

## **Rules for granting doctoral scholarship increases to doctoral students enrolled in Doctoral School of Poznań University of Economics and Business**

These Rules are laid down pursuant to art. 209.5 of the Higher Education and Science Act of 20 July 2018 (consolidated text: Journal of Laws of 2023, item 742, as amended)

### **§ 1**

A doctoral student enrolled at the Doctoral School of Poznań University of Economics and Business (hereinafter referred to as the Doctoral School) may apply for an increase in a doctoral scholarship awarded for achievements, hereinafter referred to as scholarship increase.

### **§ 2**

1. A first-year doctoral student enrolled at the Doctoral School shall apply for a scholarship increase by 14 October of the calendar year in which he/she is admitted to the Doctoral School.
2. A doctoral student in the second or higher years of studies of the Doctoral School shall apply for a scholarship increase within two weeks of the start of the relevant academic year.
3. The application shall be made in the template provided in Annex 1 (for first-year students) or Annex 2 (for subsequent year students) to these Rules.
4. The applications referred to in § 2.2 and § 2.3 shall be submitted to the Rector through Doctoral School Director at the Doctoral School Office.

### **§ 3**

1. Doctoral scholarship increases for first-year doctoral students at the Doctoral School shall be awarded to no more than four individuals who have earned no less than 80% of the points available in the admission process.
2. Doctoral scholarship increases for doctoral students enrolled in the second or higher years of studies at the Doctoral School shall be awarded to no more than twenty percent of doctoral students in a given year of studies who are preparing a doctoral dissertation in a given scientific discipline, subject to § 3.3. The maximum number of beneficiaries shall be determined by rounding up the number of doctoral students at the Doctoral School in a given year of studies enrolled in a given scientific discipline as of the first day of the relevant academic year.
3. If none of the doctoral students receives an increase in the scholarship for a given year of education, the Committee referred to in § 5 may recommend an increase in the number of scholarship increases awarded in other years of education in the same discipline, guided by the highest number of points obtained, while the total number of increases may not exceed the value determined on the basis of the principles set out in § 3.2

#### § 4

1. The amount of scholarship increases to be awarded to individuals who top the rankings referred to in § 6.1 shall be referred to as the base amount. The amount of scholarship increases to be awarded to eligible individuals holding subsequent ranking positions shall be 80% of the base amount.
2. The base amount of scholarship increase applicable in a given academic year shall be announced by in a communication by PUEB Rector.

#### § 5

1. The doctoral scholarship increase shall be awarded by the Rector upon consultation with a committee appointed by the Rector, hereinafter referred to as the Committee.
2. The Committee shall be composed of three members of the Doctoral School Council, including Doctoral School Director, who shall serve as Committee Chair, and a doctoral student representative selected by Doctoral Student Council.

#### § 6

1. The Committee shall assess applications based on the principles and criteria referred to in § 7 - § 8 and draw up rankings based on the achievements reported by doctoral students in each year of their studies at the Doctoral School.
2. The rankings for the second or higher years of studies shall be drawn up separately for each scientific discipline in which doctoral dissertations are being prepared.
3. The rankings approved by the Rector shall be submitted to Doctoral School Director for the preparation of draft decision.
4. Decisions to award/deny scholarship increases shall be signed by the Rector, after which they shall be forwarded to Doctoral School Office by the Rector's Office for delivery to the doctoral students who have applied for a scholarship increase.
5. In the event the Rector denies a scholarship increase, the concerned doctoral student may, within 14 days from decision delivery, apply to the Rector for a review of his/her case.

#### § 7

1. Rankings of first-year doctoral students shall be based on the number of points earned in Doctoral School admission process.
2. Should multiple students receive an equal number of points in the admission process, their ranking shall be based on, in the following order, the number of points received for publications submitted in the admission process, the number of points received for their doctoral dissertation concept, and the number of points received for the presentation of their doctoral dissertation concept.
3. In the event it is not possible to determine such an order in view of the aforementioned criteria, the Committee shall make a recommendation based on its discretionary assessment of the doctoral dissertation concept that has been submitted.

#### § 8

1. A scholarship increase may be awarded in the second and subsequent years of studies to a doctoral student who meets all of the following criteria:
  - a) in the academic year preceding the award of the scholarship earned in a regular mode

(other than in make-ups or re-sits) all such credits as are required in the Doctoral School study programme;

- b) in the academic year preceding scholarship award, attained a grade point average of no less than 4.00, such grade point average being determined by the Doctoral School Office on the basis of grades earned in all courses a graded final evaluation is received in that academic year as per Doctoral School study programme;
  - c) in the ranking referred to in § 6.1, earned a placement entitling him/her to an increase award subject to the quotas specified in § 3.2, by reporting at least one such achievement as is referred to in § 8.3.
  - d) obtained at least the following minimum number of points for achievements:
    - 40 points – second-year doctoral students
    - 80 points – third-year doctoral students
    - 120 points – fourth-year doctoral students
2. Rankings shall be drawn up on the basis of the total points earned for specific achievements.
3. The types of scholarly achievements for which points are awarded along with the corresponding base score shall be as specified in the table below (subject to § 8.4 and §8.12-13):

