

Regulations on spending funds for the internationalization of doctoral students of the Doctoral School at the University of Silesia in Katowice in 2024

§ 1

Funds for internationalization for doctoral students of the Doctoral School

1. Based on the decision of the Rector of the University of Silesia in Katowice, in 2024, the Doctoral School has the amount of PLN 48,000 allocated for the internationalization of doctoral students' activities.
2. The Dean of the Doctoral School (hereinafter referred to as the Dean) decides to organize one competition to allocate these funds.
3. The office of the Doctoral School is responsible for administrating the expenditure of funds.

§ 2

Competition's rules

1. The competition is announced by the Dean, who publishes information on the deadline for submitting applications, competition rules, and a competition application template on the Doctoral School website.
2. Applications are considered by the Commission on the terms set out below.
3. Any doctoral student of the Doctoral School may participate in the competition.
4. Entry to the competition is deemed completed by completing and effectively submitting the electronic form within the specified time and in the manner specified below.
5. The electronic form is submitted according to the following procedure:
 - 1) the doctoral student completes and sends the form to the university's IT system and then confirms the submission of the application by clicking on the link sent by the system to his e-mail address in the @us.edu.pl domain,
 - 2) the doctoral student submits the completed form in electronic or paper version to the supervisor for approval, identical to the form presented in the university's IT system,
 - 3) the supervisor informs the Doctoral School about accepting the form by sending an e-mail to szkola.doktorska@us.edu.pl from his/her business account in the @us.edu.pl domain or by signing the form, which the doctoral student then sends as a scan or an electronically signed document to the office of the Doctoral School (minor changes may be marked in the e-mail or added to the paper version of the application),
 - 4) The introduction of significant changes to the application by the supervisor results in the obligation for the doctoral student to repeat the procedure described above,
 - i. the deadline for applying is the date of receipt of the confirmation of the application by the supervisor at the Doctoral School.

§ 3

Competition committee

1. The competition committee consists of:

- 1) Dean of the Doctoral School as chairman,
- 2) vice-dean of the Doctoral School,
- 3) coordinator for international cooperation
- 4) A doctoral student community representative appointed by the University Council of Doctoral Students' Self-Government.

2. A member of the committee who is the supervisor of a doctoral student who applies for funding is excluded from the evaluation when assessing the doctoral student's application.

§ 4

General rules for granting and settling funds

1. The Commission divides the funds allocated in a given year among applicants, considering the following financing objectives as a priority:
 - 1) active participation in a foreign scientific conference; participation in foreign competitions or exhibitions;
 - 2) participation in prestigious foreign congresses, in the work of international scientific or artistic teams, foreign internships or research, and other activities increasing the global visibility of the doctoral student and the University of Silesia;
 - 3) popularization of research or artistic activity abroad.
2. Foreign mobility may be financed from the competition funds and other funds of the University of Silesia in Katowice (financing under the competition may be partial funding); in such a situation, the doctoral student should include other units financing the project in the cost estimate.
3. The competition committee considers applications based on the criteria specified in § 5 and then determines the competition results, which include:
 - 1) list of applications qualified for financing,
 - 2) list of applications not qualified for financing due to insufficient funds,
 - 3) list of applications rejected for formal and substantive reasons.

4. The competition results are announced to the extent indicated in section 3, point 1. The remaining lists remain for the information of the dean and the competition committee; persons on these lists are notified individually about the competition results.

5. When disbursing doctoral students' funds, the substantive criteria, schedule, and cost estimate specified in the form apply, with any changes introduced by the competition committee at the stage of granting funds (concerning the amount of funds) or by the dean at the request of the doctoral student after granting the funds.

6. The doctoral student is obliged to inform the dean about resigning from the funds granted to him as soon as possible after the occurrence of circumstances that prevent him from using them.

7. The doctoral student must submit a financial report on the funds allocated to him no later than 10 days from the project completion date specified in the funding application; the report is prepared in electronic version using the form available on the website of the Doctoral School.

8. Failure to fulfill or improper fulfillment of the obligations described in sections 6 and 7 will result in exclusion from the possibility of applying for financing for activities related to internationalization in the next edition of the competition.

§ 5

Criteria for awarding funds

- Each application is assessed by four committee members, except for the situation referred to in § 3 section 2.
- The criteria for assessing applications are based on points according to the following division:

Substantive assessment performed by Experts		
No.	Name of the category	number of points
1.	The scientific level of research or activity in the field of art or assessment of the substantive value of planned activities related to education, implementation, or popularization	0–10
2.	Purposefulness of the project	0–4
3.	The impact of the assumed effects on the internationalization of a discipline or scientific field and the Doctoral School	0–4
4.	Probability of achieving planned goals	0–2
Max 20 points		

- The final score in a given category is the arithmetic mean of the points awarded in this category by all evaluators.
- The final result is the sum of the final points from all categories.
- The application is rejected for substantive reasons if the final score in category 1 is less than 4 points, the final score in category 2 is less than 2 points, or at least three of the four persons assessing the application in category 4 award 0 points.

§ 6

Dean's Reserve

Funds that are not spent by doctoral students to whom they were granted are included in the dean's reserve intended for internationalization purposes and may be expended based on the dean's decision issued at the request of a doctoral student, a group of doctoral students, or without an application.

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