

ORDER NO. 118/2025

OF THE RECTOR OF THE UNIVERSITY OF SZCZECIN

of 15 December 2025

on the rules for financing the academic development of doctoral students at the University of Szczecin in 2026.

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.**

**General provisions**

1. A doctoral student at the University of Szczecin, hereinafter referred to as the "doctoral student," may apply in 2026 for financing academic development under the terms specified in the order.
2. Financing the academic 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 academic development, hereinafter referred to as the "application".
3. The academic development of the doctoral student referred to in paragraph 2, is financed from subsidies for maintaining research potential.
4. Funding for the academic development of doctoral students in 2026 is conducted in two rounds:
  - 1) the first round – covering the allocation of funds specified in paragraph 5, planned within the financial plan of the University of Szczecin;
  - 2) the second round – covering the allocation of funds not used in the first round and increased by a decision of the Rector referred to in paragraph 6.
5. The total amount of funds allocated for financing the academic development of doctoral students in 2026 from the subsidy referred to in paragraph 3 amounts to PLN 150,000.00, subject to paragraph 6.
6. The Rector may, at the request of the Director of the Doctoral School, hereinafter referred to as the "Director," decide to increase the amount of funds allocated for financing the academic development of doctoral students; however, the increased pool of funds may be used exclusively in the second round of fund allocation.
7. In the first round, the total amount of funds allocated for financing the academic development of doctoral students, as specified in paragraph 5, is divided by the number of applications that meet the formal requirements. The amount thus obtained per application constitutes the basis for allocating funds to the discipline teams proportionally to the number of applications submitted in a given discipline.

8. After 14 September 2026, the procedure for the second round of financing the academic development of doctoral students may be initiated. The second-round procedure can be launched only if an appropriate pool of funds is available. The Director makes a preliminary determination of the available pool and decides on the commencement of accepting applications in the second round in accordance with the schedule referred to in § 2(6).
9. The Director is responsible for the proper implementation of the procedure for financing the academic development of doctoral students.

## **§ 2.**

### **Application deadlines and procedure**

1. Funds to cover all or part of the costs of a doctoral student's scientific task referred to in § 1(2) of the Order may be granted exclusively upon the doctoral student's application. Within a single application, a doctoral student may indicate a maximum of two different scientific tasks.
2. In 2026, a doctoral student may submit one application in the first round and one application in the second round, with each application covering up to two different scientific tasks.
3. The maximum amount of funds granted to a doctoral student in the first round under one application is PLN 5,000.00, regardless of the number of tasks included in the application.
4. The maximum amount of funds granted to a doctoral student in the second round under one application is PLN 5,000.00, regardless of the number of tasks included in the application.
5. Application forms are available on the website of the Doctoral School of the University of Szczecin, hereinafter referred to as the "Doctoral School US":
  - 1) for the first round – Annex No. 1 to the Order applies;
  - 2) for the second round – Annex No. 5 to the Order applies.
6. The Director is obliged to publish on the website of the Doctoral School US the schedule of deadlines related to the procedure for financing the academic development of doctoral students in 2026, including in particular:
  - 1) the deadline for submission of applications;
  - 2) the date of announcement of the results and the awarded financial resources;
  - 3) the date of delivery of the decision to the doctoral student in electronic form.The schedule for the first round is published within 7 days from the date this Order enters into force.

The schedule for the second round is published only if it is launched, no later than 7 days before the planned commencement of the second round.
7. Timely submission of all documents related to the financing of a doctoral student's academic development, including applications and reports on the implementation of a scientific task, is in each case understood as their actual receipt by the Office Point No. 4 at Tarczyńskiego 1 in Szczecin on the date specified by the Director as the document submission deadline. The date of posting of a postal shipment is not decisive for compliance with the deadline.

8. 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, subject to paragraph 7.
9. 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.
10. 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 its substantive assessment, the Director requests the doctoral student to complete the application within 2 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.

