

Annex to Resolution No. 5/2025
of the PhD Students' Self-Government
of the Institute of Oceanology
of the Polish Academy of Sciences
dated 30.10.2025

REGULATIONS
FOR MANAGING THE FINANCIAL RESOURCES
OF THE PHD STUDENTS' SELF-GOVERNMENT
OF THE INSTITUTE OF OCEANOLOGY OF THE POLISH ACADEMY OF SCIENCES
dated 30.10.2025

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

GENERAL PROVISIONS

1. The Regulations for the management of funds of the PhD 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 PhD Students' Self-Government of the Institute of Oceanology PAS (hereinafter referred to as "funds of the PhD Students' Self-Government of the IO PAN") and the rules for determining the amount, granting and paying benefits from these funds.
2. The Council of PhD Students of the PhD Students' Self-Government of IO PAN annually defines social and developmental, and community goals financed from the resources of the PhD Students' Self-Government of the IO PAN and the amount of funds allocated to individual goals.
3. Community goals referred to in sec. 2 may include in particular:
 - 1) integration meetings for IO PAN PhD students;
 - 2) meetings of IO PAN PhD students with invited specialists;
 - 3) participation of representatives of the PhD Students' Self-Government of the IO PAN in congresses of the Polish Academy of Science Doctoral Candidates' Agreement and Polish National Association of Doctoral Candidates (KRD);
 - 4) Training of Mentors participating in the IO PAN Mentoring Program organized as part of the PhD Students' Self-Government of the IO PAN.
4. Social and developmental 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) financial aid granted to a PhD 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 PhD Students' Self-Government of the IO PAN as part of the implementation of the objectives referred to in sec. 3 and sec. 4 (hereinafter referred to as "benefits" or "benefit", respectively) may be granted to a PhD student who meets the conditions set out in these Regulations.
7. The right to receive benefits is granted to a PhD student during the period of doctoral studies/education at a doctoral school, including an internship at another university/institute

under the PhD student exchange program, no longer than until the completion of doctoral school.

8. A PhD student may receive benefits more often than once in an academic year .
9. Within a given call, a PhD student may submit more than one application for funding of scientific activities, provided that they specify which application should be considered a priority.
10. A PhD student loses the right to apply for benefits if he or she loses the status of a PhD student, i.e.:
 - 1) removal from the list of participants in doctoral school;
 - 2) resignation from doctoral school;
 - 3) defense of a doctoral thesis,
 - 4) the end of the period of education in doctoral studies.
11. The right to receive benefits expires on the last day of the month in which the PhD student lost the status of a doctoral student.
12. In order to consider and give opinions on applications for granting benefits, the PhD Students' Council annually elects from among its members the Budget Committee of the PhD Students' Self-Government of the IO PAN, hereinafter referred to as the "Budget Committee", consisting of three people. The composition of the Committee is announced on the website of the PhD Students' Self-Government of the IO PAN.
13. After examining the applications, the Budget Committee draws up a list of persons qualified to receive specific benefits from the funds of the PhD Students' Self-Government of the IO PAN.
14. The Budget Committee considers applications at meetings, the dates of which are announced on the website of the PhD Students' Self-Government of the IO PAN at least one month in advance. If it is necessary to obtain additional explanations from the PhD student, the deadline for considering applications may be extended to 14 days from the date of the meeting. Incomplete applications will not be considered. For applications deemed insufficiently justified, the PhD student is requested to provide additional explanations.
15. Meetings of the Budget Committee may be held either in person or online, with the decision on the form of the meeting made by the Chairperson of the Committee.
16. The Budget Committee prepares a report from each meeting
17. The Budget Committee sets date for at least three calls for proposals in a given academic year.

18. The list of persons qualified for benefits is provided by the Budget Committee to the President of the PhD Students' Self-Government of the IO PAN.
19. The decision to grant the benefit is made by the President of the PhD Students' Self-Government of the IO PAN. The decisions of the President of the PhD Students' Self-Government of the IO PAN are final and cannot be appealed against.
20. Payment of the benefit is made within 30 days from the date of the decision granting the benefit in the case of a social aid, and in accordance with the rules adopted at IO PAN in the case of a developmental benefit.
21. The Budget Committee may convene an extraordinary committee meeting based on a justified request from a doctoral student.

§2

FUNDS GRANTED FOR COMMUNITY PURPOSES

1. The integration meetings referred to in § 1 section 3 point 1 are organized for all PhD students of the IO PAN by the PhD Students' Self-Government of the IO PAN in a given academic year.
2. The PhD Student Council of the PhD Students' Self-Government 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 PhD students of the IO PAN in meetings of the of the Polish Academy of Science Doctoral Candidates' Agreement and Polish National Association of Doctoral Candidates (KRD). Students may be financed under the funds of the PhD Students' Self-Government of the IO PAN. Co-financing of participation in the congress is granted on the basis of a documented application of the PhD student, which should be submitted to the Budget Committee outside of the official call (application template is attached as Appendix 1 to the Regulations).

