

Regulations for granting financial resources for the implementation of individual research projects conducted by students of the Wrocław University of Environmental and Life Sciences (UPWr) within the framework of the "Młode umysły - Young Minds Project" competition

Article 1

Basic terms of the Regulations

Basic terms used in these Regulations

1. **EOD** – Electronic Document Circulation;
2. **Individual research project** - original experimental or theoretical research work carried out by a student of the Wrocław University of Environmental and Life Sciences under the supervision of a scientific supervisor implemented in a student-mentor relationship, having a clearly defined topic and scope and time frame;
3. **The Commission** - Competition Committee for student research projects;
4. **The Competition** - competition "Young Minds - Young Minds Project";
5. **MNiSW** - Ministry of Science and Higher Education;
6. **Research supervisor** - an employee of the University employed in a research or research and teaching position, with a degree of min. doctor;
7. **Vice-Rector** - Vice-Rector for Science;
8. **Student** – Student of the Wrocław University of Environmental and Life Sciences;
9. **Financial resources** - funds set aside from the Scientific Research Support Fund for the implementation of research projects, coming from the increase of the Ministry of Science and Higher Education subvention allocated in 2019 in the years 2020-2025 in the amount of 2% of the subvention referred to in Article 387, paragraph 3 of the Act of 20 July 2018 - Law on Higher Education and Science
10. **The University** - Wrocław University of Environmental and Life Sciences.

Article 2

Conditions for entering the competition

1. The competition for the allocation of funds for the implementation of individual research projects may be entered by students who are at least in the second cycle studies or have completed the third year of uniform master's studies (in the case of veterinary studies).
2. Individual research projects shall be carried out in a student-mentor relationship, where the research supervisor is an academic teacher having at least a doctoral degree employed at the University in a research or research and teaching position.
3. The collection of applications shall be conducted with a division into scientific disciplines of the University.
4. Projects that are already financed from other sources may not be submitted for the competition.

5. If a student participates in any currently financed research projects, copies of the title page and the summary of the application should be provided to explain the tasks performed.
6. Should the funds from the external sources be received for the same purpose, the Science Administration Department must be immediately notified thereof. The implementation of an individual research project is suspended by decision of the Vice-Rector.

Article 3

Procedures for the submission of applications and the award of funding

1. The commencement of the competition edition is announced by the Vice-Rector on the main website of the University.
2. Participation in the competition is based on submitting a project application (Annex No. 1 to the regulations) to the Science Administration Department via the Google form together with the following attachments:
 - 1) a list of the student's academic achievements to date (as per Annex No. 2 to the regulations);
 - 2) Supervisor's opinion (Annex No. 3 to the regulations);
 - 3) a statement of the supervisor to act as the project supervisor and consent of the head of the organisational unit in which the project will be carried out to use the property of that unit (Annex No. 4 to the regulations);
 - 4) a budget estimate (Annex No. 5 to the regulations).
3. The application should be submitted by the deadline specified in the competition announcement published on the University's website.
4. The student is responsible for submitting all documents specified in these regulations.
5. Applications are subject to formal and substantive evaluation.
6. Assessment:
 - 1) formal - is carried out by the Science Administration Department,
 - 2) content-related evaluation is carried out by a commission appointed by the Rector.
7. In the event of formal deficiencies, the student is informed via e-mail about the possibility of completing the application within 3 business days of receiving the information. If the student fails to complete the application within the time frame specified above, the application shall not be processed.
8. The substantive assessment shall include the following :
 - 1) scientific level of planned tasks - originality of the project;
 - 2) the student's previous scientific activity (scientific publications, patents, conferences);
 - 3) average grade for the last two academic semesters;
 - 4) level of suitability for the educational process;
 - 5) the validity of expenses presented in the cost estimate;
 - 6) oral project presentation by the student.
9. When assessing the applications, the Commission shall adopt the following principles:
 - 1) the basis of the Commission's decision on the final evaluation of the application is its analysis and discussion on the legitimacy of financing a given research project, in comparison with other research projects evaluated in the competition. The commission awards points in accordance with Annex No. 6 to the regulations;

- 2) the cost estimate of the research project submitted to the competition is not subject to change;
 - 3) the final evaluation of the application is its position on the ranking list established by the Commission.
10. The decision on awarding the funds is made by the Vice-Rector based on the Commission's assessment.
11. The Vice-Rector's decision is final and cannot be appealed against.
12. The Science Administration Department publishes the competition results on the University's website within 30 calendar days of the closing date of the call.

