

Appendix no. 1 to Resolution No. 1/2023 of the
Council of Doctoral Students of the Doctoral
Students' Self-Government of the Institute of
Oceanology of the Polish Academy of Sciences of
30.05.2023

REGULATIONS
FOR MANAGING THE FINANCIAL RESOURCES OF THE DOCTORAL STUDENTS'
SELF-GOVERNMENT OF THE INSTITUTE OF OCEANOLOGY OF THE POLISH
ACADEMY OF SCIENCES
Of 30.05.2023

Approved by the Director of the Institute of Oceanology
of the Polish Academy of Sciences on 1.06.2023

§ 1

GENERAL PROVISIONS

1. The Regulations for the management of funds of the Doctoral Students' Self-Government of the Institute of Oceanology of the Polish Academy of Sciences (hereinafter referred to as the "Regulations") specify the rules for the distribution of funds granted by the Director of the Institute of Oceanology PAS to the Doctoral Students' Self-Government of the Institute of Oceanology PAS (hereinafter referred to as "funds of the IO PAN Doctoral Students' Self-Government") and the rules for determining the amount, granting and paying benefits from these funds.
2. The Council of Doctoral Students of the IOPAN Doctoral Students' Self-Government annually defines social, living and cultural goals financed from the resources of the IO PAN Doctoral Students' Self-Government and the amount of funds allocated to individual goals.
3. Cultural purposes referred to in par. 2 may include in particular:
 - 1) integration meetings for IO PAN doctoral students;
 - 2) meetings of IO PAN doctoral students with invited specialists;
 - 3) participation of representatives of the Doctoral Students' Self-Government of the IO PAN in congresses of the Doctoral Students' Self-Government of the Polish Academy of Sciences and the National Representation of Doctoral Students.
4. Social and living goals may include in particular:
 - 1) funding for participation in a national and/or international conference or in a national and/or international training / course ;
 - 2) with the aid granted to a doctoral student .
5. Financing may be granted only within the framework of funds set aside for the indicated purpose.
6. Benefits from the funds of the IO PAN Doctoral Students' Self-Government as part of the implementation of the objectives referred to in par. 3 point 3 and par. 4 points 1 and 2 (hereinafter referred to as "benefits" or "benefits", respectively) may be granted to a doctoral student who meets the conditions set out in these Regulations.

7. The right to receive benefits is granted to a doctoral student during the period of doctoral studies/education at a doctoral school, including an internship at another university/institute under the doctoral student exchange program, no longer than until the completion of doctoral studies or doctoral school,
8. A doctoral student may receive benefits not more often than once in an academic year.
9. A doctoral student loses the right to apply for benefits if he or she loses the status of a doctoral student, i.e.:
 - 1) removal from the list of participants in doctoral studies or doctoral school;
 - 2) resignation from doctoral studies or doctoral school;
 - 3) defense of a doctoral thesis,
 - 4) completion of a doctoral program,
 - 5) the end of the period of education in doctoral studies.
10. The right to receive benefits expires on the last day of the month in which the doctoral student lost the status of a doctoral student.
11. In order to consider and give opinions on applications for granting benefits, the Doctoral Student Council annually elects from among its members the Budget Committee of the IO PAN Doctoral Students' Self-Government, hereinafter referred to as the "Budget Committee", consisting of three people. The composition of the Commission is announced on the website of the IO PAN Doctoral Student Self-Government.
12. After examining the applications, the Budget Committee draws up a list of persons qualified to receive specific benefits from the funds of the IOPAN Doctoral Students' Self-Government.
13. The Budget Committee considers applications at meetings, the dates of which are announced on the website of the IOPAN Doctoral Students' Self-Government at the beginning of the academic year. If it is necessary to obtain additional explanations from the doctoral student, the deadline for considering applications may be extended to 14 days from the date of the meeting. Incomplete or insufficiently substantiated applications will not be considered.
14. The list of persons qualified for benefits is provided by the Budget Committee to the President of the Doctoral Students' Self-Government of the IO PAN.
15. The decision to grant the benefit is made by the President of the Doctoral Students' Self-Government of the IO PAN. The decisions of the President of the IOPAN Doctoral Students' Self-Government are final and cannot be appealed against.
16. The benefit is paid within 30 days from the date of the decision to grant the benefit.

§ 2

FUNDS GRANTED FOR CULTURAL PURPOSES

1. The integration meeting referred to in § 1 section 3 point 1 is organized for all doctoral students of the IO PAN by the Self-Government of Doctoral Students of the IO PAN in a given academic year m .
2. The Self-Government of Doctoral Students of the IO PAN within the framework of the objective referred to in § 1 sec. 3 point 2 may organize a meeting with a specialist of his choice –The meeting should take place at the seat of the Institute of Oceanology of the Polish Academy of Sciences.
3. The participation of two representatives of doctoral students of the IO PAN in meetings of the Doctoral Students' Self-Government of the Polish Academy of Sciences and the National Council of Doctoral Students may be financed under the funds of the IO PAN Doctoral Students' Self-Government. Co-financing of participation in the congress is granted on the basis of a documented application of the doctoral student, which should be submitted to the Budget Committee (application template is attached as Appendix 1 to the Regulations).

