

ORDER NO 150/2023

OF THE RECTOR OF THE UNIVERSITY OF SZCZECIN

of 19 December 2023

on the principles of financing scientific development of doctoral students
of the University of Szczecin in 2024.

Pursuant to Article 23(2)(2) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended), it is ordered as follows:

§ 1.

1. A person holding the status of a doctoral student at the University of Szczecin, hereinafter referred to as the "doctoral student," may apply in 2024 for financing scientific development under the terms specified in the order.
2. Financing the scientific development of a doctoral student means granting the doctoral student funds to cover all or part of the costs of the doctoral student's scientific task described in the application for financing scientific development, hereinafter referred to as the "application".
3. The scientific development of the doctoral student referred to in paragraph 2, is financed from subsidies for maintaining research potential.
4. The total amount of funds allocated to financing the scientific development of doctoral students from the subsidies specified in paragraph 3 in 2024 is PLN 200,000.00.
5. The total amount of funds allocated to financing the scientific development of doctoral students specified in paragraph 4 is divided by the number of applications meeting the formal conditions, subject to paragraph 6.
6. The maximum amount of funds that may be granted to a doctoral student in 2024 to cover the costs of the scientific task specified in the application is PLN 5,000.00.
7. In 2024, a doctoral student may submit a maximum of two applications for two different scientific tasks.
8. The funds allocated for scientific development must be used by the doctoral student by 31 December 2024, and their use must be settled by 15 January 2025.
9. The director of the Doctoral School of the University of Szczecin, hereinafter referred to as the "director", is responsible for the correct implementation of the procedure for financing the scientific development of doctoral students.

§ 2.

1. Funds to cover all or part of the costs of the doctoral student's scientific task referred to in § 1 paragraph 2 of the Order may be granted at the request of the doctoral student.

2. The application is submitted on the form attached as Annex No. 1 to the order. The application form is available on the website of the Doctoral School of the University of Szczecin, hereinafter referred to as the "Doctoral School US".
3. The deadline for submitting the application is set by the director and published on the website of the Doctoral School US within 7 days from the date of entry into force of the order.
4. The doctoral student submits the application in person at the Office Point No. 5 at Tarczyńskiego 1 in Szczecin or sends it to the following address: Office of the Doctoral School of the University of Szczecin, Mickiewicza 18, 70-384 Szczecin, via a postal operator, with the reservation that in the case of sending the application via a postal operator, the deadline is considered met if, before its expiry, the application is posted at a Polish postal facility of the operator designated within the meaning of the Act of 23 November 2012 – Postal Law, or a postal facility of an operator providing universal postal services in another Member State of the European Union, the Swiss Confederation or a Member State of the European Free Trade Association (EFTA) – a party to the Agreement on the European Economic Area.
5. Immediately after receiving the application, an employee of the Office of the Doctoral School US informs the doctoral student about the assigned individual application number in a message sent to the doctoral student's e-mail address registered in the usz.edu.pl domain.
6. The director verifies the application in formal terms. In the event of formal deficiencies in the application or other deficiencies that make it impossible to perform a substantive assessment of the application, the director requests the doctoral student to complete the application within 5 days from the date of receipt of the request, otherwise the application will not be considered. The request is sent to the doctoral student's e-mail address registered in the usz.edu.pl domain.
7. An application that meets the formal conditions is forwarded by the director to the appropriate discipline team for substantive assessment of the application. The substantive evaluation protocol form is attached as Annex No. 2 to the order.
8. The decision to grant or refuse to grant the doctoral student funds to cover the costs of the scientific task and their amount, subject to § 1 paragraph 6 of the order, is made by the director based on the substantive assessment made by the discipline team.
9. In the decision referred to in paragraph 8, the material scope of the financed scientific task or the amount of funds allocated to cover the costs of the scientific task may be limited in relation to the application for financing scientific development. In such a case, within 14 calendar days from the date of forwarding the decision on granting funds to the doctoral student, the doctoral student is obliged to submit to the director a correction of the cost estimate and schedule of activities included in the application. Corrections to the cost estimate and schedule of activities are made on the form attached as Annex No. 3 to the Order and these documents are submitted in person to the Office Point No. 5 at Tarczyńskiego 1 in Szczecin or sent via a postal operator.
10. The doctoral student receives the decision on granting or refusing to grant the doctoral student funds to cover the costs of the scientific task in electronic form to the doctoral student's e-mail address registered in the usz.edu.pl domain.

11. The decision referred to in paragraph 8, is final and cannot be appealed against.

§ 3.

