

# 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. Grants are financed from funds allocated by the Rector of Wrocław University of Science and Technology.
3. Grants are awarded on a competitive basis.
4. Doctoral students of the Doctoral School of Wrocław University of Science and Technology, excluding implementation doctoral students (doktoranci wdrożeniowi), may apply for funding.
5. The competition is organized once a calendar year, in accordance with the Calendar presented in § 4.
6. Information about the competition is made publicly available on the website of the Wrocław University of Science and Technology Doctoral School.
7. 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).
8. The amounts allocated to individual scientific disciplines are determined by the Rector and published on the website of the Doctoral School.
9. 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.
10. A doctoral student may apply for grant financing in the amount of up to PLN 20,000.00.
11. The condition for participation in the competition is to submit an application in the form of the following documents to the office of the Doctoral School:
  - 1) project description - **Attachment No. 1**;
  - 2) project cost estimate - **Attachment No. 2**.
12. The submitted documents are considered by the Competition Committees, whose composition is specified in § 2 sec. 1-4.
13. 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.
  - 1) A doctoral student may submit only one application in a given competition.

14. The doctoral student's application must be signed by his/her supervisor, project supervisor and head of the department/institute.
15. 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.
16. 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 people employed at the Wrocław University of Science and Technology and holding a habilitated doctor's degree or the title of professor;
  - 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 the Wrocław University of Science and Technology in the scientific discipline in which the doctoral student is educated.
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. 3**.
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. The international nature of the project is understood as research conducted in cooperation with a foreign research center, directly related to the topic of the doctoral student's doctoral dissertation.
9. Participation in an international conference does not meet the criterion of the international nature of the project.
10. The competition committees prepare a ranking list for applications in a given discipline and then submit it to the Rector, the Dean of the Doctoral School and the Doctoral Students Council.
11. 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.
2. Financing of the grant ends in the year of its award in accordance with the deadlines specified in § 4.
3. The grant settlement date specified in § 4 cannot be later than the date of completion of education at the Doctoral School.
4. In order to settle the grant, it is required to submit a report on the implementation of the grant in accordance with **Attachment No. 4** 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.
5. 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.*
6. 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. 4**.

**§ 4. Calendar**

	<b>Year 2024</b>	<b>Next years</b>
<b>Announcement of information about the Competition</b>	until March 13	until December 15 of the previous year
<b>Start of collecting applications</b>	from March 14	from January 3
<b>End of collection of applications</b>	March 27, at 14:00	January 31 (the exact date will be determined by the Dean of the Doctoral Schools according to the calendar in a given year)
<b>Appointment of competition committees</b>	until April 3	until February 5
<b>Announcement of the Competition results</b>	until April 15	until February 15
<b>Start of project financing</b>	April 16	February 16
<b>Completion of project financing for years 2 and 3</b>	15 November	15 November
<b>Completion of project financing for the 4th year</b>	15 August	15 August
<b>Project settlement for the 2nd and 3rd year</b>	until December 16	until December 15
<b>Project settlement for the 4th year</b>	until September 13	until September 15