

***Rules of the procedure for granting scholarships to cover tuition fees and mobility costs for students of the International Joint Second Cycle Degree MA in International Relations, specialisation: Europe from Visegrad Perspective from the funds of the International Visegrad Fund grant 21920051 "Enhancing academic mobility in the V4, EU EaP and Western Balkans".***

These Rules have been established on the basis of: Visegrad Network for Research, Education and Academic Mobility - VNDREAM Consortium Agreement for delivering the Joint Second Cycle Degree MA in International Relations: Europe from Visegrad perspective amending the VNDREAM Consortium Agreement of 1 October 2012 with further modifications commencing from 30.09.2018 and Contract on the provision of financial resources from the International Visegrad Fund's Visegrad Strategic Grant No. 21920051 as well as Grant Guidelines for Visegrad, Visegrad + and Strategic Grants by the International Visegrad Fund.

§1 General rules.

1. Financial resources for scholarships to cover the tuition and mobility costs for students who participate in the International Second Cycle Degree MA in International Relations, specialisation Europe from Visegrad Perspective, come from the pool allocated from the funds of the International Visegrad Fund Grant 21920051 "Enhancing academic mobility in the V4, EU EaP and Western Balkans" (hereinafter referred to as Visegrad Grant).
2. Scholarships to cover the tuition and mobility costs for students referred to in § 1 para. 1 (hereinafter referred to as scholarships), are awarded annually by means of a competition by the Competition Committee (hereinafter referred to as the Committee).
3. Information about the competition call and the number of scholarships available for a given academic year is announced by the Grant Manager acting on behalf of the VNDREAM Consortium via the website <https://v4.uj.edu.pl>, hereinafter referred to as the website. A specimen of the announcement of the scholarship competition is attached as Annex 2 to the Regulations.
4. The scholarship is awarded in accordance with the rules of the Visegrad Grant project, from the funds of the International Visegrad Fund and cannot be combined with another scholarship awarded from public funds of the Visegrad Group countries (e.g. the CEEPUS program) or public funds of the European Union countries (e.g. the Erasmus programme). The scholarship may be combined with the funds received from private sources, provided that the regulations for granting scholarship assistance from these sources allow it. Detailed rules of the procedure for granting scholarships are set out in Annex 3 to these Rules.
5. The scholarship to cover the tuition and mobility costs is granted from October 1 each year, for a maximum period of 24 months.
6. The Grant Co-ordinator, acting on behalf of the VNDREAM Consortium, announces the number of scholarships for a given academic year, depending on the availability of funds under the Visegrad Grant project. In total, a maximum of 10 scholarships will be awarded as part of the implementation of the grant over the duration of the grant.

7. The scholarship to cover the tuition fee is transferred to the bank account of the partner Universities of the VNDREAM Consortium, in accordance with the study programme of (1st semester: Jagiellonian University in Krakow, 2nd semester: Masaryk University, 3rd semester: University of Pécs, 4th semester: Matej University Bela in Banska Bystrica). The scholarship to cover the tuition fee is transferred every semester, in each academic year, after verifying the eligibility of the payment from the bank account of the Jagiellonian University on which the funds of the Visegrad Grant project are deposited.

8. The mobility scholarship is transferred to the scholarship holder's bank account in five tranches in each academic year after verifying the eligibility of the payment from the bank account of the Jagiellonian University on which the funds of the Visegrad Grant project are deposited.

9. The scholarship will be transferred on the basis of a decision of the Commission on the award of a scholarship to cover study fees and mobility costs, issued in accordance with the rules of the procedure for the granting of scholarships by the International Visegrad Fund.

## § 2 Application rules

1. Students may apply for the pool of ten scholarships for four semesters provided they hold citizenship of: a) one of the countries of the Visegrad Group (i.e. Poland, Hungary, Slovakia or the Czech Republic), b) Eastern Partnership of the European Union and the Western Balkans (i.e. Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine, Northern Macedonia, Montenegro, Serbia, Albania, Bosnia and Herzegovina, Kosovo)

2. The scholarship is awarded based on the student's application. A specimen application form for a scholarship is set out in Annex 1 to these Rules.

3. The application must be submitted in person or by post to the office address of the unit coordinating the study program and sent a scanned, signed copy to the e-mail address available on the website, in accordance with the dates announced on the website.

4. If all funds allocated to scholarships are not distributed effectively, the Competition Committee will set an additional deadline for submitting applications for scholarships. An additional deadline for submitting applications will be announced on the website.

## § 3 Competition criteria

1. The committee is composed of members appointed by the Dean of the Faculty of International and Political Studies, approved by the VNDREAM Consortium for the duration of the grant.

