



**Regulations of the Competition for Funding Jagiellonian University Ph.D. Students’  
Scientific Projects, Organized by the Ph.D. Students’ Association of Jagiellonian  
University of 28 October 2019**

**§ 1- Organization of the Competition**

1. The Competition will be organized by the Competition Committee of Ph.D. Students’ Association of Jagiellonian University (*Towarzystwo Doktorantów Uniwersytetu Jagiellońskiego*, TD UJ), hereinafter referred to as the Committee.
2. Each calendar year, as far as TD UJ’s budget allows, four editions of the Competition will be organized, whereas:
  - a) 1<sup>st</sup> edition concerns projects implemented from 1<sup>st</sup> January till 31<sup>st</sup> March;
  - b) 2<sup>nd</sup> edition concerns projects implemented from 1<sup>st</sup> April till 30<sup>th</sup> June;
  - c) 3<sup>rd</sup> edition concerns projects implemented from 1<sup>st</sup> July till 30<sup>th</sup> September;
  - d) 4<sup>th</sup> edition concerns projects implemented from 1<sup>st</sup> October till 31<sup>st</sup> December.
3. Applications for financing of publication may be submitted twice a year, in the 1<sup>st</sup> and 3<sup>rd</sup> edition of the Competition, whereas:
  - a) in the 1<sup>st</sup> edition a publishing agreement will be executed by 31<sup>st</sup> January, and in the 3<sup>rd</sup> edition – by 31<sup>st</sup> July;
  - b) an invoice from the publisher for the 1<sup>st</sup> edition should be settled till 31<sup>st</sup> May, and for the 3<sup>rd</sup> edition – till 31<sup>st</sup> October.
4. TD UJ Council may, at the request by Committee Chairperson, increase or reduce the number of Competition editions in a given year and change the deadlines specified in subclauses 2 and 3.
5. TD UJ Council may, at the request by Committee Chairperson, suspend certain categories of financing in a given edition of the Competition.
6. The Committee Chairperson will announce each edition of the Competition along with deadlines for applications, as approved by TD UJ Council, at the latest three weeks before the commencement of project implementation in a given edition. Deadlines for submitting applications may not be shorter than two weeks.

## **§ 2- Submitting financing applications**

1. A financing application may only be submitted by a Jagiellonian University Ph.D. student.
2. In a given edition of the Competition, you may only submit one application.
3. Submitting several applications for the same project is prohibited. In particular, when a conference speech, poster, paper or other project is authored by two or more Ph.D. students, only one of them may apply for financing. If applications for the same project are submitted by more than one Ph.D. student, all applications will be rejected.
4. A single project may only obtain financing once.
5. It is prohibited to submit applications concerning projects organized by TD UJ.
6. An application needs to be filled in with a computer. Applications filled in by hand will be rejected.
7. Applications need to be submitted within the announced deadline to the TD UJ Office and registered electronically on the TD UJ website. Applications that are not registered electronically will be rejected for formal reasons.
8. Financing may not pertain to organization of or participation in an online conference.
9. Financing may pertain to organization of or participation in a conference whose scientific committee includes employees with Ph.D. degree or higher and which are (co-)organized by universities or scientific and research institutions.

## **§ 3- Categories of projects subject to financing**

Five categories of project are eligible to obtain financing as part of the Competition:

- a) domestic travel;
- b) foreign travel;
- c) conference organization;
- d) publication;
- e) reimbursement for proofreading of a scientific article.

## **§ 4- Domestic travel**

1. A financing application for domestic travel may pertain to active participation in a scientific conference or a summer school or a winter school where a paper or a poster will be presented and which takes place in Poland.
2. The application may not concern a trip as part of student/Ph.D. student exchange, internship or scholarship scheme.

3. Financing application for domestic travel needs to be submitted on a form constituting appendix no. 1 hereto, together with:
  - a) current call for papers (e.g. invitation or print from the website) containing information about organizers, composition of the scientific committee, dates as well as types and amount of fees;
  - b) confirmation of participation in the event (document prepared by organizers, e.g. programme listing the paper, mail from organizers, etc.).
4. In justified cases (in particular, where announcement of results is planned after the call for applications in a given edition has ended), confirmation of acceptance may be provided after the Competition has been resolved.
5. The maximum amount of financing is PLN 600 for domestic conferences where the Ph.D. student presents a paper in Polish or PLN 800 for prestigious international conferences in Poland with a papers presented in any other language than Polish.
6. When considering applications and when proposing the amount of financing, the Committee is guided by the following criteria:
  - a) availability of funds in the budget;
  - b) validity of cost estimation;
  - c) amount of conference fee;
  - d) location;
  - e) cost of travel;
  - f) length and nature of the event;
  - g) additional sources of financing.

