

Communique No. 2/2024
Director of the Doctoral School of Exact and Natural Sciences ("SDNŚiP")
of March 15, 2024
regarding: the conditions for conducting competitions organised within the framework
of the strategic programme Initiative for Excellence at the Jagiellonian University
("ID.UJ programme") 2024 Edition

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 in the 2024 Edition:

§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 taking into account the number of eligible participants in the competition. In the Skills Development&Engagement Module, this applies to the funds remaining after the allocation of funds for indirect support.

(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 3,600, for the 2nd degree individual award - PLN 1,500.

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 Head of the education programme, in consultation with 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 Head 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 programme 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 15 working days from the closure of the application period in a given round. The Committee meeting should take place within 7 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 or joint meeting of the Committee and Evaluation Team, 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 can 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) Opinion of the thesis supervisor or assistant thesis supervisor regarding the activity applied for / submitted publication, demonstrating the relation between the activity applied for / publication submitted for the award and the realization of IPB and/or educational programme - opinion added as an attachment in strefaid.uj.edu.pl.
 - b) A list of up to 3 publications provided in the application form, in strefaid.uj.edu.pl.
 - c) A list of up to 3 conferences in which the doctoral student actively participated, provided in the application form, in strefaid.uj.edu.pl.
 - d) Justification for participation in the activity applied for, provided in the application form, in strefaid.uj.edu.pl.
 - e) Description of the doctoral student's achievements, provided as an attachment to the Communique.
 - f) Cost estimate along with justification of how cost-effectiveness was ensured, provided as an attachment to the Communique.
- (3) In the Excellence Module, the evaluation is additionally based on the duration of education at the Doctoral School or doctoral studies, with preference given to publications published within four years of starting education.
- (4) In its work, the Evaluation Team may provide additional points for each of the above elements on a scale from 0 to 10, but the recommendation for funding should be in the form "recommended for funding", "or "not recommended for funding".
- (5) 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 Students.
- (2) In Visibility&Mobility Module and Skills Development Module the deadline for the announcement of the first round of competitions is March 30, 2024.
- (3) The schedule for any subsequent rounds of competitions within the Visibility&Mobility and Skills Development&Engagement 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, 2024, and all activities must be completed by May 31, 2025.

(4) There is only one round scheduled for the Excellence Module competition, which requires announcement to be made by April 30, 2024 and decision to be made by June 30, 2024.

§7

Submission of applications

(1) A complete grant application includes:

- a) a form filled out on strefaid.uj.edu.pl, in which in the "Justification for funding application" section, the following should be indicated:
 - in the case of conference participation (in Visibility&Mobility Module) - justification along with the name, place, organizer; form of participation, i.e., speech / poster presentation - and their titles, if known;
 - in the case of training (in Skills Development&Engagement Module) - justification along with the name, place, organizer, and form, i.e., online, on-site, or off-site;
 - in the case of applying for an award for a publication (in the Excellence Module) - a description of the publication submitted for the award, meeting the criteria set out in Ordinance No. 45 of the Rector of the Jagiellonian University of April 25, 2023, Appendix No. 4, section 4, section 1 and 2 and a statement reading "I declare that the publication submitted for the award is affiliated to the Jagiellonian University and has been registered in the Jagiellonian University Repository under the number". In the section "Deadline for implementation of the activities covered by the application", the date of publication should be provided;
 - In each module, at least one of the pillars of the 4*I principle should be implemented through the activity applied for, i.e., Internationalization, Interdisciplinarity, Integration, Innovation.
- b) in the case of the Visibility&Mobility and Skills Development&Engagement Modules, a signed form constituting Annex No. 1 to the Communication (with a, b highlighted for individual modules);
- c) a signed opinion of the supervisor or assistant supervisor regarding the doctoral student's participation in the proposed activity (below 500 characters without spaces), demonstrating the connection between the activity / publication submitted for the award and the implementation of IPB and/or the training program;
- d) signed consent for the processing of personal data (Appendix 3 to the Communique);
- e) signed declaration of acceptance of Rights and Obligations (Annex No. 4 to the Communique);
- f) current (not older than 2 months) certificate of doctoral student status issued by office of the education programme, containing information about the education programme and the expiration date of the education extension (if applicable).

(2) The application along with all attachments may be submitted only through the strefaid.uj.edu.pl system.

§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 shall complete the financial settlement of the activity on the Information Portal ("PI") (if such a requirement applies) immediately after its conclusion, and submit the report to strefaid.uj.edu.pl no later than 3 weeks after its completion. In exceptional cases, upon written request, the School Director may grant permission to extend the deadline for submission of the report.

(3) The activity report form shall include:

- a) the name of the module under which financing was granted;
- b) information about the programme of study;
- c) name, surname, ID (numer albumu) of the doctoral student;

- d) a brief report on the realization of the activity (up to 500 characters without spaces) with an abstract in the case of participation in the conference and a certificate of participation in the case of participation in a training course, if issued;
 - e) a brief substantive opinion of the thesis supervisor or assistant thesis supervisor on the impact of the funded activity on the realization of the Individual Research Plan (IPB) and/or educational programme;
 - f) settlement of expenses by indicating the amount applied for in the competition, the amount awarded in the competition and the amount finally spent;
 - g) if the activity was subject to settlement in the PI, this settlement should be attached in strefaid.uj.edu.pl, and the expenditure amount indicated in the report should correspond to the amount specified in this settlement;
 - h) signature of the doctoral student;
- (4) A template of the activity report form is attached as Annex 2 (with a and b highlighted for specific modules).
- (5) 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 students who are applicants or beneficiaries in the ID.UJ programme 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 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.

Director of the Doctoral School
of Exact and Natural Sciences

dr hab. Roman Skibiński, prof. UJ

This translation is not a sworn translation. In case of divergence between the language versions, the Polish version shall prevail.