# Rules for Granting Support within the *Skills Development & Engagement Module* to JU Doctoral Students and Participants of Doctoral Studies under the Strategic Programme Excellence Initiative at Jagiellonian University

**I. ELIGIBLE APPLICANTS**

1. The entities eligible to apply for direct support under the *Skills Development & Engagement Module* are:
   1. doctoral students of the Doctoral School in Humanities of the Jagiellonian University,
   2. participants of departmental doctoral studies conducting doctoral research in a discipline belonging to the Humanities. 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.

**II. METHOD OF APPLICATION**

1. A doctoral student at the Doctoral School in the Humanities or a participant of departmental doctoral studies in accordance with the information placed in the announcement of the competition:
2. 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 as an appendix to the *Skills Development & Engagement Module* Regulations,
3. registers his/her application in *Strefa ID.UJ* (strefaid.uj.edu.pl) with the application form and the relevant attachments.
4. Only applications registered in strefaid.uj.edu.pl will be considered.

**III. TYPES OF SUPPORT**

1. As part of the *Skills Development & Engagement Module* in the ID.UJ, the participation of doctoral students/participants of doctoral studies in the following projects under the direct support can be financed:
   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 popularisation and educational activities;
   6. training courses supporting individual competence development;
   7. doctoral research schools organised outside the home doctoral school.

**IV. SUPPORT**

1. The maximum single support for participation in a training/research school is **4 000 PLN.**

**V. TERMS AND CONDITIONS**

1. The applicant may only be a doctoral student of the Doctoral School in the Humanities or a participant of departmental doctoral studies in the following faculties: Philology, Philosophy, History, Polish Studies, Management and Social Communication, International and Political Studies, who carries out doctoral research in one of the disciplines belonging to the field of humanities.
2. Doctoral students applying for an extension or those who have already been granted extension of the deadline for submitting a doctoral dissertation may only apply for support for activities directly related to the completion of the dissertation they are working on, if these activities have been included or are relevant to the actions planned to be carried out during the extension.
3. Applicants also submit information on: 1) the results of their research to date (published articles, obtained grants, international cooperation, short-term and long term-study visits (of 5 days or more) etc.), 2) earlier financial support obtained within ID.UJ (please include the amount), and 3) earlier financial support obtained from other sources (please include the amount).
4. A doctoral student/ participant of departmental doctoral studies may receive direct support only once in a given calendar year, regardless of the type of project for which he/she is applying.
5. In the case of training courses aimed at developing competences related to non-research activity, training course supporting individual competence development or aimed at activity in the social and economic environment, it is necessary to justify how participation in the training will contribute to the development of the Applicant's competences within the field of research in which s/he is carrying out the research project.
6. Applications which are not recommended for funding within a given decision process round may be resubmitted in subsequent rounds of a continuous call.
7. Receiving support under the *Skills Development and 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.
8. 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.
9. To submit an application in another round of *Skills Development & Engagement* the Applicant needs to have his/her report and financial statement approved of.
10. The support within the *Skills Development and 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 and 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.

**VI. COMPETITION SCHEDULE**

1. Funds shall be awarded by means of a competition in a continuous call until the pool of funds is exhausted.
2. Launching of the competition: 1 March 2024.
3. Adjudication of the competition is made up to 14 days after the end of the month in which applications are submitted (excluding July and August).
4. Closing date of the competition: November 30, 2024.
5. Implementation of support: no later than 6 months after the adjudication.

**VII. METHOD OF APPOINTMENT AND MEMBERS OF THE JURY**

1. The Evaluating committee is appointed by the Doctoral School in the Humanities Board.
2. The evaluating committee is composed of the Director of the School in the Humanities or a person appointed by him/her, representatives of the 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 evaluating committee draws up and approves a list of applications recommended for funding.
4. The members of the evaluating committee do not assess the applications of doctoral students/ participants of departmental doctoral studies whose supervisors they are. A doctoral student who is a member of the evaluating committee does not participate in the evaluation process concerning his/her own application.

**VIII. DETAILED EVALUATION CRITERIA, METHOD OF ASSESSING APPLICATIONS AND CREATING A RANKING LIST**

1. The evaluation is based on the information submitted by the doctoral student in the application.
2. **Formal assessment**: applications are assessed for completeness, compliance with the 4\*I principle and the conducted research.
3. **Substantive evaluation** includes the following components:
   1. Implementation of pillars of the 4\*I principle of ID.UJ - max. 40 points.
   2. Substantive rationale for using the support and the competences/abilities the Applicant aims to achieve - max. 30 points.
   3. Justification for planned expenditure - max. 10 points.
   4. Expected results in the context of the research conducted and personal development planned - max. 20 points.

Total points: max. 100.

1. The ranking list includes applications recommended for funding and those not recommended.

**IX. METHOD OF PUBLICATION OF RESULTS**

* 1. Information on whether or not the support has been granted is sent to the applicant's address in the domain uj.edu.pl within 7 days after the decision of the evaluating committee is taken, and the list of applications selected for funding is published on the website of Doctoral School in the Humanities of the Jagiellonian University in the Excellence Initiative bookmark.

**X. REPORTS**

1. In addition to the financial report, the Beneficiary is obliged to submit a report on the achieved outcomes. This report should include a detailed description of the actions taken and the results related to the implementation of the Individual Research Plan achieved thanks to the support, e.g. details concerning the part of the dissertation written as a result of the activity financed by the module; details of the publication prepared for submission (including its title, the name of the target journal and the number of points awarded to the journal on the ministerial list), etc. along with a short statement by the supervisor on these results.

**XI. APPEALS**

1. The Applicant may appeal against the negative decision of the evaluating committee to the Director of the Doctoral School in the Humanities only in the event of violation of the competition procedure or formal mistakes in the application evaluation process within 7 days from the moment the decision is announced. There is no right to appeal against the evaluation result.

**XII. DATA PROTECTION REGULATION AND RIGHTS AND OBLIGATIONS**

1. A signed General Data Protection Regulation and the Rights and Obligation forms must be attached to the Application.