

COMMUNICATION FROM THE DEAN OF THE DOCTORAL SCHOOL

of 12 November 2024

regarding the rules for the distribution of funds for scientific activities

at the Doctoral School of the SGH Warsaw School of Economics

1. Funds for scientific activities are allocated particularly for:
 - 1) covering publication costs, especially fees for submission and publication of scientific articles,
 - 2) participation in conferences with a presentation,
 - 3) support in financing ongoing empirical research,
 - 4) other potential needs related to conducting research and publishing activities.
2. In order to obtain the funds referred to in paragraph 1, an application must be submitted to the Dean of the Doctoral School along with supporting documents, particularly such as:
 - 1) confirmation of publication costs from the publisher, in the case of the area referred to in par. 1(1),
 - 2) confirmation of acceptance of the article (poster) for presentation along with a cost estimate of participation, in the case of the area referred to in paragraph 1(2),
 - 3) other relevant documents in the case of other requests.
3. A template for an application for conference trip funding constitutes Appendix No. 1 to the Communication.
4. 4. The Dean of the Doctoral School decides on the allocation of funds, taking into account the doctoral student's legitimate interest, the justification of the presented purpose of expenditure, as well as the availability of funds and the requested amount in relation to the total available funds. Applications for funding can be submitted throughout the year as needs arise.
5. It is recommended to include with the application referred to in paragraphs 2 and 3, a Supervisor's opinion justifying the connection between the proposed expenditure purpose and the doctoral dissertation being prepared, particularly in accordance with the doctoral student's individual research plan.

6. Funding can be granted to a doctoral student who fulfills the obligations specified in the Regulations of the Doctoral School at the Warsaw School of Economics (SGH) and the Education Program of the Doctoral School at SGH in a timely manner.
7. Once the Doctoral Student has been granted permission to receive financial support to participate in the conference, they are obliged to sign an agreement, a template of which constitutes Appendix No. 2 to the Communication. Generally, it is not possible to reimburse costs incurred by the doctoral student before signing the agreement or in a manner inconsistent with the travel procedures in force at the Warsaw School of Economics.
8. Upon return from the conference, the Doctoral Student shall be obliged to submit a report on the trip in accordance with the template constituting Appendix No. 3 to the Communication.
9. Funds for empirical research are distributed, in principle, through a competitive process, regulated by separate regulations.
10. The funds is settled in accordance with the Regulations and procedures in force at the SGH Warsaw School of Economics.
11. Communication from the Dean of the Doctoral School of 23 November 2023 on the rules governing the distribution of funds for scientific activities at the Doctoral School of the SGH Warsaw School of Economics is hereby invalidated.
12. The Communication shall enter into force on the date of its signing.

DEAN

of the SGH Doctoral School

dr hab. Paweł Wyrzębski, prof. SGH

/signed with a qualified electronic signature/