REGULATIONS ON THE RECRUITMENT AND SUPPORT OF IBB PhD STUDENTS AND STAFF

§ 1 Introductory Information

1. These Regulations define the rules for recruitment and support for outbound mobility under the Project: "The 3xW framework: Exchange, Cooperation, and Joint Research Tasks for enhancing the potential of early-career plant biologists – Strategic Partnership Programme" (hereinafter referred to as the Project).
2. The Project is implemented by the Institute of Biochemistry and Biophysics PAS (IBB PAS) based on Agreement No. BPI/PST/2024/1/00086/KW/00001 concluded with the Polish National Agency for Academic Exchange (NAWA).
3. The programme is financed by NAWA.

§ 2 Project Period and Activity Forms

1. The Project is implemented from September 1, 2025, to November 30, 2027.
2. All mobility activities must be completed by **November 30, 2027**.
3. Supported activities include short-term scholarship exchanges (on-site, online, or blended) that involve study visits, teaching activities, and participation in conferences and training sessions.
4. Joint research minigrants (task 5) are excluded from these regulations.
5. Budget Allocation: Funds are assigned to specific activities. Financial support is subject to the availability of funds allocated for a given task.

§ 3 Project Participants

1. Eligible participants are PhD students, administrative staff assigned to research support activities, and academic/research staff employed at IBB PAS.
2. Participants must maintain their status with IBB PAS throughout the application and mobility periods.

§ 4 Recruitment Procedure

1. Recruitment for each activity will be conducted through open calls. The call announcement will specify the activity type, target group, recruitment period, allocated funds, and the number of available slots.
2. Applications must be submitted electronically in response to a specific Call via the dedicated link: **[electronic application form]**
3. The application must be submitted in English and include all required consent and eligibility declarations.
4. Applications from PhD students must be countersigned by the PhD student's supervisor.
5. Successfully selected candidates must submit the data necessary to conclude the Agreement (data form Appendix nr 3). The document is to be sent electronically in an encrypted file to the address 3xw@ibb.waw.pl

§ 5 Evaluation and Selection Criteria

1. Applications are evaluated based on the specific criteria established and published in the announcement of each individual call.
2. The Recruitment Committee meets on the first Monday of each month. In justified cases, the Committee may meet more frequently to ensure Project continuity.
3. IBB PAS reserves the right to propose a shortened mobility period; refusal by the applicant to accept the shortened period results in rejection of the application.
4. Candidates have the right to appeal a negative decision to the IBB Director of Science within **7 calendar days** of receiving the recruitment results. The Director's decision is final.

§ 6 Financial Rules and Agreement

1. As a condition for payment, the mobility must be implemented in accordance with a signed grant agreement (template in Appendix No. 1). The candidate must provide the personal data (template in Appendix No. 3)
2. Support includes a lump sum for subsistence and travel costs in accordance with the rates specified in Appendix No. 2.
3. The participant is entitled only to the fixed lump-sum amount; any costs exceeding this lump sum shall not be reimbursed by IBB PAS nor constitute grounds for increasing the co-financing.
4. Participants in short-term exchanges implemented in a blended format (partly remote and partly on-site) are entitled to funding exclusively for the duration of the on-site mobility.
5. Payment Schedule:
    - **First instalment (80%):** Advance payment paid after signing the agreement and fulfilling initial obligations.
    - **Second instalment (20%):** Paid after the final settlement and approval of the mobility report.
6. All payments are made in PLN.
7. IBB PAS covers conference and workshop/training fees directly based on actual costs, upon presentation of an invoice issued to IBB PAS, up to the limits specified in the call announcement.

§ 7 Obligations and Settlement

1. Participants are obliged to submit a Mobility Report (Appendix No. 4) and any other required documentation (template provided in the call announcement) within 14 days of the mobility's completion.
2. Within 14 days of completion of the mobility, participants must complete an evaluation questionnaire and submit proof of travel (e.g., boarding passes, tickets, or certificates of attendance) to verify the duration of their stay.
3. Failure to comply with these regulations or the signed agreement may result in a demand for full or partial reimbursement of the received funds.
4. The Final Report is subject to formal evaluation and approval by the Project Manager or experts designated by them.
5. The Project Manager reserves the right to require amendments, corrections, or supplements to the submitted Final Report if it does not meet the project's quality or formal requirements.
6. The Final Report shall be considered officially accepted only after receiving explicit approval from the Project Manager (or the designated experts).
7. Failure to implement the requested changes within the specified timeframe will result in rejection of the report and impose a mandatory obligation on the participant to return all received funds.

§ 8 Final Provisions

1. Any disputes or matters not regulated herein shall be decided by the Project Academic Coordinator.
2. All documents must be submitted either in paper form with original signatures or in electronic form. Electronic documents must be signed with a qualified electronic signature or a legally recognised electronic signature (e.g., via DocuSign, Adobe Sign, or the Polish Trusted Profile/ePUAP) and sent to the 3xW project secretariat at IBB via e-mail: 3xw@ibb.waw.pl.
3. These regulations come into force on the date of signature by the Director of IBB PAS.

Appendices:

- Appendix No. 1 – Agreement with the participant
- Appendix No. 2 – Lump sums for travel and subsistence costs
- Appendix No. 3 - Data form
- Appendix No. 4 - Mobility Report