FUNDS GRANTED FOR SOCIAL AND DEVELOPMENTAL PURPOSES

CHAPTER I.

Aids

1. The financial resources of the PhD Students' Self-Government of the IO PAN as part of the social and developmental goals may be allocated to the PhD student's allowance, i.e. ad hoc, non-repayable aid granted in cash to a PhD 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 PhD student has the right to receive the grant once in the academic year.
3. A doctoral student cannot apply for the aid again for the same reason if he or she has already received the benefit.
4. 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, but it shall not exceed the requested amount nor the amount allocated for this purpose by the Budget Committee within a single call for applications.
5. If the total amount of social aid requested does not exceed the budget designated by the Budget Committee, applicants are granted the full amounts of the requested benefits.
6. In case of more than one application for social aid is submitted in a given call and the sum of the requested benefits exceeds the limit set for a given call, the Budget Committee shall allocate the amounts in accordance with the proportional division calculated on the basis of the sum of the requested benefits and the financial pool in a given call.
7. If the financial resources for social aid are not used in previous calls for proposals, these amounts are cumulated in subsequent calls and may be allocated to social benefits or developmental benefits.
8. Situations that justify submitting an application for social aid include in particular:
 - 1) death of a PhD student's immediate family member;
 - 2) serious illness of the PhD student or a member of the PhD student's immediate family, a child under his/her legal care or the PhD student's spouse;
 - 3) an accident of a PhD 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.
9. The social aid is granted on the basis of a documented application by a PhD student, which must be submitted to the Budget Committee.
10. A PhD student may submit an application for the benefit in electronic form with the required signatures, but is obliged to provide the representative of the Budget Committee with the original documents within 14 days of the end of the application period.
11. The application for the social 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.
12. The applicant is obliged to specify the amount of benefit he/she is applying for.
13. An application for social aid (the application template is attached as Appendix 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.

CHAPTER II.

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

1. A PhD student may receive co-financing/reimbursement of travel expenses for scientific conferences and training/courses more than 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 an oral presentation.
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) must be submitted in paper form, according to the template and must be signed by the applicant

and supervisor and contain all required information. The application must indicate whether funding or reimbursement is requested.

4. A PhD student may submit an application for the benefit in electronic form with the required signatures, but is obliged to provide the representative of the Budget Committee with the original documents within 14 days of the end of the application period.
5. The application should be accompanied by confirmation of eligibility for the conference or course/training.
6. If the total amount of developmental benefits requested does not exceed the budget designated by the Budget Committee, applicants are granted the full amounts of the requested benefits.
7. If the financial resources for developmental benefits are not used in previous calls for proposals, these amounts are cumulated in subsequent calls and may be allocated to development benefits or social benefits.
8. Granting of funding/reimbursement of mobility costs is based on the application submitted by the PhD student on the basis of the following criteria:

Criteria		Points
A	Type of the conference presentation ¹	1-2
B	Type of training/course/summer school ²	1-2
C	Type of the conference ³	1-2
¹ - 2 pkt for an oral presentation, 1 pkt for a poster presentation ² - 2 pkt for in person off-site training/course, 1 pkt for in person training/course at IO PAN, 1 pkt for an online training/course ³ - 2 pkt for an international conference, 1 pkt for a national conference		

9. If the application for co-financing/reimbursement of mobility costs is submitted after the trip to the conference/course/training, the PhD 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.

10. If the total amount of requested development benefits exceeds the maximum amount set in a given call by the Budget Committee, benefits are awarded according to the ranking list, up to the available funds for that call.
11. If all applications in a given call receive the same number of points, the Budget Committee awards amounts in accordance with a proportional division calculated on the basis of the sum of the requested benefit amounts and the financial pool in a given call.
12. If applications for benefits have obtained a different sum of points and the sum of the requested benefits exceeds the limit set for a given call, the funds are divided in proportion to the number of points obtained in the ranking list, provided that the amount awarded cannot exceed the amount requested or the pool allocated for a given call.
13. In the case of applying for co-financing of a plane 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.
14. In order to settle the costs of the trip, the PhD student submits to the person responsible from the Scientific Secretariat and 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 the funds of the PhD Students' Self-Government of the IO PAN as the source or one of the sources of financing.
15. 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.
16. Documents confirming individual expenses must be submitted by the PhD 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.