

**Resolution no. 126/2020-2021 of
Rector of the University of Life Sciences in Lublin
of 12 November 2020**

**on the conditions and procedures regarding delegating PhD students of the University of
Life Sciences in Lublin to study and train abroad and on the rights of PhD students in
connection with traveling abroad**

Pursuant to Art. 40 sec. 1 point 29 of the Statute of the University of Life Sciences in Lublin, in conjunction with Art. 6 sec. 6 on a study programme in a Doctoral School, it is decided as follows:

Art. 1

A PhD student of the University of Life Sciences in Lublin, hereinafter referred to as the University, shall be delegated abroad to:

1. conduct scientific research,
2. study, in particular to:
 - 1) complete a scientific internship,
 - 2) participate in congresses, conferences, scientific conventions, trade exhibitions,
 - 3) take part in training trips to improve professional qualifications, excluding post-graduate studies and language courses
 - 4) take part in training trips under the EU programmes, including the Erasmus programme,
 - 5) conduct classes as part of an international teaching programme, which the University is a signatory to, e.g. the EU programmes, including the Erasmus programme

Art. 2

A PhD student may apply to be delegated abroad if the subject area of the trip is related to the research performed by the student and to the individual research plan

Art. 3

1. The conditions to apply by a PhD student to be delegated abroad for the purpose mentioned in **Art.1** shall be:
 - 1) submitting the request within a prescribed period of time necessary for the application to be considered and processed
 - 2) selecting an appropriate foreign research centre, according to conducted scientific studies
 - 3) approval of the foreign research centre regarding the admittance of a PhD student,
 - 4) in the event of applying for a conference/congress trip, active participation, as specified in the application,
 - 5) approval of: Vice-Rector for Science and International Cooperation, a PhD student's thesis supervisor, the head of the organisational unit and of the director of the Doctoral School
 - 6) command of a foreign language, which guarantees achievement of the purpose of the stay abroad, confirmed by a submitted declaration,
 - 7) providing a statement regarding the way of financing the trip and the amount of the funds allocated for the stay abroad, confirmed by the administrator of the funds,

- 8) a guarantee of the head of the organisational unit, where the PhD student writes the doctoral thesis, of the possibility of implementing an individual research plan after the student returns from the scientific internship and an opportunity of professional traineeship in accordance with the education programme
2. The conditions to apply by a PhD student to be delegated abroad to conduct classes as part of the international educational programme, the EU programmes, including the Erasmus programme, are described in the declaration of the University to join the programme, the rules and regulations for implementing individual activities under the programme, which the University agreed to abide by, and the Resolutions issued by the Rector regarding participation in the programme.

Art. 4

1. A PhD student of the University of Life Sciences in Lublin, delegated abroad for the purpose specified in Art. 1, is obliged to purchase insurance for the whole duration of the trip and the stay, including health insurance - costs of medical treatment and accident insurance.
2. If delegated to study abroad, Art. 1, a PhD student is obliged to become familiar with legal requirements of the country of destination, in particular, regarding the proof of identity (passport or ID card) and the expiration dates, visa requirements and obligatory vaccinations.
3. If delegated to study abroad, Art. 1, a PhD student shall receive, with the approval of the director of the Doctoral School and the Vice-Rector for Science and International Cooperation, an advance payment to cover the costs of travel, accommodation and the stay abroad under the terms of the Regulation of the Minister of Labour and Social Policy of 29 January 2013 on amounts payable to an employee of a state or local governmental budgetary unit for official travel (Dz.U. /Journal of Laws/ of 2013, item 167).
4. If a PhD student receives an advance payment to cover the costs of a trip abroad, the settlement of the costs of the trip shall be done according to the exchange rate of the bank on the day the advance payment is made.

Art. 5

1. Upon return from the trip, the PhD student shall:
 - 1) provide the financial statement to settle the funds allocated for the trip within 14 days of the completion of the trip,
 - 2) submit a written declaration regarding the performance of the tasks related to the purpose of the trip, within 14 days from the completion of the trip.
 - 3) present a detailed assessment of the accomplishment of the tasks in the form of the "PhD student's report" submitted in accordance with Art. 6, sec. 4 of the "Study Programme at the Doctoral School of the University of Life Sciences in Lublin".

Art. 6

1. A PhD student, delegated abroad to conduct research as part of the scientific internship, to participate in scientific conferences, congresses, conventions, trade exhibition or for training purposes other than postgraduate studies, referred to in **Art. 3** sec. 1 point 7, shall be granted funds depending on the financial possibilities, to cover the costs of travel, accommodation and the stay abroad.
2. The amount of the funds, referred to in Art. 1, shall not be higher than the full amount of the allowance for business trips abroad, appropriate for the country where the PhD student is delegated to stay, as specified in the Regulation of the Minister of Labour and Social Policy of 29 January 2013 on amounts payable to an employee of a state or local governmental budgetary unit for official travel (Dz.U. /Journal of Laws/ of 2013, item 167) - per day.

Art. 7

A PhD student delegated abroad to study as part of the EU programmes, including the Erasmus programme, which the University is a signatory to the administrator of the funds referred to in **Art. 3** sec. 1 point 7 shall grant the funds specified in the contracts or in the implementing protocols to those contracts, according to the provisions of the programme.

Art. 8

1. The organisational unit responsible for formal service and handling matters related to foreign mobility of PhD students is the International Exchange Office
2. The templates of the forms are attached to this Resolution:
 - Annex 1 Application to delegate a PhD student abroad
 - Annex 2 Application to transfer funds for a PhD student
 - Annex 3 Insurance declaration
 - Annex 4 Consent of a PhD student to the processing of personal data
 - Annex 5 Declaration for the settlement of costs of the trip incurred by a PhD student
 - Annex 6 PhD student's report on his stay abroad

Art. 9

In matters not covered by this Resolution, the provisions of the Act - Law on Higher Education and Science and its subordinate acts shall apply.

Art. 10

The supervision of the implementation of the Resolution is entrusted to the Vice-Rector for Science and International Cooperation.

Art. 11

The Resolution shall become effective on the date of signing.

Rector

/-/ Prof. dr hab. Krzysztof Kowalczyk