

REGULATION NO. 15/2023

OF THE RECTOR OF THE UNIVERSITY OF SZCZECIN

of 10 February 2023

regarding the rules of financing research development of doctoral students  
of the University of Szczecin in 2023

Under art. 23.2.2 of the Act of 20 July 2018 – Law on Higher Education and Science (JoL of 2022, item 574 as amended) it is ruled as follows:

**§ 1**

1. An individual having the status of a doctoral student of the University of Szczecin, hereinafter “a doctoral student”, may apply for financing his/her research development in 2023 on the principles defined by this regulation.
2. Financing of a doctoral student’s research development is understood as granting financing to a doctoral student to cover a part or the entirety of the costs of a doctoral student’s research task specified in the application for financing of research development, hereinafter referred to as “the application”.
3. Doctoral student’s research development, referred to in clause 2, is financed from a subsidy for maintaining research potential.
4. The Director of the Doctoral School of the University of Szczecin, hereinafter referred to as “the School Director”, is responsible for the proper conduct of the procedure of financing a doctoral student’s research development.
5. Maximum amount of financing that may be granted to a doctoral student in 2023 for covering the costs of a research task specified in the application is equal to PLN 5 000.00.
6. In 2023 a doctoral student may file a maximum of two applications.
7. A doctoral student must use the financing granted for research development by 31 December 2023 and account for its use by 15 January 2024.

**§ 2**

1. The financing for covering a part or the entirety of the costs of a doctoral student’s research task, referred to in § 1.2 of this regulation can be granted at a doctoral student’s request. The application is filed on a form constituting annex No 1 hereto. The application form is available at the website of the Doctoral School of the University of Szczecin, hereinafter referred to as “the Doctoral School of the US”.
2. The time limit for filing the application, referred to in item 1, is determined by the School Director and it is published at the website of the Doctoral School of the University of Szczecin within 7 days of such a regulation entering into force.
3. The application, referred to in item 1, is filed by a doctoral student to the Office of the Doctoral School of the University of Szczecin in a digital form sent to the following e-mail

address: [granty.szkoła.doktorska@usz.edu.pl](mailto:granty.szkoła.doktorska@usz.edu.pl) (a scan of the application along with enclosures – in one .pdf file).

4. Immediately after the application is received in line with item 3, an employee of the Office of the Doctoral School of the University of Szczecin confirms the receipt of a filed application in a reply message and informs a doctoral student of a reference number assigned to the application.
5. The School Director verifies the application, referred to in item 1, with regard to its formal correctness. In case of any formal deficiencies of the application or other deficiencies preventing a substantive evaluation of the application, the School Director calls the doctoral student to supplement the application, on pain of leaving the application unconsidered.
6. The School Director passes an application that satisfies all the formal conditions to a relevant discipline team for its substantive evaluation. A form of substantive evaluation report constitutes annex No. 2 hereto.
7. The decision on granting financing to a doctoral student for covering the costs of a doctoral student's research task and its amount, subject to § 1.5 of the regulation, is taken by the School Director on the basis of a substantive evaluation conducted by a discipline team.
8. In a decision, referred to in item 7, the material scope of the financed research task or the amount of financing granted for covering the costs of a doctoral student's research task may be subject to a reduction in relation to the application for financing of research development. In such a case, within 14 days of the decision on granting financing a doctoral student is obligated to present to the School Director an adjustment of the cost estimate and of the time schedule of activities. Adjustments of the cost estimate and of the time schedule of activities are prepared on a form constituting annex No. 3 hereto.
9. A doctoral student receives a decision on granting financing for covering the costs of a doctoral student's research task in a digital format to the e-mail address specified in the application.
10. The decision, referred to in item 7, is final and not subject to appeal.

