

**Rules and regulations for financing the scientific activity of doctoral students of the
International Environmental Doctoral School associated with the Centre for Polar Studies
(IEDS)
at the University of Silesia in Katowice
affiliated to the University of Silesia in Katowice from the funds of the IEDS**

Section 1

**Financing of activities of IEDS doctoral students affiliated
to the University of Silesia in Katowice**

1. Pursuant to para. 27 of the Agreement Regarding the Rules of Functioning and Financing the International Environmental Doctoral School associated with the Centre for Polar Studies at the University of Silesia in Katowice concluded on 1 October 2020 (hereinafter referred to as the Agreement), the University of Silesia in Katowice organises and finances from its own funds or external funds: scientific research necessary for the completion of doctoral theses, internships for doctoral students, seminars, classes in specialised English, and specialised foreign courses in the amount specified in the curriculum for affiliated doctoral students.
2. A doctoral student of the International Environmental Doctoral School associated with the Centre for Polar Studies at the University of Silesia in Katowice (hereinafter referred to as IEDS) affiliated to the University of Silesia in Katowice and entitled to receive support covered by these rules and regulations in accordance with para. 15 and 16 of the Agreement (hereinafter referred to as the Doctoral Student):
 - 1) Prepares a doctoral thesis under the supervision of a supervisor employed at the University of Silesia in Katowice;
 - 2) Submits a written declaration authorising the University of Silesia in Katowice to present his/her achievements for the purpose of quality evaluation of scientific activity.

Section 2

Organisation of specialised (foreign) courses

1. Specialised (foreign) course (hereinafter referred to as the Course) includes certified forms of qualification improvement conducted by foreign research or teaching units and others with the consent of the Dean of IEDS, held on site, remotely or in hybrid form.
2. Courses, in accordance with the curriculum, are tailored to the needs of a doctoral student regarding the preparation of the doctoral thesis.
3. The selection of Courses is the responsibility of the supervisor or supervisors in consultation with the Doctoral Student.

4. The Course may consist of more than one activity (stage) aimed at increasing competences of the Doctoral Student, with a total duration not shorter than that specified in the educational programme for specialised (foreign) courses.
5. The plan of doctoral students' activities within the Course, approved by the supervisor or supervisors, together with the cost estimate, is presented by doctoral students to the Dean of the IEDS from the date of submission to the end of the following calendar year no later than by October 31, or upon the request of the Dean of IEDS at another time.
6. The rules for doctoral students going abroad to take part in a course of study are defined in the Regulations for Employees, Doctoral Students and Students of the University of Silesia in Katowice to Travel Abroad for Research, Teaching and Training Purposes and for Receiving Guests which constitutes an annexe to the Resolution No. 117 of the Rector of the University of Silesia in Katowice of 29 July 2020 (hereinafter referred to as the Rules and Regulations on Assignments Abroad).

Section 3

Eligible costs of Courses and co-financing amount

1. Doctoral Students assigned to a Course may be granted benefits in accordance with s 3 (1) and (2) of the Rules and Regulations on Assignments Abroad.
2. The costs of a Course may be financed in full or in part from external sources.
3. The amount of co-financing from the budget of IEDS for the Course or all activities included in the Course as described in s 2(4), cannot exceed PLN 15,000 over a period of 4 years from the beginning of a student's education at IEDS.

Section 4

Procedure for applying for and allocating funds for Courses

1. No later than 6 weeks before the beginning of the Course, the Doctoral Student shall submit to the Dean of IEDS the following:
 - 1) if the Course is implemented on site - "Application for going abroad" (Wniosek o wyjazd za granicę) in accordance with Attachment No. 1 to the Rules and Regulations on Assignments Abroad;
 - 2) if the Course is conducted remotely - an application for financing and a request in the SAP system for payment of the Course participation fee;
 - 3) programme of the Course and reasons for participating, together with an opinion and signature of the supervisor or supervisors.
2. The Dean of IEDS makes decisions regarding financing or co-financing Courses or parts of Courses from the IEDS budget,
3. Priority for financing is given to Courses which:
 - 1) were included in the plan submitted to the Dean of IEDS, referred to in s 2(5);
 - 2) are co-financed from external sources in the amount of at least 50% of all costs;
 - 3) are undertaken by Doctoral Students in their final year of studies at IEDS.
4. The Dean may refuse to co-finance the course for the Doctoral Student if:
 - 1) the Course was not included in the plan, referred to in s 2(5);

- 2) there are justified concerns regarding the quality of the Course for which co-financing is requested by the Doctoral Student, or if the Course does not guarantee improvement of the Doctoral Student's competencies in the field of his/her doctoral thesis;
 - 3) the Doctoral Student failed to complete the year of study or received a conditional pass for the following academic year (does not apply to Doctoral Students in the first year of the IEDS);
 - 4) the Doctoral Student completed the Course in accordance with the curriculum;
 - 5) the Doctoral Student failed to settle the previous activity of the Course implemented in stages;
 - 6) the costs of the Course exceed the amount specified in s 3(3), for which no financing from other sources is indicated;
 - 7) the funds in the IEDS budget for the financing of the Courses has been exhausted;
 - 8) for other significant reasons, which shall be presented to the Doctoral Student in the justification for the decision to refuse financing.
5. The Doctoral Student may appeal the refusal to finance the Course within 7 days of receiving the decision to the Dean of IEDS.

Section 5

Settlement of financing of the Courses

1. The Doctoral Student is required to settle costs of the Course or each stage of a Course in accordance with the rules in force at the University of Silesia in Katowice and to present a certificate of completion of the Course to the Dean of the IEDS no later than 2 weeks after its completion.
2. Costs of the Courses are settled through the IEDS office in accordance with the rules of the University of Silesia in Katowice.

