**Guidelines for Granting Awards to Doctoral Students and Participants of Doctoral Studies within the Excellence Module as Part of the Strategic Programme Excellence Initiative at the Jagiellonian University**

**I. ELIGIBLE APPLICANTS**

1. The Excellence Module ais intended for JU PhD students, in particular:
   1. doctoral students of the Doctoral School in Humanities of the Jagiellonian University,
   2. participants of departmental doctoral studies whose research projects are carried out within disciplines belonging to the Humanities.

**II. METHOD OF APPLICATION**

1. As stated in the relevant announcement, a doctoral student or a participant of the departmental doctoral studies:
   1. submits a filled-in application form as available on the JU Doctoral School in the Humanities website and/or in the strefaid.uj.edu.pl system, appended to the *Excellence Module* Regulations;
   2. registers his/her application in *Strefa ID.UJ* (strefaid.uj.edu.pl), by attaching the completed application form (together with the appendix/appendices, should there be any) as a single pdf file.
2. Only applications submitted via the strefaid.uj.edu.pl system will be considered.

**III. TYPES OF AWARDS**

1. **The First-Degree Award of a maximum amount of 8,000 PLN 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 of a maximum amount of 4,000 PLN may be granted to a doctoral student/participant of doctoral studies for:** 
   1. the publication of 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

* 1. the publication 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 I, referred to in Article 267.2.2(a) of the Act, or
  2. 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.

**IV. TERMS AND CONDITIONS**

1. The Award is granted once a year for a publication achievement which:
   1. was published in the calendar year preceding the granting of the Award;
   2. presents the results of research implementing the pillars of 4\*I principle of the ID.UJ.
   3. The Award may be granted provided that the scientific publication of a doctoral student/participant of doctoral studies has affiliation to Jagiellonian University, as specified in the relevant ordinance of the Rector of Jagiellonian University;
   4. 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.
2. A PhD student may receive only one award in a call for a given year.
3. The applicant does not have to be a PhD student in the year of publication.

**V. COMPETITION SCHEDULE**

1. The *Excellence Module* competition opens on **15 May 2023**.
2. The *Excellence Module* competition closes on **15 June 2023***.*
3. The results are announced by **30 June 2023**.

**VI. METHOD OF APPOINTMENT AND COMPOSITION OF THE AWARD COMMITTEE**

1. The Award Committee is appointed by the Director of the Doctoral School in agreement with the Deans of the faculties affiliated to the School.
2. The Award Committee is composed of the Director of the School or a person appointed by him/her, heads of doctoral programmes, representatives of the relevant faculties, as well as representatives of PhD students indicated by the appropriate body of Jagiellonian University PhD Student Association.
3. The Award Committee draws up and approves of a list of applications recommended and those not recommended for funding.

**VII. DETAILED EVALUATION CRITERIA, APPLICATION ASSESSMENT AND RANKING PROCEDURES**

1. The evaluation is based on the information about the publication submitted by the PhD student in the application.
2. In the case when the number of applications exceeds the allocation in a given year, the decision to recommend an application for Award is based on the Applicant’s position on the ranking list, which depends on the implementation of the pillars of the 4\*I principle of the ID.UJ as described in the application: the more pillars of the 4\*I principle are referred to and reasonably accounted for, the higher a given application is ranked.
3. and the publication with at least two 4\*I rules described by the applicant shall be decisive.
4. The ranking list includes applications recommended for funding and those not recommended.

**VIII. METHOD OF PUBLICATION OF THE RESULTS**

1. Information on whether or not the Award has been granted shall be sent to the applicant's email address in the uj.edu.pl domain within 7 days after the competition is settled, and the list of awarded publications shall be published on JU Doctoral School in the Humanities website the Excellence Initiative tab..

**IX. APPEALS**

1. A PhD student may appeal to the Director of the Doctoral School in the Humanities only in the event of violation of the competition rules and/or procedures **within 7 days** of the announcement of the results. There is no appeal against the Commission's evaluation.

**X. GDPR**

1. A signed Data Protection Regulation form and Rights and obligations form must be attached to the Application.