



UNIwersytet JAGIELLOŃSKI
W KRAKOWIE

75.020.51.2023

**Ordinance No. 45
by the Rector of Jagiellonian
University of 25 April 2023**

**on: the rules for granting financial support to doctoral students and participants ofv
doctoral studies at Jagiellonian University as part of the Strategic
Programme Excellence Initiative at Jagiellonian University**

Pursuant to Article 23.1 of the Act of 20 July 2018: Law on Higher Education and Science (Journal of Laws of 2023 item 742) I hereby order the following:

§ 1

In order to determine the rules for granting financial support to doctoral students and participants of doctoral studies at Jagiellonian University within the framework of the Strategic Programme Excellence Initiative at Jagiellonian University, the following are established:

- 1) Rules for granting support within the Visibility & Mobility Module to doctoral students and participants of doctoral studies within the Strategic Programme Excellence Initiative at Jagiellonian University in the wording specified in Annex No. 1 to the Ordinance;
- 2) Rules for granting support within the Skills Development & Engagement Module to doctoral students and participants of doctoral studies within the Strategic Programme Excellence Initiative at Jagiellonian University in the wording specified in Annex No. 2 to the Ordinance;
- 3) Rules for granting support within the Research Support Centre to doctoral students and participants of doctoral studies within the Strategic Programme Excellence Initiative at Jagiellonian University in the wording specified in Annex No. 3 to the Ordinance;
- 4) Rules for granting awards to doctoral students and participants of doctoral studies as part of the Excellence Module in accordance with the assumptions of the Strategic Programme Excellence Initiative at Jagiellonian University in the wording specified in Annex No. 4 to the Ordinance.

§ 2

Financial support under the Strategic Programme Excellence Initiative at Jagiellonian University may be granted to persons who have the status of a doctoral student as at the date of submitting the application and its settlement. In the case of participants of doctoral studies, the settlement of the activity presented in the application for financial support should take place by 30 September 2023.

§ 3

Ordinance No. 14 of the Rector of Jagiellonian University of 28 January 2022 on the rules for granting financial support to doctoral students and participants of doctoral studies at Jagiellonian University as part of the Strategic Programme Excellence Initiative at Jagiellonian University expires.

§ 4

The Ordinance shall enter into force on the date of its signing.

Rector

Prof. dr hab. Jacek Popiel

**RULES FOR GRANTING SUPPORT WITHIN THE VISIBILITY & MOBILITY
MODULE TO DOCTORAL STUDENTS AND PARTICIPANTS OF DOCTORAL
STUDIES WITHIN THE STRATEGIC PROGRAMME EXCELLENCE
INITIATIVE AT JAGIELLONIAN UNIVERSITY**

§ 1

The terms used in the Rules for granting support within the Visibility & Mobility Module to doctoral students and participants of doctoral schools under the strategic programme Excellence Initiative at Jagiellonian University denote:

- 1) **JU** – Jagiellonian University;
- 2) **ID.UJ** – the Strategic Programme Excellence Initiative at Jagiellonian University;
- 3) **4*I principle** – the principle specified in Jagiellonian University's proposal in the call “Excellence Initiative – Research University”, according to which a sustainable university is based on four pillars, i.e. internationalization, interdisciplinarity, integration and innovation;
- 4) **organiser of the call** – the Head of the Doctoral School of Jagiellonian University;
- 5) **Rules** – the Rules for granting support within the Visibility & Mobility Module to doctoral students and participants of doctoral studies under the Strategic Programme Excellence Initiative at Jagiellonian University;
- 6) **Visibility & Mobility Module (Module for the Support of the Presentation of Research Results and International Mobility for doctoral students)** – one of four modules supporting the activity of doctoral students and participants of doctoral studies at Jagiellonian University as part of the Strategic Programme Excellence Initiative at Jagiellonian University, in accordance with the Rules and guidelines referred to in § 2.7.
- 7) **doctoral student** – a doctoral student of a doctoral school of Jagiellonian University, admitted to the doctoral school through a call, enrolled as a doctoral student at any time during the academic year, who took the oath pursuant to Article 200, section 8 of the Act,
- 8) **participant of doctoral studies** – a participant of doctoral studies at Jagiellonian University admitted to the university before the academic year 2019/2020,
- 9) **Act** – the Act of 20 July 2018, Law on Higher Education and Science (Journal of Laws of 2023, item 742);
- 10) **doctoral school** – Doctoral School in the Humanities or Doctoral School in the Social Sciences or Doctoral School of Exact and Natural Sciences or Doctoral School of Medical and Health Sciences, established at Jagiellonian University.

