

REGULATIONS
of the 'PhDBoost' Programme
for Ph.D. students of the Doctoral School of Poznan University of Technology

§ 1 General provisions

1. These Regulations define the rules for awarding and settling grants under the 'PhDBoost' Programme for Ph.D. students of the Doctoral School of Poznan University of Technology, hereinafter referred to as the Programme.
2. The objective of the Programme is to support the conduct of research related to the preparation of doctoral dissertations and the academic development of Ph.D. students.
3. The Programme may be joined by a Ph.D. student of the Doctoral School of Poznan University of Technology enrolled in the first, second, third or fourth year, funded from the subsidy (as of 31 December of the year preceding the application), and holding Ph.D. student status throughout the entire period of grant implementation, subject to § 2(2)–(4).
4. The Programme is financed from subsidy funds within the central budget.
5. Under the Programme, funds for financing grants for Ph.D. students educated in a given academic discipline are allocated proportionally to the share of the total number of Ph.D. students in that discipline (in the first, second, third and fourth year, funded from the subsidy) to the total number of Ph.D. students in the first, second, third and fourth year at the Doctoral School (also funded from the subsidy).
6. Funds designated by the Rector for individual disciplines remain at the disposal of the Dean of the Faculty / Chair of the relevant discipline council and are settled at the faculty level.
7. Funds awarded for grants under the Programme may be used for:
 - 1) the purchase of minor equipment, materials and apparatus necessary for conducting research;
 - 2) the purchase of services related to conducting research;
 - 3) participation in scientific conferences;
 - 4) participation in workshops or training courses related to developing competences necessary for the preparation of a doctoral dissertation;
 - 5) a short-term research visit.
8. Funds are awarded through a competitive procedure.
9. The competition is conducted once in a given calendar year.
10. The announcement of the competition is published on the website of the faculty relevant to the Ph.D. student.
11. Detailed information on the form, deadline and place for submitting applications, as well as on the settlement and reporting of the grant, is specified by the faculty in the competition announcement.
12. A condition for participation in the competition is the submission of a grant application (Attachment No. 1), an integral part of which is the grant budget.
13. The maximum amount of funds awarded for the implementation of an individual grant is PLN 15,000.
14. Grant implementation may commence no earlier than 1 February and should be completed by 30 November, and in the case of fourth-year Ph.D. students – by 15 September of a given year.
15. Settlement of the grant requires meeting one of the following requirements:
 - 1) submission of an application for a project under an external call (e.g. NCN, NCBR, NAWA, FNP, MNiSW, etc.);
 - 2) acceptance for publication or publication of a scientific paper in a journal listed in the List of Scientific Journals and Peer-Reviewed Proceedings of International Conferences (list of the relevant ministry);
 - 3) delivery of an oral presentation at a national scientific conference;
 - 4) delivery of an oral presentation at an international scientific conference;
 - 5) submission of a patent application to the Patent Office;
 - 6) confirmation of completion of a research internship during which an agreed research plan with a research institution was implemented.

§ 2 Applicant and application

1. A Ph.D. student meeting the conditions set out in § 1(3), hereinafter referred to as the Applicant, may submit an application for a grant referred to in § 1(12).
2. An Applicant under the Programme may not be a Ph.D. student who is (or was) a scholarship holder, contractor or project leader of a project financed from external funds, e.g. NCN, NCBR, NAWA, FNP, MNiSW, etc., under which research related to the subject of their doctoral dissertation is (or was) conducted.
3. In a given calendar year, within faculty-level competitions financed from the subsidy, the Applicant may submit only one application as a grant leader.
4. The Applicant may receive only one grant under the Programme during the four-year period of education at the Doctoral School of Poznan University of Technology.
5. The Applicant acts as the grant leader, while the role of the grant supervisor is performed by the supervisor who is an employee of the relevant faculty, in accordance with the information contained in the application.
6. The application referred to in § 1(12) is submitted to the faculty relevant to the Applicant. The application is signed by the Applicant, the grant supervisor and the Director of the Institute where the grant will be implemented.

§ 3 Committee

1. The evaluation of the application and the report on the implementation of the grant is carried out by a committee appointed for each academic discipline by the Chair of the relevant discipline council.
2. The committee may not include the supervisor or auxiliary supervisor of the Ph.D. student who is the Applicant in a given competition.
3. The committee verifies the application for formal compliance and evaluates it in accordance with the criteria specified in Attachment No. 2.
4. The results of the competition in the relevant discipline are submitted to the Chair of the discipline council and to the Rector.
5. The list of Programme beneficiaries, in compliance with GDPR principles, is published on the website of the relevant faculty and of the Doctoral School of Poznan University of Technology.
6. Decisions of the Committee, approved by the Chair of the discipline council, are final and not subject to appeal.
7. Information on the evaluation of the application is available from the Chair of the committee. Upon a written request of an Applicant whose grant was not qualified for the Programme, submitted to the Chair of the committee within 14 days from the date of publication of the list of Programme beneficiaries at the relevant faculty, the committee shall prepare a justification of the evaluation of the application.

