

Detailed rules for granting financial support for training the ability to conduct interdisciplinary scientific research and disseminating its results, as well as financing doctoral students' research trips under the "Support from the Start" scholarship program

- All financial benefits provided under the "Support From The Start" scholarship program are available to PhD students from the Quantitative Psychology and Economics program (hereinafter: QPE) implemented at the Interdisciplinary Doctoral School of the University of Warsaw (hereinafter: MSD), who started their education on October 1, 2019 and continue it, impeccable qualified infringements enumerated in §4 section 4 of the Regulations of the Scholarship Program "Support From The Start" under the University's Integrated Development Program (ZIP), co-financed by the European Social Fund under POW ER, path 3.5 (hereinafter: Scholarship Program Regulations).
- Each year of the Scholarship Program, on the date indicated by the Dean of the Faculty of Economic Sciences or the Content Coordinator of the QPE Program, participants will receive an additional scholarship to train the ability to conduct interdisciplinary scientific research and disseminate its results, as well as to develop individual scientific interests and raise competences in the field of effective fundraising for interdisciplinary scientific research. Additional scholarships will be paid in one-off cash tranches, in the manner and on the basis set out in the following paragraphs of this instruction.
- Scholarship holders may also receive funding for domestic and foreign trips undertaken as part of their education at the QPE Program. The rules for financing trips for scientific, research and / or educational purposes are regulated in the second part of the instruction.

RULES OF AWARDING AND PAYING AN ADDITIONAL SCHOLARSHIP

1. Participants of the scholarship program are awarded an additional scholarship each year. During the program implementation period, all participants are entitled to this benefit provided that they have the status of a PhD student at QPE and comply with the Scholarship Program Regulations. The loss of the PhD student status in the QPE program implemented at the MSD results in exclusion from the Scholarship Program.
2. Financial support in the form of an additional scholarship serves the implementation of the specific objectives of the scholarship program:
 - a. in the academic year 2019/2020 - training practical skills in designing interdisciplinary research,
 - b. in the academic year 2020/2021 - developing the individual scientific interests of scholarship holders and increasing their competences in the field of effective fundraising for the implementation of interdisciplinary scientific research.
3. The decision to grant an additional scholarship should be approved by the Dean of the Faculty of Economic Sciences at the request of the Chairman of the Scholarship Committee of the QPE Program (hereinafter: KS QPE).
4. The decision to refuse to grant an additional scholarship is not subject to appeal, but an application for reconsideration, which must be submitted to the Dean of the Faculty of Economic Sciences within 14 days from the date of delivery of the decision.
5. The amount of the additional scholarship is determined in advance and amounts to:
 - a. in the academic year 2019/2020 - PLN 3,000;
 - b. in the academic year 2020/2021 - PLN 5,000.
6. The additional scholarship is paid in one-off cash installments to the individual bank accounts of the scholarship holders indicated in the USOSweb.
7. After receiving an additional scholarship in the academic year 2019/2020, and by November 9, 2020 at the latest, scholarship holders are required to submit research projects related to Individual Research Plans previously approved in writing by at least one of the scientific supervisors to the QPE Program Content Coordinator. The complete description of the research project should include the description of the method and the test.
8. The recipient is responsible for submitting a complete research project. The delivery of the research project is understood as the delivery of its electronic version (the .pdf version of the document should be sent to the personal business e-mail of the substantive coordinator and the personal

business e-mail of the task coordinator) and delivery of the signed paper version to the Dean's Office of the Faculty of Economic Sciences: in person or by mail. In case of sending documents by priority mail from the territory of Poland, the date of dispatch decides about their receipt. However, in the case of shipment from abroad, the date of receipt of the package at the General Dean's Office is decisive for the acceptance of the application.