§ 2

1. This document sets out the rules for granting financial support within the Visibility & Mobility Module to doctoral students and participants of doctoral studies in accordance with the objectives of the ID.UJ.
2. A proposal must pursue at least one of the pillars of the 4*I principle of the ID.UJ.
3. Financial support granted within the Visibility & Mobility Module is intended for doctoral students and participants of doctoral studies carrying out research or development works.
4. A doctoral student shall apply for financial support in a call organised in the doctoral school to which he/she is assigned. A participant of doctoral studies shall apply for financial support in a call organised in the doctoral school which involves a leading discipline in which the participant is engaged in research activity.
5. Financial support may be granted to persons who have the status of a doctoral student as at the date of submitting the proposal and its settlement. In the case of participants of doctoral studies, the activity presented in the proposal for financial support may not be settled later than 30 September 2023.

6. The terms and conditions of the call shall be laid down in separate guidelines by the organiser of the call in consultation with the deans or the director of the Malopolska Centre of Biotechnology as a representative of the units educating doctoral students. These guidelines shall include in particular the criteria for granting support and the maximum amount of a single grant under the submitted project.
7. The guidelines referred to in section 7 are approved by JU Vice-Rector for Research.

§ 3

1. The funds for the implementation of the Visibility & Mobility Module come from the funds granted to Jagiellonian University by the Ministry of Science and Higher Education under the “Excellence Initiative - Research University” programme.
2. The total pool of funds allocated for the implementation of the Visibility & Mobility Module in a given calendar year is determined by JU Vice-Rector for Research.

§ 4

1. The funds under the Visibility & Mobility Module for doctoral students and participants of doctoral studies shall be allocated through a continuous call for proposals until the allocated pool of funds is exhausted.
2. In the event of non-use of the funds allocated under a given call, the organiser of the call is obliged to return the unused part of the funds to the ID.UJ funds pool. In the event of a justified need to allocate funds to another module or to activities related to the support of doctoral students and participants of doctoral studies not included in a given module, the organiser of the call should apply to JU Vice-Rector for Research with a reasoned request for consent to change the allocation of funds. The change in the allocation of funds may not exceed 30% of the total pool of funds allocated for the implementation of a given support module in a given year and may not concern the Excellence Module.
3. Under the ID.UJ Visibility & Mobility Module, funding is available for the following cost categories:
 - 1) active participation in prestigious international conferences within the discipline or disciplines in which the doctoral student/participant of doctoral studies is carrying out research;
 - 2) open access fees (a doctoral student/participant of doctoral studies as a first author or corresponding author; the funds allocated by the organiser of the call for open access fees must not exceed 50% of the funds allocated for a given call).
4. Receiving funding under the Visibility & Mobility Module for the implementation of activities introduced in the proposal excludes the possibility of covering the same costs from the financial means granted to a doctoral student/participant of doctoral studies under other ID.UJ calls and under other calls organised by external institutions financing research.
5. A doctoral student/participant of doctoral studies may indirectly claim the financial support from the ID.UJ, for example, by joining teams led by experienced researchers, with the reservation that it is not allowed to cover the same expenses from two different sources, including under the ID.UJ. A doctoral student/participant of doctoral studies may apply for support only once in a given calendar year in each category of support indicated in section 3.

§ 5

1. The guidelines referred to in § 2.6 should specify in particular:
 - 1) the template proposal form;
 - 2) the amount of funding;
 - 3) the starting and ending date of the call;
 - 4) the date of announcing the results of the call;
 - 5) the mode of appointment and composition of the proposal evaluating committee, subject to the provisions of section 2;

- 6) detailed evaluation criteria;
 - 7) the method of evaluating proposals and creating a ranking list;
 - 8) the appeal procedure;
 - 9) the method of publication of the call's results;
 - 10) the mode of settlement of the granted funding in accordance with the formula in force in the call.
2. The proposal evaluating committee shall be appointed by the doctoral school board. The proposal evaluating committee must include representatives of an appropriate doctoral school, representatives of faculties or other units educating participants of doctoral studies as well as representatives of doctoral students indicated by the appropriate body of Jagiellonian University PhD Student Association.
 3. The guidelines shall include information on the processing of personal data of doctoral students/participants of doctoral studies.
 4. Attached to the guidelines shall be the Rights and Obligations of the doctoral student/participant of doctoral studies supported by the Visibility & Mobility Module. Before receiving support under the Visibility & Mobility Module, the doctoral student/participant of doctoral studies should submit a declaration of acceptance of the aforementioned Rights and Obligations as well as the guidelines referred to in § 2.6

