



Attachment
to the Resolution of the University PhD Students Council of GUT
No. 02/05/2022 of May 26, 2022.

**Rules for granting the co-financing of scientific events from the funds of the
Doctoral Students' Council of the Gdańsk University of Technology**

§1

General rules

1. The abbreviations used in these regulations mean:
 - a. University - Gdańsk University of Technology
 - b. Council, URD - University Council of Doctoral Students of Gdańsk University of Technology
 - c. Self-government, SDPG - Doctoral Students' Self-Government of Gdańsk University of Technology
 - d. Commission - SDPG Commission for Scientific Event's Funding Program
 - e. Co-financing - funds to cover the costs of participation of PhD students from Gdańsk University of Technology at scientific events
 - f. Edition - a 2-week period of the year during which applications are accepted for co-financing in a given period
2. The Council sets out the rules of disposing of funds to support the scientific activity of the University's doctoral students.
3. The purpose of the grant is to support the active participation of doctoral students in international or domestic scientific events, regarding the doctoral research, listed below:
 - a. scientific conferences;
 - b. summer schools;
 - c. workshops.
4. Funding is awarded by the Chairman of the Self-Government in accordance with the principles set out in these regulations, in the form of a competition conducted by the Committee.
5. The grant application is submitted to the Commission using the form available on the SDPG website
6. The application must include:
 - a. Information regarding the scientific event: location, dates, and event's website;
 - b. information regarding the fee due;
 - c. confirmation of acceptance in the conference.
7. Applications for co-financing participation in the conference are accepted and considered in the editions in accordance with the announced schedule.
8. The schedule of the edition is defined by the Commission and announced on the SDPG website, at the latest, 7 days before the edition starts.
9. The schedule must include:



- a. deadlines for receiving applications.
- b. the date of the announcement of the competition results.

§2

Initial Regulations

1. The grant may only be used to cover the fee for participation in an international or domestic scientific events. In case of the scientific conference, the doctoral student has to present his speech or poster to obtain the funding. In the case of collective works, only one of the co-authors is allowed to co-finance.
2. It is possible to apply for funding of events not listed in §1 p. 3. In such a case the chairman decides about acceptance of the application.
3. The maximum amount of the grant is:
 - a. 2000 PLN for international event
 - b. 500 PLN for domestic event.
4. Grant applications can also be submitted after the event. The time for submitting the application is 3 months after returning from the event.
5. Each doctoral student may submit one grant application per edition.
6. If the Commission finds that any of the documents required in the application is missing, the Commission accepts the application and sets a deadline for supplementing the missing documents.
7. If the application is not completed with the specified time limit, the commission can reject the application.
8. Applications with missing documents may be conditionally granted with funding. The condition to obtain the funding is to submit the lacking documents.
9. Immediately after examining the applications, the ranking list will be published on the SDPG website along with the amount of funding awarded.
10. The ranking list established by the Committee may be appealed against to the Chairman of the Self-Government within 7 days. His decision is final.

§3

Regulations for Granting Funding

Co-financing from the Self-Government funds for participation in the scientific events will be awarded by competition to people who receive the highest number of points based on the following rules:

- a. scientific event type :
 - i. International by invitation [25 points];
 - ii. International [15 points];
 - iii. domestic in English [5 points];
 - iv. domestic in Polish [1 point].
- b. The first application in an academic year [15 points].
- c. Lack of possibility of financing participation in the requested conference from external funds (grants, external scholarships) confirmed by the supervisor or



academic tutor [10 points].

d. Year of doctoral studies:

- i. I [3 points];
- ii. II [4 points];
- iii. III [2 points];
- iv. IV [1 point].

e. In the case of obtaining the same number of points by many doctoral students, the decision will be made on the order of receipt of applications.

§4

The Financial Settlement of The Funds Granted

1. The invoice for the scientific event fee or the internal note must be submitted to the headquarters of the Student Affairs Department within 2 weeks of the invoice or the publication of the ranking list for the purpose of financial settlement of the grant
2. If the doctoral student is unable to settle the project within the prescribed period, they are obliged to apply for consent to extend the settlement period to the Commission.
3. In a situation where the doctoral student fails to settle the project within the prescribed period or does not obtain the consent of the Commission to extend the settlement date, the Commission may revoke the decision on co-financing and refuse to finance subsequent projects. If the failure to settle the project is not an incidental event (failure to settle accounts for 2 editions in a given academic year), the doctoral student will be automatically excluded from participation in the next editions of the competition in the current academic year.

§5

Final Provision

1. By submitting an application, you consent to the publication of the results of the grant award on the SDPG website along with the data of the doctoral student submitting the application (in particular: Student's ID number, affiliation, name of the conference, awarded amount).
2. The Council shall inform about any changes to the Regulations no later than the announcement of next edition on the SDPG website.
3. The number of subsidies granted depends on the funds allocated by the University for the activities of the Self-Government.
4. The Council, depending on the available funds, reserves the right to increase the pool of funds allocated to financing during the edition.
5. These regulations will be published on the SDPG website. The Regulations come into force immediately after being voted 'Pass' by the Council.
6. The regulations are valid until they are amended or repealed by the Council.