

RULES AND REGULATIONS FOR PARTICIPATION IN IDUB11 PROJECT ACTIVITIES

Appendix to the Rector's Order no. 141/2021 dated 8.12.2021

These Rules and Regulations for participation in IDUB 11 project define the principles for participation in the project entitled: "Excellence Initiative – research university".

The beneficiary implementing the Project is the Medical University of Bialystok.

Definitions

§ 1

The terms used later in the Rules and Regulations for participation in IDUB 11 project activities are given the following meanings:

- 1) Regulations – Rules and Regulations for participation in IDUB 11 project activities;
- 2) MUB – Medical University of Bialystok;
- 3) host Institution – a domestic or foreign higher education institution or other institution where the purpose of a trip under the IDUB11 project is implemented;
- 4) student – student of I degree, II degree or unified master's degree studies;
- 5) doctoral student – doctoral student pursuing education at the MUB Doctoral School or a participant of doctoral studies conducted on the basis of previous rules;
- 6) employee – person employed at MUB, including civil-law contracts. Research-teaching staff, research staff, teaching staff, research-technical staff, administrative staff and other employees may participate in the IDUB project. The period of termination of the contract may not be earlier than the period of termination of participation in the IDUB 11 Project;
- 7) candidate – person submitting an application form for participation in the IDUB 11 Project;
- 8) IDUB 11 Project participant – person who received the decision on granting the funding in the IDUB 11 Project;
- 9) Manager - Manager of the IDUB 11 Project – Prof. dr hab. Marcin Moniuszko – Vice-Rector for Science and Development;
- 10) Research area coordinator – Research area coordinator within IDUB 11. They shall act as research area coordinators:

- prof. dr hab. Adrian Chabowski – Vice-Rector for Education, Head of the Department of Physiology – coordinator for development of education of bioinformatics and biostatistics staff, including organisation of bioinformatics profile studies at MUB;
- prof. dr hab. Janusz Dzięcioł – Vice-Rector for Clinical Affairs And Vocational Training, Head of the Department of Human Anatomy – coordinator for biobanking of biological material;
- prof. dr hab. Anna Moniuszko-Malinowska – Vice-Dean for Evaluation and Science of the College of Medical Sciences at the Faculty of Medicine with the Division of Dentistry and Division of Medical Education in English, Professor in the Department of Infectious Diseases and Neuroinfection – coordinator for project management, cooperation with the bioinformatics community and academic exchange;
- prof. dr hab. Karol Kamiński - Vice-dean for Evaluation and Science of the College of Medical Sciences at the Faculty of Medicine with the Division of Dentistry and Division of Medical Education in English; Head of the Department of Population Medicine and Lifestyle Diseases Prevention – coordinator for preparation and management of specific projects using the database of persons / patients participating in cohort studies, including Białystok PLUS;
- dr hab. Michał Ciborowski – Assistant Professor at the Clinical Research Centre – coordinator for project management, cooperation with the bioinformatics community and organisation of metabolomic and proteomic studies;
- dr hab. Joanna Reszeć-Giełżyn – acting Head of the Biobank; Head of the Department of Medical Pathomorphology – coordinator for oncological biobanking and creation of a clinical database of oncological patients;
- dr. Magdalena Niemira - Assistant Professor at the Clinical Research Centre – coordinator for organisation of genome research and cooperation with the bioinformatics community;
- dr. Łukasz Szczerbiński – Assistant Professor at the Clinical Research Centre, Assistant Professor at the Department of Endocrinology, Diabetes and Internal Medicine – coordinator for preparation and management of specific projects in the field of metabolic diseases and prevention of lifestyle diseases.

11) Coordinator for academic exchange – coordinator for academic exchange within IDUB 11 – prof. dr hab. Anna Moniuszko-Malinowska – Vice-Dean for Evaluation and Science of the College of Medical Sciences at the Faculty of Medicine with the Division of Dentistry and Division of Medical Education in English, Professor in the Department of Infectious Diseases and Neuroinfection;

12) Commission – Commission evaluating the application form for participation in the IDUB 11 Project. The Commission shall be composed of at least the following persons: IDUB 11 Project Manager, Coordinator for Academic Exchange and Research Area Coordinator;

13) Action – action for which it is possible to obtain funding in the IDUB 11 Project. Possible actions are described later in the Regulations;

14) application form – application form for participation in the IDUB 11 Project;

15) decision – decision on granting funding in the IDUB 11 Project;

16) on-line action – action carried out in cooperation with a domestic or foreign institution, but without physical mobility;

17) IDUB 11 – Project Excellence Initiative - research University implemented by MUB;

