

**Order No. 3/2025**  
**Dean of the Faculty of Social Sciences**  
**University of Wrocław**  
**from 7 February 2025**

**Regarding the Internal Competition of the Faculty of Social Sciences of  
UWr. - Research grants for PhD students in 2025**

Pursuant to § 61.5, points 1 and 7 of Resolution No. 102/2019 of the Senate of the University of Wrocław of 29 May 2019 on the adoption of the Statute of the University of Wrocław and § 2.1. point 6) of Order No. 66/2021 of the Rector of the University of Wrocław of 14 May 2021 on internal normative and informative acts at the University of Wrocław and the procedure for issuing internal normative and informative acts of the Rector, it is ordered as follows:

§ 1.

The Faculty of Social Sciences is launching an internal competition for research grants for PhD students in 2025.

§ 2.

The Rules and Regulations are attached as Annex I to this Order.

§ 3.

1 Applications should be submitted in hard copy to the Dean's Secretariat no later than 10 March 2025.

2 The competition will be resolved by 30 March 2025.

§ 4.

The assessment of applications is carried out by a Commission appointed by the Dean of the Faculty of Social Sciences by separate order.

§ 5.

The implementation of this Order is entrusted to the Vice-Dean for Science and Development.

§ 6.

The Ordinance shall enter into force on the date of publication.

Dean of the Faculty of Social Sciences



dr. hab., prof. UWr Magdalena Ratajczak

## Regulations for the UWr Faculty of Social Sciences Internal Competition. Research Grants for Doctoral Students in 2025.

### General provisions

1. The Regulations set out the rules for the application for, awarding and financing of grants for research tasks (hereinafter referred to as grants) by doctoral students preparing their doctoral theses at the Faculty of Social Sciences of the University of Warsaw.
2. The programme for the support of doctoral students' research activities is designed to enable doctoral students studying in Doctoral Colleges attached to the Faculty of Social Sciences to carry out their research tasks.
3. Under the programme, 10 grants will be awarded to carry out research tasks as part of the preparation of doctoral theses. The amount allocated for each grant is PLN 10,000 (ten thousand).
4. Grants are financed from funds at the disposal of the Dean of the Faculty of Social Sciences at UWr. A business trip is settled according to paragraph § 2 of the ordinance of 30 July 2022 of the Ministry of Family, Labour and Social Policy.
5. Grants are awarded as a result of a competition organised by the Faculty of Social Sciences of the University of Wrocław (hereinafter referred to as the competition).
6. The aim of the grant is the realisation of the research task specified in the application, related to the preparation of the doctoral dissertation. The result of the implementation of the grant should be the preparation of a scientific study (draft chapter of the doctoral dissertation and/or a scientific article), which will be based on the completed task.

### Applying for a grant

1. The competition is open to doctoral students studying in the colleges of philosophy, security sciences, political science and administration and sociological sciences, international relations within the UWr Doctoral School.
2. The Grant Application, hereinafter referred to as the Application, shall be submitted by the Applicants in paper form on the form attached as Annex 1 to these Regulations by the date indicated in the Competition schedule.
3. The application should be prepared in the language of the training of the doctoral student applying for the grant.
4. The application should include:
  - a) details of the Applicant (name, surname, mode and year of doctoral training, discipline in which the doctoral thesis is being prepared),
  - b) type and purpose of the planned research task,
  - c) description of the research task and its rationale in the context of the dissertation project or individual research plan (indication of direct relevance to the dissertation being prepared),
  - d) characteristics of research data produced or processed in the grant

- e) planned measurable results and scientific outputs (including research data produced and/or processed and scientific papers prepared),
  - f) a cost estimate with substantive and financial justification,
  - g) timetable for implementation of the grant.
5. The application should be accompanied by an Individual Research Plan or - in the case of doctoral students who started their training in 2024. - an outline of the doctoral project approved by the supervisor.
  6. Doctoral students of I, II, III year are eligible to take part in the competition.
  7. Each doctoral student eligible to take part in the competition may submit one application for one research task.
  8. By submitting an application on the form, the applicant accepts these regulations.

