**RULES & REGULATIONS**

**Arrivals of scientifics from abroad for short academic visits in the year 2024 within the framework of the implementation of the Development Strategy of KUL IDUB for the years 2024-2026**

**Part 1: Rules of organization of arrivals**

1. The call for applications shall be conducted on a continuous basis.

2. The purpose of the arrival may be to establish or sustain scientific cooperation, in particular by conducting joint scientific research and initiating project activities.

3. Applications for the arrival of scientificsfrom foreign universities or institutions conducting research may be submitted by KUL academic staff - academic teachers or employees who are not academic teachers included in the number N in the scientific discipline subject to evaluation of the quality of scientific activity.

4. The internship must be completed by December 31, 2024.

5. The duration of the internship must be min. 7 days, max. 14 days (excluding travel days).

6. The principles of financing the internship are specified in the Order of the Rector of John Paul II Catholic University of Lublin (KUL) dated May 21, 2024 on benefits for foreign guests staying at the John Paul II Catholic University of Lublin in the framework of international cooperation (Monitor KUL, item 1952024), subject to paragraph 7.

7. Pocket money in the amount of PLN 120 per day of internship shall be established for the implementation of arrivals under these regulations.

**Part 2: Application & Selection procedure**

8. The template of the application for inviting a foreign guest is determined by the regulation indicated in paragraph 6.

9. The application should be submitted in person to the International Relations Office Konwikt KUL, room no. 81, e-mail: internship@kul.pl, (incomplete applications will not be considered).

10. The decision is made by the IDUB Academic Mobility Commission, hereinafter referred to as the "Commission".

11. In the process of evaluating applications, the Commission shall in particular take into account the scientific benefits associated with the scholar's stay and the prestige of the university or research institution represented by the invited scholar.

12. The decision of the Commission shall be final.

13. The number of arrivals depends on the amount of available funds.

**Part 3: After the Internship**

14. The academic supervisor of the scientifics within 14 days after the end of the stay shall be obliged to calculate the costs of the stay in accordance with the procedure specified in the order indicated in paragraph 6.