

**REGULATIONS FOR GRANTING AND USING FUNDS
FROM THE FUND TO SUPPORT STUDENT RESEARCH INITIATIVES
AT THE FACULTY OF PSYCHOLOGY OF THE UNIVERSITY OF WARSAW
of 27 June 2017**

The Fund to Support Student Research Initiatives (FWINS) at the Faculty of Psychology of the University of Warsaw is allocated annually from the non-budgetary funds of the Faculty of Psychology from student payments for repeating the year, classes and conditional enrolments. The fund is calculated according to the following formula:

*(Income from repeating classes, exams, etc. – 30% deduction for UW) * 1/3 =
FWINS*

After deducting from the income from repeating classes, exams, etc. 30% of the university-wide surcharge, one-third is allocated to FWINS.

Funding from FWINS may be used to implement specific projects and undertakings:

- • funding of participation in conferences, seminars and scientific symposia,
- • organization of conferences, trainings, seminars and scientific symposia,
- • research conducted by students as part of scientific circles..

Funding is provided for tasks carried out mainly by: **student governments, scientific circles and students** of first and second cycle, uniform master's studies (primarily full-time students) – the terms: associations, scientific circles, organizations and students mean entities and individuals associated with the Faculty of Psychology of the University of Warsaw.

§ 1

General Provisions

PARTICIPATION IN CONFERENCES

Funding for participation in foreign and domestic conferences, seminars, sessions and scientific symposia

1. Funding for participation in conferences may be applied for by persons who:
 - a. intend to present a paper at a conference, seminar, symposium or session or present the results of their research,
 - b. are students of the Faculty of Psychology at the University of Warsaw.
2. The funding received may be used to cover the costs of:
 - a. travel
 - b. conference fee,
 - c. accommodation or meals.
3. If a student leaves the conference without presenting a scientific paper (as a passive participant/listener/co-author not presenting the work), he/she will not receive a refund of travel costs.
4. One paper can be covered by funding only once.
5. The competent Vice-Dean decides on accepting the application in terms of the maximum total amounts of funding:
 - a. in the case of domestic trips PLN 500.00 (five hundred zlotys),
 - b. in the case of foreign trips PLN 1500.00 (one thousand and five hundred zlotys).

ORGANIZATION OF A CONFERENCE

Funding of the organization of foreign and domestic conferences, seminars, sessions and scientific symposia

1. The following entities can apply for funding for the organization of a conference:
 - a. scientific circles,
 - b. Student Government.
2. When evaluating applications, the following will be taken into account:
 - a. cyclical nature of the event,
 - b. coverage greater than local
 - c. efficiency, i.e. a large coverage and effect at a low cost,
 - d. the number of people involved in the implementation of the project and benefiting from its effects,
 - e. obtaining additional funds,
 - f. originality of the design,
 - g. the way the project is promoted.
3. The funding received may be used to cover the costs of:

- a. travel, accommodation and meals for conference participants,
 - b. printing of conference materials,
 - c. office supplies and consumables.
4. The expenditure of the allocated amounts must be in accordance with the general regulations in force at the Faculty of Psychology.
5. The competent Vice-Dean decides on the acceptance of the application for funding of the conference within the scope of the maximum total amounts:
 - a. in the case of organization of national conferences PLN 1500.00 (one thousand and five hundred zlotys),
 - b. in the case of international conferences (with the participation of lecturers or presenters from foreign research centres) PLN 3000.00 (three thousand zlotys).

RESEARCH

Funding for research conducted by students

1. The following entities can apply for research funding:
 - a. scientific circles,
 - b. groups of students not associated in an academic circle,
 - c. individuals, provided that the project does not involve crediting didactic classes.
2. The funding received can be used for:
 - a. covering travel expenses,
 - b. covering the costs of accommodation,
 - c. other documented expenses directly related to the project.
3. The amount of PLN 6000.00 is allocated annually for the financing of research conducted by students as part of scientific circles.
4. Applications for research funding should be submitted by 31.03 each year.
5. Applications are evaluated by a committee appointed by the competent Vice-Dean, which consists of at least three academic teachers and two representatives of the Student Government.
6. The committee evaluates the submitted applications and selects a maximum of three that will receive funding. If the committee's decision does not exhaust the amount of PLN 6000.00, the unused part returns to FWINS and is allocated for other purposes.
7. The results of the research carried out as part of the funded projects will be presented at the Faculty Day in the year following the year in which the funding was awarded.

§ 2

Applications for funding

1. The application for funding should be submitted on the forms attached to these regulations:
 - a. Appendix No. 1 – participation in a conference,

- b. Appendix No. 2 – organization of a conference or other undertaking and conducting research.
2. The application for funding for the organization of a conference – irrespective of the type of funding expected - shall be accompanied by:
 - a. a copy of the conference estimates specifying the amount of funding applied for and its purpose, as well as the amount of funds from other sources.
3. The application for funding for participation in a conference shall be accompanied by:
 - a. a copy of the invitation to participate in the conference and acceptance of the paper,
 - b. abstract, outline of the paper to be presented.
4. The application for research funding shall be accompanied by:
 - a. a detailed action plan with a description of the expected scientific outcomes,
 - b. information on previous scientific research along with a description of scientific results.
5. The application can be withdrawn by the applicant at any time.
6. Incomplete applications that do not meet the requirements of these regulations will not be considered.

§ 3

Processing of applications

1. Submitted applications are subject to substantive evaluation.
2. In the case of doubt, the applicant may be invited for an interview with the competent Vice-Dean.
3. Applications for trips or conferences are considered by the relevant Vice-Dean on a set day of the week, during the periods of classes.
4. Applications for trips or conferences are considered no later than 30 days before the start of the project. The competent Vice-Dean reserves the right to postpone the deadline for considering the application.
5. The competent Vice-Dean reserves the right to increase the amount of funding or provide funding for scientific initiatives not described in these Regulations with the approval of the Dean's Board.
6. The decision on awarding funding and its amount is made by the competent Vice-Dean, and in the case of applications requiring it, in consultation and after approval of the Dean's Board. The applicant will be informed about the need for consultation in person, and the deadline for considering the application will be postponed to the next week (taking into account point 4).

§ 4

Final provisions

1. The applicant undertakes:
 - a. to implement the co-financed project in accordance with the presented application,
 - b. to submit a report on the implementation of the project and the use of the allocated funds to the Finance and Accounting Department within 30 days after the completion of the project according to Appendix No. 3 to the Regulations,
 - c. not to allocate the received funding for the implementation of another project,
 - d. document the incurred costs in accordance with the rules applicable at the Faculty of Psychology of the University of Warsaw and submit full documentation to the Finance and Accounting Department immediately upon receipt,
 - e. promote FWINS activities in social media, in consultation with the competent Vice-Dean or the Promotion Team of the Psychology Faculty of the UW.

2. The subsidy may be withdrawn by the competent Vice-Dean if the applicant does not fulfil the obligations undertaken, and above all, if he/she does not submit a substantive report and settlement of the subsidy.