General principles

§ 2

1. Under IDUB 11, the following activities can be carried out at MUB, involving a domestic or foreign trip or online participation in domestic or foreign international events:

a) study visits / internships / trainings in world-renowned research centres for students, doctoral students, staff, inter alia, in the field of modern research technologies and methodologies, in the field of activities aimed at improving the activity of university and raising the standards of work in the field of research, teaching, management;

b) participation of students, doctoral students and staff in domestic and foreign trainings in the best centres;

c) two-week trips by MUB researchers to renowned research centres abroad to present the MUB's offer in the field of cooperation in priority research areas;

d) travel in connection with the process of conducting doctoral dissertations in international cooperation.

2. For all of the above activities, a call is conducted with a separate resource / activity limit. These limits were set out in the IDUB 11 Project co-financing application.

3. The following types of costs can be financed:

- travel expenses;

- costs of living and accommodation (subsistence allowance);

- costs of the fees required for a host institution;

- costs for participation in trainings;

- costs of registration fees;

- costs related to the financing of the necessary consumables or reagents (provided that it is not possible to finance this cost category from other sources);

- other costs necessary for implementation of the action in the IDUB 11 Project.

4. An applicant for a trip under the IDUB 11 Project have to meet the following formal criteria:

a) have the status of an employee / student / doctoral student of MUB;

b) know a foreign language in which the action will be carried out in the host institution to the extent that the action can be fully implemented (at least at Level B2);

c) at the time of departure, be a student / doctoral student, and in the case of students to be a student of at least 2 year of first degree or uniform master's degree studies (point applies to students / doctoral students);

d) in the case of students - cannot be on a dean's leave, and in the case of doctoral students – be on an extension of studies;

e) have a grade point average of at least 3.5 from the previous period of study / education at the Doctoral School. In the case of 1st year students of the 2nd degree studies or doctoral students, the grade point average from all years of the previous degree studies is taken into account (the point applies to students / doctoral students);

f) have experience in the field of activity in student / doctoral science clubs (papers delivered at conferences or published in materials from these conferences, papers published in scientific journals) and student / doctoral student organisations (the point concerns students / doctoral students).

5. Foreign trips can be made to any country in the world.

6. All participants of mobilities must obtain compulsory health insurance for the duration of their journey and stay at the host institution. Insurance should allow the use of health care services in the territory of the country to which the foreign trip is carried out. MUB also recommends buying additional insurance covering the cost of any additional medical interventions or transport to the country. In justified cases (e.g. in the case of such a recommendation by the host institution), persons taking part in foreign trips are additionally obliged to purchase civil liability insurance for damage caused by the IDUB 11 Project participant during the period of implementation of the action.

7. An applicant for a trip under IDUB 11 may have citizenship of any country in the world.

8. Priority will be given to first-time applicants for foreign trips under IDUB 11, provided that the candidates meet equally the substantive criteria for participation.

Submission and formal assessment of applications for a foreign trip

§ 3

1. The selection process for participation in trips under the IDUB 11 Project is continuous.

2. You may participate in IDUB 11 project no more than three times. In justified cases, the IDUB11 Project Manager may agree to exceed the established limit - which requires a written request to the Project Manager and its approval.

3. An applicant for funding from IDUB 11 Project shall submit an application form to the International Cooperation Department. An authorised employee of the International Cooperation Department shall register the application and assign it a number.

4. In addition, students / doctoral students should submit a certificate from the Dean's Office / Doctoral School with the grade point average obtained from the previous period of study / doctoral education, as well as opinions of supervisors of science clubs, certificates of activity signed by the presidents of student organisations or representatives of the MUB authorities.

5. When applying for funding for a foreign trip, students / doctoral students should also submit a document confirming their knowledge of a foreign language required by the host institution (in particular: a language proficiency certificate, a grade in foreign language classes, a certificate from the MUB Department of Foreign Languages, a certificate from a language school).

6. The application form may only cover one type of IDUB 11 Project activity. For example, it is not possible to include a study visit/internship/training at a world-renowned scientific centre and a two-week trip to a renowned scientific centre abroad in order to present the MUB's offer of cooperation in

priority research areas in a single application form. Application forms covering more than one activity will be left without consideration.

7. Application forms for participation in the IDUB 11 Project should be submitted only individually, even if more than one person will participate in the activity. The second and subsequent persons wishing to participate in the activity should submit application forms separately.

