

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

§ 1 General provisions

1. These Regulations set out 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 scientific development of Ph.D. students.
3. The Programme is open to Ph.D. students of the Doctoral School of Poznan University of Technology in their first, second, third, or fourth year of study, financed from the state subsidy (as of 31 December of the year preceding the application), and who hold the status of a Ph.D. student throughout the entire grant implementation period, subject to § 2 sections 2-4.
4. The Programme is funded from the state subsidy as part of the central budget.
5. Within the Programme, funds for grants to Ph.D. students in a given scientific discipline are allocated in proportion to the share of the total number of Ph.D. students in that discipline (in years I–IV, funded from the subsidy) in the total number of Ph.D. students enrolled in years I–IV in the Doctoral School (also funded from the subsidy).
6. Funds allocated by the Rector for specific disciplines remain under the authority of the faculty dean or the chairperson of the relevant discipline council and are settled at the faculty level.
7. The funds awarded under the Programme may be used for:
 - 1) the purchase of minor equipment, materials, and tools necessary for conducting research;
 - 2) the purchase of services related to the conducting of research;
 - 3) participation in scientific conferences;
 - 4) participation in workshops or training sessions aimed at developing skills essential for the preparation of the doctoral dissertation;
 - 5) short-term scientific visits.
8. Grants are awarded through a competitive selection process.
9. The competition is held once per calendar year.
10. The competition announcement is published on the website of the faculty relevant to the Ph.D. student.
11. Details regarding the form, deadline and place for submitting the application, as well as grant settlement and reporting, are specified by the faculty in the competition announcement.
12. A condition for participation in the competition is submission of a grant application (Attachment No. 1), including a detailed budget as an integral part.
13. The maximum amount awarded for the implementation of an individual grant is PLN 15,000.
14. The grant implementation may begin no earlier than 1 February and must be completed by 30 November; in the case of fourth-year Ph.D. students, by 15 September of the given year.
15. Grant settlement requires the fulfilment of at least one of the following criteria:
 - 1) submission of an application under an external funding competition (e.g. NCN, NCBR, NAWA, FNP, MNiSW, etc.);
 - 2) acceptance for publication or publication of a scientific paper in a journal listed in the official register of scientific journals and peer-reviewed international conference materials (as issued by the relevant ministry);
 - 3) oral presentation at a national academic conference;
 - 4) oral presentation at an international academic conference;
 - 5) submission of a patent application to the Patent Office;
 - 6) confirmation of the completion of a research internship during which the agreed research plan was implemented in cooperation with a scientific or research institution.

§ 2 Applicant and application

1. A Ph.D. student who meets the conditions specified in § 1 section 3, hereinafter referred to as the Applicant, may submit a grant application as referred to in § 1 section 12.
2. A Ph.D. student may not be an Applicant in the Programme if they are (or were) a scholarship holder, performer, or principal investigator of a project funded from external sources (e.g. NCN, NCBR, NAWA, FNP, MNiSW, etc.) in which research related to their dissertation topic is (or was) being conducted.
3. In a given calendar year, the Applicant may submit only one application as a grant leader in competitions held at faculty level and funded from the subsidy.
4. The Applicant may receive only one grant under the Programme during the 4-year Ph.D. education period at the Doctoral School of Poznan University of Technology.
5. The Applicant acts as the grant leader, and the grant supervisor is the Ph.D. student's dissertation supervisor, who must be an employee of the relevant faculty, as specified in the application.
6. The application referred to in § 1 section 12 is submitted to the faculty appropriate for the Applicant. In addition to the Applicant, the application must be signed by the grant supervisor and the Director of the Institute where the grant will be carried out.

§ 3 Committee

1. The evaluation of the application and the grant report is carried out by a committee appointed for each scientific discipline by the chairperson of the appropriate discipline council.
2. The supervisor or auxiliary supervisor of the Ph.D. student who is an Applicant in a given competition may not be a member of the committee.
3. The committee reviews the application for formal compliance and evaluates it in accordance with the criteria set out in Attachment No. 2.
4. The results of the competition in each discipline are submitted to the chairperson of the discipline council and the Rector.
5. The list of Programme beneficiaries, in compliance with GDPR regulations, is published on the website of the relevant faculty and the Doctoral School of Poznan University of Technology.
6. The decisions of the committee, approved by the chairperson of the discipline council, are final and not subject to appeal.
7. Information about the evaluation of the application is available from the committee chairperson. Upon a written request submitted by the Applicant of a grant not selected for the Programme, within 14 days from the date of publication of the beneficiaries list at the faculty, the committee will prepare a justification of the evaluation.

§ 4 Application evaluation

1. An application may receive a maximum of 45 points, distributed as follows:
 - 1) concept and planned activities under the grant (0–10 points);
 - 2) impact of the grant on the quality of the dissertation and the Applicant's career development (0–5 points);
 - 3) impact of the grant on the current state of knowledge and development of the scientific discipline (0–5 points);
 - 4) scientific achievements of the Applicant (0–5 points);
 - 5) budget and justification of the expenditures (0–5 points);
 - 6) expected results and method of reporting the research (0–5 points);
 - 7) justification of the grant's implementation within the framework of international cooperation, which must be confirmed by a supporting document, e.g. letter of intent (0–5 points) – mere participation in an international conference does not constitute proof of international cooperation;
 - 8) Applicant's year of study in the Doctoral School (0 or 5 points).

2. The minimum number of points required to receive funding under the Programme is 25.
3. The number of points awarded under the evaluation criteria specified in section 1 points 1-7 is the arithmetic mean of the scores given by the members of the Committee.

§ 5 Grant financial plan

1. Upon receiving the decision on grant award, the grant leader must immediately—no later than within 14 days—submit the financial plan of the grant to the relevant administrative-financial specialist, taking into account the awarded amount.
2. The financial plan is reviewed by the Director of the Institute affiliated with the Applicant and approved by the Dean.
3. The financial plan must be justified with regard to the subject and scope of the research, based on realistic calculations, and must specify which costs will be covered by the allocated 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. the grant implementation period;
 - 3) it is purposeful;
 - 4) it is identifiable and verifiable;
 - 5) it complies with the University's internal regulations;
 - 6) it is incurred in accordance with general legal regulations, particularly the Public Procurement Law.
5. Salaries for university staff or external individuals cannot be financed from the grant.
6. The financial plan must include indirect institutional costs at 5% of the direct costs.
7. Expenditures within the grant must be documented with invoices, receipts, or other financial-accounting documents as specified by separate regulations.
8. The Director of the Institute where the grant leader conducts research is authorized to incur liabilities under the grant. The Director is also responsible for the substantive control of expenditures and their approval for payment.

§ 6 Grant settlement

1. The Applicant must submit a report on the implementation of the grant to the grant supervisor no later than 14 days after the completion of the grant, using the template provided in Attachment No. 3. The report must include a financial settlement of the funds awarded. The grant supervisor submits the report (with the settlement) to the Committee appointed at the faculty, in the form, time, and place specified in the competition announcement.
2. The report is reviewed and approved by the faculty Committee.
3. The report should include, among other things, confirmation of how the research aligned with the grant topic and the Ph.D. dissertation, as well as confirmation that one of the requirements listed in § 1 section 15 was fulfilled.
4. The Programme beneficiary is obliged to acknowledge the source of funding in any scientific publication, oral presentation, or poster, using the following statements:
 - 1) Praca została dofinansowana z Programu „PhDBoost” dla doktorantów Szkoły Doktorskiej Politechniki Poznańskiej (w roku 2024) 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 2024) from the University's subsidy financed from the funds of the Ministry of Science and Higher Education.