

## **REGULATIONS FOR THE PROVISION OF FUNDING FOR STUDENT RESEARCH STUDIES**

Distribution of funding for academic projects within the Student Research Studies programme (hereinafter referred to as SBN projects) is determined on the basis of a contest run by the Committee for processing applications for the financing of student research studies (hereinafter referred to as Committee) in accordance with the following provisions:

### § 1

#### Establishing the Committee

1. The committee is appointed by the Vice-Rector for Student Affairs and Staff Management, upon the request of Deans. The Deans select 1 representative from each Faculty.

### § 2

#### Submitting applications

1. Applications for the financing of SBN projects are to be submitted to the office of the Board of the Student Scientific Society (STN) during its duty hours.
2. The deadline for submitting applications expires on 31 December of the year prior to the year when funding is to be received.
3. Applications are to be submitted using an application form – appendix no. 1.
4. The right to submit applications is granted to all members of the Student Scientific Society at NCU Collegium Medicum in Bydgoszcz.
5. Student research clubs functioning within one university department are allowed to apply for the financing of an unlimited number of projects.

### § 3

#### Project Supervisor

1. Any member of the teaching and research staff employed by NCU Collegium Medicum in Bydgoszcz can become a project Supervisor.
2. The project Supervisor must obtain a written approval of the head of the unit in which the projects is to be carried out.
3. Both the project Supervisor and Researcher(s)-student(s) are responsible for the management and financial settlement of the project.
4. Project Supervisor is allowed to supervise the management of no more than two SBN projects at a time.
5. In exceptional cases, it is permissible to change the project Supervisor on condition that the new project Supervisor assumes financial responsibility for the entire project in writing and the decision is approved by the Vice-Rector for Student Affairs and Staff Management.

### § 4

#### Project evaluation

1. Evaluation of project applications is carried out by the Committee appointed by the Vice-Rector for Student Affairs and Staff Management (§ 1, sec. 1 of the Regulations).
2. The Board of the Student Scientific Society has no influence on the composition or decisions of the Committee.
3. Submission of a full set of documents specified in the application form constitutes a prerequisite for submitting a project to the evaluation procedure.

4. Any inconsistencies or missing documentation which preclude a precise evaluation of the project exclude the project from funding.
5. Project evaluation concentrates mostly on its substantive (content-related) qualities, as well as – to a lesser degree – academic achievements of the Researcher-student (publications, presentations, scholarships, academic placements) which might ensure that the funding would be used properly.

## § 5

### Project approval

1. The amount of financing granted for each project is determined by the Committee.
2. Launching a project is approved by Vice-Rector for Student Affairs and Staff Management, upon the request of the Committee.
3. The Board of the Student Scientific Society – as a body assigned to coordinate the SBN programme – is obliged to announce the list of approved projects and to inform the applicants.
4. The decision of the Vice-Rector for Student Affairs and Staff Management can be appealed against within two weeks from the date of the announcement of the list of projects approved for funding.

## § 6

### Project management

1. The funding received cannot be spent on:
  - a. purchase of office equipment, particularly: a copy machine, a telefax, a telephone, a computer or computer hardware, a printer, a scanner, an office guillotine, an office binder;
  - b. purchase of presentation equipment, particularly: a multimedia projector, an overhead transparency projector;
  - c. teaching activity;
  - d. conference-related travels of project Supervisors;
  - e. other purposes, not related to carrying out an SBN project.
2. The disbursement of funding obtained for an SBN project is determined by the project Supervisor.
3. Every purchase should be carried out by a relevant administrative department of NCU Collegium Medicum in Bydgoszcz.

## § 7

### Financial settlement of projects

1. Project Supervisor and Researcher-student are obliged to submit a report on the performance of an SBN project within deadline. If applicable, the report should be complemented by copies of publications in scientific journals or confirmation of acceptance for publication issued by journal editors or documents confirming the presentation of a paper at a scientific conference.
2. The deadline for submitting reports on the performance of SBN projects expires on 15 January of the year following the one in which approval for funding was provided. Reports are to be submitted to the office of the Board of the Student Scientific Society.
3. The Board of the Student Scientific Society is obliged to submit the obtained reports to the Vice-Rector for Student Affairs and Staff Management no later than on 31 January.
4. Failing to submit the report on the performance of an SBN project within deadline precludes project team members (Supervisor and Researcher(s)-student(s)) from applying for financing in the following year.

5. In exceptional situations, e.g. carrying out particularly valuable research studies, the Vice-Rector for Student Affairs and Staff Management can prolong the deadline for completing the research project by no more than one year and provide additional funding (requires submitting an application form together with justification). In such cases, the deadline for the financial settlement of the project is determined by the Vice-Rector for Student Affairs and Staff Management.

## § 8

1. These Regulations become binding on the date of signing by the Vice-Rector for Student Affairs and Staff Management.
2. These Regulations supersede and replace all previous Regulations for the provision of funding for student research studies.

Signed by:  
prof. dr hab. Andrzej Sokala  
Vice-Rector for Student Affairs  
and Staff Management