

WCMCS internships for graduate students.

I. Objectives.

WCMCS internships are directed to PhD students enrolled in scientific institutions outside Warsaw. The WCMCS trainees will participate in lectures and seminars at the institutions of WCMCS (MIMUW or IMPAN) as well as in the research projects conducted by the faculty of WCMCS. It is expected that internships for graduate students will stimulate collaboration of the research groups in WCMCS with their counterparts from other domestic and foreign institutions. Internships for graduate students are funded solely from the funds of the KNOW program.

II. Rules of the placement.

1. Internships take place in a four-month cycles during the academic year: in the Fall semester from October 1st to January 31st and the Spring semester from February 15th to June 15th.

2. The duration of an internship is one or two semesters; the internship may be extended or renewed, after a break, with a total of no more than three semesters.

3. In the course of his/her internship the doctoral student is under the supervision of a mentor who is an employee of MIMUW or IMPAN (Warsaw branch). The mentor approves the work plan of the student and supervises its implementation.

4. Responsibilities of the doctoral trainee:

4.1. Before starting an internship, as part of the competition procedure, the trainee prepares a work plan and a description of the research project, which he/she intends to pursue during the internship.

4.2. The PhD trainee participates in the mentor's seminar and in (at least) one monograph lecture related to his/her project.

4.3. The teaching load of the trainee is 30 to 60 hours per semester.

4.4. The PhD intern is actively involved in the work of the research group of his/her mentor, including organizational tasks related to the mentor's seminar, preparing grant proposals and organization of scientific meetings.

4.5. In the course of his training the PhD student can not leave Warsaw (for training or conferences) to other scientific centers for more than, a total of, 15 days per semester. For each trip the PhD trainee must obtain the consent of his/her mentor.

4.6. At the end of each semester the trainee prepares a report on the progress of his/her research project. The report should include the information about the courses and seminars that he/she attended. The report should be approved by the trainee's mentor.

4.7. The research papers prepared during the internship should include an appropriate endorsement of the WCMCS funding.

5. The amount of remuneration for the internship is 4500 zł per month,

before taxes. The salary is paid on the basis of a civil law contract.

6. In the event of an inadequate performance of the trainee the management of WCMCS may suspend the payment of his/her wages.

III. Competition procedure.

1. The WCMCS internships are directed to outstanding doctoral students engaged in advanced research, who are selected on the competitive basis.

2. Competition for internships is announced twice a year. The date of submission of applications should not be earlier than one month after the publication date of its announcement. Competition should be settled within one month from the date of the submission of applications.

3. Candidates for doctoral internships submit the following documents:

3.1. CV along with relevant information about his/her program of studies.

3.2. A list of publications and copies of the most important works.

3.3. Research project with work plan, which should include a reference to the work conducted by a research group of the proposed mentor at WCMCS and information on classes which the candidate wants to take.

3.4. A letter of recommendation from the student's advisor from his/her home institution, cosigned by the director of the doctoral studies.

3.5. A letter of recommendation from the proposed mentor at WCMCS, including project evaluation (presented directly to the Competition Commission).

4. Students applying for an extension or renewal of the internship provide of the same documentation as candidates applying for an internship for the first time.

5. The Competition Commission evaluates the applicants' documentation and prepares a list of candidates recommended for an internship. Results of the contest are approved by the Board of WCMCS; the Board's decision is final.

6. The list of students admitted to WCMCS internships is posted at WCMCS website.