9. The verification of the intended learning outcomes in terms of practical skills of independent design of interdisciplinary scientific research is carried out by KS QPE. When assessing research projects in terms of formal and substantive aspects, KS QPE primarily verifies the correctness of the hypothesis and references contained in the application to the current state of research, as well as the link between the submitted project and the Individual Research Plan of each scholarship holder. KS QPE also takes into account the likelihood of significant scientific publications being created as a result of the conducted research.
10. KS QPE may accept or reject the research project, and in justified cases - call the scholarship holder to improve it within the time limit specified in the request.
11. After receiving an additional scholarship in the academic year 2020/2021, and by June 13, 2021 at the latest, scholarship holders are required to submit a completed grant application to the QPE Program Coordinator to a selected external institution in the manner described in point 8. The competition documentation published by the organizer should be attached to the application.
12. If, during the program period, the participant has obtained funds for the implementation of scientific activities under competitions conducted by external institutions, instead of a grant application, the participant may submit a report on the implementation of a scientific project, provided that the project is consistent with the subject of the QPE Program.
13. Grant applications submitted by scholarship holders are subject to evaluation by the KS QPE. In formal terms, the criteria of this evaluation are consistent with the criteria included in the competition documents. In terms of content, the SC QPE takes into account the scientific level of research or tasks to be carried out, the innovative nature of the project and the probability of the applicant obtaining funds in a competition conducted by a given external institution.
14. KS QPE may accept or reject the application filled in by the scholarship holder, and in justified cases - call on the scholarship holder to improve it within the time limit specified in the notice.
15. The failure in fulfilling the obligations by the participant of the QPE Program on time may result in the recognition of the thirteenth scholarship as unduly received and the necessity to return the funds collected by the participant. The decision on this matter is made by the Dean of the Faculty of Economic Sciences at the request of the Content Coordinator of the QPE Program. The provision

shall apply accordingly to the violation of ethical or scientific principles by a participant of the QPE Program resulting from a final judgment.

16. The Dean of the Faculty of Economic Sciences or the Content Coordinator of the QPE Program, after analysing the use of the scholarship fund, may decide on their further distribution and announce an additional call for applications in a separate competition procedure. Applicants may apply for part or all of the grant announced in the competition letter, within the time limit set by the KS QPE.

RULES OF CO-FINANCING THE COSTS OF TRAVEL AND STAY DURING NATIONAL AND FOREIGN SCIENTIFIC TRIPS

1. Visits to conferences (workshops, etc.), summer / winter schools and research internships may be subsidized. The participation of the Doctoral Student in remote scientific events: conferences, trainings, summer and winter schools etc. may also be subsidised. The plans of research trips should be consulted with the research supervisors in advance, and also obtain positive recommendations from KS QPE.
2. Plans for research trips should be submitted by the scholarship holders on the application form for funding a research trip, which is Appendix 1 to this instruction. Plans to participate in events conducted remotely should be submitted on the remote event participation application form attached as Annex 3 to this instruction.
3. The condition for applying for funding in case of going to a conference, is to present the results of the research work in the form of a presentation or poster. Prior to submitting a grant application, Program Participant must present these results at an internal QPE seminar or MSD seminar.
4. In the case of going to a summer or winter school or taking part in schools, courses, trainings, workshops conducted remotely, the condition is that they are helpful for the participant's scientific development and in accordance with the subject matter of the QPE programme.
5. Costs of conference fees or fees for participation in workshops, trainings, summer / winter schools or other forms of education must be confirmed with an invoice in accordance with the ZIP and UW guidelines.
6. The Task and/or Content Coordinator of the QPE Programme may independently challenge a travel application if it does not comply with the rules for the co-financing of travel and subsistence costs for domestic and international study visits or if the project budget has been exhausted.
7. In case of domestic trips, the co-financing may also cover:
 - a) residence allowances, calculated in accordance with the regulation of the Minister of Labour and Social Policy of January 29, 2013 on receivables due to an employee employed in a state or local government budgetary unit for a business trip (Journal of Laws of 2013, item 167);

b) accommodation costs, invoiced only in case of domestic trips lasting at least two days. Accommodation costs include breakfast and cannot be higher than:

