



“Next Generation PhDs – Innovations” Project
(nr. BPI/STE/2024/1/00016/DEC/1)
co-funded by the Polish National Agency for Academic Exchange
as a part of the
“STER Programme: Internationalisation of Doctoral Schools”



**Annex to Ordinance No. 9/2025
of the Director of the Tadeusz Manteuffel Institute of History PAS
dated 6 May 2025**

**Rules and Regulations for the Awarding and Disbursement of Funds
for International Research Fellowships at the Anthropos Doctoral School
of the Institutes of the Polish Academy of Sciences
under the STER Programme – Internationalisation of Doctoral Schools**

General Provisions

§ 1

1. These Rules and Regulations define the terms for awarding and disbursing funds for international research fellowships at the Anthropos Doctoral School of the Institutes of the Polish Academy of Sciences under the “STER – Internationalisation of Doctoral Schools” programme, within the project “Next Generation Global PhDs – Innovations”, grant agreement no. BPI/STE/2024/1/00016 – Task 2 – NAWA STER Fellowships – NextGenPhDs – Innovations.
2. The purpose of Task 2, as referred to in paragraph 1, is to support the international mobility of top doctoral candidates enrolled at the Anthropos Doctoral School of the Institutes of the Polish Academy of Sciences.
3. The obligations of the Tadeusz Manteuffel Institute of History of the Polish Academy of Sciences, as the Coordinating Entity of the Doctoral School, resulting from the implementation of Task 2, are specified in grant agreement no. BPI/STE/2024/1/00016 concluded with the Polish National Agency for Academic Exchange (NAWA).
4. The project referred to in paragraph 1 will be implemented from 1 January 2025 to 31 December 2027.
5. The Coordinating Entity plans to award funds for international fellowships to 10 doctoral candidates of the Anthropos Doctoral School, including 5 international doctoral candidates.



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Glossary of Terms

§ 2

The terms used in these Rules and Regulations shall mean:

- 1) Institute – the Tadeusz Manteuffel Institute of History of the Polish Academy of Sciences;
- 2) Doctoral School – the Anthropos Doctoral School of the Institutes of the Polish Academy of Sciences;
- 3) NAWA – the Polish National Agency for Academic Exchange;
- 4) Programme – “STER – Internationalisation of Doctoral Schools”;
- 5) Project – the project titled “Next Generation Global PhDs – Innovations”, implemented under the Programme, grant no. BPI/STE/2024/1/00016, concluded between the Institute and NAWA;
- 6) Plenipotentiary – the Plenipotentiary of the Director of the Institute for the Anthropos Doctoral School (person authorised to represent the Institute as the project beneficiary);
- 7) Doctoral candidate – a Polish or international doctoral student at the Doctoral School;
- 8) International doctoral candidate:
 - a) a foreign national who completed a first-cycle, second-cycle or long-cycle Master’s degree at a foreign institution;
 - b) a foreign national who completed a second-cycle or long-cycle Master’s degree at a Polish institution;
 - c) a Polish national who completed a second-cycle or long-cycle Master’s degree at a foreign institution;
- 9) Applicant – a doctoral candidate who meets the eligibility criteria and has submitted an application in response to the call;
- 10) Participant – a doctoral candidate awarded fellowship funds in accordance with these Rules and Regulations;
- 11) Rules and Regulations – these Rules and Regulations for awarding and disbursing funds for international fellowships.

Principles and Procedure for Awarding Fellowship Funds

§ 3

1. Funds are awarded through a competitive call announced by the Plenipotentiary.
2. The announcement includes information on application procedures and deadlines, number of places, fellowship duration and date of results. It is published on the Doctoral School website.
3. The call is open to doctoral candidates with an approved individual research plan.
4. Fellowship duration may range from 1 to 3 months and must fall within the project period.
5. The application must follow the template in Annex 1 and include: justification for host institution selection, work plan with all intended activities, rationale, expected outcomes, and skills to be acquired.

Attachments:

- 1) academic CV;
- 2) confirmation from the host institution;
- 3) supervisor’s recommendation.