§ 6

1. The condition to enter the next edition of the call under a given cost category (in the following calendar year) is the settlement of the previously received support under the Visibility & Mobility Module.
2. The support within the Visibility & Mobility Module must be implemented and accounted for in accordance with the rules in force at Jagiellonian University. All calls within the pool of funds allocated for the implementation of the Visibility & Mobility Module in a given year must be announced and settled by 31 December of the year for which they were awarded. Appropriations committed and not used in a given year shall carry over to the following year and must be used by 30 June of the following calendar year at the latest.
3. The call is administered through the stefaid.uj.edu.pl system.

**RULES FOR GRANTING SUPPORT WITHIN
THE SKILLS DEVELOPMENT & ENGAGEMENT MODULE TO DOCTORAL
STUDENTS AND PARTICIPANTS OF DOCTORAL STUDIES UNDER
THE STRATEGIC PROGRAMME EXCELLENCE INITIATIVE AT
JAGIELLONIAN UNIVERSITY**

§ 1

The terms used in the Rules for granting support within the Skills Development & Engagement Module to doctoral students and participants of doctoral schools under the strategic programme Excellence Initiative at Jagiellonian University denote:

- 1) **JU** – Jagiellonian University;
- 2) **ID.UJ** – the Strategic Programme Excellence Initiative at Jagiellonian University;
- 3) **4*I principle** – the principle specified in Jagiellonian University's proposal in the call “Excellence Initiative – Research University”, according to which a sustainable university is based on four pillars, i.e. internationalization, interdisciplinarity, integration and innovation;
- 4) **organiser of the call and indirect support** – the Head of the Doctoral School of Jagiellonian University;
- 5) **Rules** – the rules for granting support within the Skills Development & Engagement Module to doctoral students and participants of doctoral studies under the Strategic Programme Excellence Initiative at Jagiellonian University;
- 6) **Skills Development & Engagement Module (Module of Support for Competence Development and Non-Research Activity for doctoral students)** – one of four modules supporting the activity of doctoral students and participants of doctoral studies at Jagiellonian University as part of the Strategic Programme Excellence Initiative at Jagiellonian University in accordance with the Rules and guidelines referred to in § 4.2.
- 7) **doctoral student** – a doctoral student of a doctoral school of Jagiellonian University, admitted to the doctoral school through a call, enrolled as a doctoral student at any time during the academic year, who took the oath pursuant to Article 200.8 of the Act,
- 8) **participant of doctoral studies** – a participant of doctoral studies at Jagiellonian University admitted to the university before the academic year 2019/2020;
- 9) **Act** – the Act of 20 July 2018, Law on Higher Education and Science (Journal of Laws of 2023, item 742);
- 10) **doctoral school** – Doctoral School in the Humanities or Doctoral School in the Social Sciences or Doctoral School of Exact and Natural Sciences or Doctoral School of Medical and Health Sciences, established at Jagiellonian University;
- 11) **direct support** – support from the funds of the strategic programme Excellence Initiative at Jagiellonian University as part of calls organised for doctoral students and participants of doctoral studies for training projects, hereinafter referred to as "training courses";
- 12) **indirect support** – support from the funds of the strategic programme Excellence Initiative at Jagiellonian University, in which a doctoral student and a participant of doctoral studies may only be a participant in the supported projects; beneficiaries of indirect support may also be candidates for doctoral students, graduates of doctoral schools and staff educating doctoral students.

§ 2

1. This document sets out the rules for granting financial support within the Skills Development & Engagement Module to doctoral students and participants of doctoral

studies in accordance with the objectives of the ID.UJ.

2. The financed project must implement at least one of the pillars of the 4*I principle of the ID.UJ.
3. Financial support provided under the Skills Development & Engagement Module is intended for doctoral students and participants of doctoral studies, with the reservation that it is also possible to provide indirect support for candidates to doctoral schools and graduates of doctoral schools, in accordance with § 4.5(11-12) of the Rules, as well as staff educating doctoral students, in accordance with § 4.5(2-3) of the Rules.
4. Financial direct support may be granted to persons who have the status of a doctoral student as at the date of submitting the proposal and its settlement. In the case of participants of doctoral studies, the activity presented in the proposal for financial support may not be settled later than 30 September 2023.

