The Doctoral School of Medical and Health Sciences

**Order No. 5/2024**

**of the Director of the Doctoral School of**

**Medical and Health Sciences of 05 August 2024**

**on: Regulations for the Award for the Best PhD Student of the Doctoral School of Medical and Health Sciences**

Pursuant to § 4(1) and §16(1)(10) of the Order No. 10 of the Rector of the Jagiellonian University of 14 February 2019 on the establishment of doctoral schools at the Jagiellonian University, as amended, § 4(4)(14) of the Regulations for Doctoral Schools of Jagiellonian University in Kraków, attached as the Annex to the Resolution No. 39/IV/2023 of the Senate of the Jagiellonian University of 26 April 2023, I order as follows:

§ 1

The Regulations for the Award for the Best PhD Student of the Doctoral School of Medical and Health Sciences are introduced as set out in the Annex to the Order.

§ 2

The Order No. 5/2022 of the Director of the Doctoral School of Medical and Health Sciences of 31 March 2022 on the Regulations for the Award for the Best PhD Student of the Doctoral School of Medical and Health Sciences, as amended, expires.

§ 2

The Order shall enter into force on the date of signature.

 Director of

 the Doctoral School of Medical and Health Sciences

 Prof. Katarzyna Stolarz-Skrzypek, PhD

Annex No.1 to Order No. 5/2024

of the Director of the Doctoral School of Medical and Health Sciences
of 05 August 2024

**Regulations for the** **Award** **for the Best PhD Student**

 **o‌f the Doctoral School of Medical and Health Sciences**

§ 1

The Award for the Best PhD Student of the Doctoral School of Medical and Health Sciences, hereafter referred to as the "Award", is an individual award for the overall performance of a PhD student in the Doctoral School of Medical and Health Sciences (DSMHS), including both organisational activities and research achievements.

§ 2

1. The Award is conferred by the Selection Board of the Award for the Best PhD Student of the Doctoral School of Medical and Health Sciences, hereinafter referred to as the "Selection Board", consisting of:
	1. the former Director of DSMHS,
	2. Deputy Director of DSMHS, if appointed,
	3. one representative of the DSMHS Board from each of the research disciplines represented in DSMHS,
	4. one representative of the JU PhD Student Association from each of the disciplines represented in DSMHS.
2. The Selection Board will be appointed annually by the Director of DSMHS after the closing date for applications.
3. The Selection Board elects a Chairperson from among its members.
4. Neither the supervisor of the Award candidate nor the Award candidate may be a member of the Selection Board.
5. Administrative support for the work of the Selection Board is provided by the DSMHS Office.

§ 3

1. Meetings of the Selection Board may be held either in person or by means of remote communication.
2. Decisions of the Selection Board shall be taken by secret ballot by a simple majority in the presence of at least three-quarters of its members. In the event of a tied vote, the Chairperson of the Selection Board shall have the casting vote.
3. The members of the Selection Board and the staff of the DSMHS Office are required to maintain the confidentiality of all information relating to the proceedings of the Selection Board meetings and the granting of the Award.
4. There is no right of appeal against the decision of the Selection Board to select the winner(s).
5. The Selection Board reserves the right not to select a winner or winners if it considers that none of the nominations submitted meets the requirements set out in the Regulations. There is no right of appeal against this decision.

§ 4

1. The Selection Board shall grant the Award once a year for the achievements made during the previous academic year, subject to § 3(5) of the Regulations.
2. The Award is financed by the Jagiellonian University - Doctoral School of Medical and Health Sciences.
3. Awards are set at maximum amounts:
	1. First degree award PLN 13,000 gross
	2. Second degree award 10,000 PLN gross
	3. Third degree award PLN 7,000 gross.
4. The Selection Board may decide to divide the funds differently and award two or three equivalent prizes. The Selection Board may also decide not to grant the award in a given year or to grant the award for organisational activities and research achievements separately. The total amount of the awards in a given year may not exceed PLN 30,000 gross.
5. The award will be taxed in accordance with the tax legislation in force at the time of payment. Payment of the Award to non-residents for tax purposes will be made on presentation of a tax residence certificate by the winner.
6. The Award Diploma will be presented at a formal meeting of the DSMHS Board.

§ 5

1. A candidate for the Award may be a DSMHS PhD student in their second or higher year of education.
2. A candidate for the Organisational Achievement Award may be a PhD student from DSMHS who has demonstrated organisational activities for DSMHS in the previous academic year.
3. A candidate for the Research Achievement Award may be a PhD student from SDSMHS who has published at least one full-text original or review article in a JCR-listed journal in the previous academic year as first author. The article must be related to the research topic being pursued. The first author is the author listed first in the author field.
4. Nominations for the Award can be made by:
	1. Doctoral programme co-ordinators
	2. PhD supervisors,
	3. Heads of JU MC or JU units in which candidates for the award conduct research,
	4. JU PhD Student Association.
5. A PhD student who has been subject to a disciplinary sanction may not receive the award until the sanction has been removed.
6. A nomination for the Award should include:
	1. a completed and signed application form, a specimen of which is attached as Annex 1 to the Regulations, including:
		1. a summary of the candidate's organisational activities in the previous academic year for the benefit of JU DSMHS or others, together with appropriate acknowledgements of these,
		2. a list of the candidate's publications during the previous academic year, together with copies of those publications. Only publications in which the affiliation of the Jagiellonian University Medical College is indicated will be considered,
		3. a summary of the other research activities of the PhD student in the previous academic year, together with appropriate acknowledgements;
	2. the candidate's written consent to apply for the Award, a specimen of which is attached as Annex 2 to the Regulations;
	3. a signed personal data protection information clause, attached as Annex 3 to the Regulations.
7. Applications for the Award, together with documentation, should be sent in writing to the DSMHS Office and as a scan to the email address szkola.doktorska@cm-uj.krakow.pl between 1 and 31 September immediately after the end of the academic year for which the Award is granted. Neither the DSMHS office nor the Selection Board will ask for additional documentation.
8. Applications of candidates that do not meet the requirements referred to in Sections 1-7, or which are submitted after the closing date will be rejected by the Selection Board and will not be considered further. There shall be no right of appeal against the decision of the Selection Board. Formal verification of the submitted applications will be carried out by 2-person teams until 30 November.
9. The Selection Board will evaluate the applications on a scale of 0-1-2 points, separately for the organisational activity and the research activity of the PhD student.

