Annex to the Resolution no.131 of

the Rector of the University of Life Sciences in Lublin

of 26 November 2020

**Regulations for Awarding and Paying the Increased Doctoral Scholarship**

**to PhD Students of the Doctoral School at the University of Life Sciences in Lublin**

**§ 1**

1. PhD students of the Doctoral School at the University of Life Sciences in Lublin, hereinafter referred to as PhD students, pursuing their education in the second, third and fourth year, may apply for the increase of the doctoral scholarship.
2. The increase of the doctoral scholarship shall be granted by the Rector after the application submitted by the PhD student is assessed by the Committee for Increasing the Doctoral Scholarship, hereinafter referred to as the Committee.
3. The Committee is appointed by the Rector. The 5-member Committee shall be composed of the Director of the Doctoral School as the Chairperson of the Committee, two PhD students of the first year designated by the PhD Students’ Self-Government and two academic teachers appointed by the Chairperson of the Committee from among the candidates proposed by the Discipline Councils.
4. An academic teacher, who is put forward as a candidate to the Committee, should hold at least the degree of doctor habilitowany and be employed in a research and teaching position.
5. An academic teacher who is the PhD student’s supervisor at the Doctoral School, cannot be the member of the Committee.

**§ 2**

1. The increase of the doctoral scholarship cannot be granted to PhD students of the first year of their education.
2. The increase of the doctoral scholarship can be granted to PhD students who showed progress in the implementation of both the education programme and the individual research plan.
3. The increase of the doctoral scholarship can be grated to PhD students, who meet the criteria referred to in § 2, items 4 – 6.
4. The increase of the doctoral scholarship during the second year of education at the Doctoral School can be granted for academic achievements obtained during the academic year preceding the granting of the scholarship to the PhD student who:
5. is a co-author of at least 2 publications from the register of scientific journals of the Minister of Science and Higher Education valid in the year of publication, including at least one publication of at least 100 points according to the current journals scoring system of the Minister of Science and Higher Education , in which the PhD student is the first or the corresponding author and the publication is thematically linked to the research issues planned in the individual research plan. If more than one PhD student of the Doctoral School at the University of Life Sciences in Lublin is a co-author of the publication, only one of them can submit the publication to the application for the increase of the doctoral scholarship,
6. has submitted, as a manager , a research project for research funding from external sources (projects involving research or development work financed under the competition procedure: (1) by foreign institutions or international organisations, (2) with funding from the European Union budget or from non-refundable aid granted by member countries of the European Free Trade Agreement (EFTA) , or from other non-refundable foreign sources; tasks funded by the National Centre for Research and Development; tasks funded by the National Centre for Science (3) by the Foundation for Polish Science,
7. has attended at least one conference/symposium of international scope during which he/she presented the results of research or the paper in English (he/she has a document confirming such presentation).
8. The increase of the doctoral scholarship during the third year of education at the Doctoral School can be granted for academic achievements obtained during the academic year preceding the granting of the scholarship to the PhD student who:
9. is a co-author of at least 3 publications from the register of scientific journals of the Minister of Science and Higher Education valid in the year of publication, including at least two publications of at least 100 points according to the current journals scoring system of the Minister of Science and Higher Education, including the fact the PhD student is the first or the corresponding author of two publications and at least one of those publications is the effect of the research planned in the individual research plan. If more than one PhD student of the Doctoral School at the University of Life Sciences in Lublin is a co-author of the publication, only one of them can submit the publication to the application for the increase of the doctoral scholarship,
10. has received funding from external sources outlined in § 2 item 4b or has applied, as the manager of the research project , for funding research from external sources outlined in § 2 item 4c at least twice in the course of his/her entire education at the Doctoral School,
11. has completed at least one three-month-long foreign internship in the course of his/her entire education at the Doctoral School,
12. has attended at least two conferences/symposiums of international scope during which he/she presented the results of research or the paper in English (he/she has a document confirming such presentation) in the course of his/her entire education at the Doctoral School.
13. The increase of the doctoral scholarship during the fourth year of education at the Doctoral School can be granted for academic achievements obtained during the academic year preceding the granting of the scholarship to the PhD student who:
14. is a co-author of at least 3 publications from the register of scientific journals of the Minister of Science and Higher Education valid in the year of publication, including at least two publications of at least 100 points according to the current journals scoring system of the Minister of Science and Higher Education, including the fact the PhD student is the first or the corresponding author of two publications and at least two of those publications are the effect of the research planned in the individual research plan. If more than one PhD student of the Doctoral School at the University of Life Sciences in Lublin is a co-author of the publication, only one of them can submit the publication to the application for the increase of the doctoral scholarship,
15. has received funding from external sources outlined in § 2 item 4b or has applied, as the manager of the research project , for funding research from external sources outlined in § 2 item 4c at least three times in the course of his/her entire education at the Doctoral School,
16. has completed at least one three-month-long foreign internship in the course of his/her entire education at the Doctoral School,
17. has attended at least three conferences/symposiums of international scope during which he/she presented the results of research or the paper in English (he/she has a document confirming such presentation) in the course of his/her entire education at the Doctoral School.