§ 3

1. The funds for the implementation of the Skills Development & Engagement Module come from the funds granted to Jagiellonian University by the Ministry of Science and Higher Education under the “Excellence Initiative - Research University” programme.
2. The total pool of funds allocated for the implementation of the Skills Development & Engagement Module in a given calendar year is determined by JU Vice-Rector for Research.
3. The distribution of funds allocated for direct and indirect support is determined by the organiser of the call and indirect support after consultation with the Doctoral School Board and a representative of doctoral students indicated by the competent body of Jagiellonian University PhD Student Association.

§ 4

1. The funds under the Skills Development & Engagement Module in the ID.UJ for doctoral students and participants of doctoral studies shall be allocated through a continuous call for proposals until the allocated pool of funds is exhausted.
2. The conditions for conducting the call, including in particular the criteria for granting support and its maximum amount (within a given project), are specified by the organiser of the call in separate guidelines.
3. The guidelines referred to in section 7 are approved by JU Vice-Rector for Research. If the pool of funds allocated for support under the Skills Development & Engagement Module call in the ID.UJ is not used, the organiser of the call and indirect support is obliged to return the unused part of the funds to the ID.UJ funds. In the event of a justified need to allocate funds to another module or to activities not included in a given module related to the support of participants of doctoral studies and doctoral students, the organiser of the call should apply to JU Vice-Rector for Research with a reasoned request for consent to change the allocation of funds. The change in the allocation of funds may not exceed 30% of the total pool of funds allocated for the implementation of a given support module in a given year and may not concern the Excellence Module.
4. As part of the Skills Development & Engagement Module in the ID.UJ, indirect support provides for the possibility of financing the following categories of activities carried out by the doctoral school through the organisation of:
 - 1) training courses improving the methodological competences of doctoral students/participants of doctoral studies;

- 2) training courses for supervisors and members of doctoral committees in the field of doctoral student support in the research process;
 - 3) a mentoring and tutoring programme for doctoral students and teaching staff at doctoral schools of JU;
 - 4) training courses aimed at developing transversal competences (interdisciplinary, cross-disciplinary and general);
 - 5) training courses aimed at developing competences related to non-research activities;
 - 6) training courses related to building scientific and non-scientific careers;
 - 7) training courses in relation to the social and economic environment;
 - 8) training courses related to popularising and educational activities;
 - 9) training courses as part of individual competence development;
 - 10) training courses related to building a career after graduating from doctoral school, including a career as an academic;
 - 11) activities related to the acquisition of outstanding candidates for doctoral schools;
 - 12) activities related to the promotion of doctoral schools on the national and international arena;
 - 13) activities related to career monitoring and maintaining bond between graduates and the doctoral school;
 - 14) scientific conferences of doctoral students developing the ability to present the results of their own research work.
5. As part of the Skills Development & Engagement Module in the ID.UJ, it is possible to finance the participation of doctoral students/participants of doctoral studies in the following projects under the direct support:
 - 1) training courses improving the methodological competences of doctoral students/participants of doctoral studies;
 - 2) training courses aimed at developing transversal competences;
 - 3) training courses aimed at developing competences related to non-research activities;
 - 4) training courses aimed at activity in the social and economic environment;
 - 5) training courses related to popularising and educational activities;
 - 6) training courses supporting individual competence development;
 - 7) doctoral research schools organised outside the home doctoral school.
 6. Receiving support under the Skills Development & Engagement Module excludes the possibility of financing the same costs as part of the funds awarded to a doctoral student/participant of doctoral studies in other ID.UJ calls and in other calls organised by external institutions financing similar projects.
 7. A doctoral student/participant of doctoral studies may receive direct support only once in a given edition of the call, regardless of the type of project for which he/she is applying.