## **§ 5- Foreign travel**

1. A financing application for foreign travel may pertain to active participation in a scientific conference or a summer school or a winter school where a paper or a poster will be presented and which takes place outside Poland.
2. The application may not concern a trip as part of student/Ph.D. student exchange, internship or scholarship scheme.
3. Financing application for foreign travel needs to be submitted on a form constituting appendix no. 1 hereto, together with:

- a) current call for papers (e.g. invitation or print from the website) containing information about organizers, composition of scientific committee, dates as well as types and amount of fees;
- b) confirmation of participation in the event (document prepared by organizers, e.g. programme listing the poster, mail from organizers, etc.);
- c) in the case of Ph.D. students from outside Collegium Medicum of Jagiellonian University – a travel application required by International Relations Office of Jagiellonian University (*Dział Współpracy Międzynarodowej UJ*) containing, in appropriate columns, the consent (signature and stamp) of the institute/department director or programme manager and head of the organizational unit (dean). Consent of the vice-rector is not required at this stage. If financing is obtained from various sources, you need to provide a photocopy of the travel application containing, in appropriate columns, the consent (signature and stamp) of the institute/department director or programme manager and head of the organizational unit (dean). Ph.D. Students' Association of the Jagiellonian University may grant funds only in the amount equal to the difference between the amount applied for and the amount secured by all presented commitments. The applicant has to make sure that the original travel application is provided to International Relations Office of Jagiellonian University 10 days prior to the trip at the latest. Application for foreign travel can be obtained at the website of International Relations Office of Jagiellonian University;
- if institute/department director, programme manager and/or head of the organizational unit (dean) refuse to sign and stamp the travel application before TD UJ grants financing, the Ph.D. student may enclose to the application a declaration of the institute/department director or programme manager and head of the organizational unit (dean) that these authorities undertake to sign the travel application after TD UJ has granted financing. In such case, the Ph.D. student will be obliged to collect the travel application submitted to the TD UJ Office after the competition results have been announced, to obtain required signatures and stamps and to deliver the application to International Relations Office of Jagiellonian University;
- in the case of Ph.D. students from Collegium Medicum of Jagiellonian University – a foreign travel application of Official Business Travel Management Team (*Zespół ds. Obsługi Wyjazdów Służbowych*) signed by the person travelling and approved by direct supervisor.
4. In justified cases (in particular, where announcement of results is planned after the call for applications in a given edition has ended), confirmation of acceptance may be provided after the Competition has been resolved.
5. The maximum amount of financing that can be applied for is PLN 1500.
6. When considering applications and when proposing the amount of financing, the Committee is guided by the following criteria:
- a) availability of funds in the budget;

- b) validity of cost estimation;
- c) amount of conference fee;
- d) location;
- e) cost of travel;
- f) length and nature of the event;
- g) additional sources of financing.

## **§ 6- Conference organization**

1. A financing application concerning a domestic conference may be submitted in respect of a scientific conference fulfilling jointly the following criteria:
  - a) it is organized under the auspices of an organizational unit of Jagiellonian University (division, institute, chair, department [*wydział, instytut, zakład, katedra*]);
  - b) its main organizer or coordinator is the Ph.D. student; c) it comprises at least 8 lectures and significant involvement of Ph.D. students (at least 30%);
  - d) is under the scientific guidance of a senior academic Jagiellonian University staff member;
  - e) takes place in Cracow.
2. A financing application concerning a foreign conference may be submitted in respect of a scientific conference fulfilling, in addition to the requirements specified in subclause 1, jointly the following criteria:
  - a) is partially held in a foreign language;
  - b) it is attended by speakers affiliated with foreign research units.
3. An application may not pertain to workshops, lectures, trainings, festivals and similar.
4. A financing application concerning a conference must be provided on the form attached as appendix no. 2 hereto together with:
  - a) opinion of a senior academic Jagiellonian University staff member about the project with a declaration of taking scientific guidance of the conference;
  - b) preliminary cost estimation of the conference, constituting appendix no. 1 to Jagiellonian University Rector Order no. 24 of 25 April 2016, specifying sources of financing and indicating which expenses are covered from the funds of TD UJ;
  - c) programme (in justified cases it may be provided at a later date);
  - d) confirmation by a senior academic Jagiellonian University staff member that the Ph.D. student is the main organizer or coordinator of the conference;

- e) in the case of international conferences – confirmation of arrival of and lectures given by foreign guests (e.g. letter or e-mail from foreign speakers);
  - f) significant changes to cost estimation or programme after the financing has been granted must be approved by Committee Chairperson and TD UJ President.
5. The maximum amount of financing that can be applied for is:
- a) in the case of international conferences – PLN 4000;
  - b) in the case of domestic conferences – PLN 3000.
6. When applying for financing of catering services from TD UJ funds, its amount may not exceed 50% of the amount applied for.
7. When considering applications and when proposing the amount of financing, the Committee is guided by the following criteria:
- a) availability of funds in the budget;
  - b) validity of cost estimation;
  - c) length of the event;
  - d) number of participants and ratio of Ph.D. students;
  - e) in the case of a foreign conference: number of foreign guests;
  - f) other sources of financing.

