

Rules for conducting the competition in Research Support Module as part of support for doctoral students in the ID JU programme at the Doctoral School in the Social Sciences in 2024

According to the Order no 14 of the JU Rector of 25 April, 2023 it is agreed as follow: rules for conduction the competition in Research Support Module in the ID JU programme at the Doctoral School in the Social Sciences.

§ 1

1. Financial support is awarded to doctoral students at the Doctoral School in the Social Sciences of the Jagiellonian University in one of the scientific disciplines in the field of social sciences in order to improve the quality of research and build a career of a doctoral student at a doctoral school, as part of the implementation of 4 * I principle (internationalization, interdisciplinarity, integration and innovation).

2. Funds are awarded by way of a competition. The Research Support Module provides for the possibility of financing the following categories of activities:

- a) consumables (small disposable items, consumables, etc.);
- b) reagents;
- c) books;
- d) fixed assets (the heads of organizational units of the Jagiellonian University in which doctoral students are educated or persons indicated by the heads of these units are responsible for fixed assets);
- e) external services, including costs related to translation, proofreading of publications;
- f) civil law contracts (contracts for specific work or mandate contracts - only for persons not employed at the Jagiellonian University, without remuneration for doctoral students, both as project managers and contractors; civil law contracts are covenanted by heads of organizational units of the Jagiellonian University where doctoral students are educated) ;
- g) research internships in renowned foreign centers;
- h) study trips in Poland and abroad;
- i) queries in domestic and foreign institutions necessary to conduct research as part of the ongoing doctoral project;
- j) field research necessary for the implementation of the doctoral project;
- k) software licenses necessary for the analysis and development of research results for the duration of the doctoral project or until the end of education (the heads of the organizational units of the Jagiellonian University in which doctoral students are educated or persons indicated by the heads of these units are responsible for software licenses).

3. Receiving support in the Research Support Module excludes the possibility of financing the same costs under the funds received in other ID JU competitions or in other competitions organized by external research funding institutions.

4. The maximum amount of support is PLN 15 000 and the funds are awarded only once in a given calendar year.

5. The doctoral student is obliged to register the application for support in the system strefaid.uj.edu.pl.

§ 2

1. The competition within the module lasts from, 2024, and its settlement will take place on, 2024 at the latest. The decision to fund or refuse funding is sent to the applicant's in strefaid.uj.edu.pl system.

2. The competition committee is appointed by the Director of the SDNS and consists of doctoral programme coordinators, representatives of faculties and the JU PhD Student Association. The competition committee approves the list of applications recommended for financing. Members of the competition committee do not evaluate their own applications and applications of doctoral students they supervise.

3. The following criteria will be taken into consideration while assessing the merits of applications:

- Implementation of one of the pillars of the 4 * I principle in the ID programme at Jagiellonian University ID (30 points),
- Compliance with the research conducted and discipline (30 points),
- Legitimacy of the planned expenses (40 points).

4. The condition for taking part in the competition within a given category of costs is the settlement of previously received support under the Research Support Module.

§ 3

1. The competition committee assesses the compliance of the applications with the evaluation criteria and creates a ranking list with the applications qualified and not qualified for financing. Applications that will receive min. 60 points and meet the formal criteria are eligible for financing.

3. The results of the competition are published on the SDNS website.

4. A doctoral student may appeal to the Director of the Doctoral School in Social Sciences only in the event of violation of the competition procedure or formal defects during the evaluation of applications. There is no right to appeal against the Commission's assessment.

§ 4

4. Within 14 days from the date of completion of the activity, the Participant shall submit to the SDNS office documents necessary expenses.

**Rights and obligations of a doctoral student
under the activities supported in the strategic programme
Excellence Initiative at Jagiellonian University**

§ 1 Purpose

1. The hereby document specifies the rights and obligations of a doctoral student granted financial support in the module¹ in the Strategic Programme Excellence Initiative at Jagiellonian University (hereinafter: EI.JU).
2. A doctoral student shall receive financial support recommended for funding as a result of a call procedure should the proposal submitted by them be recommended for funding as part of a given activity in the EI.JU referred to in § 1.