### **§ 3.**

#### **Consideration of the application and issuance of a decision**

1. An application specified in paragraph 2 that meets the formal conditions is forwarded by the Director to the appropriate discipline team for substantive evaluation. At the same time, the discipline team receives information on the total pool of funds available for allocation in the first round, within which it evaluates the applications and indicates the proposed amount to be awarded for each scientific task. The substantive evaluation protocol form is attached as Annex No. 2 to the Order.
2. The substantive evaluation of applications submitted in the first round is conducted by the discipline team competent for the doctoral student's discipline, which at the same time indicates the proposed amount of funds to be awarded under the evaluated application. The decision to grant or refuse the funds, as well as their final amount, is made by the Director.
3. Applications submitted in the second round are subject to discretionary evaluation conducted by the Director, who decides on granting or refusing the funds within the available pool of funds.
4. If a doctoral student has not used all or part of the funds granted for financing academic development in the previous year, or has failed to fulfil the obligations related to the implementation of the scientific task during that period, the Director, at the stage of verifying applications within the allocation of funds to disciplines, may issue a decision refusing to grant financial resources for the implementation of the applied-for scientific task in a given round.
5. 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.
6. The decision referred to in paragraph 5, is final and cannot be appealed against.

### **§ 4.**

#### **Application evaluation criteria**

1. In the first round, the substantive criteria for evaluating a doctoral student's application are the planned scientific tasks.
2. Applications submitted in the first round are subject to a substantive evaluation conducted separately for each scientific task indicated in the application, in accordance with the criteria specified in paragraph 3. Evaluations are conducted by the discipline team using a rating scale from 1 to 5.
3. The substantive evaluation of each scientific task referred to in paragraph 2 includes:
  - 1) assessment of the objective of the scientific task;
  - 2) assessment of the actions related to the implementation of the scientific task;
  - 3) assessment of the schedule and cost estimate;
  - 4) assessment of the justification for conducting the scientific task.
4. In the second round, for individuals who received funding in the first round, the evaluation will consider the manner and effectiveness of the use of the granted funds, as well as the timeliness and correctness of the submitted reports. For all applicants, the evaluation will also consider the quality of their publication record, taking into account the points according to the current MNiSW list, as well as the substantive justification of the application, assessed at the Director's discretion, considering the scientific value and purposefulness of the planned activities.
5. Information on the amount of funds granted to doctoral students, indicating only the individual application number and the amount of funds awarded, is published on the website of the Doctoral School US.

## **§ 5.**

### **Obligations of the doctoral student related to the settlement of funds**

1. The funds granted by the decision referred to in § 3(5) are used by the doctoral student for the implementation of the scientific tasks indicated in the application. The doctoral student is entitled to independently allocate the granted amount within the types of expenses specified in the cost estimate forming part of the application. Spending funds on purposes or types of expenses not indicated in the application is not permitted.
2. A doctoral student who has been granted funds to cover the costs of a scientific task in the first or second round 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 exclusively to expenses specified in the catalogue of scientific tasks and types of expenses, as set out in Annex No. 3 to the Order and in accordance with the submitted cost estimate and schedule of activities; planned expenses may not finance or co-finance the Erasmus Program;
  - 3) submit financial documents confirming the implementation of the scientific task either in person at the Office Point No. 4 at Tarczyńskiego 1 in Szczecin, or via a postal operator for the purpose of settlement, within 21 days from the date of their receipt, but no later than:
    - a) 31 August 2026 for the first round,

- b) 31 December 2026 for the second round.
3. Submit a written report on the implementation of the scientific task to the Director:
- 1) for the first round – by 11 September 2026;
  - 2) for the second round – by 15 January 2027.
- The template for the report on the implementation of the application is included as Annex No. 4 to the Order and is published on the website of the Doctoral School US. The report must be submitted either in person at the Office Point No. 4 at Tarczyńskiego 1 in Szczecin, or via a postal operator, subject to § 2(6).
4. The Director supervises the proper implementation of the scientific task and ensures that the doctoral student's expenditure of the granted funds is consistent with the cost estimate and catalogue of expenses specified in the application.

**§ 6.**  
**Final provisions**

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/