**Rules and Regulations for the Award of Funding by**

**the Board of the PhD Students’ Union of the University of Warsaw**

Chapter 1

General provisions

§ 1

Pursuant to § 56, section 1 of the Rules and Regulations of the PHD Students’ Union (consolidated text, UW Monitor, 2020, item 383), hereinafter referred to as the “Rules and Regulations", The Board of the PhD Students' Union shall lay down the rules for granting funding from Pillar I, II and III of the budget of the PhD Students’ Union of the University of Warsaw.

§ 2

Terms used in these Rules and Regulations shall mean:

1. Office – the Office of the PhD Students’ Union;
2. budget - a plan of the Union’s expenditure for a specific financial year, approved by the President, as well as an estimate of such expenditure pending approval of the budget;
3. delegate - the delegate or delegate of the RD or WRD to the PhD Students’ Union Council;
4. funding - the granting of all or part of the requested funding amount from Pillar I, II or III funds;
5. doctoral student - a doctoral student of the University of Warsaw;
6. Pillar I - funding for projects organised or co-organised by the RD or WRD with a scope covering at least an organisational unit of the University of Warsaw providing doctoral studies or running a doctoral school;
7. Pillar II - funds allocated for a project competition in which RDs, WRDs, doctoral students or their groups, including university doctoral student organisations and university student organisations whose members are doctoral students, may apply for funding;
8. Pillar II - funds allocated to scientific, educational, integration, cultural, sporting and promotional activities carried out by the Board, or for the activities undertaken by the UW PhD Students’ Union Council, the UW PhD Students’ Union Audit Committee, the UW PhD Students’ Union Election Committee or for the operation of the Office and for the budget reserve;
9. clearing person - a proxy or financial representative responsible for clearing the funding and submitting a report on the subsidised project or, in the case of an application under Pillar II, the doctoral student to whom the application relates, and, in the case of a Pillar III application, the doctoral student responsible for clearing the application;
10. applicant - the proxy or financial representative responsible for submitting the application or, in the case of a Pillar II application, the doctoral student to whom the application relates and, in the case of a Pillar III application, the doctoral student responsible for submitting the application;
11. financial power of attorney - a document evidencing the authority of a financial proxy to represent a specific entity in the form of a resolution of the RD or WRD or, in the case of representation of a group of doctoral students, a power of attorney signed by all the members of that group authorising them to represent the group in the case of one specific application;
12. financial proxy - a doctoral student named in the financial power of attorney document of a group of doctoral students or in a resolution of the RD or WRD granting them the right to represent the group in the submission of applications;
13. Office employee - an employee employed by the Office;
14. President - the President the PhD Students’ Union of the University of Warsaw;
15. Council of Doctoral Students (RD- “Rada Doktorantów”) - the Council of the PhD Students’ Union at a given doctoral school of the University of Warsaw, as referred to in § 41 of the Rules and Regulations;
16. Financial year - the period for which the budget of the University of Warsaw is adopted;
17. clearing of the project - acceptance by an employee of the Office of contracts, invoices, receipts or other documents related to the implementation of the project. The amount to be paid, resulting from the above documents, may not exceed the amount of the funding awarded;
18. Union - the PhD Students’ Union of the University of Warsaw
19. project report - submission of a completed report form, signed by the accountable person, together with copies of all contracts, invoices, receipts or other documents confirming the total project costs incurred, indicating invoices, receipts or other documents paid from the Union's budget, the receipt of which has been certified by an employee of the Office, or a person authorised by the President;
20. application - a request for funding addressed to the Board;
21. Faculty Council of Doctoral Students (WRD - “Wydziałowa Rada Doktorantów”) - the Faculty Council of the PhD Students’ Union at a given organisational unit of the University of Warsaw, as referred to in § 36 of the Rules and Regulations;
22. Board - the Board of the PhD Students’ Union;
23. Submission of an application - submission of a completed application form, signed by the applicant and the clearing person, the receipt of which has been acknowledged by an employee of the Office or a person authorised by the President, or by sending a scan of the completed application form, signed by the applicant and the clearing person by e-mail to the following address [doktoranci@samorzad.uw.edu.pl](mailto:doktoranci@samorzad.uw.edu.pl) subject to § 17 section 2.