8. Recruitment for the IDUB 11 Project may be terminated at the time of exhaustion of funds or at the time of the decision of the Manager to terminate recruitment to the IDUB 11 Project. The International Cooperation Department will announce the end of accepting application forms for the IDUB 11 Project in a special announcement to be presented in the "Internationalisation – Announcements" section of the MUB website: www.umb.edu.pl In justified situations, for example due to a worsening epidemiological situation, it is possible to temporarily suspend recruitment for IDUB 11 Project participation. The relevant announcement shall be presented under the section "Internationalisation – Announcements" on the MUB website: www.umb.edu.pl

9. A template of application form for participation in the IDUB 11 Project is presented in **Appendix 1** to these Regulations.

10. The application form for participation in the project should be completed in Polish.

11. In the application form, the Applicant shall certify with his / her own signature that he / she has read the Regulations.

12. The application form for participation in the IDUB 11 Project must be accompanied by a document from the host institution (e.g. invitation or other document confirming the possibility of participation in the event), confirming the possibility of admitting a participant of the IDUB 11 Project to carry out an activity at the host institution, which is the subject of the application form. The document must be signed by a person authorised to represent the host institution. This document must indicate the participant concerned by the event (name) and the period for which the IDUB 11 participant will be accepted by the host institution.

13. In the case of participation in forms of activities where it is not possible for the host institution to issue an invitation (e.g. open-ended specialised training organised by commercial entities), the training programme and other organisational information relating to the training programme or other eligible activity should be attached.

14. The application form should contain a detailed description of the trip, including the purpose, the planned place and time of stay and the expected effects of the trip. The description of the trip should have a volume of not less than 1,500 and not more than 2,500 characters with spaces. Employees and doctoral candidates have to demonstrate that the topic of the trip is consistent with the applicant's job position or the topic of the doctoral dissertation. In the case of doctoral students, they should provide confirmation from the Director of the Doctoral School or from the Head of the Doctoral Studies. Students must justify that the topic of the trip is consistent with the interests and scientific achievements of the applicant and provide confirmation of the supervisor. In each case, a framework timetable for the implementation of the activity should also be provided.

15. In the case of a short description, an employee of the International Cooperation Department shall return the application form to the applicant for completion, within a period not exceeding 3 working days.

16. The application form for participation in the IDUB 11 Project should be signed and stamped by the direct supervisor (in the case of employee applications), the thesis supervisor and the Director of the Doctoral School / Head of doctoral studies (in the case of doctoral student applications), the Dean of the relevant Faculty (in the case of students).

17. The application form must be signed by the Applicant. Signing the application form is tantamount to acceptance of the terms of participation in the IDUB 11 Project and consent to the processing of personal data for the purposes necessary for the recruitment to the IDUB 11 Project and the implementation of the IDUB 11 Project by the MUB in accordance with art. 6 section 1 letter a) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and the repeal of the Directive 95/46/EC (GDPR).

18. Not signed application forms will be returned.

19. Employee of the International Cooperation Department shall carry out a formal verification of the application form by verifying, inter alia, completeness and required signatures and dates, as well as required attachments. If the application form is complete, it shall be submitted for substantive assessment. If it is incomplete, the person submitting the application form will be asked to complete it.

Substantive assessment and decision to accept the application form

§ 4

1. A formally valid application form shall be submitted by an authorised employee of the International Cooperation Department to the Coordinator for academic exchange.

2. Coordinator for academic exchange designates a reviewer of the application form, i.e. IDUB 11 research area coordinator.

3. Once a reviewer has been appointed, the Coordinator for academic exchange shall convene a meeting of the Commission.

4. Composition of the Commission shall be as follows:

a) IDUB 11 Project Manager – Chairman of the Commission;

b) Coordinator for Academic Exchange – member of the Commission;

c) Research Area Coordinator – member of the Commission;

d) other persons (optional) – member of the Commission.

5. All the above-mentioned persons have the right to vote.

6. In the event of an equal number of positive and negative votes in the voting of a given issue, the vote of the Chairman of the Commission shall decide.

7. Members of the Commission shall process the personal data of an Applicant(s) to which they will have access during activities related to the work of the Commission in confidentiality.

8. The data controller shall authorise members of the Commission to process the personal data of applicants to the extent necessary for the work of the Commission.

