

COMMUNICATION FROM THE DEAN OF THE DOCTORAL SCHOOL

of March 21, 2025

regarding the Announcement of a Competition for “SGH Doctoral School Dean's Grant” for 2025

I hereby announce the call for applications for the Dean's Grant of the SGH Doctoral School for the year 2025. The rules for awarding the grant are outlined in the following regulations.

Regulations of the competition for the "Dean's Grant of the SGH Doctoral School" in 2025

§1 Purpose of the competition and its participants

1. All SGH doctoral students who have submitted their Individual Research Plan (IPB), which has been finally accepted by the Dean of the Doctoral School, are eligible to apply for the Dean's Grant.
2. Each doctoral student may apply for funding of only one research project under this competition.
3. Funds obtained under the Dean's Grant may be used for conducting or supporting research that is an element of dissertation preparation, such as data collection. These funds cannot be used for the dissemination of research results, such as conference participation or publication fees.
4. The maximum total amount of funding available under the competition is 15,000 PLN, which may be allocated either to one best-ranked application or distributed among multiple applications with lower requested amounts. In justified cases, the Dean of the Doctoral School has the right to increase this amount or decide not to distribute the full allocated budget.
5. The maximum amount that an individual doctoral student can request is 15,000 PLN. However, the Dean has the discretion to award a different amount than the one requested by the applicant.

§2 Procedure of application for the Dean's Grant

1. Applications must be submitted using the designated form, which is an appendix to these regulations.

2. The completed application, saved in PDF format, along with required attachments, must be sent to bsd@sgh.waw.pl from the doctoral student's SGH email address no later than April 7, 2025 (end of the day). No electronic or handwritten signature is required.
3. The application must include:
 - 1) A supervisor's opinion, particularly commenting on the alignment of the proposed research project with the applicant's Individual Research Plan (IPB) and its relevance to their dissertation;
 - 2) Information of research progress (such as copies of submitted or published articles/monograph chapters, copies of the current state of the doctoral dissertation or its parts, or other documents confirming the research's progress.
 - 3) A market analysis in the case of applications for external services (justification of budget, offers from research companies, price lists, etc., to verify budget rationality),
 - 4) Other documents that allow for the assessment of the competition criteria mentioned in §3(1).
4. If multiple applications or multiple versions of an application are submitted from the same email address, only the latest version received will be considered.
5. Applications may be submitted in Polish or English. Appendixes may be in a mix of both languages (e.g., submitted articles, conference participation confirmations, etc.). However, documents in any other language will not be considered unless accompanied by a translation into Polish or English.

§3 Evaluation process

1. The Dean's Grant will be awarded based on the following criteria:
 - 1) Alignment of the proposed research project with the applicant's IPB and its significance for the dissertation.
 - 2) Appropriateness of the selected research methods.
 - 3) Budget justification and efficiency in fund allocation.
 - 4) Research and academic progress (publications, dissertation progress, mid-term evaluation results, timely completion of coursework) based on the year of study.

2. Each of the criteria in §3(1) is evaluated on a 0-5 point scale by a Committee appointed by the Dean of the Doctoral School. A score of 0 in any criterion or failure to meet the regulatory requirements specified in §1 will disqualify the application.
3. The Committee consists of:
 - Dean of the Doctoral School — dr hab. Paweł Wyrzębski, prof. SGH,
 - Deputy Dean of the Doctoral School — prof. dr hab. Małgorzata Bombol
 - Rector's Representative for the Doctoral School — prof. dr hab. Bartosz Witkowski.
4. The final decision regarding grant allocation is made by the Dean, based on the ranking prepared by the Committee.
5. Applicants will be notified of the decision via email to the SGH domain email address used for submission.
6. If an applicant wishes to appeal, they may do so within 14 days of receiving the decision, by submitting an appeal to the Rector of SGH through the Doctoral School Office (either in writing or via email to bsd@sgh.waw.pl from their SGH email address).

§4 Grant settlement

1. The allocated funds remain under the Dean's supervision, and the Dean authorizes their disbursement according to SGH's financial procedures. The funds will be transferred or paid based on the awardee's request (e.g., signing an agreement with a service provider for data collection).
2. For external services, the awardee must conduct a market analysis in compliance with SGH regulations and select a provider with cost-effectiveness in mind.
3. The allocated grant funds must be spent by November 30, 2025. In exceptional cases, the Dean may approve an extension, but no later than December 15, 2025.
4. The grant recipient must submit a final report on the use of the funds by January 31, 2026. The report should include a supervisor's opinion and supporting documents confirming the grant's implementation.
5. The financial settlement of the awarded funds follows SGH's financial regulations and procedures.

§5 Final provisions

1. Any disputes or matters not covered by these regulations will be resolved by the Dean of the Doctoral School.
2. The regulations take effect upon the Dean's signature.
3. By submitting an application for the Dean's Grant, applicants confirm their acceptance of these competition regulations.

DEAN

SGH Doctoral School

dr hab. Paweł Wyrozębski, prof. SGH

/signed by qualified electronic signature/