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Regulations on spending funds for the scientific activity of doctoral students at the Doctoral School at the University of Silesia in Katowice

2026

§ 1
Funds for the scientific activity of doctoral students of the Doctoral School

1. The Dean of the Doctoral School, hereinafter referred to as the Dean decides to allocate a pool of funds from the budget of the Doctoral School for scientific or artistic activity (applies to doctoral students of artistic disciplines) and development of doctoral students of the Doctoral School, hereinafter referred to as doctoral students, based on preliminary estimates of the Doctoral School's budget for a given calendar year.
2. After the Senate of the University of Silesia approves the material and financial plan of the Doctoral School, which is part of the material and financial plan of the University of Silesia in Katowice, hereinafter referred to as the university, the Dean may decide to adjust the established pool of funds.
3. The Dean decides to divide the funds into three pools:
    1) funds at the individual disposal of each doctoral student,
    2) funds awarded in a competition
    3) Dean's reserve.
4. The office of the doctoral school deals with administrative support for spending funds

§ 2
Funds at the individual disposal of each doctoral student

1. Resources referred in § 1 (3)No1 shall be divided among doctoral students who obtained the status of doctoral student no later than March 15 of a given calendar year.
2. The funds are granted for implementation until September 30.

3. The funds should be disposed of (reported for spending) by 31 July.
4. After the deadline referred to in paragraph 2, the unspent funds are transferred to the Dean's disposal. The Dean may decide to transfer them to the pool of funds awarded in a competitive mode or to the Dean's reserve.
5. Funds at the individual disposal of a doctoral student are spent by the financial rules in force at the university.
6. Before using the funds, the doctoral student is obliged to obtain the approval of the supervisor and the dean on the appropriate application form.
7. A doctoral student is obliged to account for the expenditure of funds:
    1) immediately after the completion of the financed task – submit all documents required for the financial settlement of a given expense,
    2) in the financial report submitted to the Dean by 30 September on a dedicated electronic form. The form is made available to doctoral students no later than June 30.

§ 3
Funds awarded in the competition mode – organization

1. The Dean decides on the schedule of competitions in a given financial year. The schedule for submitting applications is available on the Doctoral School website.
2. The competition is announced by the Dean, who publishes on the Doctoral School's website information about the deadline for submitting applications, detailed rules of the competition, and the competition application.
3. Applications are considered by the Commission by the rules set out below.
4. Any doctoral student of the Doctoral School can join the competition.
5. Entry into the competition is considered to be the completion and effective submission of the electronic form within the specified time limit and in the manner specified below.
6. The electronic form is submitted according to the following procedure:
    1) the doctoral student fills in and sends the form in the university's IT system, and then confirms the submission of the application by clicking on the link sent by the system to their e-mail address in the @us.edu.pl domain,
    2) the doctoral student submits a completed electronic or paper form to the supervisor for approval, identical to the form submitted in the

university's IT system and provides a link to the acceptance of the form – informing the supervisor is the responsibility of the doctoral student applying,

3) the supervisor informs the Doctoral School about the acceptance of the form by filling in the form for the supervisor, available in the announcement (minor changes may be provided in the form),
4) significant changes to the proposal by the supervisor result in the obligation of the doctoral student to repeat the procedure described above,
5) the deadline for submitting the application is the date when the application is confirmed by the supervisor at the Doctoral School.

7. In the case of the second and subsequent competitions announced in a given calendar year, a doctoral student who received funding in an earlier edition of the competition in the same year is required to fill in an information form concerning the funds awarded. Failure to submit this form means that you will not be able to apply for further funds.

§ 4

Funds awarded in the competition mode – competition committee

1. The competition committee is appointed by the dean.
2. The committee is composed of:
   1) Vice-Dean of the Doctoral School as the chairman,
   2) area coordinators,
   3) three representatives of the doctoral student community, representing three areas of education at the Doctoral School.

3. A member of the committee who is the supervisor of a doctoral student who submits a funding application is excluded from evaluation during the evaluation of the doctoral student's application.

§ 5

Funds awarded in the competition mode – general rules for awarding and settling funds

1. The Commission distributes the funds allocated in a given year among the applicants, considering the following funding objectives as priorities:
    1) publications/evaluated artistic activity,
    2) active participation in scientific conferences, participation in competitions, exhibitions,
    3) internships and queries resulting from the implementation of the Individual Research Plan
    4) purchase of materials and services necessary to conduct research/artistic activity assumed in the Individual Research Plan
    5) obtaining research grants.
2. Foreign mobility may be financed from the competition funds for one doctoral student no more than twice during the entire period of education.
3. The Selection Committee considers applications based on the criteria set out in § 6 and then determines the results of the competition, which consist of:
    1) list of proposals qualified for funding,
    2) list of proposals not qualified for funding due to insufficient funds,
    3) a list of applications rejected for formal and substantive reasons.
4. The ranking list shall be published to the extent indicated in section 2 point 1. Other ranking lists remain for the dean and the competition committee to know; The persons on these lists are notified individually of the results of the competition.
5. When spending the funds of doctoral students, the substantive criteria, schedule, and cost estimate provided in the form are in force, with possible changes introduced by the Competition Committee at the stage of awarding funds (regarding the amount of funds) or by the Dean at the request of the doctoral student after the funds have been awarded.
6. A doctoral student is obliged to inform the Dean about the resignation from the funds granted to him as soon as possible after the occurrence of circumstances preventing him from using them.
7. A PhD student is required to submit a financial report on the funds allocated to them no later than 10 days from the project completion date specified in the funding application; the report is prepared in an electronic version via a form available on the Doctoral School website.

8. Failure to comply with or improper fulfillment of the obligations described in sections 6 and 7 will result in exclusion from the possibility of applying for research funding in the next edition of the call.

§ 6
Award criteria

1. Each application is assessed by three members of the committee, except for the situation referred to in § 4 section 3.
2. The criteria for evaluating proposals are based on the following score:

	Substantive evaluation performed by Experts	
Category No.	Category Name	number of points
1.	The scientific level of research or activities in the field of arts* or assessment of the substantive value of planned activities related to education or implementation	0–5
2.	Purposefulness of the project	0–2
3.	The impact of the assumed effects on the development of the discipline	0–2
4.	Probability of achieving the planned goals	0–1
	Max. 10 points	

3. The final score in a given category is the arithmetic mean of the points awarded in this category by all evaluators.
4. The final score is the sum of the final score scores from all categories.
5. An application is rejected on merits if the final score in category 1 is less than 2.00 or the final score in category 2 is less than 1.00, or at least two out of three evaluators in category 4 award 0 points.

§ 7

Dean's reserve

Funds from the Dean's reserve may be spent based on a decision of the Dean issued at the request of a doctoral student, a group of doctoral students, or without an application.

On March 4, 2026

Professor Alina Świeściak-Fast

Dean of the Doctoral School at the University of Silesia in Katowice

University of Silesia in Katowice
Doctoral School
Bankowa 14, 40-007 Katowice
tel.: 32 359 2471, e-mail: szkola.doktorska@us.edu.pl

www.us.edu.pl

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