

Communique No. 3/2023
Director of the Doctoral School of Exact and Natural Sciences ("SDNŚiP")
of 12 May 2023
regarding: the conditions for conducting competitions organised within the framework
of the strategic programme Initiative for Excellence at the Jagiellonian University
("ID.UJ programme")

In connection with:

- *Ordinance No. 45 of the Rector of the Jagiellonian University of 25 April 2023 concerning: the rules for granting financial support to doctoral students and participants of doctoral studies at the Jagiellonian University as part of the strategic programme Excellence Initiative at the Jagiellonian University ("Ordinance"), and in particular in accordance with:
Annex 1 to the Ordinance, §2(6) and §5(1-4)
Annex 2 to the Ordinance, §4(2) and §5(1-4)
Annex 4 to the Ordinance, §4(4) and §5(2)*
- *Arrangements made with the Deans of the faculties participating in the SDNŚiP and the Director of the MCB.*

I introduce the following conditions for conducting competitions:

§1

- (1) The conditions for conducting competitions defined in this document apply to the following modules ("modules") in the ID.UJ programme:
- a) Visibility&Mobility Module (only active participation in scientific conferences, as defined in Annex 1, §4.(3.1)
 - b) Skills Development&Engagement Module
 - c) Excellence Module
- (2) In all activities undertaken by both SDNŚiP and doctoral students in connection with the organisation and conduct of competitions, the principles and requirements indicated in Annexes 1, 2 and 4 to the Order shall apply. These documents also define the persons eligible to receive financial support.

§2

Principles of allocation of funds between education programmes at SDNŚiP

- (1) In the Skills Development&Engagement module, the Director shall determine the distribution of allocated funds between school-wide activities organised by the Director (indirect support) and funds to be divided among doctoral students as part of the competition (direct support). The distribution of funds shall be subject to the opinion of the School Council and a representative of the Doctoral Student Association.
- (2) For each of the three modules, the Director allocates funds to a given education programme in proportion to the percentage of eligible participants in the competition (i.e., the school's doctoral students and doctoral students in the specialisation corresponding to the respective programme at SDNŚiP). In the Skills Development&Engagement Module, this applies to the funds remaining after the allocation of funds for activities organised by the Director for the entire school.
- (3) The maximum amount of support for one applicant under the individual modules is:
- a) for Visibility&Mobility Module - PLN 12,000,
 - b) for the Skills Development&Engagement Module - PLN 6,000,
 - c) in the Excellence Module - for the 1st degree individual award - PLN 4,000, for the 2nd degree individual award - PLN 2,000.

Rules of the competition

- (1) The competition for the allocation of funds, in each of the three modules, shall be in two stages in each announced round.
- (2) The competition within each module shall be announced by the School Director.
- (3) The Competition Committee /Awards Committee ("Committee") shall be appointed by the Council of the Doctoral School and shall consist of 4-5 members, including academic staff and a representative of the Doctoral Student Association ("DSA"). The members of the Committee are recommended by the Director in consultation with the Doctoral Student Association. The Director may not be a member of the Committee.
- (4) The task of the Committee is to analyse and, if necessary, approve the recommendations submitted by the Evaluation Teams established within the framework of the specific education programmes and to finally determine the amount of funding,
- (5) The composition of the Evaluation Team shall be proposed by the co-ordinator of the education programme, in consultation with the relevant head of doctoral studies, the dean/director of the MCB and the Doctoral Student Association, and subsequently approved by the School Director.
- (6) The Evaluation Team, shall consist of min. 3 members, including:
 - a) the co-ordinator of the education programme or their nominee,
 - b) 1-3 academic staff members appointed by the Dean/Director of the MCB, and
 - c) from a non-participating DSA representative designated by the DSA.The work of the Team may additionally involve a secretary who is not involved in the substantive evaluation being conducted.
- (7) The Evaluation Team jointly evaluates the applications of doctoral students within a given educational program, as well as applications from participants in doctoral programmes and presents its recommendations, in the form of a protocol, to the Committee, which decides on the outcome of the competition.
- (8) In the event that the Committee does not approve the recommendations of the Evaluation Team, all applications assessed by a given Evaluation Team shall be re-evaluated at a joint meeting of the Committee and the given Evaluation Team. Recommendations made during this evaluation are final and acquire the status of being approved by the Committee.
- (9) Meetings of the Evaluation Teams should take place within 10 working days from the closure of the application period in a given round. The Committee meeting should take place within 5 working days from the conclusion of the meetings of the Evaluating Teams.
- (10) The results of the competition are announced within 3 working days from the meeting of the Committee, by e-mail (notification from the strefaid.uj.edu.pl system) as well as by publishing them on the SDNŚiP website.
- (11) A decision not to allocate funds in a competition may be appealed to the School Director within 3 working days from the receipt of the notification of the outcome of the competition.
- (12) In the event that the allocated funds for a specific module have not been exhausted in a given round of the competition, or if a portion of the allocated funds has not been utilized, the School Director shall announce another round of the competition until the allocated funds for that edition of the competition are exhausted.

