

ORDER NO. 40/2025

OF THE RECTOR OF THE UNIVERSITY OF SZCZECIN

of 27 February 2025

on the principles of financing scientific development of doctoral students
of the University of Szczecin in 2025.

Pursuant to Article 23(2)(2) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended), it is ordered as follows:

§ 1.

1. A doctoral student at the University of Szczecin, hereinafter referred to as the "doctoral student," may apply in 2025 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 research 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 2025 is PLN 150,000.00.
5. The total amount of funds allocated to financing the scientific development of doctoral students specified in paragraph 4 in the first round 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 2025 to cover the costs of the research task specified in the application is PLN 5,000.00.
7. In 2025, a doctoral student may submit a maximum of two applications for two different research tasks.
8. The funds allocated for scientific development must be used by the doctoral student by 30 September 2025, and their use must be settled by 6 October 2025.
9. The second round of fund allocation will begin on 7 October 2025 for funds that were not utilized by 30 September 2025.
10. Funds granted in the second round must be used by 31 December 2025 and their use must be settled by 15 January 2026.
11. 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 research task referred to in § 1 paragraph 2 of the Order may be granted at the request of the doctoral student.
2. The application in the first round 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 specified in paragraph 2 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 specified in paragraph 2 in person at the Office Point No. 4 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 specified in paragraph 2, 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 specified in paragraph 2 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 specified in paragraph 2 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 research task and their amount in the first round, 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 research task or the amount of funds allocated to cover the costs of the research 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. 4 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 research task in the first round 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.
12. Funds not utilized by 30 September 2025 may be reallocated in the second round, based on the submitted cost estimate and activity schedule, which constitutes Annex No. 6 to the regulation, for the implementation of the planned research task.
13. The director, within the available financial resources, may discretionarily allocate the unused funds mentioned in paragraph 12 for research tasks specified by the doctoral student in Annex No. 6 to the regulation.
14. For the second round referred to in paragraph 13, the provisions specified in paragraphs 4-6 and 10-11 apply accordingly.

§ 3.

1. The substantive criteria for assessing a doctoral student's application in the first round are planned research tasks.
2. The application in the first round is evaluated substantively by awarding points based on the criterion of planned research tasks.
3. Points in the first round for the planned research task are awarded as follows:
 - 1) purpose of the research task – no more than 25 points;
 - 2) activities related to the implementation of the research task – no more than 5 points;
 - 3) schedule and cost estimate related to the implementation of the research task – no more than 5 points;
 - 4) justification for the need to complete the research task – no more than 5 points.
4. Information on the evaluation criteria for first-round applications is published on the Doctoral School US website.

§ 4.

1. A doctoral student who has been granted funds to cover the costs of a research task in the first and second round is obliged to:
 - 1) comply with the rules for spending public funds applicable at the University of Szczecin when implementing the research 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 research task to an employee of the Office of the Doctoral School US in person at the Office Point

- No. 4 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 a written report on the implementation of the research task to the Director by October 2025 for the first round, and 15 January 2026 for the second round; 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. 4 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 research task in the first round, during the implementation of the research task, but no later than 30 June 2025, 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. 4 at Tarczyńskiego 1 in Szczecin or via a postal operator.
 3. Changes to the cost estimate and schedule of activities specified in paragraph 2 made after 30 June 2025, 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 research task and the use of funds allocated to cover the costs of the research 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 research 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 research 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. 4 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 30 June 2025. 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 research 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 research 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 2024 or fails to fulfil the doctoral student's obligations in relation to the research task financed in 2024, the director may decide not to grant funds to the doctoral student to finance the scientific development in 2025.

§ 7.

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

prof. dr hab. Waldemar Tarczyński
Rector of the University of Szczecin
/signed with a qualified electronic signature/