**§ 3**

1. Documentation of the progress in scientific work and in the preparation of the doctoral dissertation in the discipline in which the dissertation is carried out is done by attaching photocopies, in the case of:
2. publication or acceptance for publication of a scientific article in a journal from the register of scientific journals of the Minister of Science and Higher Education in a paper or electronic form: title page of the journal (paper form); the first page of the article or a certificate from the editorial office of acceptance for publication. One article, whether or not it has been accepted for publication or already published, can be submitted for the scholarship only once.
3. attendance at conference/symposium of international scope. Only conference/ scientific symposiums in which a scientific and organisational committee is appointed are taken into account ( the composition of the scientific and organisational committee of the conference must be attached).

Documents required:

1. the full programme of the conference including the PhD student’s contribution ,
2. the photocopy of the abstract , paper;
3. if the paper/ research results are presented in a foreign language, the full programme of the conference should be attached, including the list of the participants’ names indicating the PhD student presenting the paper/ research results (a personal certificate or certificate from the organiser confirming the attendance at the conference or the paper/research results presentation can be attached).
4. the submission of the research project – a printout from OFS or another platform should be attached including the date of project submission, project ID, title, short description and details of the project supervisor.
5. the completion of the research internship abroad should be confirmed by attaching an invitation to the internship, the document from the host institution containing the date of the internship, the schedule of the internship together with the scientific opinion on the PhD student.
6. All the annexes referred to by the PhD student should be attached to the application.

**§ 4**

1. A PhD student applying for the increase of the doctoral scholarship shall submit the application to the Director of the Doctoral School, within the period from 5 to 15 October of a given academic year, meeting the criteria referred to in § 2 , including:
2. the PhD student’s data: name and surname , PESEL number, the year of education at the Doctoral School.
3. the supervisor’s opinion
4. the information on meeting the criteria referred to in § 2.
5. The application template for the awarding the increase of the doctoral scholarship constitutes the Annex no.1 to the above Regulations.
6. The Committee meetings shall be convened within 5 working days following the closing applications submission deadline referred to in item 1.
7. Having evaluated the applications, the Committee shall submit to the Rector the list of PhD students recommended for awarding the increase of the doctoral scholarship. The list shall include the following data: name and surname, PESEL number, the year of education at the Doctoral School as well as the list of academic achievements referred to in § 2.

**§ 5**

1. The Rector awards the increase of the doctoral scholarship to the PhD students of the second, third and fourth year , who were positively evaluated by the Doctoral Committee and who demonstrated scientific achievements referred to in § 2. The number of scholarships awarded to PhD students of a given year in all disciplines at the Doctoral School cannot exceed 30% of all PhD students.
2. In the event that more than 30% of PhD students from a given year at the Doctoral School meet the criteria referred to in § 2, the order in which the scholarship is awarded shall be decided on the basis of : number of points received from publications according to the register of scientific journals of the Minister of Science and Higher Education valid in the year of the publication, next the IF of the publications, the total length of the internship abroad, the total number of international conferences.

**§ 6**

1. The increase of the doctoral scholarship is awarded for the period not longer than 12 months from 1st October until 30th September and is paid monthly in advance. The Rector can award the increase of the doctoral scholarship for the period shorter than 12 months.
2. The monthly increase of the doctoral scholarship shall not be lower than 800 zlotys.

**§ 7**

1. In the event of discontinuation of the PhD student from the PhD students’ list pursuing education at the Doctoral School the payment of the increase of the doctoral scholarship shall cease on the first day of the next month following the validation of the decision on discontinuation.

**§ 8**

1. A PhD student receiving the increase of the doctoral scholarship who has completed his/her education at the Doctoral School at an earlier date than the one outlined in the education programme and has received an outstanding assessment of his/her doctoral dissertation shall be paid , for the remaining period of time until the completion of the doctoral studies at the Doctoral School as outlined in the education programme, the financial resources in the amount calculated by multiplying the monthly amount of the increase of the doctoral scholarship by the number of months by which the period of education at the Doctoral School is shortened, however no longer than 6 months.
2. The decision on the payment of the financial resources referred to in item 1 is made by the Rector on the request of the Director of the Doctoral School.

**§ 9**

In matters not regulated by this resolution, the provisions of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2018 item 1668 as amended) shall apply together with the executive acts to this law.