- PLN 250 for 1 night of one person in a single room in a hotel with max. standard 3 *
- PLN 360 for 1 night of two people in a double room in a hotel with max. standard 3 *
- PLN 120 for 1 night of one person in a single room in a hotel with a lower standard than 3 * and in a guesthouse, motel, etc.
- 260 PLN for 1 night of two people in a double room in a hotel of a lower standard than 3 * and in a guesthouse, motel, etc.

c) costs of bus or train tickets for travel to the destination and return estimated on the basis of the current market rates (in case of rail travel, only the 2nd class ticket may be eligible). On domestic routes, co-financing does not apply to travel costs by plane or car.

8. In the event of errors in the calculation of the cost of stay or glaring differences between the cost of tickets indicated in the student's application and the estimated by the QPE Program Task Coordinator, based on the currently applicable market rates, the QPE Program Content Coordinator may specify a different amount of funding for the doctoral student's trip than the one requested by the student.
9. In case of purchasing train / bus tickets, the travel costs bill must be accompanied by the application for recognition and refund of the incurred costs and the original tickets. Tickets will be reimbursed in PLN by bank transfer to the doctoral student's individual bank account provided in USOSweb, which should also be indicated in the application for recognition and reimbursement of costs incurred.
10. At least 30 working days before the planned trip abroad, a complete set of documents in the form of scans should be sent to the QPE Program Task Coordinator, including:
 - a. application for payment of a grant, in accordance with the template in Annex 2 to this manual,
 - b. personally signed ticket purchase order, in accordance with the templates available on the website: <http://bwz.uw.edu.pl/podroze-zagraniczne> (the form "Ticket purchase order" or - if applicable - "Order to purchase a flight ticket for low cost airline"). Before completing the ticket purchase order, please contact the task coordinator by e-mail in order to agree on travel details and book a ticket,
 - c. ticket booking made through WhyNotTravel.

All the documents listed must be consistent and the dates of departure and return must be the same. Co-financing of the costs of travel and stay during research trips is done in accordance with the regulations specified on the website of the International Relations Office of the University of Warsaw

(www.bwz.uw.edu.pl) and the instructions prepared by the Faculty of Economic Sciences, available on the website: <https://www.wne.uw.edu.pl/files/1114/6340/7748> /

[PODROZE_SLUZHOWE_INSTRUKCJA_WNE.pdf](#) (the English translation of the document is published at: https://www.wne.uw.edu.pl/files/5814/6373/5796/TRAVELS_INSTRUCTIONS.pdf).

11. The Program Participant is obliged to independently book and pay for accommodation during the stay abroad. Co-financing of the costs of stay during scientific trips is paid in the amount of the residence allowance in the full amount for each day of stay abroad (the stay is counted in days, regardless of the number of hours spent abroad on a given day). Travel costs by car are not co-financed.
12. The participant of the QPE Program is obliged to have health insurance, medical expenses and accident insurance for the entire time of the trip and departure. The University of Warsaw shall not be liable in any way for the lack or possession of inadequate insurance by the participant of the QPE Program during the trip abroad.
13. No later than 14 days after returning from the trip, the QPE Program participant submits to the QPE Program Task Coordinator the financial and substantive report and the cost of the trip. No later than 14 days after taking part in a remote scientific event, the QPE Programme participant shall submit to the QPE Programme Task Coordinator a factual report together with an invoice in accordance with section 5.
14. In the event of an unplanned shortening of the trip, the doctoral student submits the above-mentioned documents immediately upon return and is obliged to return the unduly collected funds to the UW account.
15. The QPE Program Participant is obliged to include information with the following content: "Publication / Study / Speech was created with financial support obtained from the Program of Integrated Activities for the Development of the University of Warsaw (ZIP Program), co-financed from the European Social Fund under the Knowledge Education Development Operational Program 2014-2020, path 3.5 " in publications, studies and conference speeches, resulting from a domestic or foreign trip implemented under the Scholarship Program.