

**Rules for granting funds for the purpose of maintaining the scientific, research and  
development potential of the Doctoral School of the Wrocław University of  
Environmental and Life Sciences**

**I. General Provisions**

**§ 1**

1. These rules specify the conditions and procedures of granting and transferring financial resources to support the scientific and research and developmental activities of doctoral students and supervisors of the Doctoral School at the Wrocław University of Environmental and Life Sciences in order to expand their knowledge and develop scientific and developmental skills, which leads to individual scientific development by exchanging experiences, establishing scientific contacts, increasing the involvement of doctoral students in developing their disciplines as well as to promote the university.
2. The financial resources shall be allocated to:
  - 1) co-financing of participation:
    - a) in specialist training, workshops or the Summer/Winter School;
    - b) in international foreign scientific conferences;
  - 2) one-time increase of the doctoral scholarship;
  - 3) development of scientific and research competences of doctoral supervisors of the Doctoral School;
  - 4) development and maintenance of tools and IT systems to support the teaching and research processes of the Doctoral School;
  - 5) promoting the scientific and research achievements of doctoral students and supervisors of the Doctoral School, leading to the strengthening of the research potential.
3. The financial resources constitute part of the budget of the Doctoral School at Wrocław University of Environmental and Life Sciences for a given calendar year.

**§ 2**

Whenever these rules mention:

1. University – it shall be understood as Wrocław University of Environmental and Life Sciences.
2. Doctoral School – it shall be understood as the Doctoral School at Wrocław University of Environmental and Life Sciences.
3. Director – it shall be understood as the Director of the Doctoral School at Wrocław University of Environmental and Life Sciences.
4. Doctoral Student – it shall mean a doctoral student of the Doctoral School at Wrocław University of Environmental and Life Sciences.
5. Board – it shall be understood as the Board of the Doctoral School at Wrocław University of Environmental and Life Sciences.
6. Increasing the scholarship – it shall be understood as a one-time increase of the doctoral scholarship.

7. Statement – it shall be understood as a statement on the percentage share of authors affiliated to Wrocław University of Environmental and Life Sciences, submitted in accordance with the template used by the university.
8. International foreign scientific conference – it shall be understood as a scientific event, taking place outside of Poland, during which at least six papers per day are delivered, where the language of communication is English.
9. Active participation in a scientific conference – it shall be understood as participation in an external scientific conference organised by a foreign scientific centre or association, in which a person applying for financial support delivers a paper.

## **II. Co-financing of participation in a specialist training, workshop, Summer/Winter School or international foreign scientific conference**

### **§ 3**

1. Any Doctoral Student studying at the Doctoral School may apply for co-financing of participation in specialist training, workshop or Summer/Winter School, regardless of participation in other projects carried out by the Doctoral School, except for doctoral students from the “Implementation Doctorate” programme.
2. Any Doctoral Student may apply for co-financing of participation in an international conference taking place outside of Poland, with the exception of Doctoral Students who started the education process in projects dedicated to the Doctoral School, where special funds have been allocated for these purposes.
3. The maximum amount of co-financing is:
  - PLN 6,000 – for participation in specialist training or workshop;
  - PLN 10,000 – for participation in a specialist Summer/Winter School;
  - PLN 8,000 – for participation in an international foreign scientific conference.
4. A Doctoral Student may apply for co-financing of one of the activities mentioned § 1 sec. 2 point 1 once before the mid-term evaluation and once after the mid-term evaluation.
5. The amount of the co-financing includes:
  - 1) in the case of an international scientific conference abroad - the conference fee and other costs related to participation in the conference, e.g. travel, allowances, accommodation;
  - 2) in the case of a specialized Summer/Winter School – participation fee, travel costs, allowances, accommodation;
  - 3) in the case of specialized training or workshops - registration fee.
6. An application for co-financing of participation in a specialist training, workshop or Summer/Winter School should be prepared according to the template constituting Appendix no. 1 to these Rules and submitted to the Doctoral School Office by the first day of the next quarter, together with the required attachments:
  - programme of the selected activity;
  - list of the Doctoral Student’s achievements, including information about publications that have been published, papers presented at conferences, participation in training.

7. An application for co-financing of participation in the international conference taking place outside of Poland should be prepared according to the template constituting Appendix no. 2 to these Rules and submitted to the Doctoral School Office by the first day of the next quarter, together with the required attachments:
  - conference programme;
  - abstract/submission of the presented paper;
  - confirmation of acceptance of the submitted work as a paper to be delivered, and in the absence of such confirmation at the stage of applying for financial resources, they will be made available after supplementing this information;
  - list of the Doctoral Student's achievements, including information about publications that have been published, papers presented at conferences, participation in training.

#### § 4

1. The evaluation of submitted applications is made by the Board, whose task is to check their correctness, evaluate and provide recommendations for a given application.
2. The criteria for evaluating applications for co-financing include:
  - assessment of the connection between the selected activity and the subject of research conducted as part of the doctoral thesis – 0-2 points;
  - the Doctoral Student's achievements to date – 0-2 points.
3. In the case of more than one application obtaining the same number of points, in the situation of a limited budget, the one submitted earlier shall be selected.
4. The decision about granting the financial resources is made by the Director.
5. Information on granting or refusing to grant the financial resources will be sent to the doctoral student's individual mail account within 14 days from the day of evaluating the application.
6. The funds allocated to the doctoral student should be spent in accordance with the public finance discipline.