The competition will be resolved by 15 December.

§ 6

Information about the Award, the Award Regulations and the opening of the competition will be made available on the DSMHS website.

Annex No. 1

to the Regulations for the Award for the Best PhD student of

the Doctoral School of Medical and Health Sciences

**Application Form for the Award for the Best PhD Student**

**o‌f the Doctoral School of Medical and Health Sciences**

Submitter: ……………………………………………………………………………………………...

Name of the Candidate for the Award: ………………………………………………………………..

Research topic pursued:

1. Summary of the Candidate's organisational activities in the academic year ........................... for the benefit of DSMHS (e.g. work in the DS Board or DS PhD Students' Council, organisation of PhD students' conferences, function of the year president of the doctoral programme, etc.) or JU or others (please list).

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1. List of the Candidate's publications during the academic year ..................................... (from 1 October to 30 September). It is compulsory to attach copies of the listed publications. Only those publications will be taken into consideration in which the affiliation to the Jagiellonian University Medical College is mentioned. It is necessary to list the authors, title of the paper, name of the journal with IF (according to JCR) and MEiN scores.

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1. Summary of other research activities of the Candidate in the academic year (in particular: a. presentations at academic conferences - authors, title, name, date and place of the conference, oral/poster presentation; b. participation in research projects - name, project leader, funding institution, project number; c. research internships - thematic scope, name of the institution, date and supervisor of the internship)

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*Date and Submitter's signature*

Annex No. 2

to the Regulations for the Award for the Best PhD student of

the Doctoral School of Medical and Health Sciences

**Consent of the Candidate for the Award for the Best PhD Student**

**o‌f the Doctoral School of Medical and Health Sciences**

Name of the Candidate for the Award: …………………………………………………

I agree to apply for the Award for the Best PhD Student of the Doctoral School of Medical and Health Sciences and declare that I have read the Regulations for the Award for the Best PhD Student of the Doctoral School of Medical and Health Sciences.

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*Place, date and Candidate's signature*

Annex No. 3

to the Regulations for the Award for the Best PhD student of

the Doctoral School of Medical and Health Sciences

**Personal data protection information clause**

In accordance with Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation, hereinafter "GDPR"), Jagiellonian University informs you that:

1) The Administrator of Your personal data is Jagiellonian University, ul. Gołębia 24, 31-007 Kraków, represented by the Rector of the Jagiellonian University.

2) Jagiellonian University has appointed the Data Protection Officer, ul. Czapskich 4 , 31-110 Kraków, room no. 27. The DPO can be contacted by e-mail: iod@uj.edu.pl or at telephone number 12 663 12 25, Monday to Friday, between 8.00 and 15.00.

3) Your personal data provided in the application form for the Award for the Best PhD Student of the Doctoral School of Medical and Health Sciences, hereafter referred to as the "Award", will be processed:

a) in the case of all entrants, for the purpose of organising and conducting the Award proceedings on the basis of Article 6(1)(f) of the GDPR, i.e. in the exercise of the Administrator's legitimate interest in selecting the winner of the Award proceedings,

b) in the case of an entrant who has become an Award Winner - Beneficiary - in order to comply with legal obligations imposed on the Organiser, including primarily tax obligations, i.e. on the basis of Article 6(1)(c) of the GDPR.

4) It is necessary for you to provide your personal data in order to participate in the Award proceedings. Failure to provide personal data will result in the inability to participate in the process. In the case of the winner, providing the data is a legal obligation and failure to provide the data will prevent the winner from receiving the prize.

5) The personal data of the nominees referred to in point 3(a) will not be made available to entities outside the organiser's staff.

6) The personal data of the winner referred to in point 3(b) may be published on the organiser's website and on the organiser's social media. The data will also be made available to authorised public authorities, in particular to the extent that these authorities are authorised to verify the fulfilment of legal obligations imposed on the organiser as the promoter of the Award.

7) Your personal data will not be transferred to third countries (outside the European Economic Area) or to international organisations.

8) The personal data of the participants referred to in point 3(a) will be processed until the award proceedings have been resolved and information on the outcome has been provided.

9) The personal data of the winner referred to in point 3(b), will be processed for the period provided for by the tax legislation and thereafter for archiving purposes in accordance with the relevant legislation.

10) You have the right to: to be informed about the processing of your personal data and your rights under the GDPR, to access and rectify the content of your data, and to have your personal data deleted from the administrator's files (unless further processing is necessary for the performance of a legal obligation or in order to establish, assert or defend claims), and the right to restrict processing, to data portability, to object to processing - in the cases and under the conditions set out in the GDPR.

11) Your personal data will not be subject to automated decision-making or profiling.

12) You have the right to lodge a complaint with the President of the Personal Data Protection Office if you consider that the processing of your personal data violates the provisions of the GDPR.

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*Place, date and Candidate's signature*