§ 5

1. The guidelines referred to in § 4.2 should specify in particular:
 - 1) the template proposal form;
 - 2) the amount of funding;
 - 3) the starting and ending date of the call;
 - 4) the date of announcing the results of the call;
 - 5) the mode of appointment and composition of the proposal evaluating committee, subject to the provisions of section 2;
 - 6) detailed evaluation criteria;
 - 7) the method of evaluating proposals and creating a ranking list;

- 8) the appeal procedure;
 - 9) the method of publication of the call's results;
 - 10) the mode of settlement of the granted funding in accordance with the formula in force in the call.
2. The proposal evaluating committee shall be appointed by the doctoral school board. The proposal evaluating committee must include representatives of an appropriate doctoral school, representatives of faculties or other units educating participants of doctoral studies as well as representatives of doctoral students indicated by the appropriate body of Jagiellonian University PhD Student Association.
 3. The guidelines shall include information on the processing of personal data of doctoral students/participants of doctoral studies.
 4. Attached to the guidelines shall be the Rights and Obligations of the doctoral student/participant of doctoral studies supported directly by the Skills Development & Engagement Module. Before receiving direct support under the Skills Development & Engagement Module, a doctoral student/participant of doctoral studies should submit a declaration of acceptance of his/her aforementioned Rights and obligations and guidelines referred to in § 2.6

§ 6

1. The support within the Skills Development & Engagement Module must be implemented and accounted for in accordance with the rules in force at Jagiellonian University. All calls within the pool of funds allocated for the implementation of the Skills Development & Engagement Module in a given year must be announced and settled by 31 December of the year for which they were awarded. Appropriations committed and not used in a given year shall carry over to the following year and must be used by 30 June of the following calendar year at the latest.
2. The call is administered through the strefaid.uj.edu.pl system.

**RULES FOR GRANTING SUPPORT WITHIN THE RESEARCH SUPPORT
MODULE TO DOCTORAL STUDENTS AND PARTICIPANTS
OF DOCTORAL STUDIES UNDER THE STRATEGIC PROGRAMME
EXCELLENCE INITIATIVE AT JAGIELLONIAN UNIVERSITY**

§ 1

The terms used in the Rules for granting support within the Research Support Module to doctoral students and participants of doctoral schools under the strategic programme Excellence Initiative at Jagiellonian University denote:

- 1) **JU** – Jagiellonian University;
- 2) **ID.UJ** – the Strategic Programme Excellence Initiative at Jagiellonian University;
- 3) **4*I principle** – the principle specified in Jagiellonian University's proposal in the call “Excellence Initiative – Research University”, according to which a sustainable university is based on four pillars, i.e. internationalisation, interdisciplinarity, integration and innovation;
- 4) **organiser of the call** – dean or director of the Malopolska Centre of Biotechnology, as a representative of units educating doctoral students. The call may also be organised by the head of a doctoral school, provided that the deans and directors/heads of units educating doctoral students associated with a given doctoral school jointly and severally acknowledge that they delegate a specific activity support module to be implemented by the doctoral school. The decision to delegate a module to be implemented by the doctoral school must be made before launching the call and must obtain the consent of JU Vice-Rector for Research;
- 5) **Rules** – the Rules for granting support within the Research Support Module to doctoral students and participants of doctoral studies under the Strategic Programme Excellence Initiative at Jagiellonian University;
- 6) **Research Support Module (Research Support Module for doctoral students)** – one of four modules supporting the activity of doctoral students and participants of doctoral studies at Jagiellonian University as part of the Strategic Programme Excellence Initiative at Jagiellonian University in accordance with the Rules and guidelines referred to in § 2.5
- 7) **doctoral student** – a doctoral student of a doctoral school of Jagiellonian University, admitted to the doctoral school through a call, enrolled as a doctoral student at any time during the academic year, who took the oath pursuant to Article 200.8 of the Act,
- 8) **participant of doctoral studies** – a participant of doctoral studies at Jagiellonian University admitted to the university before the academic year 2019/2020,
- 9) **Act** – the Act of 20 July 2018, Law on Higher Education and Science (Journal of Laws of 2023, item 742);
- 10) **doctoral school** – Doctoral School in the Humanities or Doctoral School in the Social Sciences or Doctoral School of Exact and Natural Sciences or Doctoral School of Medical and Health Sciences, established at Jagiellonian University.

§ 2

1. This document sets out the rules for granting financial support within the Research Support Module to doctoral students and participants of doctoral studies in accordance with the objectives of the ID.UJ.

2. A proposal must pursue at least one of the pillars of the 4*I principle of the ID.UJ.
3. Financial support granted within the Research Support Module is intended for doctoral students and participants of doctoral studies carrying out research or development works.
4. Financial support may be granted to persons who have the status of a doctoral student as at the date of submitting the proposal and its settlement. In the case of participants of doctoral studies, the activity presented in the proposal for financial support may not be settled later than 30 September 2023.
5. The conditions for conducting the call, including in particular the criteria for awarding support and its maximum amount (within the funded project), shall be determined by the organiser of the call in consultation with the director of the relevant doctoral school or the head of the relevant doctoral studies in separate guidelines approved by JU Vice-Rector for Research.

