

Regulations for awarding minigrants to doctoral students of the Wrocław University of Science and Technology Doctoral School

§ 1. General provisions

1. The Regulations define the rules for awarding and settling minigrants (hereinafter: grants) for doctoral students of the Doctoral School of Wrocław University of Science and Technology.
2. The purpose of the grants is to support the scientific activity of doctoral students related to the subject of their doctoral dissertation in the categories listed below:
 - 1) purchase of equipment, devices, materials or reagents necessary to conduct research, purchase of services related to research;
 - 2) covering the costs of a short-term research trip;
 - 3) participation in scientific conferences;
 - 4) participation in workshops and training.
3. Grants are financed from funds allocated by the Rector of Wrocław University of Science and Technology.
4. Grants are awarded on a competitive basis.
5. Doctoral students of the Doctoral School of Wrocław University of Science and Technology, excluding implementation doctoral students (doktoranci wdrożeniowi), may apply for funding.
6. A doctoral student of the Doctoral School of the Wrocław University of Science and Technology in the 2nd, 3rd and 4th year may apply for a grant who, during the last calendar year, until the moment of submitting the application, was not the project manager or research task manager in a research project and whose education at the Doctoral School, specified in Individual Research Plan, does not end during the implementation of the grant.
7. The competition is organized once a calendar year, in accordance with the Calendar presented in § 4.
8. Information about the competition is made publicly available on the website of the Wrocław University of Science and Technology Doctoral School.
9. An amount is allocated to finance grants for doctoral students studying in a given scientific discipline in proportion to the number of doctoral students studying in this scientific discipline in the 2nd, 3rd and 4th year of the Doctoral School (excluding implementation doctoral students) in relation to the total number of doctoral students in the 2nd, 3rd and 3rd years. and 4th year of the Doctoral School (excluding implementation doctoral students).
10. The amounts allocated to individual scientific disciplines are determined by the Rector and published on the website of the Doctoral School.
11. A doctoral student may apply for grant financing in the amount of up to PLN 20 000.
12. The condition for participation in the competition is to submit an application in the form of a description and budget planning of the project (in accordance with **Attachment No. 1**) to the Doctoral School Office, as well as to send a scan of the application to the e-mail address: mini granty@pwr.edu.pl.

13. The project submitted under the minigrant must be related to the topic of the doctoral dissertation.
14. Each item in the project budget planning must contain a detailed justification for the planned expenses and the method of estimating their costs.
15. The budget planning of trips planned in the application should be prepared in accordance with the Regulation of the Minister of Labor and Social Policy of 29 January 2013 on entitlements due to an employee employed in a state or local government budgetary unit for business trips (consolidated text: Journal of Laws of 2023, item 2190). and contain detailed information on the estimate of other costs not included in the aforementioned document.
16. The submitted documents are considered by the Competition Committees, whose composition is specified in § 2 sec. 1-4.
17. A doctoral student may submit only one application in a given competition.
18. On the day of submitting the application, the doctoral student consents to the publication of information about the project on the websites and social media of the Wrocław University of Science and Technology and the Doctoral Students Council.
19. The doctoral student's application must be signed by his/her supervisor, project supervisor and head of the department/institute.
20. The role of the project supervisor, and thus the administrator of the project (grant) budget, may be performed by the supervisor or assistant supervisor of the doctoral student or, in justified cases, by another person with at least a doctoral degree employed at the Wrocław University of Science and Technology.
21. A doctoral student may receive only one grant during the period of education at the Doctoral School.

§ 2. Rules for awarding a grant

1. The competition is conducted by competition committees consisting of people representing the scientific discipline in which the doctoral student is educated. The composition of the Committee is determined in accordance with sec. 3 and 4, by the Chairman of the Scientific Discipline Council or a person authorized by him, in consultation with the Doctoral Students Council.
2. Members of the competition committee employed at the Wrocław University of Science and Technology represent a scientific discipline in accordance with the declaration authorizing the University to include in the N number employees conducting research activities in a scientific discipline.
3. The competition commission consists of:
 - 1) two persons employed at the Wrocław University of Science and Technology and holding a habilitated doctor's degree or the title of professor. From among these persons, the Chairman of the Council of the Scientific Discipline or a person authorized by him appoints the chairman of the committee.;
 - 2) one person employed at the Wrocław University of Science and Technology and holding a doctoral degree;
 - 3) one person studying at the Doctoral School of Wrocław University of Science and Technology in the scientific discipline in which the doctoral student is educated, indicated by the Doctoral Council.

