

## **The Regulations of the Competition for foreign travels, at the Faculty of International and Political Studies**

### **The Objectives and Results of the Competition**

1. The Competition of the Faculty of International and Political Studies of the Jagiellonian University (WSMiP UJ) for foreign travels is carried out within the Action No.: 10 (Academic Travels Fund) which forms a part of the strategic program – Excellence Initiative at the Jagiellonian University.
2. The objective of the Competition carried out within Action No.: 10 is to increase the internationalisation of the research, dissemination of the research output of the staff of the Faculty of International and Political Studies, on an international scale and the creation of permanent and mutually beneficial research partnerships as well as the increase of the international brand of the Jagiellonian University.

### **Financing projects**

3. The applicants within the Competition, may be the staff members of specific organisational units of the Faculty of International and Political Studies of the Jagiellonian University, employed at teaching-research posts and research posts, within the designated period of the project execution.
4. The Competition finances active participation of the university staff in a prestigious foreign conferences and also research visits in distinguished research centres abroad.
5. The financial support of the trips applies to conference trips and research visits, whose designated effect is the following:
  - Preparation of a published material, scoring at least 100 points, in accordance with the current list of the academic journals and peer reviewed conference materials and the list of publishing houses which publish peer reviewed monographies,
  - Drafting a monography in a level 2 publication or a prestigious international level 1 publication;
  - Preparation of a chapter in a collective work in in a level 2 publication or a prestigious international level 1 publication;
  - Filing an application in an institution providing financial support for scientific research.
6. The competition application should be accompanied with the following documents:

- in case of a conference – the confirmation of the acceptance of a paper or a registration of an application, in a situation when the call for papers is still open (in such a situation the financial support is given conditionally, with a condition of further enclosure of the decision of an organising committee on the acceptance of a paper),
  - in case of a research visit – an invitation from a foreign institution.
7. The financial support within the competition shall apply to the competition applications which fit into the thematic fields of Anthropocene Priority Research Areas, DigiWorld, FutureSoc and Heritage.
  8. Within the financial support for foreign conference trips and research visits, in accordance with the *Regulation No.: 33 of the Rector of the Jagiellonian University of 1<sup>st</sup> April 2020 concerning foreign trips of the University Staff, non-members of the staff, doctoral students and graduate students* and in accordance with the *Regulation of the Minister of Labour and Social Policy of 29<sup>th</sup> January 2013 on the benefits for an employee of state institution or a local government institution financed from the State Budget paid in accordance in connection with business travel*, the eligible costs comprise the following:
    - Travelling costs;
    - Daily allowances for travel and stay, daily allowances for accommodation;
    - Local travelling expenses;
    - Justified expenses connected with the trip (in particular the costs of a visa, conference fees, etc.)
  9. The financial resources must be planned and used in accordance with their designation, in a rational and purposeful way, in accordance with the general legal regulations and the regulations binding at the Jagiellonian University with respect to the management of public resources.
  10. The applications in the competition are filed via ICT system designated for servicing the projects within the Excellence Initiative of the Research University (<https://strefaid.uj.edu.pl/>).
  11. The amount of the financial resources designated for the execution of the activity in the first edition of the Competition is 400 000 PLN.
  12. The maximum amount of the financial resources designated for the support of the conference trips within of the Competition is 10 000 PLN, and in the case of research

visits – 15 000 PLN. In justified cases, the Competition Jury may decide to designate an amount that is lower than the amount requested in the project application.

### Competition criteria

13. The applications in the competition are assessed in accordance with the following criteria:

Assessment criteria	Score
Project scientific value (the objectives and scientific significance of the project, research methodology, innovative character, contribution to the research development)	0-50 points
International significance of a conference or a research centre in a specific discipline	0-20 points
Justification of the cost estimate and the evaluation of the risk connected with gaining the project products and results	0-20 points
The compliance of the project with principle 4I (internationalisation, interdisciplinary character, innovativeness integrity) as well as the research thematic approach – POB: Anthropocene, Digi World, Society of the Future or Heritage.	0-10 points

14. Maximum score is 100 points. The financing support goes to the projects which received the highest score within the financial limit of a given edition and which gained at least 60 points.

15. The Competition applications are filed and approved on an ongoing basis: it begins on 1<sup>st</sup> June 2022 and lasts till the moment when all the financial resources designated for the Competition within one financial year are used, however not later than by 15<sup>th</sup> December 2022.

16. Within the first edition of the Competition, the financial support shall be given to the foreign trips and research visits executed by 31<sup>st</sup> March 2023.

17. One applicant may file one application in a given category of the competition, i.e. conference trip or a research visit, taking into consideration two different places of the travels.

18. The applications are filed at least one month in advance before the planned foreign trip.

19. The applications in the competition are evaluated with regards to the formal and substantive aspects.

20. In the case of formal incompliances, an application is sent back for correction. The Jury shall designate a deadline for the correction of the formal incompliances and this deadline shall be 5 working days. In the case of a failure to correct a formal

incompliance within the specified deadline or once an incompliance makes it impossible to evaluate the application with regards to the substantive issues, the application is rejected with a justification provided.

21. The competition applications are qualified pursuant to the decision of Committee consisting of the representatives of the Dean's authorities of the Faculty of International and Political Studies of the Jagiellonian University, the members of the Faculty Team for the execution of the Excellence Initiative – Research University by the competition co-ordinator or a party (person) authorised to do so.
22. The substantive evaluation of the applications and the announcement of the results of the Competition is made immediately, not later than within 5 working days of the submission of a formally correct application. The Jury's decision cannot be applied against.
23. With regards to the administration requirements, the Competition Laureate is obligated to follow the regulations stipulated in *Regulation No.:33 of the Rector of the Jagiellonian University of 1<sup>st</sup> April 2020 concerning foreign trips of the University Staff, non-members of the staff, doctoral students and graduate students.*

### **Project execution**

24. The result of the project, which will become the basis of its formal settlement is a project application, filed within a specified deadline in an external institution or a preparation of a publication which, in accordance with the current list of scientific journals and peer-reviewed conference materials and with the list of publications of reviewed academic monographies, was awarded with at least 100 publishing points after the publication in a Scopus indexed journal or in a monography or in a chapter of collective work in a level 2 publication or a prestigious international level 1-publication.
25. The maximum period for the preparation of an application for a grant or a publication is 6 months from the return from a conference trip of a research visit. In justified cases, it is possible to extend the execution period once with 2 months at maximum. The application for the extension of the deadline should be filed at least 14 days before the original deadline at the Competition Co-ordinator.
26. In the case of force majeure, the Competition Jury may decide to accept a partial project execution until the moment the resolution of the above circumstances, depending on the degree of the project advancement.
27. The Laureate is obliged to file the report to the ICT system, including confirmation of participation in a conference or completion of a research internship by a foreign

institution, within 10 working days of the date of the completion of the project execution.

28. After the receipt of the decision concerning the filed project proposal or a publication proposal, the laureate is obliged to send information concerning the final resolution with the form available at: <https://tinyurl.com/73nuk69x>
29. The application to an external institution for financing the research, the section designated for the data about the projects or research experience or preliminary research carried out by the project manager, should contain information about obtaining financial support from the resources within the program “Excellence Initiative – Research University” at the Jagiellonian University in Krakow.
30. The publication created within the project execution should contain information about its financial support in Polish or in English stating: “The publication was funded under the program “Excellence Initiative – Research University” at the Jagiellonian University in Krakow” (Publikacja została sfinansowana ze środków finansowych w ramach programu „Inicjatywa Doskonałości – Uczelnia Badawcza” w Uniwersytecie Jagiellońskim”.