§ 3

1. The Board shall award funding to RDs, WRDs, doctoral students or groups thereof, including university doctoral student organisations and university student organisations of which doctoral students are members.
2. The Board also funds, under Pillar III, scientific, educational, integrative, cultural and sporting activities aimed at the entire doctoral community and non-academic initiatives.
3. A doctoral student applying for funding for a project is required to clear the project and submit a project report in person. Submission of the application is possible by proxy.
4. The RD or WRD is represented by its chairperson, financial representative, if indicated.
5. The person authorised to act on behalf of a group of doctoral students is the financial representative of that group.
6. The persons indicated in sections 4-5 shall provide the Office with documents certifying their authority to represent the RD, WRD or doctoral student group i.e. a resolution of the RD or WRD electing a chairperson, a resolution appointing a financial proxy or a power of attorney document signed by all members of the doctoral group authorising them to represent the group.
7. The documents referred to in section 6 delivered to the Office during a calendar year shall expire on 31 January of the following year or on the date on which they cease to be valid, with the provision that documents submitted in January expire on 31 January of the same year.

§ 4

The Board, in its consideration of a project application, may make the following decisions:

1) award funding, also in an amount lower than the amount indicated in the application;

2) suspend consideration of the application;

3) not to award any funding;

4) refuse to consider the application.

§ 5

1. In particular, the Board awards funding for the following type of projects:
2. scientific or educational;
3. cultural;
4. integrative;
5. sports;
6. promotional.
7. The Board, by resolution, may decide to withhold the payment of the funding awarded in cases justified by the financial situation of the Union.

§ 6

1. The Board shall refuse to award funding or shall amend the amount of the funding if it finds that the expenditure has been mismanaged or is not advisable.
2. In particular, the Board does not award funding for the following:
3. projects of a purely recreational or touristic nature;
4. projects of a political or religious nature.
5. The Board may not award funding if it considers that the criteria indicated in § 15, section 3 are not met or are met insufficiently.
6. The Board may withhold consideration of an application for funding where this results from acts of a higher order or in the case referred to in § 11, section 3.
7. Suspending the consideration of a finding application shall be undertaken by means of a resolution, which should include the expected date for the consideration of the application.
8. The Board may refuse, by resolution, to consider an application for funding where this is justified by the financial situation of the Board or by acts of a higher order.
9. The President shall define, by means of an order, a catalogue of undertakings and services not subject to funding from Pillar I or Pillar II, including in particular the categories of services resulting from recommendations issued by the UW Bursar's Office.

§ 7

1. Funding for catering services may be awarded by the Board upon presentation by the applicant of an approval from the Rector of the University of Warsaw or the Vice-Rector responsible for doctoral education.
2. The consent referred to in section 1 shall not be required for the organisation of:
3. scientific conferences;
4. New Year's celebration meetings.

§ 8

1. The Board may include recommendations in the resolution to award funding concerning, in particular, the manner in which the subsidised project is to be carried out or the promotion of the Union.
2. Failure to comply with the recommendations set out in the resolution will result in the suspension of the doctoral student’s, RD's or WRD's right to receive funding until the matter is resolved.
3. The Office shall keep a list of the entities referred to in section 2.
4. Entry on and removal from the list referred to in section 3 shall be effected by resolution of the Board.

§ 9

1. Doctoral students, RDs or WRDs implementing a subsidised project are obliged to use the services of entities with which the University of Warsaw has concluded relevant agreements.
2. Contracts, with the exception of those indicated in paragraph 1, shall be concluded by the President, who has been duly authorised by the Rector of the University of Warsaw.
3. The President shall define, by means of an order, a catalogue of undertakings and services the settlement of which in each case requires the prior conclusion of a contract by the University of Warsaw, covering in particular the categories of services resulting from recommendations issued by the UW Bursar's Office.

§ 10

1. Doctoral students, RDs or WRDs carrying out the subsidised project will select the bids after checking their competitiveness through market research.
2. The applicant, for each component of the project, shall provide documentation on:
   1. carrying out a market survey on the basis of enquiries addressed to a minimum of three entities likely to carry out the component part of the project, or
   2. obtaining an offer published on the official website of the entity capable of carrying out a given component of the project.
3. Following receipt of at least three responses to the enquiries or bids referred to in section 2, the applicants seeking the award of funding shall be required to select the cheapest option.
4. The applicants seeking the award of funding shall be exempted from the obligation referred to in section 2 if only one entity is capable of carrying out that part of the project in such a way as to preserve the meaning, aim and purpose of the project, in particular in the case of public transport and conference fees.