#### Grant funding

1. The funds allocated for the implementation of the grant are not subject to any surcharges.
2. Costs in the implementation of the grant shall not exceed PLN 10,000 (ten thousand).
3. The cost estimate for the grant must be reasonable in relation to the scope and type of work and based on realistic calculations. The funds awarded may only cover expenditure falling within the category of eligible costs.
4. Eligible costs refer to expenses directly related to the preparation, acquisition and/or analysis of research data needed for the preparation of the doctoral thesis. In particular, they may include:
  - a) costs related to the search for materials,
  - b) business travel related to the implementation of the research and the acquisition of research material (including, e.g., field research trips, searches, etc.),
  - c) purchase of research data or access to source data,
  - d) purchase of research services,
  - e) purchase of data processing and analysis services,
  - f) translation of source material and research data,
  - g) transcriptions of interviews and audio/video recordings used as research data,
  - h) costs related to the preparation of specialised research tools and materials necessary for the implementation of the research (e.g. development of highly specialised applications/scripts for electronic measurement or data analysis, printing of questionnaires and supporting materials, etc.),
  - i) own contribution required for projects financed from other sources.
5. Eligible costs in the competition are not:
  - a) costs of attending and travelling to conferences,
  - b) costs relating to the preparation of the publication (editing, translation, proofreading, etc.),
  - c) the purchase of research apparatus and other fixed assets (including computer software, unless it relates to highly specialised IT tools dedicated to the research conducted by the applicant for the acquisition, processing and/or analysis of research data),
  - d) purchase of scientific literature,
  - e) purchase of office supplies, etc,
  - f) reimbursement of mission expenses, per diems and travel insurance (except for research queries and travel for fieldwork),
  - g) salaries and staff costs (with the exception of salaries being the costs of external services necessary for the implementation of the grant).



6. If the research task indicated in the application is also funded from other sources, it is necessary to indicate the amount, source and guarantee of this funding.

#### Awarding of the grant

1. Grants are awarded through a competitive process on the basis of a formal and substantive assessment.
2. The assessment of the applications is carried out by a committee appointed by the Dean of the Faculty of Social Sciences and consisting of the Vice-Dean of the Faculty of Social Sciences for Learning and Development, representatives of the discipline councils of philosophy, security sciences, political science and administration, sociological sciences, international relations and a representative of the Faculty Doctoral Council.
3. The Commission evaluates the proposals taking into account:
  - a) formal fulfilment of the conditions of the competition,
  - b) the advisability of the planned project,
  - c) substantive justification for the planned work and tasks,
  - d) the feasibility of the grant, including the chances of achieving the stated objectives,
  - e) costing,
  - f) the effects of the grant, including in particular the impact of the assignment on the development of the doctoral thesis.
4. The Commission, after evaluation, shall select a maximum of 10 proposals to qualify for funding.
5. The Commission's decisions are final and cannot be appealed.
6. The decision to fund applications is made by the Dean of the UWr Faculty of Social Sciences. The decision is not subject to appeal.

#### Implementation of the grant

1. The grant implementation period shall not exceed 12 months, with the proviso that all costs incurred in the implementation of the grant, should be settled by the end of the calendar year.
2. The implementation of the grant is based on a contract concluded between the Applicant and the University of Wrocław, which is represented by the Dean of WNS UWr. The date of signing the agreement is at the same time the date of starting the implementation of the grant.
3. As part of the grant awarded, the University shall provide the Applicant with funding for research tasks – as listed and costed in the application.
4. Settlement of the funds granted by the University to the Applicant for the implementation of the grant is made on the basis of documents confirming the expenses incurred (documented expenses), in accordance with the regulations in force at the University of Wrocław.
5. The University of Wrocław will provide support to the Applicant in administrative activities necessary for the implementation and settlement of the grant.
6. The awarded funds cannot be spent for other purposes, but only for those specified in the agreement. A change in the conditions of the project and tasks specified in the agreement may be made in justified cases – at the written request of the Applicant with the consent of the Dean of WNS UWr.
7. The contract may be terminated by mutual agreement of the parties with the consent of the Dean of WNS UWr.

at the written request with justification drawn up by the Applicant – in the event of the occurrence of circumstances for which the parties are not responsible and which make it impossible to perform the contract.