§ 4 Evaluation of the application

1. An application may receive a maximum of 45 points, including points awarded for:
 - 1) the concept and activities planned under the grant (0–10 points);
 - 2) the impact of grant implementation on the quality of the doctoral dissertation and the career development of the Applicant (0–5 points);
 - 3) the impact of grant implementation on the current state of knowledge and the development of the academic discipline (0–5 points);
 - 4) the academic achievements of the Applicant (0–5 points);
 - 5) the budget and justification of expenditures under the grant (0–5 points);
 - 6) expected results and the method of settlement of the research (0–5 points);
 - 7) the justification for implementing the grant within the framework of international cooperation, which should be confirmed by an appropriate document, e.g. a letter of intent (0–5 points), whereby participation in an international conference alone does not constitute confirmation of international cooperation;
 - 8) the year of education of the Applicant at the Doctoral School (0 or 5 points).

2. The minimum number of points required to obtain funding under the Programme is 25.
3. The number of points awarded under the evaluation criteria referred to in section 1(1)–(7) is the arithmetic mean of the scores given by the members of the Committee.

§ 5 Grant financial plan

1. After receiving the decision on the awarding of a grant, the grant leader shall promptly, but no later than within 14 days, submit the grant financial plan, taking into account the amount of the awarded grant, to the relevant administrative and financial specialist.
2. The financial plan is reviewed by the Director of the Institute relevant to the Applicant and approved by the Dean.
3. The grant financial plan must be justified in relation to the subject matter and scope of the research, be based on realistic calculations, and specify the costs that will be covered from the awarded funds as eligible costs.
4. An eligible cost is a cost that meets the following criteria:
 - 1) it is necessary for the implementation of the grant;
 - 2) it is incurred during the eligibility period, i.e. within the period for which the grant was awarded;
 - 3) it is purposeful;
 - 4) it can be identified and verified;
 - 5) it complies with the regulations in force at the University;
 - 6) it is incurred in accordance with generally applicable law, in particular the Public Procurement Law.
5. Salaries of University employees as well as of external persons may not be financed from the grant.
6. The financial plan shall include institute indirect costs amounting to 5% of direct costs.
7. Expenditure of funds under the grant shall be documented by invoices, bills or other financial and accounting documents specified in separate regulations.
8. The person authorised to incur liabilities under the grant is the Director of the Institute in which the grant leader conducts the research. The Director of the Institute also performs substantive control of expenditures and approves them for payment.

§ 6 Grant settlement

1. The Applicant shall, no later than within 14 days from the completion of the grant implementation, submit to the grant supervisor a report on its implementation, in accordance with the template specified in Attachment No. 3. The report shall be accompanied by a settlement of the funds awarded for the implementation of the grant. The grant supervisor submits the report (together with the settlement) to the committee appointed at the relevant faculty, in the form, by the deadline and at the place specified in the competition announcement.
2. The report on the implementation of the grant is evaluated and approved by the committee at the relevant faculty.
3. The report on the implementation of the grant should, among other things, include confirmation of the method of settlement of research consistent with the subject of the grant and the doctoral dissertation, as well as confirmation of meeting one of the requirements listed in § 1(15).
4. The Programme beneficiary undertakes to include in a scientific paper, oral presentation or poster information on the source of research funding in the form of one of the following statements:
 - 1) Praca została dofinansowana z Programu „PhDBoost” dla doktorantów Szkoły Doktorskiej Politechniki Poznańskiej (w roku 20...) z subwencji Uczelni, pochodzącej ze środków Ministerstwa Nauki i Szkolnictwa Wyższego.or
 - 2) The work was supported by the 'PhDBoost' Program for Ph.D. students of the Doctoral School of Poznan University of Technology (in 20...) from the University's subsidy financed from the funds of Ministry of Science and Higher Education.

§ 7 Final provisions

In matters not regulated by these Regulations, the decision shall be taken by the Dean of the Faculty / Chair of the relevant discipline council, in particular with regard to amendments to the grant financial plan and the extension of the grant implementation period for fourth-year Ph.D. students (§ 1(14)), in the event of a positive decision on an application to extend the deadline for submission of the doctoral dissertation specified in the individual research plan.