#### § 5

A Doctoral Student who has received co-financing is obliged to:

- commence participation in specialist training, workshop, Summer/Winter School or an international conference taking place outside of Poland in the calendar year in which he or she received co-financing;
- at least 14 business days before the commencement of the activity, launch the formal procedure in the EOD (*Elektroniczny Obieg Dokumentów*) system connected with the payment or submission of an *application for an official trip* in accordance with the procedure followed at the University;
- present the paper at the conference;
- include the following information in the paper and conference materials: "The research is financed/co-financed from the subsidy increased for the period 2020–2026 in the amount of 2% of the subsidy referred to Art. 387 (3) of the Law of 20 July 2018 on Higher Education and Science, obtained in 2019."

## § 6

1. The granted co-financing is settled in accordance with the rules of settling the costs of official trips followed at the University.
2. The Doctoral Student is obliged to submit a factual written report on the activity in accordance with the template constituting Appendix no. 3 to these Rules.
3. In the case of receiving an advance payment, the Doctoral Student is obliged to return unused funds constituting the difference between the total estimated cost of the trip and the actual cost of the trip calculated on the basis of documents submitted for settlement within 7 days from the date of submitting the documents.

### **III. One-time increase of the doctoral scholarship**

## § 7

1. An increase in the scholarship may be granted to a Doctoral Student who has published a scientific article in a journal which has at least 140 points or 200 points and falls within the first quartile (Q1) or second quartile (Q2), and which is assigned to the discipline in which the Doctoral Student conducts research, or to discipline related; only those publications will be taken into consideration in which the Doctoral Student is the first author or corresponding author, the thesis is affiliated to the Wrocław University of Environmental and Life Sciences.
2. An increase in the scholarship in the amount of PLN 3,000 gross value is paid to the Doctoral Student once for each published article that meets the criteria specified in paragraph 1, on the date of payment of the doctoral scholarship.
3. Any doctoral student studying at the Doctoral School may apply for a one-time increase in the doctoral scholarship, regardless of participation in other projects implemented by the Doctoral School.

## § 8

1. In order to apply for an increase in scholarship, the Doctoral Student should submit to the Director of the Doctoral School an application constituting Appendix no. 4 to these Rules, together with the required attachment of the first page of the published work with bibliographic data. A doctoral student should submit an application, no later than 3 months after publication of the article.
2. The Director of the Doctoral School issues the decision on granting or not granting the scholarship within 7 days of submitting the complete application.

## § 9

The Doctoral Student loses the right to increased scholarship on the day of:

- 1) removal from the list of Doctoral Students of the Doctoral School;
- 2) resignation from education;
- 3) punishing the Doctoral Student with a disciplinary penalty by the Doctoral Students'

- disciplinary commission;  
4) loss of the entitlement to a doctoral scholarship.

#### **IV. Funds allocated to the development of the scientific and research potential of the Doctoral School**

##### **§ 10**

1. As part of the development of the scientific and research potential, it is possible to:
  - 1) finance training, courses and other forms of education developing the scientific, research and didactic competences of PhD supervisors of the Doctoral School. courses and other forms of education are organized with the participation of the Doctoral School;
  - 2) financing the development and maintenance of tools and IT systems to support teaching and research processes for the needs of activities and improving the quality of education at the Doctoral School;
  - 3) financing the promotion of scientific and research achievements of doctoral students and promoters of the Doctoral School, implemented through a range of marketing activities available on the market, conducted with the participation of the Doctoral School.

#### **V. Common and final provisions**

##### **§ 11**

1. If formal deficiencies are found in the application, the Doctoral Student will be requested to remedy them within 7 days from the date of receiving the request under pain of dismissing the application from consideration.
2. The decision of the Director of the Doctoral School may be appealed to the Vice-Rector for Science, acting under the authority of the Rector, within 14 days from the date of receiving the decision. The basis for appeal may only be a violation of conditions and procedures of granting and transferring financial resources as set out in these Rules. The Vice-Rector's decision is final and no further appeal is available.
3. A doctoral student who has received co-financing for activities abroad referred to in § 1 sec. 2 point 1, is obliged to contact the International Relations Department before starting procedures related to foreign business trips, especially in terms of purchasing airplane tickets.
4. In matters not regulated herein, the final decision shall be made by the Director of the Doctoral School after consulting the Board.
5. Applications for granting financial resources to support the activities specified in §1 sec. 2 will be accepted until the funds allocated for a given calendar year have been used up.
6. The University shall not cover any costs exceeding the awarded amount of co-financing and shall not be responsible for any additional fees or taxes to be paid by the Doctoral Student in connection with the received co-financing.

7. In the event of failure to comply with the provisions of these Rules by the Doctoral Student who has received co-financing, the University has the right to withdraw co-financing or demand its return.

## **§ 12**

These Rules come into force on the day of publication.