## **§ 7- Publication**

1. A financing application concerning a publication may be submitted in respect of a publication fulfilling jointly the following criteria:
- a) the publication is of scientific nature;
  - b) it is (co-)authored(in the case of a monograph) or (co-)edited (in the case of a collective work) by a Jagiellonian University Ph.D. student;
  - c) it has a publishing review written by a senior academic staff member;
  - d) it is non-profit (no author's fee in the cost estimation);
  - e) its reviewer is not a (co-)author nor a (co-)editor;
  - f) it is composed of at least 6 publisher's sheets (circa 120 pages), which may not be reduced significantly after the financing has been granted, and each change of the number of publisher's sheets is subject to approval by the Committee Chairperson;
  - g) if a person who is not a Jagiellonian University Ph.D. student is one of the coauthors or coeditors, TD UJ may only cover up to 60% of the costs of publication.

2. A financing application may not pertain to a reimbursement for copyrights, fee for publishing an article in a journal, publication of a continuous nature (monthlies, quarterlies, etc.) or publication of a defended doctoral thesis.
3. A financing application concerning a publication must be provided on the form attached as appendix no. 4 hereto together with:
  - a) review written by a senior academic staff member;
  - b) written statement of the academic tutor (*opiekun naukowy*) confirming that the Ph.D. student is the co-author or co-editor of the paper (not applicable where the Ph.D. student is the sole author or editor);
  - c) – cost estimation of publication by Jagiellonian University Press (*Wydawnictwo Uniwersytetu Jagiellońskiego*), prepared on the form included in Jagiellonian University Rector Order no. 33 of 25 June 2007, if the paper is to be published by Jagiellonian University Press. The applicant must be listed in the cost estimation;  
- cost estimation of publication by Jagiellonian University Press and cost estimations from two other publishers, prepared on the form included in Jagiellonian University Rector Order no. 33 of 25 June 2007, if the paper is not to be published by Jagiellonian University Press. The applicant must be listed in the cost estimations. All costs estimations should contain comparable data on the quantity of publisher's sheets and copies printed;
  - d) list of authors and scientific entities they are affiliated with (concerns collective works);
  - e) Ph.D. student's statement that the paper was authored by said Ph.D. student and will not be published as a volume of a journal;
  - f) typescript in the form of a PDF file on electronic media for inspection by the Committee Chairperson.
4. The maximum amount of financing applied for is PLN 6000.
5. When considering applications and when proposing the amount of financing, the Committee is guided by the following criteria:
  - a) availability of funds in the budget;
  - b) number of sheets;
  - c) nature of Ph.D. student's involvement (author/coauthor, editor/coeditor);
  - d) publisher (level in accordance with the list of publishers publishing peer-reviewed scientific monographies of the Ministry of Science and Higher Education);
  - e) other sources of financing.

## **§ 8- Reimbursement for proofreading of a scientific article**

1. An application in this category may pertain to reimbursement for proofreading of an article written in any other language than Polish in order to have it published in a journal included in the scientific journals list of the Ministry of Science and Higher Education as an at least 70-point journal.
2. A financing application for proofreading must be provided on a form constating appendix no. 5 hereto together with:
  - a) three sales offers for proofreading, specifying total net and gross price for the service, price for specific number of characters and full details of the service provider;
  - b) review written by a senior academic staff member who is not a coauthor of the article;
  - c) typescript in the form of a PDF file on electronic media for inspection by the Committee Chairperson.
3. When settling the project, the Ph.D. student has to provide confirmation that the article was sent to the journal's editors as well as an invoice or a bill for proofreading. TD UJ does not execute civil law agreements for proofreading.
4. The applicant should specify in the article that financing was obtained from TD UJ, e.g.:  
„Publikacja dofinansowana ze środków Towarzystwa Doktorantów Uniwersytetu Jagiellońskiego”  
“Publication was co-funded by the Ph.D. Students' Association of Jagiellonian University”
5. A described invoice should be submitted to TD UJ Office within 7 days of issuance, within the implementation period of projects in a given competition edition.
6. The maximum amount of financing applied for is PLN 1000.
7. When considering applications and when proposing the amount of financing, the Committee is guided by the following criteria:
  - a) availability of funds in the budget;
  - b) number of characters;
  - c) nature of involvement (author/coauthor);
  - d) journal (the total number of points according to the scientific journals list of the Ministry of Science and Higher Education).