### § 3

1. The substantive criteria for evaluating a doctoral student's application include the research achievements specified in item 2.1-4 for the years 2021-2022 as well as the planned research task.
2. The application is evaluated in terms of its substance by awarding scores with regard to the following criteria:
  - 1) scientific publications entered into PUBLI Data Base;
  - 2) participation in the realization of scientific and research projects or obtaining a research project;
  - 3) participation in scientific conferences, summer schools, workshops or seminars;
  - 4) other research achievements;
  - 5) planned research task.
3. The following maximum score is set that can be awarded in the assessment of the criteria, referred to in item 2:
  - 1) scientific publications – 10 points;

- 2) participation in the realization of scientific and research projects or obtaining a research project – 6 points;
  - 3) participation in scientific conferences, summer schools, workshops or seminars – 5 points;
  - 4) other research achievements – 3 points;
  - 5) planned research task – 30 points.
4. Points for scientific publications entered in to the PUBLI Data Base are awarded in accordance with the last list of journals and materials, prepared in line with the regulations adopted under art. 267.2.2. of the Act of 20 July 2018 – Law on Higher Education and Science (JoL of 2022, item 574, as amended), hence the list included in a communiqué of the competent Minister for Higher Education and Science regarding a list of scientific journals and reviewed materials from international conferences along with the following number of assigned points:
- 1) for the publication not included in the list – 1 point;
  - 2) for the publication included in the list for 20 points – 2 points;
  - 3) for the publication included in the list for 40-70 points – 4 points;
  - 4) for the publication included in the list for at least 100 points – 6 points.
5. Points for the participation in realizing science and research projects or obtaining a research project, the following number of points are assigned:
- 1) for managing or co-implementation of a project financed by: the National Science Centre, National Research and Development Centre, Foundation for Polish Science, European Research Council (ERC), Horizon 2020 Ministry of Education and Science = 6 points for each activity;
  - 2) performance in a project financed by institution of public trust other than the ones specified in sub-clause 1) supporting research activity – 2 points for each activity.
6. Points for participation in conferences, workshops or seminars are awarded as follows:
- 1) presentation of a placard or a poster – 1 point;
  - 2) delivering a presentation – 2 points.
7. For other scientific achievements a doctoral student may receive no more than 3 points. Other scientific achievements are understood as:
- 1) participation in organizational committees of conferences, workshops or seminars;
  - 2) participation in editorial committees, e.g. as a secretary of a monograph or journal publication;
  - 3) membership in a science club of a faculty or institute of the University of Szczecin;
  - 4) work for the promotion of a faculty or an institute of the University of Szczecin.
8. Points for a planned research task are awarded as followed:
- 1) objective of a research task – no more than 15 points;
  - 2) activities related to the realization of a research task – no more than 5 points;
  - 3) time schedule and cost estimate related to the realization of a research task – no more than 5 points;
  - 4) justification for the purpose of realization of a research task – no more than 5 points.
9. Information on the criteria of evaluating the application is published at the website of the Doctoral School of the University of Szczecin.

1. A doctoral student who was granted funding for covering the costs of a doctoral student's research task is obligated to:
  - 1) observe the rules of public funds spending in force at the University of Szczecin for the implementation of research tasks specified in the application;
  - 2) designate the granted financing exclusively for the expenditure specified in the expenses list constituting annex No. 4 to the regulation and in accordance with the submitted cost estimate and time schedule of activities;
  - 3) submit the financial documents confirming the realization of the research task to an employee of the Office of the Doctoral School in order for it to be accounted for within 21 days from the date of its receipt;
  - 4) submit to the School Director a report on the realization of the research task by 15 January 2024. A specimen of the report form constitutes annex No 5 hereto and it is published at the website of the Doctoral School of the University of Szczecin.
2. A doctoral student who was granted financing for covering the costs of a research task in the course of the realization of the research task, however, not later than by 30 September 2023, is entitled to a one-off change of the cost estimate and the time schedule of activities regarding the type of planned expenditure or its costs. In such a case within the time limit specified in the preceding sentence, a doctoral student submits an adjustment of the cost estimate and the time schedule of activities to the School Director on the form, referred to in § 2.9 of the regulation.
3. A change of the cost estimate and the time schedule of activities made after 30 September 2023 or an adjustment of the cost estimate and the time schedule of activities submitted after that date will not be taken into account.
4. The School Director supervises the correct realization of the research task and a doctoral student's use of the financing awarded for covering the costs of a research task.
5. If a doctoral student fails to utilise the granted financing or fails to perform the obligations defined in clause 1, the School Director may decide, not to grant any financing for research development to the doctoral student in the subsequent year.

## § 5

This regulation enters into force on the date of its signing.