§ 4

1. Applications are assessed by the NAWA-STER Programme Committee, as defined in the STER scholarship regulations annexed to Ordinance No. 5/2025 of 17 April 2025. Relevant provisions of §4 from that regulation apply.
2. Late or incomplete applications will not be considered.
3. Evaluation is based on equal opportunity and non-discrimination principles, using the following criteria:

Academic achievements	0–5
Host institution selection	0–5
Work plan	0–10
Total:	0–20

4. Based on scores, the Committee prepares a ranking list and awards funds to top applicants. Decisions are final.



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5. Results are announced on the Doctoral School website.
6. Each candidate may receive fellowship funding only once during the project.

Fellowship Amount and Disbursement

§ 5

1. The participant receives the following:
 - 1) monthly stipend: PLN 5,000 gross (including relevant deductions);
 - 2) flat-rate for living and accommodation costs as per the NAWA Beneficiary Guide (sections 6.9.14–6.9.16): www.nawa.gov.pl;
 - 3) flat-rate for travel costs as per the same sections.
2. The stipend is independent of the regular doctoral scholarship.
3. Details of the amount, disbursement and refund terms are specified in the individual agreement. No funds are disbursed until the agreement is signed.

Participant Obligations

§ 6

1. Before departure, the participant must sign the agreement referred to in § 5.
2. Within 14 days of return, the participant must submit to the Plenipotentiary:
 - 1) certificate of completion (Annex 2);
 - 2) report on activities with confirmation of seminar attendance/consultations;
 - 3) completed NAWA evaluation survey, if sent.
3. If necessary, the participant must attend an interview with an expert to verify the acquisition of knowledge, skills and social competences. Interview details are arranged individually. The principles and methods of learning outcome verification are in Annex 3.

Final Provisions

§ 7

1. Amendments to these Rules may be introduced following changes in the NAWA grant agreement.
2. For matters not covered herein, the NAWA Beneficiary Guide and related programme documents shall apply.



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Annex 1 to the Rules and Regulations

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Full name

.....

Affiliation

.....

Email Address

Plenipotentiary of the Director of the Tadeusz
Manteuffel Institute of History of the Polish
Academy of Sciences for the Anthropos Doctoral
School of the Institutes of the Polish Academy
of Sciences

**APPLICATION FOR FUNDING OF AN INTERNATIONAL RESEARCH FELLOWSHIP
UNDER THE NAWA STER PROGRAMME
WITHIN THE PROJECT *NEXT GENERATION PHDS – INNOVATIONS***

I hereby apply for funding of an international research fellowship in
..... lasting for

I am preparing a doctoral dissertation on the topic:

.....
.....



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Abstract of the doctoral project (up to 500 words):

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Justification for the choice of host institution (up to 500 words):

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I hereby declare that I have read and understood the *Rules and Regulations for the Awarding and Disbursement of Funds for International Research Fellowships at the Anthropos Doctoral School of the Institutes of the Polish Academy of Sciences under the STER Programme – Internationalisation of Doctoral Schools*.

Attached to this application:

.....

.....

Signature of the doctoral candidate

*The personal data provided by the applicant are processed for the purpose of handling the application by the Personal Data Controllers jointly administering the Anthropos IPAN Doctoral School:

1. Tadeusz Manteuffel Institute of History of the Polish Academy of Sciences, Rynek Starego Miasta 31, 00-272 Warsaw;
2. Institute of Archaeology and Ethnology of the Polish Academy of Sciences, Al. Solidarności 105, 00-140 Warsaw;
3. Institute of Literary Research of the Polish Academy of Sciences, ul. Nowy Świat 72, 00-330 Warsaw;
4. Stanisław Leszczycki Institute of Geography and Spatial Organization of the Polish Academy of Sciences, ul. Twarda 51/55, 00-818 Warsaw;
5. Ludwik and Aleksander Birkenmajer Institute for the History of Science of the Polish Academy of Sciences, ul. Nowy Świat 72, room A09, 00-330 Warsaw;
6. Institute of the Polish Language of the Polish Academy of Sciences, Al. Mickiewicza 31, 31-120 Kraków;
7. Institute of Mediterranean and Oriental Cultures of the Polish Academy of Sciences, ul. Nowy Świat 72, unit 327, 00-330 Warsaw;
8. Institute of Slavic Studies of the Polish Academy of Sciences, ul. Jaracza 1, 00-378 Warsaw;
9. Institute of Art of the Polish Academy of Sciences, ul. Długa 26/28, 00-950 Warsaw.