8. In case of termination of doctoral studies by the doctoral student (due to completion or removal from the list of doctoral students), the grant is automatically ended and further expenses within the grant are not funded. The doctoral student is obliged to submit a report on the implementation of the grant within 30 days from the date of termination of studies.
9. Decisions regarding changes to the terms or termination of a given contract are made by the Dean of the Faculty of Social Sciences at UWr. after consultation with the Promoter/Supervisor of the dissertation.
10. The applicant is obliged to settle the grant within a maximum of 12 months from the signing of the agreement.
11. The grant settlement should include, in particular:
  - a) financial statements detailing costs and their compliance with the contract,
  - b) a narrative (factual) report giving a description of the task carried out and the objectives and results achieved,
  - c) a draft of a chapter and/or scientific article based on the tasks carried out under the grant, approved by the supervisor/supervisor,
  - d) produced or processed research data deposited in the University of Wrocław Repository.
12. The applicant shall submit a statement of account on the form attached as Annex 2 to these Regulations.
13. The settlement of the grant is approved by the Vice-Dean for Learning and Development.

#### Final provisions

1. In the event of failure to complete the tasks provided for in the grant in accordance with the timetable, or in the event of partial completion – the applicant shall be liable as provided for in the content of the agreement, and shall not be eligible for any funding for research tasks from WNS UWr funds allocated for the duration of training. In the case of justified random situations and/or situations beyond the control of the doctoral student, the Dean, after consultation with the head of the relevant doctoral college, may exempt the applicant from the liability provided for in the content of the agreement.
2. In particular, the Act of 20 July 2018 shall apply to matters not regulated by the content of these regulations. - Law on Higher Education and Science (Journal of Laws 2021, item 478, as amended).
3. The Dean of the Faculty of Social Sciences UWr has the exclusive right to interpret these regulations and to decide on any disputes.
4. The regulations shall enter into force on 07.02.2025 r.



## Applicant's data

Dane wnioskodawcy

Name and surname Imię i nazwisko	
Dissertation topic Temat pracy doktorskiej	
Form of education Forma kształcenia	
<b>Doctoral studies</b> Studia doktoranckie	<input type="checkbox"/>
<b>Doctoral College of Political Science and Administration</b> Kolegium doktorskie nauk o polityce i administracji	<input type="checkbox"/>
<b>Doctoral College of Sociology</b> Kolegium doktorskie socjologii	<input type="checkbox"/>
<b>Doctoral College of Philosophy</b> Kolegium doktorskie filozofii	<input type="checkbox"/>
<b>Doctoral College of Security Studies</b> Kolegium doktorskie nauk o bezpieczeństwie	<input type="checkbox"/>
<b>Doctoral College of International Relations</b> Kolegium doktorskie stosunków międzynarodowych	<input type="checkbox"/>
Year of commencement of doctoral education Rok rozpoczęcia kształcenia doktorskiego	
2022	<input type="checkbox"/>
2023	<input type="checkbox"/>
2024	<input type="checkbox"/>
Promoter(s) or supervisor(s) of the doctoral thesis Promotor lub opiekun pracy doktorskiej	
Auxiliary promoter (if appointed) Promotor pomocniczy (jeśli wyznaczony)	

Doctoral research project

Doktorski project badawczy

<b>Objective of the study</b> Cel badań
<b>Description of the research problem, research question and hypotheses</b> Opis problemu badawczego, pytanie badawcze i hipotezy

**Research methodology**  
Metodologia badań

**Progress of works**  
Stan zaawansowania prac



## Information on the proposed research task

Informacje o zadaniu badawczym, którego dotyczy wniosek

Title of the research task Nazwa zadania badawczego	
Nature of the research task Rodzaj zadania badawczego	
research query kwerenda	<input type="checkbox"/>
field research badania terenowe	<input type="checkbox"/>
purchase of data / access to data zakup danych / dostępu do danych	<input type="checkbox"/>
translation of study materials tłumaczenie materiałów badawczych	<input type="checkbox"/>
development of research materials opracowanie materiałów badawczych	<input type="checkbox"/>
other (which ones?) inne (jakie?)	
Description of the research task Opis zadania badawczego	

**Justification of the research task in the context of the doctoral project and dissertation**

Uzasadnienie zadania badawczego w kontekście projektu doktorskiego oraz rozprawy

**Expected results of task implementation (research data and elaborations)**

Planowane wyniki realizacji badania (dane badawcze i opracowania)

**Other information on research task (optional)**

Inne informacje o zadaniu badawczym (opcjonalnie)

## Costs of task implementation

Koszty realizacji zadania

<b>cost name</b> nazwa kosztu	
<b>substantive justification</b> uzasadnienie merytoryczne	
<b>total cost</b> koszt całkowity	PLN
<b>calculation</b> Kalkulacja	
<b>basis of valuation</b> podstawa wyceny	

