

**Regulations on co-financing active participation
PhD students of the Poznan University of Medical Sciences
in domestic and foreign conferences**

§ 1. The regulations define the rules for granting funding for doctoral students of the Poznan University of Medical Sciences to actively participate in domestic and foreign conferences.

§ 2. Whenever the Regulations mention:

- 1) University - this should be understood as the Poznan University of Medical Sciences;
- 2) PhD student - this should be understood as a participant of the Doctoral School or a person who started doctoral studies before the 2019/2020 academic year;
- 3) the Doctoral Students' Self-Government Council or the Council without further specification - by this means understand the university's decision-making body of the PhD Students' Self-Government, i.e. the Council of the PhD Students' Self-Government of the Poznan University of Medical Sciences;
- 4) active participation - this should be understood as personal presentation of scientific research results in the form of, among others, a lecture, presentation or poster;
- 5) national conference - this should be understood as a conference taking place in the territory of the Republic of Poland;
- 6) foreign conference - this should be understood as a conference taking place on the territory of a country other than the Republic of Poland.

§ 3. 1. Financing may be received by a PhD student of the Poznan University of Medical Sciences who actively participates in a domestic or foreign conference, subject to section 2

2. During the entire education cycle, each PhD student may obtain only one funding for participation in a domestic and foreign conference on the terms described in these regulations.

§ 4. 1. To receive funding, a PhD student submits an application in electronic form, sending it to the e-mail address of the Doctoral Students' Self-Government Council doktoranci@ump.edu.pl no later than 30 days before the planned conference.

2. Must be presented in the application:

- 1) name, date, place and organizer of the conference;
- 2) title and abstract of the submitted presentation;
- 3) list of co-authors, taking into account their order;
- 4) name and surname of the scientific supervisor or supervisor;
- 5) name, surname and contact details of the PhD student applying;
- 6) previous scientific achievements of the PhD student, with particular emphasis on previous presentations.

3. The application must be accompanied by confirmation of acceptance of the presentation by the conference organizers and a declaration signed by the PhD student and the research supervisor or supervisor that the work presented in the application is original and has not been presented anywhere before. The content of both documents must be consistent with the data included in the application.

§ 5. 1. The applications referred to in § 4 are considered by the Director of the Doctoral School after receiving an opinion from the Committee on Financing Participation in Conferences. The Doctoral Students' Self-Government Council appoints the committee for a given academic year. Applications are considered continuously until the budget allocated for this purpose is exhausted.

2. A member of the Commission is excluded from considering the application, if it concerns it:

- 1) its directly;
- 2) his/her spouse, relatives or in-laws or a person with whom he or she lives together.

3. In the event of formal deficiencies, the application is sent to the applicant to correct the deficiencies within 7 days of receiving the notification. If the application is not completed within the deadline specified above, it will not be further considered.

4. Information about receiving funding is provided in a reply to the e-mail address from which the application was sent within 14 days of its receipt.

§ 4. 1. The maximum funding for a domestic conference is PLN 500 and for a foreign conference is PLN 3,000. In the case of a conference of recognized and high prestige, it is possible to obtain a higher amount of funding after the applicant receives the consent of the Director of the Doctoral School.

2. The granted amount of funding includes in particular:

- 1) cost of registration fee;
- 2) accommodation and food costs;
- 3) insurance costs;
- 4) travel costs.

3. The condition for receiving reimbursement of incurred costs is their settlement in accordance with the provisions currently in force at the University regulating the conditions for conducting and settling domestic and foreign business trips and trips for scientific, teaching and training purposes. The responsibility for reading them, correctly settling the trip, and participating in the conference rests with the PhD student who received funding.

4. The costs are settled up to the amount of the granted funding based on the presented bills and invoices. Costs that are not covered by the bills are not subsidized. If the expenses incurred exceed the amount of funding, the difference is covered by the doctoral student.

§ 5. The Regulations enter into force on the day of signing.