**Regulations** **of granting and accounting for direct financial support within the Skills Development & Engagement Module for PhD students and doctoral programmes participants at the Jagiellonian University, as part of the Excellence Initiative strategic programme at the Jagiellonian University (ID. UJ)**

**§ 1 Scope of Regulations and purpose of the competition**

1. These Regulations lay down the rules for granting and accounting for direct financial support within the Skills Development & Engagement Module to PhD students and participants in doctoral programmes who carry out research or development work at the Jagiellonian University Medical College, hereinafter referred to as: JU MC, and the Jagiellonian Center for Experimental Therapeutics, hereinafter: JCET, as part of the strategic programme Excellence Initiative at the Jagiellonian University.
2. The competition provides for the possibility of financing the participation of PhD students/doctoral programmes participants in:
3. training courses aimed at improving methodological skills;
4. training courses aimed at developing transversal competences;
5. training courses aimed at developing competencies related to non-research activities;
6. training courses aimed at activities in the social and economic environment;
7. training courses related to dissemination activities and education;
8. training courses to support individual competence development;
9. doctoral research schools organised outside the home doctoral school.

**§ 2 Applicants and thematic scope**

1. The beneficiary of the task described in § 1 may be a person who jointly fulfils the following conditions:
2. is a PhD student at the Doctoral School of Medical and Health Sciences or a participant in doctoral studies at the JU MC Faculties,
3. carries out scientific research or development work within the JU MC or JCET;
4. Financial support may only be granted to persons who have the status of PhD student at the time of application and settlement. In the case of doctoral programme participants, the activity described in the application for financial support may not be settled later than 30 September 2023.
5. The thematic scope of the training courses to be funded should be related to the subject matter of PhD student’s or doctoral programme participant's dissertation, with the exception of the training courses described in § 1, section 2, points 3 and 5.
6. The thematic scope of the training courses referred to in § 1, section 2, points 3 and 5, for which the financial support is sought, should be related to the further development of the PhD student or doctoral programme participant in the scientific discipline represented.
7. Applications submitted for funding must pursue at least one of the pillars of the 4\*I principle of ID. UJ.
8. An applicant, i.e. a PhD student/doctoral programme participant, may apply for direct support only once in a given calendar year, regardless of the type of project for which they are applying.

**§ 3 Call for applications**

1. The call for applications for funding under the task described in § 1 shall be made on an ongoing basis until the available pool of funds allocated for its implementation is exhausted.
2. The Regulations of the call for applications, the maximum amount of funding for the individual projects defined in § 1, section 2, points 1-7 and the budget allocated for the tasks will be published on the website of the JU MC Doctoral School of Medical and Health Sciences at https://szkoladoktorska.cm-uj.krakow.pl/pl/aktualne-projekty/id-uj/.
3. The call for applications will be made in the *strefaid.uj.edu.pl* system through the "Application Form" available at https://strefaid.uj.edu.pl, the template of which is attached as the Annex 4 to the Regulations. Completing the " Application Form" implies prior acceptance of these Regulations and the Rights and Obligations of a PhD student/doctoral programme participant, as well as reading and acknowledging the contents of the clause on the processing of personal data, which is attached as Annex 2 to the Regulations.
4. Applications for funding for the courses described in § 1, section 2, points 1-7 will be assessed on the basis of the criteria set out in Annex 1 to these Regulations.
5. Applications that meet the criteria set out in Annex 1 to these Regulations will be evaluated and considered on a first-come, first-served basis until the pool of funds allocated for the implementation of the projects described in § 1 is exhausted.
6. A competition committee shall carry out the call for proposals, evaluate the applications submitted and select those to be funded. The competition committee is appointed by the Board of the Doctoral School of Medical and Health Sciences.
7. The competition committee consists of two representatives of the Doctoral School of Medical and Health Sciences, one representative of the Faculty of Medicine, one representative of the Faculty of Pharmacy, one representative of the Faculty of Health Sciences, and three representatives appointed by the PhD Student Association, one from each discipline represented in the Doctoral School of Medical and Health Sciences.
8. The competition committee will decide whether or not to grant funding. Reasons must be given for a negative decision.
9. The chair of the competition committee will announce the decision to grant funding on behalf of the competition committee. The list of beneficiaries will be published on the website of the Doctoral School of Medical and Health Sciences at https://strefaid.uj.edu.pl by the 15th of the month following the submission of the application.
10. Rejections and the reasons for them will be sent to email addresses via the University's email system.
11. The applicant may request in writing that the competition committee reconsider the application within 14 days of receiving the decision to refuse funding and the reasons for it.

**§ 4 Financing**

1. If the funding obtained under this call for applications is used to pay costs related to the implementation of tasks covered by the Regulations, the beneficiary shall be obliged to present a VAT invoice issued by the competent authorities, i.e. the training organiser.
2. These invoices must be issued in accordance with the requirements of the Jagiellonian University Medical College:

**Buyer:** Uniwersytet Jagielloński, ul. Gołębia 24, 31-007 Kraków, NIP: 675-000-22-36.

**Recipient**: Uniwersytet Jagielloński - Collegium Medicum, ul. Św. Anny 12, 31-008 Kraków.

**§ 5 Obligations of applicants**

1. Applicants for the funding are obliged to:
2. provide accurate, factually and legally correct information in the "Application Form";
3. declare that they have not applied for funding in other ID.UJ competitions or other competitions organised by external research funding institutions for the specified task within their doctoral programme;
4. provide a declaration of knowledge and acceptance of the contents of the clause on the processing of personal data, as set out in Annex 2.
5. submit a declaration of acceptance of the Rights and Obligations of the PhD student/doctoral progamme participant who has been granted support within the Skills Development & Engagement Module.
6. Beneficiaries are required to:
7. present the invoices referred to in § 4 immediately upon receipt in order to ensure timely payment;
8. submit confirmation of participation in the training course via the electronic "Application Form".
9. Settlement will be made upon receipt of a certificate confirming participation in the training and confirmation that JU MC has transferred the funds to cover the fee for the above event.
10. The Rights and Obligations of a PhD student/doctoral programme participant who has been granted support under the Skills Development & Engagement Module are set out in Annex 3 to the Regulations.
11. In order to participate in the next call, the previous support received under the Skills Development & Engagement Module must be settled.

**§ 6 Finances**

1. The amount of funds allocated to the tasks listed in § 1 may not exceed the amount resulting from the ID.UJ budget for a given task year. The distribution of funds for direct and indirect support will be determined by the competition organiser in consultation with the Board of the Doctoral School of Medical and Health Sciences and a representative of the PhD students appointed by the competent body of the JU PhD Student Association.
2. The maximum amount of funding for an individual application may not exceed PLN 6,500 (six thousand five hundred) gross, or PLN 11,000 (eleven thousand) gross in the case of funding for participation in doctoral schools organised outside the home doctoral school.
3. Eligible costs are expenses strictly related to the performance of the task, in the form of fees for participation in training.
4. The funds granted to the beneficiaries will be used in such a way as to ensure their rational and economical use, in accordance with the rules of public funds management binding on the JU MC and in compliance with binding legal regulations.

 **§ 6 Final provisions**

The Regulations shall enter into force on the day of their publication at https://strefaid.uj.edu.pl.