Section 6

Financing of Doctoral Students' scientific activity

1. Doctoral Students receive financing for their scientific activity in connection with the implementation of their doctoral thesis from the IEDS budget through a call for proposals.
2. In exceptional and justified situations, the Dean of the IEDS may decide to co-finance the Doctoral Student's scientific activity outside the call for proposals at the request of the Doctoral Student and his/her supervisor or supervisors.
3. The priority is given to the financing of Doctoral Students' activities aimed at:
 - 1) conducting research necessary for the completion of the doctoral thesis;
 - 2) publishing research results in peer-reviewed journals with an impact factor;
 - 3) presenting research results at prestigious scientific conferences;
 - 4) improving qualifications necessary for the completion of the doctoral thesis.
4. Within the framework of the call for proposals, financing may be provided for:
 - 1) costs of analyses;
 - 2) field trips necessary for the implementation of the project;
 - 3) services necessary for the implementation of the project;
 - 4) preparing publications (translation, proofreading, etc.);
 - 5) purchasing reagents and small-scale equipment;
 - 6) computer equipment and software;
 - 7) office supplies;

- 8) costs related to active participation in a scientific conference;
 - 9) trips for scientific internships and consultations;
 - 10) other activities directly related to the preparation of the doctoral thesis.
5. Fixed assets purchased within the framework of financing remain in the inventory of the University of Silesia in Katowice.

Section 7

Organising a call for proposals for financing Doctoral Students' scientific activity

1. The Dean of IEDS allocates a pool of funds from the IEDS budget to finance Doctoral Students' scientific activity.
2. The Dean announces the call for proposals at least once a year via the web page, specifying the deadline for applications and announcement of results, and the maximum amount of financing for the project.
3. Doctoral Students submit an application for financing in Polish or English in accordance with the form attached as Attachment No. 1 to these Rules and Regulations or its translation into English, in electronic form through the IEDS website or by sending the application to polarknow@us.edu.pl by the specified deadline and delivering the signed application to the IEDS office.
4. The application is confirmed by the signature of the supervisor or supervisors and verified for cost eligibility by the IEDS office.

Section 8

Call for Proposals Committee and criteria of the call for proposals for financing scientific activity of Doctoral Students

1. The results of the call for proposals are determined by a committee composed of the representatives of the University of Silesia in Katowice in the IEDS Council and a representative of Doctoral Students.
2. The committee chair is appointed by the Dean of IEDS.
3. The committee member who is a supervisor of the applicant is excluded from the assessment of the application of the Doctoral Student.
4. The committee reviews applications determining a ranking list out of applications that meet formal requirements.
5. By the decision of the Dean of IEDS, financing is granted to applications which received at least 50% of the points according to the ranking list, until the pool of funds in the call for proposals is exhausted. Further applications on the ranking list which have received more than 50% of the points will form a waiting list and may be financed on the basis of a decision made by the Dean of IEDS if:
 - 1) the funds allocated to the projects remain unused or are cancelled;
 - 2) the pool of funds for financing the scientific activity of Doctoral Students is increased by the Dean of IEDS.
6. The Committee may decide to grant financing in an amount lower than requested.
7. Doctoral Students whose applications are placed on the waiting list are entitled to co-financing of their scientific activity in the amount of 10% of the maximum amount of project financing stated in the Dean's announcement in accordance with s7 (2). This amount can be used for any activity of the Doctoral Student related to the implementation of the doctoral thesis. In cases

where projects from the waiting list are later financed in accordance with s 8(5)(1) and (2), the amount of funding is reduced by the amount previously granted.

8. The decision of the Committee is sent to applicants by e-mail available in the USOS system and the list of Doctoral Students who received funding is published on the IEDS website.
9. Doctoral Students have the right to appeal the decision to the chair of the Committee within 7 days from the announcement of the results.
10. Each member of the Committee individually assesses the applications according to the following criteria:
 - 1) substantive evaluation of the project - 0 - 10 points;
 - 2) significance of the planned activities for the completion of the doctoral thesis - 0 - 10 points;
 - 3) significance of the planned activity for the dissemination of research results - 0 - 10 points;
 - 4) feasibility of the project - 0 - 5 points;
 - 5) validity of the cost estimate - 0 - 5 points.
11. The final number of points constitutes the arithmetic average of points awarded by members of the Committee.

Section 9

Spending and settlement of the financing for Doctoral Students' scientific activity.

1. In justified cases, the Doctoral Student may request the Dean of IEDS to change the project schedule and cost estimate.
2. The Doctoral Student who, due to unforeseen circumstances, is unable to use the allocated funds is obliged to immediately inform the IEDS office by e-mail to: polarknow@us.edu.pl
3. Funds granted for the project must be spent by the date indicated in the application, but no later than by the end of the calendar year in which the co-financing was granted, in accordance with the rules in force at the University of Silesia in Katowice.
4. The Doctoral Student prepares and submits a financial and content-related report signed by the Doctoral Student and his/her supervisor or supervisors to the IEDS office in accordance with Attachment No. 2 to these Rules and Regulations. The report should reach the IEDS office within one week after the project completion date specified in the application and no later than by the end of the calendar year in which the co-financing was granted. A copy of the report in electronic form should be sent to polarknow@us.edu.pl.
5. The Doctoral Student who has not submitted the project report by the deadline may not apply for co-financing for research activities in the following calendar year.
6. The Doctoral Student who has received co-financing may not submit another application until he/she financially and substantively settles the received co-financing.
7. The administrative handling of the disbursement of the call for proposals funds is handled by the IEDS office.
8. Each expenditure must be preceded by an appropriate application submitted to the IEDS office by the Doctoral Student approved by the supervisor or supervisors and contain all the information necessary to implement the expenditure.