

Order No. 2/2026
Dean of the Faculty of Social Sciences
University of Wrocław
from 4 February 2026

concerning support for official trips by Ph.D. students
at the Faculty of Social Sciences to scientific conferences in 2026

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 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.

A programme is established at the Faculty of Social Sciences to support Ph.D. students official trips to scientific conferences in 2026.

§ 2.

The terms of the programme to support official trips of Ph.D. students of the Faculty of Social Sciences to scientific conferences in 2026 is Attachment No. 1 hereto.

§ 3.

1. Applications should be submitted using the form attached hereto.
2. Applications will be considered continuously until the funding is exhausted or until the end of November 2026.

§ 4.

Decisions on funding allocation will be taken by the Dean of the Faculty of Social Sciences based on an opinion by the Vice Dean of the Faculty of Social Sciences for Science and Development.

§ 5.

Implementation of this order is the responsibility of the Vice Dean for Science and Development.

§ 6.

The Order shall come into force on the day of its announcement.

Dean of the Faculty of Social Sciences



dr hab. Magdalena Ratajczak, prof. UWr

Programme of supporting official trips of Ph.D. students of the Faculty of Social Sciences to scientific conferences in 2026

REGULATIONS

Objective:

The objective of the programme is to support scientific development of Ph.D. students of the 2nd and 3rd year of doctoral colleges at the Faculty of Social Sciences of the University of Wrocław by funding their participation in all-Polish and international scientific conferences.

A dedicated fund will be allocated to fund the programme in the amount of PLN 50,000 from the Faculty's subsidy for research activities.

Participants:

Ph.D. students of Doctoral Colleges of Philosophy, Security Studies, Political Science and Administration, International Relations, and Sociology may apply to the programme, if they meet the following criteria:

- they have included participation in the conference in question in their Individual Research Plan (IRP);
- they shall deliver a presentation on their research results at the conference in question;
- they commit to submit a scientific article as the first / corresponding author to a journal listed by the Ministry of Science and Higher Education with no fewer than 70 points, and to do so within 6 months after completion of the conference.

Preference will be granted to students of the 2nd and 3rd year of the Doctoral Colleges.

The programme excludes Ph.D. students who have not obtained a positive mid-term assessment (if applicable) or who have failed to settle completed tasks funded with other sources, especially within the programme of research grants for Ph.D. students at the Faculty of Social Sciences.

Form of funding:

The funding may cover:

- **Conference fees**
- **Travel and accommodation costs** (entirely or in part);
- **Insurance costs related to traveling to the conference**

Costs of the funding granted must be calculated and settled in accordance with terms and procedures applicable at the University of Wrocław.

The amount of funding granted must not exceed:

- **PLN 3,000** for conferences abroad
- **PLN 800** for conferences in Poland

The funding should be spent and settled within the calendar year in which the funding was allocated.

- **Applications and assessment:**

Applications should be submitted using the form attached hereto. The application should include:

- name and surname of the student;
- indication of the doctoral college and year of education;
- title, place and date of the conference;
- confirmation of approval of the presentation for the conference. This may be a printed e-mail from the organiser, conference programme showing participation of the Ph.D. student etc.;
- estimated costs of participation in the conference, indicating costs to be funded within the programme;
- Individual Research Plan indicating planned and necessary participation in the conference, approved by the head of the respective college;
- indication of the title of the paper, title of the journal the paper shall be submitted to, and planned date of submission;
- positive opinion and approval of the application by the supervisor(s).

Applications will be accepted and assessed continuously, until the funding is exhausted or until the end of November 2026.

Decisions on funding allocation will be taken by the Dean of the Faculty of Social Sciences based on an opinion by the Vice Dean of the Faculty of Social Sciences for Science and Development.

Attachment no. 1. Template form of application for travel funding
Wrocław, on the

Academic degree, academic title, name and surname / college / year of education

Telephone/e-mail

APPLICATION FOR FUNDING

I hereby apply to the Dean a consent to fund the following official trip within the programme of supporting official trips of Ph.D. students of the Faculty of Social Sciences to scientific conferences in 2026:

Conference title:

Town:

Country:

dates:

purpose:

Estimated cost of the travel will not exceed:

- travel costs:
- accommodation:
- conference fee:

Signature of the conference participant

Opinion and approval of the application by the supervisor(s)

.....
Signature of the supervisor(s)

Opinion of the Vice-Dean for Science and Development

.....
Signature of the Vice-Dean

Dean of the Faculty of Social Sciences:

*I do not consent to the official trip / I consent to the official trip and funding of ~~the entire costs~~
/ part of the costs in the following amount:*

Source of funding:

.....
Signature of the Dean

Attachments to the application:

1. confirmation of approval of the presentation for the conference. This may be a printed e-mail from the organiser, conference programme showing participation of the Ph.D. student etc.
2. Individual Research Plan indicating planned and necessary participation in the conference, approved by the head of the respective college
3. indication of the title of the paper, title of the journal the paper shall be submitted to, and planned date of submission
4. the copy of the application submitted to Public Procurement Office