

## **PROM 2019/2020 – FREQUENTLY ASKED QUESTIONS:**

### **GENERAL QUESTIONS:**

Q: Who signs page 3 of the project participation data form (*Legible signature of the person receiving the form on the side of the HEI / Institute*)?

A: PROM Admissions Office at KUL (i.e. International Relations Office).

Q: Can I sign the project participation data form only with my surname?

A: No, all the required signatures must be legible and consist of name and surname.

Q: Can an outgoing KUL Applicant type in a foreign permanent residence address?

A: No, only a Polish permanent residence address is eligible in case of outgoing KUL Applicants.

Q: How many days of scholarship exchange do I type in the project participation data form in order to calculate the budget?

A: Days of scholarship exchange = total number of days of stay + max. 2 days of travel. Applicants must provide a total number of days of the scholarship exchange (including days of stay and days of travel).

Q: How do I calculate the distance between my permanent residence address and the host institution?

A: Please use Erasmus+ Distance Calculator: [https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_pl](https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_pl) You should type in your place of residence (city / town) and the city of stay.

Q: Is it enough to provide a general acceptance letter (for example, a letter of invitation)?

A: Yes, during the recruitment process, it is enough to submit an acceptance letter without a detailed programme of stay (but a detailed programme of stay must be included in the project participation data form).

Q: Does the acceptance letter have to contain specific dates of stay, the same as in the project participation data form?

A: Preferably, the acceptance letter and the project participation data form should contain the same dates of stay. In case the dates in the acceptance letter are more general (for example include a month and a year), it may still be accepted.

Q: Do I have to submit an acceptance letter if I'm applying for *execution of archival/library research*?

A: An acceptance letter in case of *execution of archival/library research* is not required during the recruitment process. The Project Participant must present a certificate containing the confirmation of *execution of archival/library research* upon the completion of the scholarship exchange. During the recruitment process, an Applicant must submit for example a print screen with the opening hours of the chosen library / archives as a confirmation that the institution will be open during their stay.

Q: Do I have to submit an acceptance letter for each type of activity included in the project participation data form during the recruitment process?

A: Yes (exception: *execution of archival/library research* – please see the question and answer mentioned above).

Q: Do I have to present a separate certificate for each type of activity in case of more than one type of activity (for example *active participation in a foreign conference* and *execution of archival/library research*)?

A: Yes, you must present a separate certificate for each type of activity.

Q: Do I have to deliver the hard copies of the required documents to PROM Admissions Office in person or may I send them by e-mail or by post?

A: Doctoral students and academic staff of KUL: hard copies of the application documents should be delivered to the Admissions Office in person or sent by post (documents should be delivered until the last day of the recruitment process).

Doctoral students and academic staff from a foreign institution: application documents may be sent to the Admissions Office by e-mail (documents should be delivered until the last day of the recruitment process). Once accepted for participation in the project on the basis of scanned documents, the Applicant from a foreign institution must provide original application documents in person or by post to the address of the Admissions Office no later than within 14 days upon receipt of the information.

#### **DOCTORAL STUDENTS:**

Q: Who signs the project participation data form of a doctoral student of KUL in case of the absence of the supervisor?

A: In such a case, the project participation data form must be signed by the Head of KUL Doctoral School (for the first year doctoral students of 2019/2020) or the Director of Doctoral Studies at a given Faculty (for the rest of doctoral students).

Q: Is it possible for a doctoral student of KUL to apply for participation in the Project during a dean's leave?

A: No, it is not possible.

#### **ACADEMIC STAFF:**

Q: Is it possible for a research professor (who does not teach any courses) to apply for a participation in the Project?

A: Yes, it is.

Q: Is a replacement required for the classes delivered by lecturers who go on a scholarship exchange during the academic year?

A: Signature of immediate superior on the project participation data form confirms that the immediate superior is aware of the scholarship exchange. Arrangements concerning for example replacement for the classes of the Project Participant should be agreed upon within the unit of the Project Participant (for example Department / Institute).

Q: What has to be included in a certificate of employment?

A: The certificate of employment must contain personal data of the person in question and dates of employment (in order to confirm the employment during participation in the Project).