to the CIVICA researcher whom they are visiting. Failure to submit the plan on time or obtain its approval within the deadline shall be treated as withdrawal from participation in the mobility programme through the fault of the beneficiary.
3. The beneficiary is entitled to settle the costs of the trip in accordance with the rules set out in the Beneficiary's Handbook for the National Agency for Academic Exchange, points 6.11 and 6.12. The beneficiary and the supervisor are required to initiate the departure procedures at least one month before the start of the mobility in order to allow for their completion.
4. In addition, the supervisor is entitled to remuneration in the form of a task allowance of PLN 1,000 for providing substantive supervision to the beneficiary during the preparatory period prior to and during the trip.
5. In the event of withdrawal from participation in the mobility programme for any reason, the beneficiary is obliged to immediately inform the task coordinator of this fact. Resignation from participation in mobility by the beneficiary for reasons other than force majeure after the purchase of air/rail tickets by SGH (in agreement with the beneficiary) may result in the beneficiary having to bear the cost of their purchase.
6. After returning from mobility, the supervisor and the beneficiary are required to settle the trip in accordance with the applicable regulations



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and procedures in force at SGH. In addition, the beneficiary is required to submit a detailed report on the trip to the task coordinator. The report should, in particular, describe the course of the visit and indicate how participation in the mobility contributed to improving the quality of the beneficiary's research. The report should be approved by the supervisor before submission, and by submitting it, the beneficiary declares that they have obtained such approval.

7. The task coordinator has the right to request that the report submitted by the beneficiary be expanded within a specified time frame and scope if, in their opinion, the submitted report is insufficient.

§4 Task coordinator

1. Competition participants and persons interested in participating in the competition have the right to consult the provisions of the regulations and ask the task coordinator questions regarding the applications being prepared.
2. Any questions regarding the call for applications should be sent by email from addresses in the SGH domain to the task coordinator, Prof. Bartosz Witkowski (bwitko@sgh.waw.pl).
3. At the request of potential participants, the task coordinator may, within the scope of his or her capabilities, assist in establishing contact with a CIVICA teacher selected by the potential participant, but is not responsible for the effectiveness of the steps taken.

§5 Principles of equality and accessibility

1. The competition announcement is published in the media of the Warsaw School of Economics in a place that is freely accessible to all potentially interested persons. The content of the announcement and all legal acts



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related to the recruitment of participants uses wording consistent with the principles of equality and diversity.

2. The aim of the beneficiary selection process is to select the persons who best meet the recruitment criteria. To this end, the Competition Committee shall be guided by the provisions of §2(7) and §2(8), while complying with the regulations on the application of the principles of equality at the Warsaw School of Economics, in particular those specified in the following acts:
 - 1) Internal anti-discrimination and anti-mobbing policy at the Warsaw School of Economics,
 - 2) Accessibility Strategy of the Warsaw School of Economics,
 - 3) Gender equality plan at the Warsaw School of Economics.

§6 Final provisions

1. The above regulations shall enter into force on the date of their announcement and shall remain in force until 30 September 2026 or until they are amended/revoked.
2. Any subsequent amendments to the regulations may not interfere with the acquired rights of the competition participants and, if introduced, will be made public by publication on the project website.