Type of achievement	Base score
Scientific publications - articles in journals	Based on the list (in force at the time of publication) as proclaimed by minister responsible for science
Scientific publications - articles in conference proceedings	Based on the list (in force at the time of publication) as proclaimed by minister responsible for science
Scientific publications - monographs (as author or editor)	Based on the list (in force at the time of publication) as proclaimed by minister responsible for science
Scientific publications - chapters in monographs	20
Submission of a formally correct grant application to finance a research project or a project supporting the mobility of doctoral students from the National Science Centre (NCN), National Agency for Academic Exchange (NAWA), National Centre for Research and Development (NCBR) or equivalent foreign institutions (as manager, principal researcher or beneficiary)	40
Submission of a formally correct grant application to finance a research project or a project supporting the mobility of doctoral students from the NCN, NAWA, NCBR or	20

equivalent foreign institutions (as team member)	
Obtaining a grant to finance a research project or a project supporting the mobility of doctoral students from the NCN, NAWA, NCBR or equivalent foreign institutions (as manager, principal researcher, or beneficiary)	100
Obtaining a grant to finance a research project or a project supporting the mobility of doctoral students from the NCN, NAWA, NCBR or equivalent foreign institutions (as team member)	50

4. The number of points received for the publication of an article in a journal featured in the Academic Journal Guide (AJG) at the time of article publication shall be either twice the base number of points arrived at by the criteria specified in the table provided in § 8.3, or 50 points if such journal is not featured on the ministerial list.
5. For doctoral students who, at the time of submitting their application, are members of Doctoral Students' Council, the total number of points shall be increased by 10%, while the total number of points for members of the Doctoral Students' Council Board shall be increased by 20%.
6. Only applications for research grants submitted or obtained during the year preceding the academic year for which the scholarship increase is awarded are subject to evaluation.
7. Only research articles published during the year preceding the academic year for which the scholarship increase is awarded shall be subject to assessment, the time of such publication being deemed to be:
  - a) the date of the publication, if stated in such publication,
  - b) for articles in journals and conference proceedings: the date on which the editor accepts the article for publication if the date of the publication is not specified in the publication or if the publication has already been assigned a DOI but has not yet been assigned to a specific journal edition,
  - c) the first day of the month, quarter or any such other period as corresponds to the frequency at which consecutive journal editions are published,
8. If, on the basis of the rules set out in § 8.7, it is not possible to determine the month of publication of the publication, the doctoral student is obliged to submit information obtained from the editor of the journal (or a person representing the publishing house in the case of a monograph) indicating the month and year of publication.
9. Only publications not used as a basis for applying for a doctoral scholarship increase in the preceding academic year shall be subject to assessment.
10. Points received by a doctoral student for his/her publication shall be credited if entered in the appropriate register of scientific achievements kept by PUEB and if attributed to one of the scientific discipline in which education is offered at the Doctoral School. Such a publication shall be required to state its PUEB affiliation.
11. In the case the publication has been co-authored, the base number of points arrived at on

the basis of the list shall be divided by the number of its co-authors.

12. Only articles published in accordance with the "Suggestions for publishing by PUEB employees" contained in the document at <https://ue.poznan.pl/pobierz/elpBU1hdV1dQXnsJFgMIDgcBAwg/> shall be subject to assessment.
13. Only articles published in conference proceedings of conferences are evaluated, if the criteria for publishing articles in these conferences are considered by the Commission to meet academic standards, in particular in accordance with the "Suggestions for publication by PUEB employees" contained in the document at <https://ue.poznan.pl/pobierz/elpBU1hdV1dQXnsJFgMIDgcBAwg/>
14. The submission of a grant application for financing a research project shall be deemed to constitute the submission of an application individually or as a team whose implementing unit will be PUEB.
15. Points received for the submission by a doctoral student of an application for a grant to finance a research project or a project supporting doctoral student mobility shall be credited if the submission of such application has been confirmed by the signature of department head.
16. Points received by a doctoral student for obtaining a grant to finance a research project or a project supporting doctoral student mobility shall be credited if the award of such a grant has been confirmed by a signature of the head of either the Scientific Research Department or the International Relations Office.
17. For grants that are to finance projects in which the doctoral student is a project team member, a statement by project manager attesting to the doctoral student having been assigned to the team shall be required.
18. If a grant application results in a grant being awarded in the same academic year, the doctoral student shall only be credited with the number of points due for securing the award of such grant.
19. A grant application that is originally rejected but subsequently resubmitted in another academic year shall be deemed to be the same in that year as the original application.

#### § 9

1. A scholarship increase shall be awarded for the duration of an academic year and disbursed over 12 months along with the doctoral scholarship.
2. The first doctoral scholarship increase payment in a given academic year shall be disbursed together with the first doctoral scholarship payment disbursed after the scholarship increase has been awarded to the doctoral student.
3. The amount of the first doctoral scholarship increase shall proportionally cover the months elapsed from the beginning of the academic year.

#### § 10

1. Eligibility for a scholarship increase shall lapse for the duration of a leave of absence that results in a loss of one's qualification for a doctoral scholarship.
2. A doctoral student who loses his/her right to a doctoral scholarship shall lose his/her right to a scholarship increase.

## § 11

Any doctoral student in the fourth year of studies who has secured the right to a scholarship increase shall continue to receive such an increase until the end of the academic year, but not longer than 6 months from the submission of his/her dissertation, if the dissertation is submitted prior to the deadline set out in the study programme.

RECTOR

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