

**Regulations for the distribution of funds at the disposal of the Doctoral Student Council**  
**University of Silesia in Katowice**  
**consolidated text of 27<sup>th</sup> February 2024**

**§ 1**

The terms used in these Regulations shall mean:

- 1) Rector - the Rector of the University of Silesia in Katowice;
- 2) University - the University of Silesia in Katowice;
- 3) URSD - the University Council of Doctoral Students' Self-Government of the University of Silesia in Katowice;
- 4) Applicant - an individual doctoral student or a doctoral organization applying for a grant as part of the competition for the distribution of funds referred to referred to in these Regulations;
- 5) Doctoral School - the Doctoral School at the University of Silesia in Katowice.

**§ 2**

1. These Regulations apply to funds granted by the Rector for Doctoral activities.
2. The allocated funds are in disposal of URSD.
3. The funds referred to in paragraph 1 are intended to subsidize the activities and projects of doctoral organizations and individual doctoral students, aimed at activating the doctoral student community, improving the quality of their research their scientific research and publication of its results, as well as the dissemination of scientific knowledge.

**APPLICATION FOR FUNDING**

**§ 3**

1. Entities eligible to apply for funds are:
  - 1) Doctoral organizations operating within the University;
  - 2) Individual doctoral students.
2. The subject of the application may apply for funds for:
  - 1) Organization of scientific conferences;
  - 2) Organization of periodic meetings;
  - 3) Organization of workshops, panel discussions, lectures;

- 4) Organization of events other than the above, aimed at members of the academic communities;
- 5) Participation in an academic conference;
- 6) An element, section or stage of a research project (including outsourced services, such as surveys, production of research material);
- 7) Activities or tasks related to the implementation of the research process;
- 8) Publication of a monograph;
- 9) Activities related to the publication process;
- 10) Purchase of equipment and materials necessary for conducting research (for example, a recorder, small equipment for the laboratory, components, consumables).

3. The Applicant may not apply for funds for:

- 1) Organization of social action;
- 2) Field trip;
- 3) Training trip;
- 4) Purchase of literature that can be purchased through CINIbA;
- 5) Ongoing activities or promotion of doctoral organizations;
- 6) Charitable activities;
- 7) Reimbursement of travel or accommodation expenses;
- 8) Tickets for admission to public institutions;
- 9) Purchase of equipment used for scientific work other than equipment directly used for research activities (for example, a laptop computer)

4. In the event of unjustified non-use of funds allocated to the Applicant within the framework of funding in the previous competition for the allocation of funds, re-submitted applications by him in the next competition, objectively identical and based on the same grounds, will be considered/accepted in the last order

5. (repealed)

## § 4

1. The competition for the distribution of funds shall be held twice per academic year.
2. The competition shall be announced no later than February 28 and no later than by June 15 of a given academic year.
3. The competition shall be announced on the University's website and through other customary means of communication with the community of doctoral students.

4. In order to apply for funds, it is necessary to submit a complete application for funding of doctoral activities, filling in all the necessary data in advance and completing all the required signatures.
5. The application form for Applicants who are individual doctoral students is attached as Appendix number 1 to these Regulations, while the application for Applicants who are doctoral organizations constitutes Appendix number 2 to these Regulations.
6. Each Applicant shall be required to provide with the application a consent to processing of personal data, including permission to publish the name, name of the project and the amount awarded, in accordance with the provisions of DGPR. Statements on consent to the processing of personal data in the competition for the distribution of funds at the disposal of the Self-Government of Doctoral Students of the University of Silesia in Katowice and the GDPR Information Clause for participants of the competition are part of Attachments number 1 and 2 to these Regulations.
7. Applications referred to in paragraph 5. may be submitted within 14 days from the announcement of the competition
8. The application in PDF format should be sent to [doktoranci@us.edu.pl](mailto:doktoranci@us.edu.pl) and to other email addresses, if any are specified in the competition announcement.
9. In the case of incorrect completion of the application or submission of an incomplete application, URSD shall call on the Applicant to remove the errors or complete the application. The Applicant should do so within 7 days from the date of delivery of the summons under pain of rejection of the application.
10. the limit of the amount that can be applied for by an individual application is 5000 PLN. The limit of the amount that can be applied for within the application of a doctoral organization is PLN 10,000 PLN.