§ 2 RIGHTS AND OBLIGATIONS OF A DOCTORAL STUDENT

1. With regard to the implementation of tasks indicated by the doctoral student in the proposal, Jagiellonian University (hereinafter: the University) undertakes to grant access to research equipment, laboratories, library resources and archives, insofar as their use is necessary for the implementation of the activity in question
2. The doctoral student must use all and any support they have been granted in accordance with the call proposal they have submitted, as amended.
3. The doctoral student must use the funds granted towards implementation of the activity in accordance with its cost estimate attached to the proposal and, in accordance with the generally applicable law, the call's terms and conditions, and the University's internal regulations, as amended.
4. The doctoral student is fully responsible to the University for the correct and timely completion of the tasks entrusted to them under the activity form granted, for the correct disbursement of funding, and for keeping correct and complete documentation related to the implementation of tasks – throughout the entire period of implementing the tasks, as well as following their completion, for the period of proper implementation verification and the maintenance of the results (if applicable).
5. The doctoral student undertakes to disburse the awarded funding in accordance with its intended purpose, in a rational, purposeful and economical manner, and in accordance with the general law and the University's rules on the management of public funding referred to the provisions of the Finance Act, Act on liability for infringement of the discipline of public finance, the Public Procurement Law and the Act on Higher Education, as well as the internal regulations applicable at Jagiellonian University

¹ Name the module dedicated for doctoral students as appropriate.

6. Should circumstances arise that render it impossible to perform the mutual rights and obligations, the parties may agree to terminate their legal relationship by concluding a written agreement.
7. The doctoral student undertakes to inform the University of all and any changes to its contact details within the implementation time frame for the form of support granted.
8. The doctoral student undertakes that all publications or presentations related to the implementation of the activities will include a note on the funding of the work in the EI.JU programme, in the format specified at id.uj.edu.pl.
9. The doctoral student declares that they have read and understood the internal regulations applicable at the University and in the EI.JU, and they undertake to observe them.
10. The doctoral student undertakes to ensure that all members of the team implementing the endeavour under the support granted (if applicable) observe the internal regulations of the University.
11. The doctoral student must submit to a control procedure by a person who, on behalf of the University, supervises the compliance of the doctoral student with their obligations.
12. If the work envisaged by the proposal under the support granted requires additional approvals or permissions (an approval or positive opinion from the applicable bioethics committee, an approval from the applicable animal experimentation ethics committee, an approval based on regulations on genetically modified organisms, an approval or permission for research on protected species or in protected areas, other permissions, according to the principles of good practice in a particular research field/discipline), the doctoral student shall provide the required documents immediately upon the recommendation of the proposal for funding, before the commencement of activity implementation. The support of the activity shall commence only once the requisite documents have been submitted.
13. The doctoral student and the team implementing the endeavour under the support granted (if applicable) must comply with the generally applicable law and the internal regulations of the University with regard to the protection of intellectual property rights, publications, know-how and the use of existing and new knowledge and confidentiality principles in the relations between the University and the doctoral student/doctoral study programme participant.
14. The doctoral student must transfer intellectual property rights pursuant to a separate agreement and transfer them to the University free of charge, in all fields of exploitation specified by the University and within the period specified by the University if any such rights have been generated during the implementation of the support granted. The doctoral student must also ensure that members of the team implementing the endeavour under the support granted (if applicable) transfer intellectual property rights pursuant to a separate agreement and transfer them to the University free of charge, in all fields of exploitation specified by the University and within the period specified by the University if any such rights have been generated during the implementation of the activity by the team implementing the endeavour under the activity.

15. The doctoral student must ensure the compliance of the manner of incurring expenses with the procedures specified in the Public Procurement Law and to ensure the compliance of task implementation with the internal regulations applicable at Jagiellonian University, in particular within the scope of the use of research infrastructure and intellectual property rights.
16. The doctoral student must present the University with a final report within 14 days of the date of completion of implementing the tasks for which they have been granted the support, no later however than by The report must be first approved by the science supervisor (if applicable).
17. The doctoral student must return the funds granted if:
 - a) they fail to submit the final report on time or they submit an incorrect report in spite of a prior request for them to submit or correct the report – in full,
 - b) they fail to perform or perform part of their obligations incorrectly, which necessitates the return of the received funds incorrectly used.
 - c) they fail to perform or perform their obligations incorrectly in full, which necessitates the return of the received funds incorrectly used in full.upon the University's written request, within fourteen days of its service, to the bank account specified by the University in this request. If the funds are returned after the above mentioned deadline, the amount due shall be increased by the statutory interest for delay, calculated from the day following the deadline. Each time the decision on the necessity to return the funds granted is made by a committee comprising one person named by the call operator, one person appointed by JU Vice-Rector for Research and one representative named by a competent authority of the Association of Doctoral Students JU.
18. The doctoral student must state Jagiellonian University as the affiliation for publications resulting from the support they have been granted in accordance with the applicable Ordinance of JU Rector on the mode of JU staff and doctoral student publishing record registration, and quote Jagiellonian University when stating the affiliation of publications,
19. The doctoral student must submit a declaration referred to in Article 265, clause 13 of the Act of 20 July 2018, Law on higher education and science (i.e. Journal of Laws of 2021, item 478 as amended) authorising Jagiellonian University to include the publications resulting from the implementation of the tasks for which they have been granted the support, in the discipline of their doctoral thesis, or in one of the disciplines falling within the domain of the doctoral thesis.
20. The doctoral student must deposit the full text of the publication to the Jagiellonian University Repository, following its release (if applicable).
21. The doctoral student, while implementing tasks under the support granted, must cooperate with a science supervisor (if applicable).