§ 3

1. The funds for the implementation of the Research Support Module come from the funds granted to Jagiellonian University by the Ministry of Science and Higher Education under the “Excellence Initiative - Research University” programme.
2. The total pool of funds allocated for the implementation of the Research Support Module in a given calendar year is determined by JU Vice-Rector for Research.

§ 4

1. The funds available under the Research Support Module for doctoral students and participants of doctoral studies shall be granted under a call organised once per calendar year.
2. If the allocated funds under a given call are not used, the organiser of the call may announce an additional call for proposals. If the announcement of the additional call for proposals does not lead to the full use of the allocated funds or the additional call for proposals is not announced, the organiser of the call is obliged to return the unused part of the funds to the ID.UJ funds. In the event of a justified need to allocate funds to another module, the organiser of the call should contact JU Vice-Rector for Research with a reasoned request for consent to change the allocation of funds. The change in the allocation of funds may not exceed 30% of the total pool of funds allocated for the implementation of a given support module in a given year and may not concern the Excellence Module.
3. With a view to the implementation of research or development work under the Research Support Module by doctoral students/participants of doctoral studies, it is expected that the funding be allocated for the following categories of costs:
 - 1) consumables (small disposable items, consumables, etc.);
 - 2) reagents;
 - 3) books;
 - 4) tangible assets (in charge of tangible assets are heads of JU organisational units at which doctoral students/participants of doctoral studies or persons indicated by the heads of these units);
 - 5) third-party service, including the costs of translation and proofreading of publications;
 - 6) civil law contracts (contracts for specific work or contracts of mandate – only for persons not employed by Jagiellonian University, without remuneration for doctoral students/participants of doctoral studies, both as principal investigators and contractors; civil law contracts are concluded by heads of JU

organisational units in which doctoral students/participants of doctoral studies are educated);

- 7) research internships in renowned foreign centres;
 - 8) study trips in Poland and abroad;
 - 9) queries in domestic and foreign institutions necessary to conduct research as part of the doctoral project;
 - 10) field research necessary for the implementation of the doctoral project;
 - 11) software licenses necessary for the analysis and development of research results for the duration of the doctoral project or for the completion of education (the heads of JU organisational units in which doctoral students/participants of doctoral studies are educated or persons indicated by the heads of these units are responsible for software licences).
4. Receiving funding under the Research Support Module for the implementation of activities introduced in the proposal excludes the possibility of covering the same costs from the financial means granted to a doctoral student/participant of doctoral studies under other ID.UJ calls and under other calls organised by external institutions financing research.
 5. A doctoral student/participant of doctoral studies may indirectly claim the financial support from the ID.UJ, for example by joining teams led by experienced researchers, with the reservation that it is not allowed to cover the same expenses from two different sources, including under the ID.UJ.
 6. A doctoral student/participant of doctoral studies may receive individual support only once in a given calendar year.

§ 5

1. The guidelines referred to in § 2.5 should specify in particular:
 - 1) the template proposal form;
 - 2) the maximum amount of funding;
 - 3) the starting and ending date of the call;
 - 4) the date of announcing the results of the call;
 - 5) the mode of appointment and composition of the proposal evaluating committee, subject to section 2;
 - 6) detailed evaluation criteria;
 - 7) the method of evaluating proposals and creating a ranking list;
 - 8) the appeal procedure;
 - 9) the method of publication of the call's results;
 - 10) the mode of settlement of the granted funding in accordance with the formula in force in the call.
2. The committee is appointed by the organiser of the call. The proposal evaluation committees must include representatives of appropriate doctoral schools, representatives of faculties or other units educating participants of doctoral studies, and representatives of doctoral students indicated by the competent body of Jagiellonian University PhD Student Association.
3. The guidelines shall include information on the processing of personal data of doctoral students/participants of doctoral studies.
4. Attached to the guidelines shall be the Rights and Obligations of the doctoral student/participant of doctoral studies supported by the Research Support Module. Before receiving support under the Research Support Module, the doctoral student/participant of doctoral studies should submit a declaration of acceptance of the aforementioned Rights and Obligations as well as the guidelines referred to in § 2.5

§ 6

1. The condition for entering the next edition of the call (in the next calendar year) is to obtain approval of the substantive report and settlement of the support received under the Research Support Module.
2. The support within the Research Support Module must be implemented and accounted for in accordance with the rules in force at Jagiellonian University. All calls within the pool of funds allocated for the implementation of the Research Support Module in a given year must be announced and settled by 31 December of the year for which they were awarded. Appropriations committed and not used in a given year shall carry over to the following year and must be used by 30 June of the following calendar year at the latest.
3. The call is administered through the stefaid.uj.edu.pl system.

