

RULES

for funding individual methodological consultations

at the Poznań University of Economics and Business

as part of the project "PUEB for Economy 5.0: Regional Initiative - Global Effects (RIGE)"

1. OBJECTIVES

- 1.1. The main objective of conducting individual methodological consultations is to provide methodological support to researchers at various stages of their academic careers (from assistant to professor) and to doctoral students of the Doctoral School at PUEB. The support is intended as internal self-help and is aimed at enhancing the quality of conducted scientific research and its publication.
- 1.2. Additional objectives include:
 - Development of collaboration and closer integration of a large multidisciplinary team, diverse in terms of age and experience,
 - Strengthening mutual learning and cross-pollination of research fields, resulting in enhanced organizational synergy effect.

2. INTRODUCTORY INFORMATION

- 2.1. The organizer of individual methodological consultations is the Poznań University of Economics and Business.
- 2.2. The funds allocated for the consultations come from the project "PUEB for Economy 5.0: Regional Initiative – Global Effects".
- 2.3. The funding covers the costs of individual consultations conducted as self-help in the university by its employees.
- 2.4. The subject matter of the planned individual consultations must be consistent with the scientific discipline indicated by the applicant in the statement regarding the field and discipline referred to in Article 343 (7) of the Act of July 20, 2018, Law on Higher Education and Science, as well as with the theme of the project "PUE for Economy 5.0: Regional Initiative - Global Effects".
- 2.5. Individual consultations are funded on an ongoing basis until the funds allocated for this purpose are exhausted.

3. SUBJECT MATTER OF INDIVIDUAL METHODOLOGICAL CONSULTATIONS

- 3.1. Individual consultations for researchers may include, in particular, the methodological aspects of conducted research, such as:
 - Preparation of a doctoral thesis concept, habilitation thesis, scientific book, scientific article, etc.
 - Preparation of scientific research, e.g., adequacy of selection of research methods (both quantitative and qualitative) for a specific scientific problem, evaluation of prepared research tools, sample selection, piloting, etc.
 - Methods of applying research methods in data collection, database creation, etc.
 - Ways of analyzing obtained data.

- Evaluation of prepared articles or other scientific works.
- Decisions related to publishing strategy (including, among others, selecting appropriate journals, editing a cover letter addressed to the editor, preparing responses to reviews, etc.).
- Support and evaluation of project proposal for obtaining external funding for further research – substantive review of the proposal.
- Other issues, depending on the reported needs.

4. CONSULTATION PARTICIPANTS

- 4.1. All academic staff, as well as doctoral students of the PUEB Doctoral School, can participate in individual methodological consultations.
- 4.2. All persons mentioned in point 4.1. can act both as consultants (experts), sharing their knowledge with others during individual consultations, and as applicants benefiting from such knowledge.
- 4.3. An academic staff member acting as a consultant (expert):
 - should demonstrate knowledge, skills, and experience related to the subject matter of the consultations, e.g., in the areas of conducting research in a given field, obtaining external funding for research projects, or publishing research results in reputable journals (internationally indexed in Web of Science, Scopus, or AJG) or documented expertise in advanced quantitative and qualitative research methods. Additional experience in training others will be considered an advantage.
 - should not regularly collaborate with the applicant (e.g., in the context of individual consultations within the RIGE project, a doctoral student should not seek consultation from their supervisor/assistant supervisor, or a staff member from the same department).
- 4.4. An academic staff member or a doctoral student of the PUEB Doctoral School acting as an applicant:
 - can decide which consultant's knowledge they want to benefit from.
 - defines the subject scope of the consultation and decides on any further collaboration.

5. RULES FOR PROVIDING INDIVIDUAL METHODOLOGICAL CONSULTATIONS

- 5.1. Consultants (experts) intending to provide methodological support within individual consultations should complete the form available on the "PUEB for Economy 5.0: Regional Initiative – Global Effects" project website. By doing so, they apply to be included in the database of consultants (experts).
- 5.2. Requests for individual consultations are accepted via an electronic form available on the "PUEB for Economy 5.0: Regional Initiative – Global Effects" project website.
- 5.3. Requests for individual consultation may be submitted on an ongoing basis.
- 5.4. Only the requests meeting the formal and substantive requirements will be funded. In case of errors, the application shall be rejected. The applicant may resubmit the application after correcting the errors.
- 5.5. Following the substantive evaluation of the application, the substantive coordinator responsible for individual consultations or another coordinator designated by the project manager makes the decision:

- to finance the consultation, or
 - not to finance the consultation.
- 5.6. If individual consultations are to be provided by the coordinator responsible for this part of the project, the decision on providing the consultations is made by a different substantive coordinator of the project.
 - 5.7. The applicant is informed about the decision of the coordinator responsible for the consultations of the "PUEB for Economy 5.0: Regional Initiative – Global Effects" project by email sent to the address provided in the application within 14 days of submission.
 - 5.8. Individual consultations should take place at the project office (room 0039A, Building A) during hours agreed upon with the coordinator. In justified cases (e.g., concerning special software not available at the project office), consultations may be held outside the project office (in particular as remote or hybrid meetings). The appropriate coordinator grants consent for consultations outside the project office, specifying the form of consultation (in-person/remote/hybrid).
 - 5.9. The remuneration for providing individual methodological consultations is 100 PLN gross for 45 minutes.
 - 5.10. The maximum number of hours a person can use per year is 4 teaching hours. In justified cases, with the consent of the project manager, an increased number of hours is allowed.
 - 5.11. All information provided by the applicant and subject to consultation (ideas, data, projects, concepts, etc.) is confidential and may not be used by the consultant for their own or third-party purposes. The consultant is obligated to maintain the confidentiality of this information, to refrain from disclosing it to third parties, and not to use the ideas and concepts discussed in their own academic or teaching work.

6. REQUIREMENTS REGARDING THE SETTLEMENT OF CONSULTATIONS

- 6.1. The applicant is obliged to complete a reporting form regarding the effects of the consultations (including whether and to what extent the knowledge obtained during them will be utilized) on the "PUEB for Economy 5.0: Regional Initiative – Global Effects" project website.
- 6.2. In scientific publications, conference presentations, or other outcomes resulting from individual consultations, the following informational clause should be included: "Funded by the Ministry of Science under the Regional Excellence Initiative Program for the implementation of the project 'Poznan University of Economics and Business for Economy 5.0: Regional Initiative – Global Effects'."

7. FINAL REMARKS

- 7.1. The Rules are provided in two language versions: Polish and English.
- 7.2. In case of interpretational doubts, the Polish language version shall prevail.
- 7.3. The entity solely authorised to interpret the provisions of these Rules and Regulations and to resolve doubts concerning their application is the Rector of PUEB.