

**Rules of granting funds for research activity under the programme
“Doctoral student grant at the Doctoral School of Wrocław University of Environmental
and Life Sciences”**

§ 1

These Rules specify the conditions and procedures for granting funds for doctoral students' research from the Fund of Scientific Research Support of the Wrocław University of Environmental and Life Sciences (UPWr), hereinafter referred to as Funds.

§ 2

1. Funds for the “Doctoral student grant at the Doctoral School of Wrocław University of Environmental and Life Sciences”, hereinafter referred to as the “Doctoral student grant”, are dedicated to doctoral students of the Doctoral School at Wrocław University of Environmental and Life Sciences for the purpose of carrying out planned scientific research, including the preparation of research specified in the doctoral dissertation, preparation of publications and future applications for scientific projects.
2. Funds are awarded for research carried out by the doctoral student in the first half of the education period at the UPWr Doctoral School, but no later than until 30th June of the year in which the doctoral student is subject to mid-term evaluation, i.e. to the evaluation of the implementation of the Individual Research Plan.
3. The Vice-Rector for science and cooperation with foreign countries specifies in the material and financial plan for a given year the amount of funds allocated to the aim referred to in paragraph 1.

§ 3

The Doctoral School Office provides administrative support for the “Doctoral student grant” project.

§ 4

1. An application for funding may be submitted by a doctoral student admitted to the UPWr Doctoral School within the limit of places specified in the recruitment rules for a given academic year.
2. The funds shall not be used to carry out research tasks financed from other sources.
3. The limit of places referred to in sec. 1 does not include:
 - candidates who, on the day of submitting the application to the Doctoral School, had funding for the implementation of the doctorate covering the costs of the doctoral scholarship and financing of doctoral research for a period of min. 36 months from research projects financed from external sources;
 - beneficiaries of the "Implementation Doctorate program."
4. In the event of receiving external funds for financing the same task, the doctoral student shall immediately notify the Director of the Doctoral School.
5. The funds may not be used to cover the activities specified in the Rules of granting funds for the purpose of maintaining the scientific, research and development potential of the Doctoral School at Wrocław University of Environmental and Life Sciences with the aim to support scientific activity.
6. The doctoral student may apply for the “Doctoral student grant” only once during the entire period of carrying out research work at the UPWr Doctoral School.

§ 5

1. An application for the “Doctoral student grant” should be prepared in accordance with the guidelines contained in Appendix 1 to these rules and submitted to the Doctoral School Office in paper and electronic form.
2. The application should be submitted no later than January 31st of the year following the calendar year in which the doctoral student was admitted to the Doctoral School. At the moment of submitting the application, the doctoral student should have a supervisor appointed by the appropriate discipline council.
3. The applications are subject to formal assessment, which includes:
 - 1) assessment whether a given application meets all the requirements set out in these rules;
 - 2) assessment of the completeness of the application, including the cost estimate in accordance with specific cost groups listed in Appendix 1.
4. If formal deficiencies are found, the doctoral student will be requested to supplement them within seven days of receiving the request. The failure to remove formal deficiencies within the prescribed period results in the application not being considered.

§ 6

1. Funds for the implementation of the “Doctoral student grant” are awarded on the basis of an agreement and amount to a maximum of PLN 20,000.
2. The spending of the awarded amount may begin on the date of signing the agreement mentioned in sec.1.
3. The doctoral student is obliged to enter the project in the EOD (electronic document management) system in accordance with the information provided in Appendix 1, and to spend the funds in accordance with the rules in force at the University.
The project should be established in the EOD not earlier than in the year following the calendar year in which the doctoral student was admitted to the Doctoral School.
4. The doctoral student decides about the way of spending the funds obtained under the “Doctoral student grant” in accordance with the submitted cost estimate.
5. The funds made available to the doctoral student should be spent in accordance with the public finance discipline.
6. A transfer of funds between cost groups in the cost plan may take place only at the request of the doctoral student with the consent of the Director of the Doctoral School. The application is attached as Appendix 3 to these Regulations. the application should be sent to the Controlling Office in order to make changes to the project
7. Direct costs are identifiable and verifiable, in particular they are registered in the applicant's accounting records and specified in accordance with the accounting principles All costs must be documented with correct financial and accounting documents issued submitted to the Wrocław University of Environmental and Life Sciences and settled in accordance with the rules applicable at UPWr.
8. The supervisor is a person who supports the doctoral student in all activities related to the implementation of the project and who is responsible for the proper spending of the funds.
9. The doctoral student is obliged to use at least 50% of the allocated funds by December 31 of the year following the calendar year in which the doctoral student was admitted to the Doctoral School. Failure to use the funds in the indicated amount will result in the withdrawal of unused funds and the cessation of financing the project under the "Doctoral student grant" program. The decision in the above-mentioned matter is made by the Director of the Doctoral School.

§ 7

1. The final report on the fulfilment of the objectives of the “Doctoral student grant” and the use of the funds should be prepared in accordance with the guidelines set out in Appendix 2 to these rules.
2. The final report on spending the funds shall be submitted to the Doctoral School Office within 30 days from the end of the project. Settlement applies to documents whose date of issue does not exceed the completion date of the project.
3. Publications written as a result of receiving the “Doctoral student grant” should bear the following statement: “This work was supported by the Wrocław University of Environmental and Life Sciences (Poland) as the Ph.D. research program „Bon doktoranta SD UPWr” from the subsidy increased by the minister responsible for higher education and science for the period 2020-2026 in the amount of 2% of the subsidy referred to Art. 387 (3) of the Act of 20 July 2018 – Law on Higher Education and Science, obtained in 2019””.

§ 8

These rules shall enter into force on the date specified in the Rector’s ordinance.