

## **Rules and Regulations for granting and distributing doctoral scholarships to students of the Doctoral School at the University of Economics in Katowice**

### **I. General provisions**

#### **§ 1**

1. These Rules and Regulations determine the rules for awarding a doctoral scholarship to students of the Doctoral School at the University of Economics in Katowice, pursuant to § 209 of the Act of 20 July 2018 – Law on Higher Education and Science.
2. Applicants who do not possess Polish citizenship but pursue and complete their education at the Doctoral School are entitled to apply for the doctoral scholarship under the rules specified in these Rules and Regulations.

#### **§ 2**

The terms referred to in these Rules and Regulations mean:

1. University – the University of Economics in Katowice.
2. Law – the Law of July 20, 2018 – Law on Higher Education and Science,
3. Office – the Doctoral School Office.

#### **§ 3**

1. Evaluation of the applications is made by the Doctoral Scholarship Board appointed by the Rector and consisting of:
  - 1) Director of the Doctoral School, acting as the Board's Chairman,
  - 2) per one academic teacher (holding position of at least an Assistant Professor) representing the academic disciplines of: Economics and Finance, and Management and Quality Studies, designated by the Director of the Doctoral School,
  - 3) two representatives designated by the Doctoral Student Government.
2. In the event of a long-term absence, the Director of the Doctoral School may appoint another academic teacher employed by the University to preside over the Board referred to in (1).

### **II. Rules for granting doctoral scholarships**

#### **§ 1**

A doctoral scholarship is awarded to a student at the Doctoral School who does not hold a doctoral degree.

#### **§ 2**

1. The doctoral scholarship is awarded for a whole academic year, i.e. for 12 months, from October 1 to September 30 of the following calendar year. In exceptional cases, the Rector may award the scholarship for a period shorter than 12 months.
2. Post-paid method payment of the doctoral scholarship is made by bank transfer to the account of a doctoral student by the last day of the month.
3. In case of awarding an increased doctoral scholarship, referred to in § 7 (2), it shall be paid beginning from the month in which the appropriate application was submitted.
4. In case of awarding the increased doctoral scholarship, referred to in § 8, the increased doctoral scholarship for October shall be paid by November 30 of a given academic year.

#### **§ 3**

1. The total period of doctoral scholarship entitlement may not exceed 4 years; the period of suspension or education at the doctoral school in the case referred to in § 206, (2) of the Law is not counted in said period.
2. A student receiving a doctoral scholarship who has submitted a dissertation at an earlier date than specified in the program of such studies shall be paid the doctoral scholarship for the remaining period until the date of completion of their education, but no longer than 6 months.

### III. Procedure for awarding doctoral scholarships

#### § 1

1. The minimum amount of scholarship (gross), determined in accordance with § 209 (4) of the Law, is rounded up to the nearest tenth of PLN and, after payment of public and legal obligations, is paid in accordance with the provisions of § 5 (2).
2. A doctoral student with disability certificate, disability grade certificate or certificate referred to in § 5 and § 62 of the Law on Social and Vocational Rehabilitation and Employment of the Disabled of August 27, 1997, shall receive the doctoral scholarship in an amount increased by 30% of the amount indicated in § 209 (4) (1) of the Law, after submitting an application to the Office, the template of which is attached as Appendix No. 1 to these Rules and Regulations.
3. A doctoral student is obliged to submit their bank account number information to the Office by October 3.
4. The amount of increase in the doctoral scholarship referred to in § 8 shall be determined by the Rector, provided that the amount does not exceed 30% of the one indicated in Article 209 (4) (1) of the Law.

#### § 8

1. A doctoral student may apply for an increase in the amount of the awarded scholarship in case of outstanding achievements in scientific work.
2. An increased scholarship is granted for the duration of an academic year on the basis of an evaluation of the doctoral student's academic performance.
3. The evaluation referred to in (2) is based on the achievements of a doctoral student in the academic year preceding the year in which they applied for an increase in scholarship. Graded in particular are:
  - a) participation in scientific conferences
  - b) writing or co-writing peer-reviewed scientific publications
  - c) participation in scientific internships.
4. In case of students beginning their education at the Doctoral School, achievements referred to in (3) obtained not earlier than three years before the commencement of their education at the Doctoral School shall be assessed.
5. The description of achievements referred to in (3), indicated by a doctoral student, should be enclosed with the application for an increase in the doctoral scholarship, in accordance with the form attached as Appendix No. 2 to the Regulations.
6. An application for an increase in the doctoral scholarship should be submitted to the Office by October 15.
7. Doctoral Scholarship Board evaluates the applications and creates a ranking list of doctoral students in accordance with the provisions of (8)-(10).
8. The ranking list includes all doctoral students who have submitted an application for the increase in the doctoral scholarship and includes the following information: name, surname, album number, academic discipline, year of study, along with the score obtained.
9. Points obtained as a result of the evaluation of the areas referred to in (3) are basis for determining the ranking list. The evaluation criteria are attached as Appendix No. 2a to these Rules and Regulations. Ranking lists are established separately for every study year.

10. In case of obtaining the same score by two different students, the higher position on the ranking list is awarded to the person who received more points for scientific internships abroad, and then for peer-reviewed scientific publications.
11. The Rector, on the Board's recommendation, decides on the increase of the doctoral scholarship.
12. The Office prepares and submits to the Rector to sign decisions on granting or not granting the increase in the doctoral scholarship based on the provisions of (12). The signed decisions are forwarded by the Office to the recipients.
13. In case of an unfavorable decision, a doctoral student has the right to submit an application to the Rector for reconsideration. The application should be submitted to the Teaching Strategy and Quality Office within 14 days from the date of delivery of the Rector's decision.

#### § 9

Scholarship payment lists are prepared by the Office and signed by the Director of the Doctoral School and forwarded to the Payroll.

#### **IV. Loss of a doctoral scholarship entitlement**

##### § 10

1. A student loses the right to a doctoral scholarship in an event of:
  - a) resignation from education at the Doctoral School or removal from the doctoral student list – effective on the first day of the month following the one in which the decision on removal became final,
  - b) suspension – effective on the first day of the month following the one in which the decision on suspension became final.
2. A student who has been incorrectly awarded an increase in the doctoral scholarship or an increased amount due to disability is obliged to repay it at the University's first request.

#### **V. Final provisions**

##### § 10

1. The Rector is in charge of making decisions on issues not subject to these Rules and Regulations or the Law.
2. These Rules and Regulations come into force on October 1, 2019.