**RULES FOR GRANTING
AWARDS TO DOCTORAL STUDENTS AND PARTICIPANTS OF DOCTORAL
STUDIES AS PART OF THE EXCELLENCE MODULE
IN ACCORDANCE WITH THE ASSUMPTIONS OF THE STRATEGIC
PROGRAMME EXCELLENCE INITIATIVE AT JAGIELLONIAN UNIVERSITY**

§ 1

The terms used in the Rules for granting awards to doctoral students and participants of doctoral studies as part of the Excellence Module in accordance with the assumptions of the Strategic Programme Excellence Initiative at Jagiellonian University denote:

- 1) **JU** – Jagiellonian University;
- 2) **ID.UJ** – the Strategic Programme Excellence Initiative at Jagiellonian University,
- 3) **4*I principle** – the principle specified in Jagiellonian University's proposal in the call “Excellence Initiative – Research University”, according to which a sustainable university is based on four pillars, i.e. internationalisation, interdisciplinarity, integration and innovation;
- 4) **organiser of the call** – the Head of the Doctoral School of Jagiellonian University;
- 5) **Rules** - the Rules for granting awards to doctoral students and participants of doctoral studies as part of the Excellence Module in accordance with the assumptions of the Strategic Programme Excellence Initiative at Jagiellonian University;
- 6) **Excellence Module (Excellence Module for Doctoral Students)** – one of four modules supporting the activity of doctoral students and participants of doctoral studies of Jagiellonian University as part of the strategic programme Excellence Initiative at Jagiellonian University in accordance with the Principles and guidelines referred to in § 4.3;
- 7) **doctoral student** – a doctoral student of a doctoral school of Jagiellonian University, admitted to the doctoral school through a call, enrolled as a doctoral student at any time during the academic year, who took the oath pursuant to Article 200.8 of the Act,
- 8) **participant of doctoral studies** – a participant of doctoral studies at Jagiellonian University admitted to the university before the academic year 2019/2020,
- 9) **Act** – the Act of 20 July 2018, Law on Higher Education and Science (Journal of Laws of 2023, item 742);
- 10) **Award** – First Degree Award and Second Degree Award of JU Vice-Rector for Research for doctoral students and participants of doctoral studies, awarded as part of the Excellence Module in accordance with the assumptions of the ID.UJ;
- 11) **doctoral school** – Doctoral School in the Humanities or Doctoral School in the Social Sciences or Doctoral School of Exact and Natural Sciences or Doctoral School of Medical and Health Sciences, established at Jagiellonian University.

§ 2

1. This document sets out the rules for and mode of granting the Award within the Excellence Module to doctoral students and participants of doctoral studies in accordance with the assumptions of the ID.UJ.
2. The Award is intended for doctoral students and participants of doctoral studies at Jagiellonian University.
3. A doctoral student shall apply for granting the Award in a call organised in the doctoral school to which he/she is assigned. A participant of doctoral studies applies in a call organised at the doctoral school which covers the leading discipline within which the participant of doctoral studies conducts research activity.

§ 3

1. The funds for the Award come from the funds granted to Jagiellonian University by the Ministry of Science and Higher Education under the “Excellence Initiative - Research University” programme.
2. The total pool of funds allocated for the Award in a given calendar year is determined by JU Vice-Rector for Research.
3. In the event of non-use of the funds allocated under a given call, the organiser of the call is obliged to return the unused part of the funds to the ID.UJ funds pool. If it is necessary to allocate funds for another module to support participants of doctoral studies and doctoral students, the organiser of the call should apply to JU Vice-Rector for Research with a reasoned request for consent to change the allocation of funds.
4. The maximum amount of the individual First Degree Award is PLN 8,000.
5. The maximum amount of the individual Second Degree Award is PLN 4,000.
6. The Award is granted once a year for a publication achievement that was published in the calendar year preceding the granting of the Award and which presents the results of research implementing at least one of the pillars of 4*I principle of the ID.UJ.
7. The organiser of the call conducts a call for publication activity in the previous calendar year in the second quarter of the following year, whereby the announcement of the call must take place no later than 30 April, and its end no later than 30 June.
8. The Award is granted on the basis of a ranking list approved by the competent award committee referred to in § 5.2.
9. Under one call, a doctoral student/participant of doctoral studies may receive only one Award.
10. The Awards are paid to the bank account of the doctoral student/participant of doctoral studies within a maximum of three months from the decision taken by the award committee on granting the Award.
11. The Award is taxable income for a doctoral student/participant of doctoral studies in accordance with the provisions of the Personal Income Tax Act of 26 July 1991 (Journal of Laws of 2022, item 2647 as amended).