Chapter 2

Pillar I

§ 11

1. Pillar I applications can be submitted between 1 January and 7 December each year, no later than:

1) in the case of applications which do not require the conclusion of a relevant agreement, by the date of completion of the project;

2) in the case of applications that require the conclusion of a relevant agreement, 21 days before the planned start date of the project;

1. The Board considers Pillar I applications at Board meetings, but no later than the end of the month following the month in which the application was made, with the provision that the applications submitted in July and August can be processed until 5 October.
2. Consideration of applications submitted by RDs or WRDs whose delegate(s) do not attend meetings of the PhD Students’ Union Council, shall be withheld until the person delegated by the RD or WRD is present at the meeting.
3. Non-participation in meetings referred to in section 3 shall be understood as the absence of the RD or WRD delegate(s) from two consecutive meetings of the Council or when the absence concerns more than 25% of all meetings from the beginning of the Council's term of office to the date of submitting the application.
4. The Office shall keep a list of the entities referred to in section 3.
5. Entry on and removal from the list referred to in section 5 shall be effected by resolution of the Board, based on information from the Secretary of the UW PhD Students’ Union Council.

§ 12

1. In a given financial year, the Board determines an equal amount to be used for Pillar I projects by each RD and WRD.
2. The financial resources referred to in section 1 shall be progressively reduced. It is possible to use:
   1. after 30 April - 80% of the funding allocated for the financial year;
   2. after 15 October - 60% of the funding allocated for the financial year;
3. The funding referred to in section 1 shall not be reduced if the RD or WRD will submit a preliminary of the use of the remaining funds prior to the deadline defined in section 2.
4. The preliminary shall include, in particular, the projects planned for the calendar year in question, together with their estimated costs. The submission of the preliminary does not constitute the submission of applications for the projects listed therein.
5. The Board may, by resolution, extend the time limits referred to in section 2.

§ 13

Projects financed under Pillar I shall be implemented no later than by 21 December of the calendar year in which the funding is awarded.

Chapter 3

Pillar II

§ 14

1. Pillar II applications can be submitted between 1 January and 7 December each year, no later than:
   1. in the case of applications which do not require the conclusion of a relevant agreement, no later than by the date of completion of the project;
   2. in the case of applications that require the conclusion of a relevant agreement, 28 days before the planned start date of the project, and, where a timetable referred to in section 2 has been established, by the closing date for applications set out in the timetable, with the provision that the project shall not start earlier than 21 days from the closing date for applications set out in the timetable.
2. The Board may, by resolution, establish a timetable for the submission and processing of applications for Pillar II funding in any financial year. The resolution shall be submitted to the PhD Students’ Union, together with the draft budget preliminary of the Union.
3. If the end of the period referred to in section 2 falls on a non-business day at the Office, the last day of the period shall be considered to be the next business day at the Office.
4. Where the timetable referred to in section 2 is established, the Board shall consider applications for Pillar II funding at Board meetings within 14 days of the closing date for applications.
5. In the absence of the timetable referred to in section 2, the Board considers Pillar II applications at Board meetings, but no later than the end of the month following the month in which the application was made, with the provision that the applications submitted in July and August can be processed until 5 October.

§ 15

1. Applications submitted under Pillar II are considered through a competition of projects.
2. A doctoral student may receive funding no more than twice in any financial year.
3. When deciding on the allocation of funding, the Board shall be guided, in particular, by:
4. nature of the project, with priority being given to projects of type being listed higher in the order resulting from the provision of § 5, section 1;
5. costs of the project;
6. innovation of the project;
7. the interdisciplinary nature of the project;
8. the scope of the project;
9. the number of participants;
10. the cyclical nature of the project;
11. the ratio of the subsidy to the total revenue shown in the application.
12. For the projects financed from Pillar II, the Board may, by resolution, additionally determine the amounts to be allocated for individual months, provided that the application timetable referred to in § 14, section 2, has been established.