These institutions, under a joint data controllership agreement, act as Joint Personal Data Controllers.

Providing personal data is voluntary, but necessary for processing the application. The data will be processed for the duration required to complete the application procedure, including archiving. The data may be disclosed to entities authorised under generally applicable laws as well as to entities providing administrative and organisational support.

The data subject has the right to request access to personal data, rectification, erasure or restriction of processing, as well as the right to data portability and the right to lodge a complaint with the President of the Personal Data Protection Office.

For all matters related to the processing of personal data, please contact the Data Protection Officer of the Institute of History PAS: iodo@ihpan.edu.pl.

Detailed information is available at: <https://ihpan.edu.pl/en/about-us/personal-data-protection/>, and the full data protection notice (GDPR clause) is published at: <https://ihpan.edu.pl/szkola-doktorska-anthropos-ipan/rekrutacja/klauzula-informacyjna-rodz/>.



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Annex 2 to the Rules and Regulations

CERTIFICATE

This is to certify that

Ms/Mrs

.....
Name and surname

was a fellow of the program

**NAWA STER – INTERNATIONALISATION OF DOCTORAL SCHOOLS
“NEXT GENERATION GLOBAL PhDs”**

from to

at

(a place of the fellowship)

.....
date and signature



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Description of the learning outcomes¹:

Please describe the learning outcomes as a result of participating in the event using the following formula and catalogue of concepts. The defined learning outcomes should be easy to verify. It is therefore necessary to avoid too general and too complex expressions, the language of the description should be simple and precise.

Knowledge (*knows and understands...*)²

For example:

The fellow gets acquainted / collects / formulates / explains / recognizes / distinguishes / names / selects / understands / indicates

Skills (*can...*)³

The fellow analyzes / selects / uses / connects / supports / develops / organizes / calculates / conducts / prepares / solves / implements / verifies

Social competence (*is ready to...*)⁴

The fellow is aware ... / capable of ... / oriented to ... / open to ... / responsible for ... / cares about ... / aims at ...

¹ **The learning outcome** is what the learner knows, understands and can do as a result of learning, expressed in terms of knowledge, skills and social competence .

² **Knowledge** – a collection of descriptions of objects and facts, principles, theories and practices acquired in the learning process and relating to the field of learning or professional activity.

³ **Skills** – the ability, assimilated in the learning process, to perform tasks and solve problems specific to the field of learning or professional activity.

⁴ **Social competence** – the ability to participate autonomously and responsibly in the professional and social life and to shape own development, taking into account the ethical context of own behaviour.



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Annex 3 to the Rules and Regulations

PRINCIPLES AND METHODS FOR LEARNING OUTCOMES AND COMPETENCE ACQUISITION

This Annex defines:

- 1) the competency standards expected as a result of project participation, grouped into: knowledge, skills, and social competences (attitudes);
- 2) criteria for evaluating learning outcomes post-participation;
- 3) methods for verifying those outcomes.

1. Definitions

Competence means the verified ability to use knowledge and personal, social, and methodological skills in educational or professional contexts, and for individual development.

- Knowledge: facts, principles, theories, and practices relevant to a field.
- Skills: ability to apply knowledge and procedures to complete tasks and solve problems.
- Social competences: attitudes enabling autonomous and responsible use of knowledge and skills.

Participants are expected to gain the following:

- Language competences – understanding and producing academic content, improving grammar and vocabulary, engaging in academic interaction, and showing openness to linguistic and cultural diversity.
- General research competences – understanding research structures abroad, participating in international projects, and openness to methodological diversity.
- Specific research competences – knowledge of specific disciplines, research methods, project results; ability to integrate into research trends and apply new knowledge practically.



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2–3. Evaluation and Verification

Planned competences are outlined in the application (§ 3). They must be confirmed by a certificate and report, evaluated by a verification expert. The key evaluation criterion is the consistency between declared and acquired competences.

The expert may conduct an interview to verify the learning outcomes. Upon successful evaluation, the Plenipotentiary issues a certificate of competence acquisition.