The doctoral student must provide the documents required specified in the call's terms and conditions forthwith once the proposal has been recommended for funding, no later however than before commencing the implementation of tasks under the support granted. The support of the activity must not commence before the requisite documents have been submitted.

Appendix 2

**DECLARATION BY A DOCTORAL STUDENT / DOCTORAL STUDY PROGRAMME PARTICIPANT
GRANTED FINANCIAL SUPPORT UNDER**

.....

I the undersigned,, hereby declare that I have made myself familiar with (*title of the call's terms and conditions*) and with the above specified *Rights and obligations of a doctoral student in the strategic programme Excellence Initiative at Jagiellonian University*, I fully accept their text and undertake to carry out my obligations specified in the above mentioned documents.

Kraków, on.....

*Legible signature of the person submitting the
declaration*

Data Protection Regulation

According to art. 13 of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data ("General Regulation"), hereinafter referred to as "GDPR", the Jagiellonian University informs that :

1. The administrator of your personal data is the Jagiellonian University, with headquarters at 24 Gołębia Street, Cracow 31-007.
2. The Data Protection Supervisor, appointed by the University, is based at room no. 5, 24 Gołębia street, Cracow 31-007. The Officer can be contacted in person from Monday to Friday (8: 30 am-3:30 pm) or via e-mail: iod@uj.edu.pl or by phone – 12 663 12 25.
3. Your personal data will be processed for the purposes of the legitimate interests pursued by the controller pursuant to art. 6 par. 1it. F GDPR which is the organization and conducting the competition: Visibility & Mobility as part of support for doctoral students and participants of doctoral studies in the ID JU program at the Doctoral School in the Social Sciences in 2023. In relation to the winners of the competition, processing of the data is necessary for compliance with a legal obligations imposed upon the Organizer as a subject publicly announcing the reward, pursuant to art. 6 par. 1it. C GDPR.
4. Providing your personal data is voluntary but is necessary for participation in the competition: Visibility & Mobility as part of support for doctoral students and participants of doctoral studies in the ID JU program at the Doctoral School in the Social Sciences in 2022. If you refuse to provide your data, you may not enter the competition. Winners are obliged to provide their data by law and it is the condition for issuance of a prize.
5. Your personal data will not be made available to other subjects, except for the announcement of the results of the competition Visibility & Mobility as part of support for doctoral students and participants of doctoral studies in the ID JU program at the Doctoral School in the Social Sciences in 2024.
6. Your personal data will not be transferred to third countries (outside the European Economic Area) or to international organizations.
7. Your data will be stored for the duration of the organization of competition: Visibility & Mobility as part of support for doctoral students and participants of doctoral studies in the ID JU program at the Doctoral School in the Social Sciences in 2024 and until the final settlement and the closing of the competition, and until the expiration of the statute of limitations for claims that may arise from the participation in competition.
8. You have the right to: access your data and rectify it, delete it (unless further processing is necessary to comply with legal obligations or to establish, investigate or defend claims), limit its processing, transfer such data, object to its processing.
9. Your personal data will not be subject to automatic decision making or profiling.
10. You have the right to lodge a complaint to the President of the Office for Personal Data Protection if you feel that the processing of your personal data is in violation of the provisions of the General Regulation.

Application

o przyznanie wsparcia dla doktorantów I uczestników studiów doktoranckich w module Research suport w ramach ID UJ w SDNS UJ.

1. Information about the applicant

Applicant's name	
Telephone number	
e-mail address	
Doctoral program	

Field of knowledge and discipline	
Period of the realization	

2. Justification of the application *(max 900 words)*

Short description of the doctoral project
Contribution to the realization of the 4*I rule in the ID UJ

Significance for the doctoral project and discipline
Planned outcomes

Application must conform at least one of 4*I principle (max. 300 characters including spaces in total)	
Internationalization (explain):	
Interdisciplinarity (explain):	
Integration (explain):	
Innovation (explain):	

3. **Category of costs (to choose from)**

1. Conference	
2. Research stay	
3. Open access	

4. Costs (provide a short description)

Categories of costs		Amount
1	Travel	
2	Accommodation	
3	Fees	
4	Per diam	
5	Other costs	
Total costs		

<p>date and applicant's signature</p>	<p>.....</p>
--	--------------

Research proposal is consistent with discipline/doctoral program	Yes	No
Date and thesis supervisor's signature	