

# Rules and Regulations for the Call for Applications

*Short-term mobilities of researchers to UNIC partner universities*

*edition 2023*

Internal calls for applications of the University of Lodz financed under the subsidy increased by 2% for the universities that joined the Excellence Initiative – Research University competition

<b>Who can submit an application?</b>	3
<b>Purpose, duration and budget</b>	4
<b>Submission of applications</b>	5
<b>Evaluation and qualification of applications</b>	5
<b>Announcement of results</b>	6
<b>Responsibilities of the call beneficiary</b>	6
<b>Documents to be read before submitting an application</b>	6

The aim of the call is to support international mobilities of the University of Lodz employees.

The mobility will enable research cooperation, including publications and projects, with international partners of the UNIC alliance. This type of activity should provide significant support for the development of the scientific career of researchers from our university.

**There are currently 10 partner universities within the UNIC alliance:**

- Erasmus University Rotterdam (the Netherlands) - coordinator
- University of Deusto (Spain)
- Ruhr University Bochum (Germany)
- University College Cork (Ireland)
- Koç University (Türkiye)
- University of Liège (Belgium)
- University of Oulu (Finland)
- University of Zagreb (Croatia)
- Uniwersytet Łódzki (Poland)
- Malmö University (Sweden)

**Who can submit an application?**

An application may be submitted by a research and teaching-research employee who:

1. is employed and conducts research activity at the University of Lodz,
2. obtains the Dean's approval for the mobility,
3. has an invitation (approval) from the Partner University (UNIC) signed by the "Supervisor",
4. presents a programme/schedule of activities planned for the duration of the mobility.

The type of collaboration outlined in the application can apply to all scientific disciplines represented at the UL.

### **Purpose, duration and budget**

The call allows applicants to apply for funding for mobilities at partner universities for a period of 5 to 21 days.

Funding obtained by beneficiaries of the call may be used to cover travel and subsistence costs (accommodation, allowance). They cannot be used to cover the costs of the research itself.

Travel costs (tickets) will be settled on the basis of an invoice, purchased in accordance with the rules applicable at the UL.

Allowance and accommodation will be settled on the basis of the Regulation of the Minister of Family and Social Policy of 25 October 2022 and Regulation No. 4 of the UL Rector of 5 October 2023 (amendment to Regulation No. 42 of 2 January 2017).

The Competition provides funding for mobilities aimed at:

1. conducting research,
2. cooperation in a research project (e.g. creating joint grant application),
3. acquiring materials for research or research publication,

## Submission of **applications**

Applications will only be accepted in an electronic form, using relevant application forms available in the Employee Knowledge Database in the Employee Service.

The following documents are required to submit an application:

- a Microsoft FORMS application,
- an invitation letter together with the list of activities to be conducted at the partner university, signed by the Supervisor from the partner university,
- information about the purpose of the mobility, its impact on the applicant's career and academic discipline, benefits for the home institution and justification for the choice of the host institution.

### Call for applications:

**from 30 November 2023 at 12:00 pm to 31 January 2024 at 12:00 am.**

## Evaluation and qualification **of applications**

The evaluation of the applications shall take place in two stages:

- A pre-selection of applications with formal assessment will be carried out by the IDUB Section employee for compliance with the provisions of these Rules and Regulations.
- The Dean of the Faculty or persons designated by the Dean will recommend a given application for funding.

The final decision is made by the **Vice-Rector for Research**.

The decision of the UL Vice-Rector for Research may be appealed in terms of formal evaluation to the Rector within 7 days from receiving the decision.

The appeals should be submitted via the IDUB section at [magdalena.zalasa@uni.lodz.pl](mailto:magdalena.zalasa@uni.lodz.pl)

## Announcement of **results**

The decision of the Vice-Rector for Research to grant the funding will be sent to applicants via e-mail.

The mobility may be carried out until the end of 2024.

## **Responsibilities** of the call beneficiary

Upon return from the Host University, the employee is required to submit a report on their visit and demonstrate the expected impact of the mobility on their further academic development.

- The report must be submitted no later than 15 days after the mobility.

## Documents to be read before **submitting an application**

1. Rules and Regulations of the ***Short-term mobilities of researchers to UNIC partner universities*** as part of the subsidy increased by 2% for universities that joined the Excellence Initiative – Research University
2. Regulation No. 42 of the Rector of the University of Lodz of 13 November 2020 (*consolidated text amended by Regulation No. 143 of the Rector of the University of Lodz of 5 May 2021*)
3. Application form for ***Short-term mobilities of researchers to UNIC partner universities***
4. Invitation from the Host Institution
5. Appendix 1 ***Short-term mobilities of researchers to UNIC partner universities***
6. Appendix 2 ***Short-term mobilities of researchers to UNIC partner universities***
7. Appendix 3 for ***Short-term mobilities of researchers to UNIC partner universities***