§ 3

FUNDS GRANTED FOR SOCIAL AND LIVING PURPOSES

SECTION I. **Aids**

1. The financial resources of the IOPAN Doctoral Students' Self-Government as part of the social and living goals may be allocated to the doctoral student's allowance, i.e. ad hoc, non-repayable aid granted in cash to a doctoral student who, for random reasons, is temporarily (during the academic year in which he/she applies for the benefit)) in a difficult financial situation.
2. A doctoral student has the right to receive the grant once in the academic year.
3. The amount of the aid is proposed by the Budget Committee depending on the circumstances presented in the application and the expenses incurred by the applicant.
4. Situations that justify submitting an application for assistance include in particular:
 - 1) death of a doctoral student's immediate family member;
 - 2) serious illness of the doctoral student or a member of the doctoral student's immediate family, a child under his/her legal care or the doctoral student's spouse;
 - 3) an accident of a doctoral student or a member of his immediate family, a child under his legal care or a doctoral student's spouse;

- 4) natural disasters (e.g. flood, fire);
 - 5) other extraordinary circumstances not covered above, which may have an impact on a temporary significant deterioration of the financial situation.
5. The grant is granted on the basis of a documented application by a doctoral student, which must be submitted to the Budget Committee.
6. The application for the aid should be accompanied by relevant documents confirming the existence of the conditions for granting the aid, in particular:
 - 1) bills with the costs incurred;
 - 2) medical certificates;
 - 3) certificates from government offices;
 - 4) other documents that may positively affect the consideration of the application.
7. An application for assistance (the application template is attached as Annex 2 to the Regulations) should be submitted no later than within 3-6 months from the date of the event justifying the granting of the benefit. If the nature of the event makes it impossible to submit the application within this period, the application together with the justification should be submitted as soon as possible from the date of cessation of the obstacle to submitting the application.

SECTION II.

Co-financing/reimbursement of costs of trips to scientific conferences and trainings/courses on a national and international scale

1. A doctoral student may receive co-financing/reimbursement of travel expenses for scientific conferences and training/courses once in a given academic year.
2. Co-financing/reimbursement of costs of a trip to a national/international scientific conference is granted only for the purpose of active participation in the conference, i.e. presenting a poster or delivering a scientific paper.
3. An application for co-financing/reimbursement of costs of a trip to a conference or course/training (the application template is attached as Appendix 3 to the Regulations) may be submitted in paper form, according to the template and must be signed by the applicant and contain all required information.
4. The application should be accompanied by confirmation of eligibility for the conference or course/training.
5. Granting of funding/reimbursement of mobility costs is based on the application submitted by the doctoral student on the basis of the following criteria:

	Criterion	Punctuation
A	Type of presentation at the conference ¹	1-2
B	The degree of linking the topic of the conference/training/course with the subject of the doctoral student's research ²	0-2
C	Prestige of the conference/training/course ³	1-2

¹ 2 points for an oral presentation, 1 point for a poster presentation

² 0 points no connection, 1 point weak connection, 2 points strong connection

³ 1 point weak, 2 points strong prestige (based on the number of participants in previous editions; the organizer)

6. If the application for co-financing/reimbursement of mobility costs is submitted after the trip to the conference/course/training, the doctoral student shall attach to the application for reimbursement the confirmation of the participation/completion of the course/training issued by the organizer and documents confirming the individual expenses.
7. In the case of applying for co-financing of an air ticket, the purchase of the ticket is made in accordance with the rules applicable at the Institute of Oceanology of the Polish Academy of Sciences.
8. In order to settle the costs of the trip, the doctoral student submits to the Finance and Accounting Department invoices confirming the expenses for accommodation, participation fees, tickets for all means of transport or other justified expenses related to the trip. The settlement should indicate as the source of financing "funds of the IOPAN Doctoral Students' Self-government".
9. All invoices must be issued to the Institute of Oceanology of the Polish Academy of Sciences. Invoices paid by bank transfer or card transactions must be accompanied by a bank confirmation of these payments.
10. Documents confirming individual expenses must be submitted by the doctoral student within the time limit in accordance with the rules applicable at the Institute of Oceanology of the Polish Academy of Sciences.

§4

FINAL PROVISIONS

1. These Regulations come into force on the day of approval by the Director of the Institute of Oceanology of the Polish Academy of Sciences.
2. Appendices to the Regulations constitute its integral part.