Chapter 4

Pillar III

§ 16

1. Pillar III funding is used for scientific, educational, integration, cultural, sporting and promotional activities carried out by the Board, or for the activities undertaken by the UW PhD Students’ Union Council, the UW PhD Students’ Union Audit Committee, the UW PhD Students’ Union Election Committee or for the operation of the Office and for the budget reserve;
2. Pillar III funding shall be used in particular for:
3. the organisation or funding of scientific and educational events of a university-wide or non-university nature;
4. the organisation or funding of cultural events of a university-wide or non-university nature;
5. the organisation or funding of integration events for doctoral students of a university-wide or non-university nature;
6. participation in conferences, exchanges and meetings related to the activities of the Union;
7. activities promoting the Union.
8. Pillar III funding is awarded by resolution of the Board and do not require the submission of a full application, but only information on the name of the project, its nature, implementation date and expected cost.
9. The provisions of Chapter 6 shall apply respectively to the exclusion of the provisions of § 21-23.

Chapter 5

Procedure for the award of funding

§ 17

1. The applicant fills in the full application form available on the Union’s website at [www.doktoranci.uw.edu.pl](http://www.doktoranci.uw.edu.pl/), and then submits a signed application form to the Office, with the provision of section 2. The application form must be signed by the applicant and the clearing person.
2. The application form referred to in section 1, can be scanned and sent by e-mail to the Office's address: [doktoranci@samorzad.uw.edu.pl](mailto:doktoranci@samorzad.uw.edu.pl). The original of the scanned application form shall be delivered to the Office within seven days of the date of the resolution to award the funding, but no later than before the start of the settlement of the project.
3. In special cases, the President may extend the time limit referred to in section 2.

§ 18

1. The Board shall only consider applications submitted in accordance with these Rules and Regulations.
2. The Board shall decide on the award of funding by resolution.
3. The Board shall refuse to consider an application which is manifestly not in conformity with these Rules and Regulations or with special provisions.

§ 19

The Board's decision not to award funding must be justified in writing.

Chapter 6

Project clearance and report

§ 20

1. The clearance of the subsidised project shall be made no later than 7 days after receipt of the invoice, bill or other document to be settled. In duly justified cases, the clearance date may be postponed by agreement with the President up to a maximum of 14 days from the date of the event.
2. Invoices payable by bank transfer should have a payment period of at least fourteen days.
3. Where the invoice referred to in section 1 is issued prior to the project for which funding has been requested, the billing agent must pay this invoice from its own resources. Reimbursement of the costs incurred will take place once the project has been cleared.
4. Amendments to the cost estimate that result in an increase in the amount allocated to a particular item in the budget of a project shall be made only after the President has accepted the justification in writing drawn up by the person in charge of accounts, provided that the meaning, aim and purpose of the project are preserved.

§ 21

1. In the event of resignation from a project in which no commitment has been made on behalf of the University of Warsaw, the applicant may submit a declaration of withdrawal in accordance with the template document available on the Union’s website at [www.doktoranci.uw.edu.pl](http://www.doktoranci.uw.edu.pl).
2. If PLN 0 of the Union's funding is used by the end of the financial year in question, the applicant is deemed to have given up the funding.
3. No report shall be required in the cases referred to in sections 1 to 2.

§ 22

1. The clearing person fills in the report form available on the Union’s website at [www.doktoranci.uw.edu.pl](http://www.doktoranci.uw.edu.pl)and submits a signed report to the Office.
2. A report on the project for which funding has been awarded must be submitted together with an account of the project, and in the case of payment of a pro forma invoice or conclusion of a contract, the report must be submitted within 14 days of the completion of the project, but no later than 21 December.
3. The project report is adopted by the President.
4. In the case of minor shortcomings, the President may return the report to the clearing person for corrections.
5. In the event of material irregularities in the project report, the President shall forward the report to the Board. The Board may either return the report to the clearing person for corrections or reject it.
6. In the cases referred to in sections 2 to 3, the clearing person shall be obliged to resubmit the report within 14 days.

§ 23

1. Failure to submit the report by the deadline set out in § 22, section 1 or its rejection by the Board shall result in the suspension of the right to receive funding by the RD, WRD or a doctoral student pending approval of the report by the President. The provisions of § 8, sections 3-4 shall apply respectively.
2. In extraordinary cases, the President may, at the request of the clearing person, set a new deadline for the submission of the report.
3. In the event that the report is not submitted within 14 days of the expiry of the time limit specified in § 22, section 2 or 6, and the application referred to in section 2 is not submitted, the Board is entitled to notify the University authorities about the fact.

Chapter 7

Final provisions

§ 24

The Board shall amend the Rules and Regulations for the Award of Funding by the Board of the PhD Students' Union in accordance with the rules set out in § 56 of the Rules and Regulations.