§ 4

1. The First Degree Award may be granted to a doctoral student/participant of doctoral studies for the publication of:
 - 1) a scientific article, within the meaning of the relevant regulation on the evaluation of the quality of scientific activity, in a scientific journal or in peer-reviewed materials from an international scientific conference from the list of scientific journals and peer-reviewed materials from international conferences, referred to in Article 267.2.2(b) of the Act, to which 200 points were assigned, in the preparation of which the doctoral student/participant of doctoral studies played a significant role, in particular of which he/she is the only, first or corresponding author, except in cases where there are more than two corresponding authors or
 - 2) a scientific monograph or a chapter of a scientific monograph, within the meaning of the relevant regulation on the evaluation of the quality of scientific activity, published in a publishing house from the list of publishing houses at level II, referred to in Article 267.2.2(a) of the Act.
2. The Second Degree Award may be granted to a doctoral student/participant of doctoral studies for the publication of:
 - 1) a scientific article within the meaning of the relevant regulation on the evaluation of the quality of scientific activity, in a scientific journal or peer-reviewed materials from an international scientific conference from the list of scientific journals

and per-reviewed materials from international conferences referred to in Article 267.2.2(b) of the Act; in the case of the field of medical and health sciences and the field of exact and natural sciences in a group to which at least 140 points were assigned, in the case of the field of social sciences and the field of humanities in a group to which at least 100 points were assigned, in the preparation of which the doctoral student/participant of doctoral studies played a significant role, in particular of which he/she is the only, first or corresponding author, except in cases where there are more than two corresponding authors or

- 2) a scientific monograph, within the meaning of the relevant regulation on the evaluation of the quality of scientific activity, published in a publishing house from the list of publishing houses at level I, referred to in Article 267.2.2(a) of the Act, or
 - 3) editing or co-editing a scientific monograph published in a publishing house from the list of publishing houses at level II, referred to in Article 267.2.2(a) of the Act.
3. Detailed criteria and conditions for granting the Award are determined by the organiser of the call in consultation with the dean or director of another unit educating doctoral students in the relevant discipline, in separate guidelines approved by JU Vice-Rector for Research.
 4. The Award may be granted provided that the scientific publication of a doctoral student/participant of doctoral studies has affiliation to Jagiellonian University and has been registered in the Repository of Jagiellonian University in the collection "Bibliography of Publications of Jagiellonian University Employees", in accordance with the rules for mentioning the name of Jagiellonian University when affiliating publications and the procedure for registering the publication achievements of employees and doctoral students of Jagiellonian University, specified in the ordinance of the Rector of Jagiellonian University.

§ 5

1. The guidelines referred to in § 4.3 should specify in particular:
 - 1) the template proposal form;
 - 2) the starting and ending date of the call;
 - 3) the date of announcing the results of the call;
 - 4) the mode of appointment and composition of the award committee, subject to section 2;
 - 5) detailed evaluation criteria;
 - 6) the method of evaluating proposals and creating a ranking list;
 - 7) the appeal procedure;
 - 8) the method of publication of the call's results.
2. The award committee shall be appointed by the doctoral school board. The committee must include apart from representatives of an appropriate doctoral school, representatives of faculties or other units educating participants of doctoral studies as well as representatives of doctoral students indicated by the appropriate body of Jagiellonian University PhD Student Association.
3. The guidelines shall include information on the processing of personal data of doctoral students/participants of doctoral studies.

§ 6

The call is handled via the strefaid.uj.edu.pl system, the procedure for creating remuneration lists – via the USOS system (University Study Service System), and the payment of awards – via the SAP system (Integrated IT System for Supporting University Management).