

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

2022

## § 1

### Funds for the scientific activity of doctoral students of the Doctoral School

1. The Dean of the Doctoral School, hereinafter 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 the development of doctoral students of the Doctoral School, hereinafter as doctoral students, on the basis of preliminary estimates regarding the budget of the Doctoral School. for a given calendar year.
2. After approval by the Senate of the University of Silesia of the material and financial plan of the Doctoral School, constituting part of the material and financial plan of the University of Silesia in Katowice, hereinafter as the university, the dean may decide to correct the determined 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 granted under the competition procedure
  - 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 sub-s. 3 point 1 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. After the deadline referred to in paragraph 2, unspent funds shall be placed at the Dean's disposal. The Dean may decide to transfer them to the pool of funds granted under the competition procedure or to the deans reserve.

4. The spending of funds at the individual disposal of the doctoral student takes place in accordance with the financial rules obligatory at the university.
5. Doctoral students before using the funds are obliged to obtain the consent of the supervisor and the dean on the appropriate application form.
6. The doctoral student is obliged to settle the expenses twice a year:
  - 1) immediately after completing the financed task - submit all documents required for the financial settlement of a given expense,
  - 2) in the interim financial report submitted to the dean by September 30, using the form provided for this purpose. The form will be given until June 30.

### § 3

#### **Funds granted under the competition procedure - organization**

1. The Dean decides on the schedule of competitions in a given financial year. The application schedule is available on the website of the Doctoral School.
2. The competition is announced by the Dean by posting on the website of the Doctoral School information about deadline of the application, detailed rules and the application form.
3. Applications are examined by the Committee on the terms set out below.
4. To the competition can enter any doctoral student of Doctoral School.
5. For entering the competition is considered to be completed and successfully submitted within the prescribed period and in the manner specified below, the electronic application form.
6. The submission of the electronic form follows the following procedure:
  - 1) the doctoral student fills in and sends the form in the university's IT system (the link to the form is provided in the competition announcement), and then confirms the submission of the application by clicking on the link sent by the system to his e-mail address in domain@us.edu.pl,
  - 2) the doctoral student submits the completed form to the supervisor for approval in an electronic or paper version, identical to the form submitted in the School's IT system,
  - 3) Supervisor informs the Doctoral School about accepting the form by sending an email to the address: [szkola.doktorska@us.edu.pl](mailto:szkola.doktorska@us.edu.pl) from university account in the @us.edu.pl domain or by signing the form, which the doctoral student then sends as a scan or electronically signed document

- to the Doctoral School office (minor changes may be marked in an email or marked on the paper version of the application),
- 4) introducing significant changes to the application by the supervisor results in the obligation for the doctoral student to repeat the procedure described above,
  - 5) the deadline for submitting the application is the date of delivery of the approval of the application by the supervisor.
7. In the case of the second and next competition announced in a given calendar year, a doctoral student who received funds in an earlier edition of the competition in the same year is required to complete the information form on the funds granted to him. Failure to submit this form means that you will not be able to apply for further funds.

#### § 4

##### **Funds granted under the competition procedure - competition committee**

1. The competition committee is appointed by the dean.
2. The committee consists of:
  - 1) Deputy Dean of the Doctoral School as chairman,
  - 2) area coordinators, coordinator for international cooperation, coordinator for grant and implementation doctorates at the Doctoral School,
  - 3) head of the Doctoral School office,
  - 4) three representatives of the PhD student community representing three fields of science.
3. A member of the committee who is a doctoral student's supervisor, who submits an application for funding is excluded from the evaluation during the evaluation of that doctoral student's application.

#### § 5

##### **Funds granted under the competition procedure - general rules for granting and accounting for funds**

1. The funds granted in a given year are divided among applicants, considering the following funding objectives as priority:
  - 1) publications / evaluated artistic activity \*,



- 2) active participation in a scientific conference (presentation of a paper), including online conferences, participation in competitions, exhibitions \*,
  - 3) purchase of materials and services necessary to conduct research / artistic activity \*.
2. The competition committee examines the applications of the criteria specified in § 6, and then establishes the results of the competition, which include:
    - 1) list of applications qualified for financing,
    - 2) a reserve list,
    - 3) list of applications rejected for formal and substantive reasons.
  3. The ranking list is published in the scope indicated in sec. 2 point 1. The remaining ranking lists are kept by the Dean and the competition committee; persons on these lists will be notified individually about the results of the competition.
  4. Proposals from the reserve list will be qualified for funding in the order listed as funds become available, provided that they can be implemented.
  5. When spending doctoral students' funds, the substantive criteria, schedule and cost estimate provided in the form, with possible changes introduced by the Competition Committee at the stage of awarding funds (regarding the amount of funds) or by the Dean in request of doctoral student's after the funds are granted.
  6. The doctoral student is obliged to inform the Dean of the resignation from the granted funds as soon as possible after the occurrence of circumstances preventing him from using them.
  7. A doctoral student is required to submit a financial report on the funds granted to him/her no later than 10 days from the project completion date specified in the funding application; the report is composed in an electronic version via a form shared on the Doctoral School's website.
  8. Failure to fulfill obligations described in paragraph 6 and 7 will result in the exclusion from the possibility of applying for research funding in the next edition of the competition.

## § 6

### Criteria of awarding applications

1. Each application is assessed by three members of the committee, except for the situation referred to in § 4 sec. 3.
2. The application evaluation criteria are based on the scoring according to the following division:



Substantive assessment made by Experts		
Category No.	Category name	number of points
1.	Scientific level of research or activity in the field of arts * or substantive evaluation of planned education or implementation activities	0–10
2.	Purposefulness of the project from the perspective of the doctoral dissertation being prepared	0–5
3.	Influence of the assumed effects on the development of the discipline	0–3
4.	The probability of achieving the planned goals	0–2
<b>Max. 20 points</b>		

3. The final score in a given category is the arithmetic mean of the points granted in that category by all evaluators.
4. The final score is the sum of the final scores from all categories.
5. The application will be rejected for substantive reasons if the final Category 1 score is less than 5,00 or the final Category 4 score is less than 1,00.

## § 7

### Dean's reserve

Funds from the dean's reserve may be spend on the base of a decision of the dean, appointed after an application of a doctoral student or a group of doctoral students or without previous application.

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Prof. dr hab. Alina Świeściak-Fast  
the Dean of the Doctoral School  
at the University of Silesia in Katowice