9. Members of the commission are obliged to comply with the generally applicable rules on the protection of personal data and the internal legal acts on the protection of personal data in force at the University, in particular the proper data security measures.
10. The Commission may assess the application form by holding an on-site meeting with all members of the Commission. In justified cases, the Commission may hold meetings on-line or by collecting individual assessments in a circular manner.
11. The Commission shall evaluate the application in accordance with the application evaluation form, awarding points in each assessment category. Template of the application evaluation form is presented in **Appendix No. 2** to the Regulations.
12. The Commission shall evaluate the application form within 14 working days of its submission to the International Cooperation Department. In justified cases, the deadline may be extended.
13. Application forms may not be submitted to the International Cooperation Department less than 1 month before the planned start date of the IDUB 11 Project.
14. Points in each assessment category are awarded in the form of integers.
15. The following elements shall be assessed:
 - a) Assessment of the purpose of a trip – up to 20 points;
 - b) Assessment of the relevance (from the point of view of IDUB 11) of the Applicant's choice of research methods which he / she intends to develop at the time of departure – up to a maximum of 30 points;
 - c) Assessment of the Applicant's chances of using the results of the trip to implement the IDUB 11 strategy at the MUB – maximum 50 points.
16. The compliance of the IDUB 11 activity with the work performed (in the case of employees), with the field of study / discipline in which the Doctoral School / doctoral studies are conducted (in the case of students / doctoral students) is also assessed.
17. Achievement of the relevant number of points in the qualification procedure shall be decisive for the decision on granting the funding.
18. A positive evaluation for awarding the funding in IDUB 11 Project may be issued for application forms awarded at least 80 points. The maximum number of points you can earn is 100.
19. Only those applications which have received the approval of the Research Area Coordinator and the Manager of IDUB 11 can receive a positive assessment.
20. A positive decision by the Commission will be tantamount to financing the costs of implementing the activities set out in the application form. These costs will be re-verified at the stage of applying for a domestic or foreign trip. MUB reserves the right to re-examine the costs at this stage and to consider some of them as ineligible if they do not comply with the domestic or foreign travel regulations at the MUB.
21. In the evaluation form, the Commission shall indicate whether or not an applicant has qualified for the IDUB 11 Project.
22. The Commission shall provide a justification for the assessment.
23. The application evaluation form shall be signed by the IDUB 11 Manager, Coordinator for Academic Exchange, Research Area Coordinator.

24. In justified cases, the IDUB 11 Project Manager may also act as the Research Area Coordinator.
25. On the basis of a fully completed and signed application evaluation form, the Vice-Rector for Science and Development issue a decision to grant the funding in IDUB 11 Project or a decision not to grant the funding in IDUB 11 Project.
26. The decision to grant the funding in the IDUB 11 Project is issued if the application form fits into the scientific development plan of the IDUB 11 Project.
27. The decision shall indicate the number of points obtained at the substantive assessment stage.
28. The decision shall include the justification for granting or not granting the funding in the IDUB 11 Project.
29. Employee of the International Cooperation Department shall forward the decision in a scanned form and in paper form to the person whose application form has been accepted.

Implementation of IDUB 11 activities

§ 5

1. The receipt of the decision on granting the funding by the Applicant from the International Cooperation Department is the moment at which the Project participant can start implementing the activities related to the implementation of a domestic or foreign trip, including incurring expenses.
2. The IDUB 11 domestic trips shall be carried out in accordance with Order No. 21/13 of the Rector of the Medical University of Bialystok dated 01.03.2013 on domestic business trips of the Medical University of Bialystok employees and other domestic trips of academic teachers, as amended by: 44/16, 56/16, 3/2017, 27/14, 6/2019.
3. Foreign trips as part of the IDUB 11 Project shall be carried out in accordance with the Order No. 100/2021 of the Rector of the Medical University of Bialystok dated 22.09.2021 on foreign trips of employees, doctoral students and students of the Medical University of Bialystok.
4. Availability of funds for the implementation of activities under IDUB 11 is confirmed by an employee of the Development and Evaluation Department on the application for a domestic trip or an application for a foreign trip. The application shall be submitted to the Development and Evaluation Department by the International Cooperation Department (foreign trips) or the Employee Affairs Department (domestic trips).
5. The total cost of a single trip under IDUB 11 shall not exceed:
 - a) study visits / internships in world-renowned research centres for students, PhD students, employees 13 000.00 PLN / 1 trip;
 - b) participation of students, doctoral students and employees in domestic and foreign trainings in the best centres 10 000.00 PLN / 1 trip;
 - c) two-week trips by MUB researchers to renowned research centres abroad to present the MUB's offer in the field of cooperation in priority research areas – 25 000.00 PLN / 1 trip;
 - d) travel associated with the process of conducting doctoral dissertations in international cooperation – 15 000.00 PLN / 1 trip.

Exceeding the above amounts is only possible in exceptional circumstances and each time requires a written request to the Head of IDUB 11 and its approval.

6. The application form shall provide an estimate of the total costs of the activities covered by the application form, including VAT. The applicant should obtain information in this regard from the host institution, the organiser of the event, etc.

