

REGULATIONS OF THE KIRKLAND RESEARCH PROGRAM

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The Kirkland Research Program (hereafter referred to as "Kirkland Research") is an academic stream within the Lane Kirkland Scholarship Program. Its primary purpose is to share the Polish experience of systemic transformation with citizens of other countries through individual research work.

CHAPTER I

GENERAL PROVISIONS

§ 1

Kirkland Research is a research fellowship covering one semester of residence in Poland (from mid-September to the end of January)

§ 2

A person participating in the Kirkland Research Program (a Grantee) may not simultaneously participate in other scholarship programs or receive scholarships from other sources.

CHAPTER II

CONDITIONS FOR TAKING PART IN THE KIRKLAND RESEARCH PROGRAM

§ 3

1. A person applying to participate in the Kirkland Research Program must meet the following formal criteria:
 - a) they must have citizenship and residence in one of the countries covered by the Kirkland Research Program (the current list is given in the competition announcements for that particular year);
 - b) they must be 45 years of age or younger;

- c) they must have a PhD degree (candidate of sciences);
 - d) they must have experience in scientific work – a minimum of 4 years;
 - e) they must have scientific achievements, including publications;
 - f) their Polish language knowledge must be at a minimum level of B2; or they must have, combined, a minimum English level of B2 *and* at least A1 level Polish language skills;
 - g) their condition of health must allow them to be able to fully implement the Kirkland Research Program.
2. Preference is given to those applicants for the Kirkland Research Program who have significant achievements, who have not previously studied in Poland, or who have not participated in the Lane Kirkland Scholarship Program.
 3. Persons who either hold a permanent resident card in Poland, or are graduates of the Lane Kirkland Scholarship Program are not eligible to apply.
 4. In specific editions of the Program, due to political, humanitarian, or other issues, exceptions to the formal requirements listed in Points 1–3 may be adopted; information about possible exceptions will be included in the recruitment announcements.

§ 4

A person who meets the criteria indicated in § 3 of the Regulations and is qualified to participate in the Kirkland Research Program is required, before arriving in Poland, to send a *state of health* declaration and sign an agreement – the so-called *terms of appointment* (hereinafter referred to as the "scholarship agreement") – with the Program Administrator.

§ 5

A person who meets the formal criteria indicated in § 3 of the Regulations, who has been chosen to participate in the Kirkland Research Program, and also fulfills the obligations listed in § 4 of the Regulations, will become a participant in the Kirkland Research Program (hereinafter referred to as the "Grantee"), subject to § 2 of the Regulations.

§ 6

1. A person applying to participate in the Kirkland Research Program may be included in the primary list or the reserve list.
2. Applicants on the primary list are qualified to participate in the Kirkland Research Program.
3. Individuals on the so-called reserve list have the chance to be included on the primary list of nominees for participation in the Kirkland Research Program in the event that one of the candidates on the primary list resigns from the Kirkland Research Program, or if other circumstances arise.

§ 7

The Program Administrator shall inform the candidate that they have been chosen to participate in the Kirkland Research Program. The Program Administrator is not required to provide information about the reasons a person has not qualified to become a participant in the Kirkland Research Program.

CHAPTER III

TERMS AND CONDITIONS OF PARTICIPATION IN THE KIRKLAND RESEARCH PROGRAM. RESPONSIBILITIES OF THE GRANTEE

§ 8

1. The Grantee, while participating in the Kirkland Research Program, receives a stipend under the terms of the scholarship agreement between the Grantee and the Program Administrator – the so-called *terms of appointment* referred to in § 4 of the Regulations.
2. As a condition of the use of the scholarship, the Grantee must comply with the provisions of both the Regulations, and the terms and conditions of the scholarship agreement; in particular, the Grantee must implement the scientific program agreed with their academic advisor.

§ 9

The Grantee, while participating in the Kirkland Research Program, is required to

- a) comply with the provisions of the Regulations;
- b) comply with the terms and conditions of the scholarship agreement, which specifies the terms and conditions of the Grantee's participation in the Kirkland Research Program;
- c) stay in Poland during the period indicated in the scholarship agreement;
- d) comply with the Grantee's residency program referred to in Chapter VI of the Regulations;
- e) participate in the preparation and orientation program, and the meetings of all Grantees, during the period of the scholarship;
- f) improve their knowledge of the Polish language (e.g., through participation in lectures organized in the cities of affiliation).

§ 10

The Grantee's immediate supervisor is the Regional Coordinator, who is responsible for the group of Grantees staying at a particular academic center in Poland, or the Program Director in the absence of a Regional Coordinator.

§ 11

The Grantee's individual academic advisor (tutor) will be a research fellow of the university assigned to the Grantee by the Regional Coordinator in consultation with the Program Administrator.

§ 12

1. The Grantee is obliged to implement the scientific program agreed with the academic advisor and participate in seminars proposed by the academic advisor.
2. The Grantee is required to meet with the Regional Coordinator to discuss the implementation of the above program under the terms of the scholarship agreement.
3. The Grantee shall be obliged to meet with their academic advisor to discuss their academic progress under the terms of the scholarship agreement.

§ 13

1. The Grantee is evaluated by the academic advisor on a monthly basis regarding academic progress and the fulfillment of the obligations indicated in the scholarship agreement and the present Regulations.
2. At the first negative evaluation, the Grantee receives a warning in writing; at the second, the scholarship payment is suspended; at the third negative evaluation, the Grantee's contract is terminated with immediate effect, which means the termination of the Grantee's participation in the Kirkland Research Program.

§ 14

The Grantee is required to write and present a scientific article under the terms of the scholarship agreement.