1. The substantive criteria for assessing a doctoral student's application are the scientific achievements in the years 2022-2023 specified in paragraph 2 points 1-4 and the planned scientific task.
2. The application is assessed substantively by awarding points according to the following criteria:
 - 1) scientific publications that are included in the PUBLI database;
 - 2) participation in the implementation of scientific and research projects or obtaining a research project;
 - 3) participation in scientific conferences, summer schools, workshops, or seminars;
 - 4) other scientific achievements;
 - 5) planned scientific task.
3. The following maximum number of points that can be awarded when assessing the criteria referred to in paragraph 2 is established:
 - 1) scientific publications – 10 points;
 - 2) participation in the implementation 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 scientific achievements – 3 points;
 - 5) planned scientific task – 30 points.
4. Points for scientific publications included in the PUBLI database are awarded in accordance with the latest list of journals and materials, prepared in accordance with the provisions issued pursuant to Article 267(2)(2) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended), and therefore included in the announcement of the minister responsible for higher education and science regarding the list of scientific journals and peer-reviewed materials from international conferences with the assigned number of points as follows:
 - 1) for a publication outside the list – 1 point;
 - 2) for a publication from the list worth 20 points – 2 points;
 - 3) for a publication from the list with 40 - 70 points – 4 points;
 - 4) for a publication from the list with at least 100 points – 6 points.
5. Points for participating in the implementation of scientific and research projects or obtaining a research project are awarded as follows:
 - 1) for leading or co-executing a project financed by: the National Science Centre, the National Centre for Research and Development, the Foundation for Polish Science, the European Research Council (ERC), Horizon 2020 Ministry of Education and Science – 6 points for each activity;
 - 2) for executing a project financed by institutions of public trust supporting scientific activities other than those indicated in point 1 – 2 points for each activity.

6. Points for participation in scientific conferences, workshops, or seminars are awarded as follows:
 - 1) presenting a poster – 1 point;
 - 2) presenting a paper – 2 points.
7. A doctoral student may receive no more than 3 points for other scientific achievements. Other scientific achievements mean:
 - 1) participation in organizational committees of scientific conferences, workshops, seminars;
 - 2) participation in editorial committees, e.g. as secretary of a monograph or magazine;
 - 3) membership in a scientific club, association, or scientific organization;
 - 4) work for the promotion of a faculty or institute of the University of Szczecin.
8. Points for the planned scientific task are awarded as follows:
 - 1) purpose of the scientific task – no more than 15 points;
 - 2) activities related to the implementation of the scientific task – no more than 5 points;
 - 3) schedule and cost estimate related to the implementation of the scientific task – not more than 5 points;
 - 4) justification for the need to complete the scientific task – no more than 5 points.
9. Information about the application evaluation criteria is published on the website of the Doctoral School US.

§ 4.

1. A doctoral student who has been granted funds to cover the costs of a scientific task is obliged to:
 - 1) comply with the rules for spending public funds applicable at the University of Szczecin when implementing the scientific tasks indicated in the application;
 - 2) allocate the granted funds only to the expenditures specified in the catalogue of expenditures constituting Annex No. 4 to the Order and in accordance with the submitted cost estimate and schedule of activities; the planned expenditure cannot constitute financing or co-financing of the Erasmus Program;
 - 3) submit financial documents confirming the implementation of the scientific task to an employee of the Office of the Doctoral School US in person at the Office Point No. 5 at Tarczyńskiego 1 in Szczecin or via a postal operator for settlement purposes, within 21 days from the date of receipt of funds;
 - 4) submit to the director a report on the implementation of the scientific task in writing by 15 January 2025; a template of the report form constitutes Annex No. 5 to the Order and is published on the website of the Doctoral School US; the report on the implementation of the scientific task should be submitted in person to the Office Point No. 5 at Tarczyńskiego 1 in Szczecin or via a postal operator.
2. A doctoral student who has been granted funds to cover the costs of a scientific task, during the implementation of the scientific task, but no later than 30 September 2024, is entitled to make a one-time change to the cost estimate and schedule of activities in terms of the type of planned expenditures or their costs. In such a case, within the deadline specified in the previous sentence, the doctoral student submits to the director

a correction of the cost estimate and schedule of activities prepared on the form constituting Annex No. 3 to the order. Correction of the cost estimate and schedule of activities should be submitted in person to the Office Point No. 5 at Tarczyńskiego 1 in Szczecin or via a postal operator.

3. Changes to the cost estimate and schedule of activities made after 30 September 2024, or corrections to the cost estimate and schedule of activities submitted after that date will not be taken into account.
4. The director supervises the proper implementation of the scientific task and the use of funds allocated to cover the costs of the scientific task by the doctoral student.

§ 5.

1. A doctoral student who has submitted two applications and received funds to cover all or part of the costs of two scientific tasks may, with the consent of the director, transfer funds between these tasks, provided that after the transfer, the funds to cover the costs of one scientific task cannot be higher than PLN 5,000.00.
2. In order to obtain the consent of the director specified in paragraph 1, the doctoral student submits an application for the transfer of funds together with justification and corrections to the cost estimate and schedule of activities prepared on the form attached as Annex No. 3 to the Order in person at the Office Point No. 5 at Tarczyńskiego 1 in Szczecin or via a postal operator.
3. A doctoral student may submit the application for the transfer of funds referred to in paragraph 2 once, and the application must be submitted no later than 31 May 2024. An application submitted after this date will not be considered and will not be taken into account.
4. If the type of expenditure indicated in the applications for funds to cover all or part of the costs of a scientific task does not change in the corrections to the cost estimate and schedule, the consents to the transfer of funds is given by the director.
5. If the type of expenditure indicated in the applications for funds to cover all or part of the costs of a scientific task changes in the corrections to the cost estimate and schedule, the consents to the transfer of funds is given by the director after obtaining the opinion of the relevant discipline team.

§ 6.

If a doctoral student fails to use the funds allocated to finance the doctoral student's scientific development in 2023 or fails to fulfil the doctoral student's obligations in relation to the scientific task financed in 2023, the director may decide not to grant funds to the doctoral student to finance the scientific development in 2024.

§ 7.

The Order enters into force on the day of its signing.