<b>cost name</b> nazwa kosztu	
<b>substantive justification</b> uzasadnienie merytoryczne	
<b>total cost</b> koszt całkowity	PLN
<b>calculation</b> Kalkulacja	
<b>basis of valuation</b> podstawa wyceny	

<b>cost name</b> nazwa kosztu	
<b>substantive justification</b> uzasadnienie merytoryczne	
<b>total cost</b> koszt całkowity	PLN
<b>calculation</b> Kalkulacja	
<b>basis of valuation</b> podstawa wyceny	

<b>cost name</b> nazwa kosztu	
<b>substantive justification</b> uzasadnienie merytoryczne	
<b>total cost</b> koszt całkowity	PLN
<b>calculation</b> Kalkulacja	
<b>basis of valuation</b> podstawa wyceny	



Schedule for completion of the research task  
Harmonogram realizacji zadania badawczego

No. L.p.	Action Działanie	Completion date Data ukończenia
1.		
2.		
3.		
4.		

Date Data	Applicant's signature Podpis Wnioskodawcy

Attachment 2. Report on the implementation of the research task

## Report on the implementation of the research task

Raport z realizacji zadania badawczego

Background information

Informacje podstawowe

Name of the grant recipient Imię i nazwisko grantobiorcy	
Form of education Forma kształcenia	
<b>Doctoral studies</b> Studia doktoranckie	
<b>Doctoral College of Political Sciences and Administration</b> Kolegium doktorskie nauk o polityce i administracji	
<b>Doctoral College of Sociology</b> Kolegium doktorskie socjologii	
<b>Doctoral College of Philosophy</b> Kolegium doktorskie filozofii	
<b>Doctoral College of Security Science</b> Kolegium doktorskie nauk o bezpieczeństwie	
<b>Doctoral College of International Relations</b> Kolegium doktorskie stosunków międzynarodowych	
Contract reference Numer umowy	
Title of the research task Nazwa zadania badawczego	
Brief description of the research task (max 200 words) Skrócony opis zadania (max. 200 słów)	

## Financial report

### Sprawozdanie finansowe

No.	expenditure type rodzaj wydatku	planned cost koszt planowany	cost incurred koszt poniesiony	sales document dokument sprzedaży
1.				

Additional comments and clarifications (optional) Dodatkowe uwagi i wyjaśnienia (opcjonalnie)

## Substantial report

### Sprawozdanie merytoryczne

#### Description of work carried out and outcomes achieved (max 1 page A4, font Times New Roman 11, single spacing)

Opis zrealizowanych prac i uzyskanych wyników (max 1 strona A4, czcionka Times New Roman 11, pojedyncze odstępy)

## Results of task completion

### Rezultaty realizacji zadania

Research data generated in the course of the task Dane badawcze wytworzone przy realizacji zadania	
nazwa danych name of data	link to the repository link do repozytorium
Publications and elaborations prepared in connection with the implementation of the task* Publikacje i opracowania naukowe przygotowane w związku z realizacją zadania*	
title tytuł	
type of publication** rodzaj publikacji**	
Information on manuscript submission informacje o złożeniu publikacji	
addictional comments dodatkowe uwagi	



<b>title</b> tytuł	
<b>type of publication**</b> rodzaj publikacji**	
<b>Information on manuscript submission</b> informacje o złożeniu publikacji	
<b>addictional comments</b> dodatkowe uwagi	

<b>title</b> tytuł	
<b>type of publication**</b> rodzaj publikacji**	
<b>Information on manuscript submission</b> informacje o złożeniu publikacji	
<b>addictional comments</b> dodatkowe uwagi	

<b>Other outcomes</b> Inne rezultaty

<b>Date</b> Data	<b>Signature</b> Podpis

**\* a printout signed by the supervisor must be attached**

**\* należy dołączyć wydruk zaakceptowany przez promotora**

**\*\* journal article, chapter in monograph, part of dissertation, other (what?)**

**\*\* artykuł, rozdział w monografii, część pracy doktorskiej, inne (jakie?)**

## Template of Agreement

### **Agreement No.....**

**concerning implementation of the grant of the Faculty of Social Science of the University of Wrocław within the Internal Call of the Faculty of Social Science of the University of Wrocław  
"Research grants for PhD students in..."**

concluded on the..... Concerning implementation and funding of an internal grant of the Faculty of Social Science of the University of Wrocław titled..... hereinafter referred to as the Grant, awarded as part of the Internal Call of the Faculty of Social Science of the University of Wrocław titled "Research grants for PhD students in...", hereinafter referred to as the Call.

