**\*After the preparation of this document, all footnotes should be removed from it.**

Appendix No. 1 Kraków, ......................

To

 Dr Roman Skibiński, Professor JU

Director of the Doctoral School of Exact ana Natural Sciences, Jagiellonian University

Dear Mr Director,

In connection with the implementation of the project .......................................[[1]](#footnote-2) numbered .............................. awarded in the competition ..........................[[2]](#footnote-3) I would like to request
the opening of the admission to the Doctoral School of the Jagiellonian University for ...[[3]](#footnote-4) doctoral student(s), who will carry out the tasks of the project in the discipline.........................[[4]](#footnote-5) in the education programme ............................... [[5]](#footnote-6)

Until a supervisor is appointed, the PhD student's supervisor will be ......................................

The Doctoral School is scheduled to start at the latest from ..............................................

1. Doctoral student funding

The doctoral scholarship at the JU's NŚiP Doctoral School will be funded as follows (in gross gross amounts):[[6]](#footnote-7)

a) 1-24 months of education: 100% from project funds, making a total of PLN 3,191.64/month \*24 months = PLN 76,599.36

b) 25-48 months of education: 100% from project funds, making a total of PLN 4,916.85/month \*24
 months = PLN 118,004.40

In the event of a mid-term assessment before the end of the 24th month of a doctoral student's education, the difference of the required scholarship increase in the amount of PLN 1,725.21/month will be financed from the funds....................... up to the 24th month of education.

I also undertake to cover from the funds of ............................... any costs related to education of the doctoral student not funded from the budget of the doctoral school and the costs related to their recruitment.[[7]](#footnote-8)

If a person with a disability certificate, a disability degree certificate or a certificate referred to in Article 5 and Article 62 of the Act of 27 August 1997 on Professional and Social Rehabilitation and Employment of Persons with Disabilities is admitted to the JU NŚiP Doctoral School, the doctoral scholarship will be increased by 30% of the amount indicated in Article 209, section 4, clause 1 of the Law on Higher Education and Science Act of 20 July 2018. If the scholarship amount indicated in items *a)-b)* is higher than the amount referred to in the sentence above, the scholarship will be paid in the planned amount. If the scholarship from items a)-b) does not meet this requirement, the difference of the required amount will be covered from the funds............................

I am aware that (Law on Higher Education and Science Act of 20 July 2018, Article 209 section 8) a doctoral student who has submitted his/her dissertation at a date earlier than the completion date provided for in the education programme shall receive a doctoral scholarship until the date on which the completion date expires, but for no longer than 6 months. The total duration of the scholarship shall not exceed 4 years.

In the event of an increase in the amount of the minimum stipend payable at the JU Doctoral School to an amount in excess of the stipend stated above, there will be an increase in the amount of the stipend for the admitted doctoral student to the amount of the minimum stipend payable at the JU Doctoral School, either before or after the mid-term assessment, as appropriate, funded by ......

The scholarship will be paid at the minimum amount from the moment the doctoral student takes the oath and, once the doctoral student has signed the scholarship agreement, at the amount indicated above, with adjustments from the beginning of the course.

1. Admission procedure

An announcement about the project's planned recruitment will be posted on the website of the Doctoral School NŚiP. Independently, the project manager will publicise this recruitment in the global and Polish research community and will place recruitment announcements on websites presenting such information, including <https://euraxess.ec.europa.eu/> or other specialised portal, which is adapted to the topic of the project and in locations/services indicated in the requirements of a given project.

At the same time, in agreement with the education programme co-ordionator ..................... ....... ...... I propose to set up a joint recruitment committee to identify a candidate(s) for the project that simultaneously meets the requirements for recruitment to the Doctoral School NŚiP.

I propose an Admission Committee with the following line-up[[8]](#footnote-9) :

1) Grant Manager .....................................

2) ...........................................................

3) ...........................................................

4) ...........................................................

5) ...........................................................

\* the assignment of functions within the committee (i.e. chairman, deputychairman, secretary, member) is required.

Yours sincerely,

.................................................... Acceptance: ..............................................

 (Grant Manager) (Co-ordinator of education programme)

Counter-signature: ......................................................................

(Dean of the Faculty/Director of the Unit – funds administrator)

Approved by: …………………………………..............................................................

(Dean of the Faculty/Director of the Unit running the education programme in question)

Approval: ..............................................

(Director of the Doctoral School of Exact and Natural Sciences)

Appendices:

1. Confirmation from the JU Research Support Centre that scholarships in the JU Doctoral School of Exact and Natural Sciences can be funded by the grant.

2. Recruitment schedule.

3. Wording of the announcement.

Sample funding schemes:

1. scholarship fully funded by the grant:

1. 1-24 months of education: 100% from project funds, making a total of PLN 3,191.64/month \*24 months = PLN 76,599.36
2. b) 25-48 months of education: 100% from project funds, making a total of PLN 4,916.85/month \*24
 months = PLN 118,004.40

2. scholarship partly funded by a grant and partly by departmental funds:

1. 1-24 months of training[[9]](#footnote-10) : 100% from project funds, making a total of PLN 3,191.64/month \*24 months = PLN 76,599.36
2. 25-36 months of training[[10]](#footnote-11) : 100% from project funds, making a total of PLN 4,916.85/month \*12
 months = 59,002.20 PLN
3. 37-48 months of education7 : 100% from departmental funds ......., making a total of PLN 4,916.85/month \*12 months = PLN 59,002.20
1. E.g. National Science Centre, Foundation for Polish Science, [↑](#footnote-ref-2)
2. E.g. OPUS, TEAM-NET [↑](#footnote-ref-3)
3. Number of places [↑](#footnote-ref-4)
4. E.g. physical sciences [↑](#footnote-ref-5)
5. E.g. physics, biophysics, astronomy [↑](#footnote-ref-6)
6. Example funding schemes are given at the end of the document and can be modified depending on the specifics of the project and the resources available. [↑](#footnote-ref-7)
7. Estimated costs for February '23 are: recruitment- the work of the committee is not remunerated, possible costs related to shipping and translation of documents, mid-term evaluation - approx. PLN 1,500, procedure for awarding the doctoral degree - approx. PLN 16,000-20,000. [↑](#footnote-ref-8)
8. The committee should compulsorily include the Grant Manager and at least two members of the selection committee for the selected EP in the regular call. The composition of the committee may be extended by further persons indicated by the Grant Manager. [↑](#footnote-ref-9)
9. Total minimum amount of stipend before contributions and other receivables (e.g. ZUS): PLN 2,667.70/month [↑](#footnote-ref-10)
10. Total minimum amount of stipend before contributions and other receivables (e.g. ZUS): PLN 4,109.70/month [↑](#footnote-ref-11)