§4

Principles and evaluation criteria for proposals submitted under each of the three modules

- (1) Applications may be submitted in Polish or English.
- (2) During the competition, the evaluation is based on the following:
 - a) the opinion of the thesis supervisor or assistant supervisor regarding the participation of the doctoral student in the competition
 - b) description of the doctoral student's achievements to date
 - c) a description of the purpose for which he or she is taking part in the competition (does not apply to the Excellence Module). In the case of applications in the Visibility&Mobility Module, information about the doctoral student's previous participation in conferences may be used in the evaluation in this section.
 - d) Justification of cost estimate

In point (a) it is recommended that the opinion is short, up to 500 characters without spaces. In (b) and (c) there is a limit on the length of the application. In (b), the limit is 3000 characters without spaces, plus possibly up to two references to the doctoral student's publications. In (c) the limit is 1500 characters without spaces.

(3) In its work, the Evaluation Team may provide additional points for each of the above elements on a scale from 1 to 10, but the recommendation for funding should be in the form "recommended for funding", "or "not recommended for funding".

(4) Both " recommended for funding" within the allocated financial limit and "not recommended for funding" should be accompanied by a concise substantive explanation. The Evaluation Team may not recommend any application for funding.

§5

Principle of the appeals procedure

- (1) Appeals are reviewed by the School Director.
- (2) The Doctoral Student Association (DSA) shall have the right to appoint two representatives who will be present during the appeal procedure conducted by the Director, with the right to ask questions and express their opinions.
- (3) The Director may appoint an expert advisor in the evaluation of each case and may also summon the appealing doctoral student to provide explanations regarding the appeal.
- (4) If the appeal is deemed valid, the Director shall take action to compensate the losses incurred by the doctoral student due to the incorrect assessment of their application in the competition procedure.

§6

Announcement and schedule of competitions

- (1) The competitions within each module shall be announced in the strefaid.uj.edu.pl system, on the School's website and by email to Doctoral School students and participants of doctoral programmes.
- (2) The deadline for the announcement of the first round of each of these competitions is 28 April 2023.
- (3) The schedule for any subsequent rounds of competitions within the Visibility&Mobility and Skills Development&Engagemnet modules shall be set by the School Director in consultation with the heads of study programmes, with the understanding that the decisions must be made by December 31, 2023, and all activities must be completed by May 31, 2024.
- (4) There is only one round scheduled for the Excellence module competition, which requires the decision to be made by 30 June 2023.

§7

Submission of applications

- (1) The competition proposal should include:
 - a) the name of the module under which the application is being submitted,
 - b) the name, surname, ID of the doctoral student and information about the programme of study / specialisation in doctoral studies,
 - c) an opinion supporting the application by the thesis supervisor or assistant supervisor,
 - d) a description of the doctoral student's scientific achievements (up to 3,000 characters without spaces) plus possibly bibliographical details for up to two publications with significant contributions from the doctoral student,
 - e) a description of the purpose for which the doctoral student is taking part in the competition (up to 1,500 characters without spaces) (does not apply to the Excellence module),
 - f) for applications in the Visibility&Mobility Module, information about the doctoral student's previous trips abroad and their results (up to 1000 characters),
 - g) total costs of the project and, if required, a cost estimate for implementation. (not applicable to the Excellence Module),
- (2) A specimen application form is attached as Annex 1. (highlighting a, b, c for specific modules).
- (3) Signed applications must be submitted only through the strefaid.uj.edu.pl system.
- (4) A signed consent to the processing of personal data (Annex no. 3) and a signed declaration of acceptance of Rights and Obligations (Annex no. 4) must be submitted together with the application.

§8

Accounting for activity

- (1) The final settlement of the activity is applicable for projects carried out within the Visibility&Mobility Module and Skills Development&Engagement Module.
- (2) The doctoral student should account for the performance of the activity immediately after its completion, and report no later than 3 weeks. In exceptional cases, upon written request, the School Director may grant permission to extend the deadline for settlement.
- (3) For the settlement, the doctoral student shall submit to strefaid.uj.edu.pl a report form and a detailed financial settlement (including a printout of the PI if applicable) in accordance with the regulations in force at the Jagiellonian University.
- (4) The activity report form shall include:
 - a) the name of the module under which the application is made;
 - b) information about the programme of study or specialisation in the doctoral programme;
 - c) name, surname, ID of the doctoral student;
 - d) a brief activity report (up to 500 characters without spaces);
 - e) a brief substantive opinion of the thesis supervisor or assistant supervisor on the conducted activity;
 - f) a detailed statement of expenses;
 - g) signature of the doctoral student;
- (5) A template of the activity report form is attached as Annex 2 (with a and b highlighted for specific modules).
- (6) The activity is considered settled upon the substantive and financial approval of the report by the appropriate employee of the Jagiellonian University, which is done in strefaid.uj.edu.pl.

§9

Additional information

- (1) The processing of personal data of doctoral candidates/participants in doctoral studies who are applicants or beneficiaries in the ID.UJ program is carried out in accordance with generally applicable laws, including the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).
- (2) Consent to the processing of personal data contained in the application form and the activity settlement form together with the information clause is attached as Annex 3.
- (3) Beneficiaries of the ID.UJ programme, under the Visibility&Mobility and Skills Development&Engagement modules, shall, prior to receiving support, be required to submit a declaration of acceptance of the Rights and Obligations of the doctoral student/participant of doctoral studies who has been granted support under those modules and to acknowledge familiarity with these guidelines, including the criteria for granting support and its maximum amount.
- (4) The declaration, which includes the Rights and Obligations referred to in paragraph 3 of this section shall constitute Annex 4.