This Agreement is concluded by and between:

University of Wrocław represented by....., Dean of the Faculty of Social Science of the University of Wrocław, hereinafter referred to as the "University"

And Mr/Mrs \* Surname:

Name:

Place of residence:

PhD student studying within:

At the programme started in:

hereinafter referred to as the "Applicant"

### **§ 1. Subject and term of the Agreement**

- 1 The Agreement specifies terms of implementation, funding and settlement of the grant titled "....."
- 2 In implementation of the Agreement, the Applicant shall perform the research task involving:.....
- 3 The general terms of implementation of the grant and its funding are set out in the Regulations of the Call constituting an integral part of the Agreement, hereinafter referred to as the Regulations.
- 4 The Agreement is concluded for a definite term.
- 5 The date of commencement of the grant implementation is set by the parties as the date of conclusion of the Agreement.
- 6 The date of completion of the grant implementation is set by the Parties as.....

- 7 No later than on the date of completion of the grant, the Applicant shall submit a financial and material report on implementation of the grant in accordance with the template attached to the Regulations.

## **§ 2. Obligations of the parties**

1. The University undertakes to provide the Applicant with support in administrative activities necessary for implementation and settlement of the grant.
2. The Applicant undertakes to:
  - a) use the funds allocated for the grant in accordance with the research task plan and the cost estimate submitted at the stage of application submission; in accordance with the applicable rules of public funds management and applicable law; in accordance with the provisions in force at the University of Wrocław and in a rational and economical manner,
  - b) prepare and submit a printout and electronic version of the report on implementation of the research task according to the template enclosed to the Regulations,
  - c) place research data prepared and/or processed within the grant in the Repository of the University of Wrocław,
  - d) make research results achieved within the research task available on terms enforced at the University of Wrocław along with providing consent for their use for promotion and reporting in operations of the Faculty of Social Sciences of the University of Wrocław.

## **§ 3. Funding of the grant**

1. Based on the application submitted by the Applicant within Call, the University of Wrocław grants funding of..... (in words..... PLN) for implementation of the grant.
2. Settlement of the funds allocated by the University to the Applicant for implementation of the grant shall be based on documents confirming the expenses incurred in accordance with the regulations in force at the University of Wrocław
3. The awarded funds may not be spent for other purposes than those specified in the agreement.
4. All funds awarded under the grant must be spent and entered in the accounts by 10 December 202..
5. Terms of implementation of the project and tasks described in the agreement may be changed in justified cases – upon written motion from the Applicant.
6. The Agreement may be terminated by mutual agreement of the Parties upon the request made by the Applicant in the event of circumstances for which the Parties are not responsible and which prevent performance of the Agreement.
7. The University of Wrocław may discontinue funding of the project in the event of spending funds contrary to the contract and in the event of revealed irregularities in implementation of the agreement or other circumstances threatening its implementation. The University terminates the



agreement with immediate effect. The agreement shall be terminated by submission of a termination notice.

#### **§ 4. Miscellaneous**

1. Any amendments hereto shall be null and void unless made in writing.
2. The Agreement has been drawn up in two identical copies, one for the Applicant and one for the University.

Applicant:

University of Wrocław

Attachment 4. Template for the cancellation of the contract

(title, name)

(WNS unit)

CONCLUSION

consent to the cancellation of the contract

Due to the occurrence of circumstances.....  
.....  
..... for which I am not responsible, I  
request the termination of contract no..... by mutual agreement with the consent of the  
Dean of the Faculty of Social Sciences UWr.

Termination of the contract does not result in any consequences for not completing the tasks  
envisaged in the grant.

Wrocław, .....

## Attachment 5. Template for Termination of grant agreement

Termination of grant agreement concluded within the programme

‘Research Grants for Doctoral Students’

On the basis of the Regulations of the Internal Competition of the Faculty of Social Sciences UWr ‘Research Grants for Doctoral Students in 2024’, point 7 of the section ‘Implementation of the grant’, the Dean of the Faculty of Social Sciences terminates by mutual agreement the contract no. .... concluded between..... and ..... at the request of the doctoral student dated ..... due to the occurrence of circumstances for which the parties are not responsible and which make it impossible to perform the contract.

Termination of the contract shall not result in any consequences for not completing the tasks provided for in the grant.