4. The competition committee cannot include: the supervisor, assistant supervisor, supervisor of the doctoral student's project and the applicant.
5. The competition committees carry out formal and substantive assessment of the submitted applications in accordance with the criteria indicated in **Attachment No. 2**.
6. The final evaluation of the application is determined as the average value of the evaluations of the members of the competition committee, given on a scale from 0 to 100 points.
7. To obtain approval for financing the project, the application must obtain at least 50 points.
8. A contractor in the project is understood as anyone who earns income in connection with performing tasks in the research project.
9. The international nature of the project is understood as research conducted in cooperation with a foreign scientific or research center, directly related to the subject of the doctoral dissertation of the doctoral student.
10. Applications for travel funding and international cooperation must be confirmed in writing or by e-mail by the research or academic institution indicated in the application. Confirmation must be attached to the application.
11. Participation in an international conference does not meet the criterion of the international nature of the project.
12. The competition committees prepare a report (in accordance with **Attachment No. 3**) containing a ranking list of applications in a given discipline and a detailed assessment of applications (in accordance with **Attachment No. 4**), and then submit the report and application assessment cards to the Dean of the Doctoral School. In the event of a tie, the order on the ranking list is determined by the points obtained in the partial assessment criteria checked in accordance with the order of criteria given in **Attachment No. 2**. The Dean of the Doctoral School forwards information on the competition results to the Rector, the Chairmen of the Councils of Scientific Disciplines and the Doctoral Council.
13. Among the applications not qualified for funding that obtained the highest score, a reserve ranking list is created, containing a maximum of one application from each scientific discipline.
14. The Dean of the Doctoral School, based on the reports from individual scientific disciplines, determines the sum of funds not awarded in scientific disciplines and awards funds to applications on the reserve ranking list in the order of the number of points obtained. In the event of a tie, the order on the ranking list is determined by the points obtained in the partial evaluation criteria checked in accordance with the order of the criteria given in **Attachment No. 2**.
15. The decisions of the competition committee are final and cannot be appealed against.

§ 3. Implementation and settlement of the grant

1. If a grant is obtained, the doctoral student becomes its content manager, and the project supervisor becomes the project manager, i.e. the budget administrator. The grant is implemented in the unit where the project manager is employed. The project manager may make the following changes to the project budget:
 - 1) shifting expenses between the categories of expenses specified in § 1 section 2;
 - 2) changes in planned participation in scientific conferences.

2. The project manager, with the consent of the Dean of the Faculty whose employee is the project supervisor, may make the following changes to the project budget:
 - 3) changes in planned equipment, devices, materials or reagents to be purchased;
 - 4) changes in planned services to be purchased;
 - 5) changes in planned short-term research trips;
 - 6) changes in planned participation in workshops and trainings.
3. Financing of the grant ends in the year of its award in accordance with the deadlines specified in § 4.
4. The grant settlement date specified in § 4 cannot be later than the date of completion of education at the Doctoral School.
5. In order to settle the grant, it is required to submit a report on the implementation of the grant in accordance with Attachment No. 5 and to meet at least one of the following requirements:
 - 1) submission of a grant application enabling obtaining an external grant under the competition (ERC, ESA, NCN, NCBiR, NAWA, FNP, ministry);
 - 2) at least one scientific publication published or accepted for publication in a journal listed in the List of scientific journals and reviewed materials from international conferences (ministerial list);
 - 3) oral presentation at a national scientific conference;
 - 4) oral presentation at an international conference;
 - 5) poster presentation at an international conference.
6. The doctoral student undertakes to include in the scientific publication/presentation/poster information (acknowledgment) about the origin of the funds used to conduct the research/attend conferences with the following statements:
 - 1) Praca została dofinansowana z projektu Minigrantów dla doktorantów Politechniki Wrocławskiej
or
 - 2) The work was supported by the project Minigrants for doctoral students of the Wrocław University of Science and Technology.
7. The project ends with the submission of a report by the doctoral student to the office of the Doctoral School in accordance with **Attachment No. 5**.

§ 4. Calendar

Announcement of information about the Competition	until December 15 of the previous year
Start of collecting applications	from January 3
End of collection of applications	January 20 (the exact date will be determined by the Dean of the Doctoral Schools according to the calendar in a given year)
Appointment of competition committees	until 26 January
Completion of the committee's work, submission of minutes to the Dean of the Doctoral School	8 February
Announcement of the Competition results	until 13 February
Start of project financing	1 March
Completion of project financing for years 2 and 3	15 December
Completion of project financing for the 4th year	15 August
Project settlement for the 2nd and 3rd year	15 January (next year)
Project settlement for the 4th year	until 15 September