

*Attachment No. 1 to the Regulation No. 102/2021
issued by the Rector of the Wrocław University of Environmental and Life Sciences on the 28th of
May 2021*

**Regulations on awarding financial resources for the implementation of research projects
submitted by Student Research Clubs operating at the Wrocław University of
Environmental and Life Sciences**

§ 1

Basic terms and objectives of the Regulations

Basic terms used in the “Regulations on awarding financial resources for the implementation of research projects submitted by Student Research Clubs operating at the Wrocław University of Environmental and Life Sciences”, hereinafter referred to as the Regulations, are as follows:

- 1) **university** - Wrocław University of Environmental and Life Sciences;
- 2) **vice-rector** - vice-rector for student affairs and education;
- 3) **SRC** - Student Research Club;
- 4) **committee** - the committee for competition for Student Research Clubs;
- 5) **financial resources** - funds allocated from the Scientific Research Support Fund to SRC for the implementation of research projects assigned for a particular calendar year;
- 6) **research project** - original research, experimental or theoretical project, involving at least 1 member of the Student Research Club, realized under the supervision of an academic teacher with at least a PhD degree, referring to a specific topic and scope of research.

§ 2

The programme is co-financed by the European Social Fund under the Knowledge Education Development Operational Programme, non-competitive project called *Improving competency of academic staff and the institution's potential in accepting people from abroad - Welcome to Poland*, implemented under the Measure specified in the application for co-financing of the project no. POWR.03.03.00-00-PN 14/18

The procedure for submitting applications and awarding funds

1. Only SRC operating at the university may apply for funding for the implementation of a research project within the framework of the competition based on the regulation of the Rector of the Wrocław University of Environmental and Life Sciences on the introduction of the Regulations for the establishing and archiving the works of the SRC, creative group or other university student organization as well as the rules of their financing and operation and at the Wrocław University of Environmental and Life Sciences.
2. The vice-rector announces the commencement of each subsequent edition of the competition on the university's website.
3. SRC may apply annually for granting funds for the implementation of a research project under the competition, provided that the funds awarded in the previous edition of the competition are settled and the final report on the implementation of the research project is positively assessed and the awarded funds have been used.
4. All applications and documents specified in the regulations are submitted by the chairman of SRC. They are to be approved by the mentor of SRC and other required signatures have to be included.
5. Within 14 days from the date of announcement of the competition, referred to in par. 2, the following should be submitted to the Centre for Student Affairs in order to enter the competition:
 - 1) an application for funding for the implementation of a research project by SRC operating at WUELS, constituting Attachment No. 1 to these Regulations (hereinafter referred to as the application);
 - 2) the cost estimate, constituting Attachment 2 to these Regulations.
6. Applications are subject to formal and content-related evaluation. The formal assessment is realised by the Centre for Student Affairs and the substantive assessment is conducted by a commission appointed by the Rector of WUELS

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7. The committee consists of:
 - 1) two academic lecturers holding the title of professor or the degree of habilitated doctor, this includes the chairman of the commission;
 - 2) one academic lecturer with at least a doctoral title;
 - 3) member of the Student Government;
 - 4) employee of the Centre for Student Affairs.
8. In case of formal deficiencies, SRC receives a written request to remove the deficiencies within 7 working days from the date of obtaining the notification. If the deficiencies are not remedied within the time limit indicated above, the application is to be rejected.
9. Substantive evaluation is subject to:
 - 1) the level of suitability of the education process;
 - 2) academic level;
 - 3) the validity of the expenses covered by the cost estimate;
 - 4) substantive level of the project;
 - 5) SRC project achievements (external projects).
10. The committee adopts the following principles during the evaluation of applications:
 - 1) analysis of the application and discussion concerning the legitimacy of financing a particular research project, compared to other research projects assessed in the competition as well as the adequacy of the proposed activities compared to the profile of the applicant SRC constitute the grounds for the commission's decision as regards the final evaluation of the application; the commission is to award points observing the Attachment No. 3 to these Regulations,
 - 2) position of the application on the ranking list established by the committee constitutes the final evaluation of the application.
11. The commission may establish additional evaluation criteria if there is more than one SRC with the same number of points on the last position on the ranking list. Such a situation is recorded in the protocol.

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12. The committee establishes the classification of the assessed research projects in the form of a ranking list. The Centre for Student Affairs publishes the results of the competition on the university's website, within 30 days from the date of accepting the documents referred to in § 2 par. 5 points 1 and 2. One publishes only the titles of research projects that have been granted financial resources.
13. The decision concerning the allocation of financial resources is made by the vice-rector based on the evaluation of the commission.
14. The decision issued by the Vice-Rector is final and one cannot appeal against it.

§ 3

The subject of financing

1. The funding awarded in the competition can be used to cover costs related to the research project they were awarded for directly.
2. Financing a research project includes in particular:
 - 1) materials necessary for realisation of the research project (e.g. purchase of reagents, laboratory equipment, specialized biological material);
 - 2) organization of a research project;
 - 3) external services.