7. Only expenditure in accordance with the cost categories indicated in the budget of the IDUB 11 project may be incurred under the IDUB 11 project. In case of doubt, please contact the Development and Evaluation Department or the International Cooperation Department, also before submitting the application form.

8. If the acceptance by the host institution of an IDUB 11 Project participant entails conclusion of a tripartite agreement: MUB – IDUB 11 Project participant – host institution, it is required to inform the International Cooperation Department, which coordinates the procedure for the conclusion of international agreements, after receiving the decision on granting the funding. The trip will be possible in this situation after conclusion of the tripartite agreement.

Protection of personal data

§ 6

1. IDUB 11 Project Participant is obliged to comply with the provisions on the protection of personal data, in particular Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and the repeal of the Directive 95/46/EC (General Data Protection Regulation, the so-called GDPR) and internal regulations in force in this regard at the Medical University of Bialystok.

2. The IDUB 11 project participant is obliged to protect personal data against unauthorised or illegal processing and accidental loss, destruction or damage, using appropriate technical or organisational means.

3. The administrator of personal data of the IDUB 11 Project Participant is the Medical University of Bialystok. Information on processing the personal data of the IDUB 11 Project Participant by MUB in accordance with art. 13 of the GDPR can be found in the application form for participation in IDUB 11 (Appendix 1 to the regulations). The IDUB 11 Participant shall review the information on data processing contained in the form.

Other provisions

§ 7

1. Upon completion of the activities, the IDUB 11 Project Participant is obliged to provide a certificate from the host institution about the implementation of the planned program or confirmation of participation in the event.

2. Costs related to activities co-financed by the IDUB 11 Project may not be co-financed by sources other than the IDUB 11 Project.

3. In the case of simultaneous financing of activities co-financed by the IDUB 11 Project also from other sources, the possible financial consequences related to the recognition by the Ministry of Education and Science or other entity of all or part of the costs of the Participant's participation in the IDUB 11 Project as ineligible, shall be borne by the Participant, who shall be obliged to reimburse the funds in accordance with the received call for payment.

4. Trip cancellation, which is not justified by objective circumstances preventing participation in the IDUB 11 activities after the decision on granting the funding has been issued, will result in the impossibility of submitting further applications to the IDUB 11 Programme.

5. If, due to an IDUB 11 Project Participant's fault, they do not participate in an activity for which he/she has received funding and for which MUB has already made any payments, the IDUB 11 Project Participant shall be ordered to reimburse the costs incurred by MUB in full within 14 days of the date of submitting a call for reimbursement.

6. If the MUB receives information from the host institution that an IDUB 11 Project Participant has not implemented the programme assumed for implementation at the host institution, this may result in the IDUB 11 Project Participant having to reimburse all or part of the funding received. The Commission shall make a recommendation thereon. The decision shall be made by the Rector on the basis of a recommendation of the Commission.

7. There will be no reimbursement if the non-fulfilment of the conditions for participation in the IDUB 11 Project was due to circumstances defined as force majeure.

8. The decision shall be subject to an appeal including justification by the Applicant, which shall be lodged with the International Cooperation Department no later than 7 days after the date of delivery of the decision by the International Cooperation Department employee. The decision made by the Chairperson of the Commission based on the submitted appeal shall be final.

9. In matters not governed by the Regulations, the following provisions shall apply:

a) in the application in the first competition under the programme "Excellence Initiative – Research University" approved for implementation. The document is available in the International Cooperation Department;

b) the expenditure plan of the financial resources for the period 2021-2025 for the implementation of the project submitted for Excellence Initiative – Research University competition. The document is available in the International Cooperation Department;

c) Orders No. 21/13 of the Rector of the Medical University of Bialystok dated 01.03.2013 on domestic business trips of the Medical University of Bialystok employees and other domestic trips of academic teachers, as amended by: 44/16, 56/16, 3/2017, 27/14, 6/2019;

d) Order No. 100/2021 of the Rector of the Medical University of Bialystok dated 22.09.2021 on foreign trips of employees, doctoral students and students of the Medical University of Bialystok.

10. All information related to the implementation of the IDUB 11 Project will be posted on the MUB website, in the Internationalisation / Announcements tab.

11. Decisions issued under the Regulations shall not be subject to the provisions of the Administrative Procedure Code.

12. Appendices to the Regulations:

a) Appendix 1 – template of application form for participation in IDUB 11;

b) Appendix 2 – template of IDUB 11 application evaluation form.

13. The Regulations shall enter into force on 8.12.2021.