§ 15

The Grantee is obliged to inform the Regional Coordinator about the dates of all trips outside Poland, (also for any trips within the breaks that are scheduled for the Kirkland Research Program semester that they are participating in). The date and method of providing the above information should be agreed with the Regional Coordinator.

§ 16

The Grantee is required to complete evaluations and other surveys during their participation in the Program and after its completion.

§ 17

Providing false or incomplete information on the Kirkland Research Program application form or the state of health declaration may constitute grounds for termination of the scholarship agreement by the Program Administrator with immediate effect, resulting in termination of the Grantee's participation in the Kirkland Research Program with all consequences specified in the scholarship agreement. The above may also constitute grounds for suspension of the scholarship payment to the Grantee.

§ 18

The circumstances under which the scholarship payment may be suspended, or the scholarship agreement may be terminated or dissolved, including with immediate effect by the Program Administrator, taking into account § 13 and § 17 of the Regulations, and the consequences thereof, shall be specified in the scholarship agreement.

CHAPTER IV**RESPONSIBILITIES OF THE PROGRAM ADMINISTRATOR**

§ 19

The Program Administrator is obliged to

- a) take care of Grantees' formal affiliation with academic centers;
- b) organize the Grantees' housing and living arrangements during their stay in Poland while they are participating in the Kirkland Research Program, under the terms of the scholarship agreement;
- c) coordinate and supervise the activities of the universities with which contracts for the implementation of the Kirkland Research Program have been signed;
- d) coordinate the work of Regional Coordinators;
- e) make the final decision on the selection of academic advisors, as referred to in § 11 of the Regulations;
- f) monitor the progress of the Grantees and evaluate the implementation of their scientific program;
- g) support the initiatives of the Grantees upon their return to their country of origin, and carry out other post-scholarship activities, among other things, provided for in the terms of reference of the Alumni Projects Coordinator.

§ 20

1. The Program Administrator's financial obligations to the Grantee include

- a) the payment of the stipend referred to in § 8 of the Regulations, in the amount established in the scholarship agreement, and paid in four, monthly installments. The last (fourth) installment is paid on the basis of the recommendations made by the Regional Coordinator, which result from an evaluation of the implementation of the Grantee's scientific program;
- b) covering the costs of the Grantee's accommodation in a single room in a dormitory in one of the academic centers in Poland as indicated by the Program Administrator; or covering the costs, in the amount designated according to the rules agreed in the scholarship agreement, of an apartment rented by the Grantee;

- c) the reimbursement of the price of the Grantee's ticket to Poland and return ticket to the Grantee's country of origin, according to the established limits;
 - d) payment of other costs specified in the scholarship agreement.
2. The Program Administrator covers the Grantee's insurance costs for the duration of their participation in the Kirkland Research Program under the terms of the scholarship agreement.
 3. The insurance policy is valid only on the territory of Poland.
 4. In accordance with Polish tax regulations, the Administrator is obliged to calculate the Grantee's income and issue the Grantee with the relevant documents to allow settlement with the Tax Office in Poland

CHAPTER V

RESPONSIBILITIES OF THE ACADEMIC ADVISOR TOWARDS THE GRANTEE

§ 21

1. The responsibilities of the academic advisor, in detail, are specified in the contract between the Program Administrator and the university concerned.

2. The academic advisor is specifically required to

- a) establish the Grantee's scientific program (a schedule for writing the scientific article);
- b) regularly make contact with the Grantee to discuss the Grantee's academic progress under the terms of the scholarship agreement and the agreement with the university;
- c) consult with the Grantee in relation to the writing of their scientific article, and to provide bibliographic guidance;
- d) evaluate the Grantee's scientific article and approve it for publication;

The academic advisor has the right to refuse to accept an article that is linguistically incomprehensible or contains numerous linguistic errors. In such a case, the relevant paragraph of the scholarship agreement shall apply.

CHAPTER VI

GRANTEE'S STAY PROGRAM

§ 22

Permanent components of the Grantee's residency program while participating in the Kirkland Research Program are as follows:

1. Orientation and preparation program

- The venue and institution organizing the orientation program is selected annually by the Program Administrator.

- The program begins in the second half of September and lasts 8–9 days.
- The substantive program consists of, among other things, a Polish language course; lectures on 20th century Polish history, Polish foreign policy, economic transformation, and Polish culture; and a cultural and tourist program.
- Note: Attendance at classes and lectures is mandatory.

2. Inauguration of the Program

- The inauguration is prepared by the institution organizing the orientation program in cooperation with the Program Administrator.
- A regular feature is the keynote lecture and presentation of the current group of Grantees of the Lane Kirkland Scholarship Program and the Kirkland Research Program.

3. Individual research work in one of the academic centers

4. Meetings of all Kirkland Program and Kirkland Research Program Grantees

- During the Kirkland Research Grantees' stay, meetings are organized for all Grantees of the Kirkland Program and Kirkland Research groups in the cities of the grantees' affiliation (their number is specified in the scholarship agreement). Their purpose is to integrate the group and familiarize them with other cities/regions of Poland.
- Attendance of Grantees at these meetings is mandatory.

5. Writing and presenting a scientific article

- The result of the Grantee's stay is to be a scientific article approved by the academic advisor.
- The Program Administrator (including the academic advisor) may support the printing of the article in a Polish or foreign journal if possible, but is not obliged to do so.

6. Program Closing Ceremony

- The graduation ceremony takes place at the end of January in Warsaw, Poland.

7. Other activities:

- Activation and social activities during participation in the Kirkland Program.
- Post-scholarship activities.

CHAPTER VII

FINAL PROVISIONS

§ 23

Amendments to the Regulations, in the form of an annex, must be in writing under pain of nullity.

§ 24

The Regulations are effective as of January 5, 2023.