The usage of purchased materials (e.g. chemical reagents, laboratory glassware and others) is to be presented in the final report devoted to the research project implementation and usage of the allocated financial resources.

3. The funding of a research project does not cover the following:
 - 1) fees and salaries;
 - 2) organization of and participation in faculty conferences, both in the country and abroad;
 - 3) purchase of office supplies, office equipment and room furniture (e.g. telephones, furniture, toners, printers, etc.);
 - 4) purchase or creation of fixed assets or their components;
 - 5) purchase of computer equipment;

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- 6) travel costs;
- 7) business trips.

§ 4

The scope and method of granting financial resources

1. The pool of financial resources assigned for a particular calendar year amounts to PLN 100,000. The Vice-Rector for Education can increase the aforementioned pool.
Financial resources of up to PLN 10,000 are granted for the realisation of one research project, subject to par. 2 and 3.
2. One SRC can submit one application. Moreover, SRC, which is formed by a team from several SRC can submit an application for the implementation of a research project. In such a case the amount requested for the realisation of one research project increases proportionally to the number of SRC covered by the application. If a research project is realised by more than one SRC, the application is to be accepted by the mentors of all SRC participating in the project.
3. In case SRC has submitted an application for co-financing of the project implementation from external funds addressed to the Centre for Student Affairs and the university has not transfer this application to the financing institutions due to the limitation of the number of applications that can be submitted, such SRC may apply for funding as follows:
 - 1) up to the value of the project, if the cost estimate was up to PLN 20,000;
 - 2) twice the amount of financial resources indicated in par. 1 second sentence, if the cost estimate was equal to or higher than PLN 20,000, subject to par. 2, with the provision that the maximum amount of the financial resources granted shall not exceed PLN 30,000.

One has to attach the cost estimate concerning the application for co-financing the realisation of the project using external funds to the application for funding in the edition of the competition referred to in § 2 par. 2.

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4. Financial resources for the implementation of the research project are granted in the calendar year during which SRC applies for financial resources.
5. Financial resources are granted for expenses related connected to realisation of a research project incurred in the year they were allocated for from the Research Support Fund.
6. The financial resources allocated to the research project are not included in the pool of funds allocated to the social and educational activities performed by students.
7. The financial resources allocated to the research project are used by SRC following the cost estimate referred to in § 2 par. 5 point 2 and the schedule included in the application referred to in § 2 par. 5 point 1.
8. The financial resources allocated to the research project are provided after the ranking list is published and the decision of the vice-rector on granting funding is sent to SRC.
9. The SRC mentor is responsible for the settlement of financial resources allocated to the research project.

§ 5

The change of terms of the project implementation

1. The change of the following terms concerning the realisation of the research project requires a written consent of the Vice-Rector and the members of the commission are to be informed about the following:
 - 1) change of the SRC mentor;
 - 2) changes concerning other direct costs (e.g. purchase of a different type of material than indicated in the cost estimate and in the amount allocated to the research project, resignation from the purchase of planned materials or services);
 - 3) extension of the research project realisation period for another year, based on the request of SRC with justification, filed no later than one month prior to the end of the research project implementation.

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2. SRC is obliged to indicate all changes, if any, in the final report on the implementation of the research project and use of the financial resources granted or justify the failure to use them.

§ 6

Final report concerning the implementation of the research project and the use of the allocated financial resources

1. After the completion of the research project, SRC is to provide the commission with a final report on the implementation of the research project and the use of the financial resources granted, constituting Attachment No. 4 to these Regulations (hereinafter referred to as the final report).

The final report must be submitted to the Centre for Student Affairs within 60 days from the date on which the research project was completed.

2. The Commission is to evaluate the final report, constituting Attachment No. 5 to these Regulations, by the 31st of March during the year following the year in which SRC was granted funds.

In case SRC applies for an extension of the research project realisation period for another year, the commission is to evaluate the final report by the 31st of March of the year following the year for which SRC received consent to extend the research project realisation period.

3. In case of disclosing that the allocated financial resources have been used contrary to their intended purpose or if the final report has not been filed observing the time limit indicated in par. 1, the funds granted to SRC are reimbursed.

The vice-rector is to provide the SRC mentor with a date for the reimbursement of the granted financial resources.

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4. If the final report is not filed observing the time limit indicated in par. 1 or in case of a negative evaluation of the final report, SRC is deprived of the possibility to apply for funding in the next edition of the competition.
5. The publication of information on the results of the evaluation of the final reports on the university's website constitutes the end of each subsequent edition of the competition. It shall take place immediately after the evaluation.

§ 7

Result of research project

The implemented research project should end in particular with the following:

- 1) publication of the work in any form;
- 2) presentation of the obtained results;
- 3) work review.

§ 8

Final provision

The Regulations are introduced based on the regulation of the Rector of the Wrocław University of Environmental and Life Sciences which indicates the date on which it enters into force.

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