## **§ 9- Determination of applications**

1. Only applications that comply with all of the following requirements will be subject to determination:
  - a) are submitted in accordance with the rules specified in clauses 1-2;
  - b) comply with the criteria for particular categories of projects (clauses 4-8);
  - c) have been submitted on correct forms with a complete set of appendixes;
  - d) contain true information;
  - e) have all the required signatures and stamps.
2. If at least one of the above mentioned requirements have not been met, the application will be rejected for formal reasons.
3. The Committee will consider each application on the basis of consensus and will vote only as a last resort. In the case of equal number of votes, the Committee Chairperson will have the casting vote.
4. A member of the Committee will not participate in determining an application submitted by such member.
5. If there are any budgetary restrictions, the Committee may completely refrain from financing certain projects or award an amount lower than applied for.

## **§ 10- Approval and announcement of Competition results**

1. A summary of Committee's determination of applications will be immediately provided to TD UJ Council for approval.
2. TD UJ Council will take a decision regarding approval of results no later than within 7 business days of when the summary has been provided. Subsequently, the Committee Chairperson will submit Competition results to Jagiellonian University Vice-Rector for Educational Affairs (*Prorektor UJ ds. dydaktyki*) for approval.
3. Competition results will be announced by the Committee Chairperson no later than within 7 business days of Jagiellonian University Vice-Rector for Educational Affairs' approval.
4. Ph.D. students whose applications have been rejected will receive information from the Committee Chairperson, specifying the reason for rejection, within 3 days of announcement of results.

## **§ 11- Settlement of financing**

1. Financing received needs to be settled in accordance with Rules regarding settlement of funds, but no later than within 14 days of the last day of the project implementation period, as provided for in a given edition of the Competition.
2. Prior to the lapse of the deadline referred to in subclause 1, the applicant may submit an application with the Committee Chairperson for an extension of the project settlement deadline. The Chairperson may extend the financing settlement deadline once only, but for a period not longer than 14 days, and in the case of paper publication – for a period not longer than 30 days.
3. If the deadline referred to in subclause 1 is not met and the application referred to in subclause 2 is not submitted, the financing will be withdrawn.
4. Financial documents that were not provided on time or within the extended deadline will not be subject to settlement.
5. A project will be settled only by the Ph.D. student who applied for the financing thereof.

## **§ 12- Sanctions**

1. The failure to settle the financing on time or within the extended deadline referred to in clause 11 will result in rejection of each application submitted in the three following editions of the Competition (starting from the last completed edition). This will not apply to Ph.D. students who have proven in a written letter sent to [doktoranci@uj.edu.pl](mailto:doktoranci@uj.edu.pl) that the failure to settle is a result of circumstances independent of the Ph.D. student.
2. If a Ph.D. student submits an application aimed at securing financing for a project in which such Ph.D. student is not involved, each application submitted by such Ph.D. student will be rejected in the three next editions of the Competition.
3. A Ph.D. student who did not actively participate in a conference will be obliged to return the financing obtained.
4. A Ph.D. student who obtained financing based on untrue data or used the financing received contrary to purpose applied will be obliged to return the entire amount, and the competent authority of TD UJ will without undue delay refer the case to Ph.D. Students Disciplinary Committee (*Komisja Dyscyplinarna ds. Doktorantów*). TD UJ Council may deprive such Ph.D. student of the right to apply for financing in following editions of the Competition.

### **§ 13- Appeal procedure**

1. You may appeal against a negative decision and apply for reconsideration.
2. Application for reconsideration should be submitted in writing in the TD UJ office within 14 days of the date when the Committee Chairperson notified that the application has been rejected. The amount of financing granted may not be exclusive grounds for application for reconsideration.
3. TD UJ Council will consider the application within 28 days of when Competition results have been announced. Prior to making a decision, the Council will consult the Committee regarding rejected applications.
4. After applications for reconsideration have been considered by TD UJ Council, the Committee Chairperson will present the results of appeal proceedings to Jagiellonian University Vice-Rector for Educational Affairs for approval.
5. Results of appeal proceedings will be announced by the Committee Chairperson at the latest 7 days after obtaining the approval of Jagiellonian University Vice-Rector for Educational Affairs.

### **§ 14- Transitional and final provisions**

1. In matters not covered herein, TD UJ Council will take a decision after consulting the Committee, and if it is impossible for the Council to meet – a decision will be taken by the TD UJ Chairperson after consulting the Committee.
2. These Regulations enter into force on 17 November 2019.
3. Previous Regulations will no longer be effective as of that date. They will, however, be applicable to projects that were determined in editions of the Competition organized prior to 17 November 2019.