Article 4

Co-financing conditions

1. As part of the competition, there is a possibility of co-financing individual research projects as follows:
 - 1) three projects within each of the evaluated disciplines and
 - 2) three projects in non-evaluated disciplines.
2. In the event that the number of positively assessed applications submitted within any of the groups is lower than three, the Vice-Rector may decide to change the distribution rules specified in the preceding paragraph, accordingly co-financing more than three applications in another selected group or groups. In such a case, the Vice-Rector may also decide to increase the amount of co-financing beyond the amount indicated in paragraph 3, subject to funds available for this purpose.
3. The funding is granted on the basis of the Vice-Rector's decision for a period of 12 months, i.e. from 1 June to 31 May of the following calendar year with the possibility of extending the project's duration by a maximum of 6 months at no cost, but no longer than until 31 December of the year following the receipt of the decision. The amount of funding for an individual research project is a maximum of PLN 10,000 (in words: ten thousand zlotys), subject to paragraph 2.
4. A student may apply for financing for only one project throughout the entire period of study.
5. The student uses the granted funds for completing the individual research project according to the timetable included in the application and the cost estimate attached to the application.
6. During the disbursement of funds, the student, through the supervisor, may make changes after obtaining the written consent of the Vice-Rector. Transfers within planned cost groups only require notification to the Accounts Office, without prior approval from the Vice-Chancellor. The student must indicate all changes with justification, if any, in the final report.
7. The direct administrator of funds in the EOD system, intended for the implementation of an individual research project, is the research supervisor, who at the same time supervises the proper spending and settlement of funds under the conditions set out in these Regulations and in accordance with the estimate contained in the application, that has been accepted by The Commission.
8. Direct costs are identifiable and verifiable, in particular they are recorded in the applicant's accounting records and determined in accordance with accounting principles. Furthermore, the costs must be documented by correct financial and accounting documents issued to the Wrocław

University of Environmental and Life Sciences and accounted for in accordance with the University's rules.

Article 5

Scope of co-financing

1. According to the project cost estimate (Annex No. 5 to the regulations), the financial resources allocated are allocated in particular to:
 - 1) materials for research projects (e.g. purchase of reagents, small laboratory equipment that is not a fixed asset, specialized biological material, other costs related to the transfer of data),
 - 2) short-term trips to collect research material. The funds for the trip, in the amount accepted by the Commission in the project cost estimate, are paid to the student under the terms and conditions of the contract constituting Annex No. 7 to the Regulations.
2. Project financing does not include:
 - 1) organization and participation in conferences, internships and workshops;
 - 2) purchase of office supplies, office equipment and equipment elements;
 - 3) purchase or production of fixed assets or their components;
 - 4) purchase of computer equipment;
 - 5) publication funding.

Article 6

Accounting for an individual research project

1. The student or research supervisor is obliged to submit a final report to the Science Administration Department (within 30 days from the date of completion of the individual research project). A specimen report is attached as Annex No. 8 to the regulations on the use of allocated funds.
2. The report should be accompanied by copies of VAT invoices of all expenses incurred in the project.
3. If irregularities are found, the student and research supervisor will be notified by email and asked to complete the report within 7 working days of receipt of the information.
4. The financial part of the report should be approved by the UPWr Bursar. The report is approved by the UPWr Bursar only if it is accompanied by a statement of planned and actual costs prepared by the Controlling Office.
5. After the approval of the financial part of the report by the UPWr Bursar, the report is evaluated by the Committee according to the Final Report Evaluation Form (Appendix No. 9 of the Regulations). The final evaluation of the report (positive or negative) is made by the Chairman of the Committee.
6. The effect of an individual research project should be a publication in a journal from the current list of the Ministry of Science and Higher Education, and the student is the first author. The recorded materials created during the project should include a reference: "The research/The publication is financed/co-financed under the individual student research project „Młode umysły – Young Minds Project” from the subsidy increased for the period 2020–2026 in the amount of

2% of the subsidy referred to Art. 387 (3) of the Law of 20 July 2018 on Higher Education and Science, obtained in 2019”.

7. Funding for publications may be provided in accordance with the university's separate regulations governing the funding of publications and monographs or from other sources, e.g. from the project for maintaining the potential of units (B010).

8. In the event when:

1) the student and research supervisor does not complete the report within 7 business days of receiving the information;

2) fails to submit the report within the time period specified in point 1;

3) the report will not be approved

the allocated funds shall be refunded in whole or in part that is deemed ineligible.

9. In matters not included in these Regulations, decisions are made by the Vice-Rector.