2. The Committee consists of the Dean of the Faculty of the unit coordinating the implementation of the grant, the Head of the Grant who acts as the Chairman of the Committee and other members appointed by the Dean.

3. Detailed rules and procedure for granting scholarships are set out in Annex 3 to these Rules.

4. The list of students awarded scholarships is concluded taking into account approved ranking lists of candidates admitted to the studies, prepared on the basis of evaluation of the application for a given recruitment on a scale of 0 - 100 points. Application evaluation criteria are available on the website: <https://v4.uj.edu.pl/admission> and comply with the adopted legal acts of the Jagiellonian University.

#### § 4 Rules for examining applications

1. The commission shall examine applications for scholarships based on the list of candidates admitted to study and applying for scholarships, based on applications submitted within the prescribed period.

2. The application may be withdrawn at any stage of the competition procedure, upon the applicant's written request to the President of the Commission.

3. The Commission shall examine the applications in accordance with the deadlines announced on the website.

4. Information on the results of the competition will be posted on the website and in person to candidates applying for a scholarship. The Competition Committee will also provide information with a list of students who have been awarded a scholarship to the International Visegrad Fund.

5. The student of the programme has the right to appeal against the decision of the Commission within two days from the date of announcement of the results of the competition.

6. Appeals will be considered by the second instance commission appointed for this purpose, which is made up of members appointed by the Dean of the Faculty of International and Political Studies approved by the VNDREAM Consortium for the duration of the grant.

7. The final information about the results of the competition after considering the appeals is announced for each year of granting scholarships on the date indicated on the website.

#### § 5 Scholarship payment

1. A scholarship for mobility costs shall be transferred to students for the duration of the study programme in the amount of EUR 4600 per year. The scholarship will be paid in five installments in each academic year, after verifying the eligibility of the payment from the bank account of the Jagiellonian University on which the funds of the Visegrad Grant project are deposited on the bank account indicated by the scholarship holder.

2. The scholarship to cover the tuition fee is paid directly to the account of the consortium universities, for students who have been awarded the scholarship and pursuing the course in accordance with the study program in the amount of EUR 1,500 per semester.
3. The scholarship is paid after signing the contract between the Jagiellonian University - the Faculty of International and Political Studies of the Jagiellonian University represented by the Head of the Grant, with the countersignature of the Dean of the WSMiP UJ and the scholarship holder Visegrad Grant within fourteen days of signing the scholarship agreement.
4. The agreement constituting Annex 4 to these Rules of the procedure sets out the terms and conditions for the payment of the scholarship and the rights and obligations of the parties.
5. The scholarship may be reduced by the due personal income tax.
6. A scholarship holder from a country that is a party to the double taxation agreement between Poland and the country of which he is a citizen may submit a document confirming tax certification.

#### § 6 Reporting of results

1. Consortium universities are required to submit a progress report on the implementation of the study programme for the purposes of the modification of the eligibility of the payment.
2. The Grant Co-ordinator, after verifying the eligibility of the scholarship payment, approves the payment of the scholarship from the bank account of the Jagiellonian University.

#### § 7 Suspension and return of the scholarship

1. In the event of a scholarship holder's violation of the rules of the competition, in particular by providing false data in the application or violating the regulations in another way, failure to comply with the rules of participation in the study program by failing to complete the subjects specified in the study programme, as well as violation of the principle of scientific reliability – the scholarship payment is suspended immediately.
2. The decision on suspending the payment of the scholarship is taken by the Grant Co-ordinator, immediately after receiving information in this matter.
3. If the investigation confirms the allegations, the scholarship holder is obliged to return the awarded scholarship as undue, for the period in which the violation of the scholarship rules occurred. If the investigation proves that the charges presented to the scholarship are unjustified, the payment of the scholarship will be resumed and the due installments paid.
4. If a scholarship holder is removed from the list of study programme participants, the payment shall cease when the procedure of striking off the list of students begins.

§ 8

Final Provisions

1. Attachments are an integral part of these Rules of the procedure:

- a) No. 1: Sample application for a scholarship to cover study fees and mobility costs.
- b) No. 2: Specimen of the competition announcement for scholarships to cover study fees and mobility costs.
- c) No. 3: Detailed rules of the procedure for assessing applications for scholarships to cover tuition fees and mobility costs.
- d) No. 4: Specimen contract for scholarship to cover study fees and mobility costs
- e) No. 5: Specimen consent for the processing of personal data for the purposes of granting and paying scholarships

2. Documents related to the conducted competition are kept in the Faculty organisational unit indicated by the Dean for the period of years. This applies in particular to:

- a. competition call announcement information,
- b. competition applications submitted by applicants,
- c. list of students qualified for scholarships together with a reserve list established by the Commission,
- d. competition ranking lists.

3. These Rules of the procedure shall enter into force on .....Krakow,  
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