## § 5

1. After the deadline for submission of applications, URSD members shall decide on the distribution of funds within 21 days.
2. The distribution of funds shall be based on a ranking list of applications based on the score obtained on the basis of the evaluation criteria. Scoring is awarded as follows

<b>Criteria for evaluating applications</b>	
<b>Category</b>	<b>Points</b>
Substantive evaluation of the application based on its scientific or cultural level and justification of the cost estimate	0-10
Evaluation of the impact of the implementation of the proposal on activation of the academic community and/or on the scientific results at the university	0-5
Evaluation of the impact of the implementation of the proposal in terms of promoting the image of University	0-5
The likelihood of achieving goals set in the proposal	0-3
Integrity of application	0-3
<b>Max 26 points.</b> <b>The final score is the average of the points given by URSD members evaluating the applications.</b>	

3. In the event of receiving 0 points in one of the above categories, the application cannot be considered favorably.
4. If at the end of the ranking list of persons or organizations eligible to receive funding there are applications with the same number of points, the final decision on whether or not to award funding shall be made by the URSD.
5. the URSD, via e-mail, shall provide decisions on granting or non-allocation of funds requested.
6. URSD may decide to grant incomplete funding requested by a doctoral student or doctoral organization.

7. Applicants shall have the right to appeal the decision of the URSD within 14 days from receipt of the decision. The appeal should be addressed to the Rector University of Silesia in Katowice.

8. When deciding whether to grant funding (full or partial) or not to grant funding, the following factors shall be taken into account:

- 1) The integrity of the application;
- 2) Justification of the cost estimate and the reasonableness of its assumptions;
- 3) The impact of the planned activities on scientific results at the University;
- 4) The reach of the planned activities (such as the number of recipients);
- 5) Promotion of the University's image;
- 6) Feasibility of performing the activities for which funding is requested;
- 7) Obtaining other sources of funding;
- 8) Meeting formal requirements.

## **UTILIZATION AND ACCOUNTING OF FUNDS**

### **§ 6**

1. The allocated funds must be used and accounted for and reported respectively by May 31 and December 10, respectively.

2. Individual doctoral students studying at the Doctoral School of the University of Silesia Katowice shall account for the funds within the Doctoral School Office. URSD's ZFIN number and the Doctoral School's MPK number shall be used for clearing funds and processing orders.

3. Individual doctoral students who began their studies before 01.10.2019 shall account for the accounting of funds within the accounting of the Faculty where they pursue their studies doctoral studies. URSD's ZFIN number and the MPK number of the relevant Faculty shall be used for clearing funds and processing orders.

4. Doctoral organizations shall account for funds with the participation of the accounting of the unit within which they conduct their activities, i.e., within the relevant Faculty or Office of the Doctoral School.

5. An individual doctoral student and a doctoral organization that has been awarded a grant shall be required to submit a financial report in electronic form, constituting Appendix number 3 to these Regulations, filling in all necessary data in advance and completing all required signatures.

6. The financial report should be sent to [doktoranci@us.edu.pl](mailto:doktoranci@us.edu.pl) and to the administrative officer in charge of doctoral student affairs at the Student Service Center.

7. Failure to submit a financial report by the prescribed deadline shall result in a lack of possibility to apply for funding in the next two editions of the competition.

8. Individual doctoral students and doctoral organizations are not entitled to possibility of transferring funds not used within the specified deadline to the next accounting period appropriate for a given competition.

9. Individual doctoral students and doctoral organizations that have not used the funds allocated to them due to factors beyond their control are entitled to resubmit an application for funding of the same activity.

10. In the situation described in paragraph 9. it is necessary to submit a statement of non-use of funds constituting Appendix number 4 to these Regulations. Failure to submit statement results in the inability to apply for funding for the same activity a second time.

11. The procedure described in paragraphs 9 and 10 may be used only if:

1) The procedure for finalizing the contract with the publishing house in which the monograph is to be published is prolonged;

2) Due to the large number of orders at the University, it will not be possible to complete all the formalities for the purchase of equipment;

3) Due to unpredictable circumstances, such as the outbreak of a pandemic, transport restrictions occur, making orders for materials or equipment cannot be fulfilled;

4) Due to unforeseeable circumstances, such as the outbreak of a pandemic, it is necessary to change the date of the organized event;

5) Due to unforeseeable circumstances, such as the outbreak of a pandemic it is necessary to postpone the organization of the event or research activities.

12. submission of the document referred to in paragraph 10. does not constitute a guarantee of the award of funds in the next competition.

## **FINAL PROVISIONS**

### **§ 7**

1. These Regulations shall come into force as of the date of their adoption by resolution.

2. As of the date of entry into force of these Regulations, the existing Rules for the allocation of funds at the disposal of URSD UŚ shall cease to apply.