

*Vice-Rector for Science and International Cooperation, Agata Jurkowska-Gomułka, Ph.D.,
Assoc. Prof. announces*

a COMPETITION

for student science/art projects and projects popularising science/art, carried out by UITM student research clubs in 2024

Competition Regulations

The aim of the competition is to involve students from research clubs in scientific and artistic development and to support student innovation and creativity.

Subject of financing

1. The funding applies to scientific and artistic projects as well as those promoting science and art, carried out by student research clubs.
2. The funds awarded may be used only to cover the direct costs of the research/art project, in particular:
 - 1) purchase of materials for the implementation of the project,
 - 2) external services,
 - 3) internal services,
 - 4) dissemination of science (participation in conference, costs of scientific publication).
3. The direct costs of project implementation must meet all of the following conditions:
 - 1) they must be incurred during the project implementation period,
 - 2) they must be necessary for project implementation and for achieving its results,
 - 3) they must meet the requirements of effective finance management,
 - 4) they must be traceable and verifiable,
 - 5) they must be documented with correct financial and accounting records issued by UITM and settled in accordance with the rules applicable at the university.

Deadlines and procedure for submitting applications and granting funds

4. In order to participate of the competition, an application must be submitted to the Science Department with a cost estimate (Annex 1) and all required signatures by one of the two deadlines: by February 15, 2024 (first call for proposals) and by March 7, 2024 (second call)
5. The organizer of the competition reserves the right to close the competition earlier if the pool of funds allocated for financing the projects is exhausted. This also applies to the situation when it is not possible to submit applications under the second call for proposals.
6. Applications are subject to formal and substantive evaluation. The formal evaluation is carried out by the employees of the Science Department, and the substantive evaluation is carried out by a committee composed of:
 - Vice-Rector for Science and International Cooperation – chair
 - Vice-Rector for Teaching

- Head of the Science Department – member
 - Head of the Council of Research Clubs – member
 - Head of the Student Council – member.
7. The competition committee will be appointed by the Vice-Rector for Science and International Cooperation by January 31, 2024.
 8. When examining applications, the competition committee takes into account the following project evaluation criteria:
 - 1) scientific/artistic level of the application (including originality and interdisciplinarity) – from 0 to 20 points;
 - 2) methodology and possibilities of project implementation – from 0 to 20 points;
 - 3) the scope and importance of the social impact of the project and the possibility of promoting the university in broader public environment, as well as consideration of the principles of sustainable development and gender equality – from 0 to 20 points;
 - 4) reasonableness of planned costs – from 0 to 20 points;
 - 5) project effects – from 0 to 20 points.
 9. All projects must take into account the principles of sustainable development and the goals of the UITM Sustainable Development Strategy for 2022-2024, including the principle of gender equality, in accordance with the Gender Equality Plan.
 10. The competition committee considers applications within 14 days from the date of closing the call for applications. Funding may be granted to projects that score at least 60 points.
 11. The decision on granting funds is made by the Vice-Rector for Science and International Cooperation based on the assessment of the committee members on the basis of the ranking of projects. The decision of the Vice-Rector for Science and International Cooperation is final and cannot be appealed against.
 12. The list of winners will be published at the UITM website: <https://wsiz.edu.pl/kategoria/aktualnosci-naukowe/>
 13. Immediately after the announcement of the results, the project manager should submit an updated estimate of project costs to the Science Department, taking into account the amount of funding obtained, together with a statement obliging the student/s to conclude an agreement for free transfer of copyrights to the UITM as concerns works created within the activity covered by the funding, in accordance with Annex 2.

Project implementation conditions

14. The project manager is a student, and the tutor of the research club supervises the project.
15. The project implementation period begins on the day of announcing the results (publishing the list of winners) and may not exceed 6 months.
16. The funds allocated for the implementation of the project must be used in accordance with the approved cost estimate and schedule.
17. Within 14 days after the completion of the project, the project manager is obliged to submit the final report to the Science Department in accordance with Annex 3, containing:

- substantive report on the implementation of the project,
- financial statement, preceded by a settlement made in the Bursary Office.

18. The final report should be accompanied by documents confirming the effects of the implemented project (scientific publication, presentation of the results obtained).

19. In matters not covered by this document, decisions are made by the Vice-Rector for Science and International Cooperation.

to Regulations of the competition for student science/art projects and projects popularising science/art, carried out by UITM student research clubs in 2024

Application

for granting funding within the competition for student scientific/artistic projects and projects popularising science/art, carried out by UITM student research clubs in 2024

Full name of the research club	
Title of the project submitted for the competition	
Project start date	
Project end date	
Project implementation site	
Project manager	full name: student ID No.: phone number: e-mail:
Project team	
Tutor of the student research club	

Project description:	
Assumptions and goals of the project	
Research methodology	
Expected project results	

The scope and significance of the social impact of the project	
How the project implements:	<ul style="list-style-type: none"> ▪ principles of sustainable development ▪ principles of gender equality

The project includes research requiring consent of a competent bioethics committee:
YES / NO

The project includes research requiring animal experiments: YES / NO

Project schedule and cost estimate:

<u>Activity 1 (name)</u>	
Expected costs to be financed from project funds	
Description of the activity, type of individual costs with justification	

<u>Activity 2 (name)</u>	
Expected costs to be financed from project funds	
Description of the activity, type of individual costs with justification	

<u>Activity 3 (name)</u>	
Expected costs to be financed from project funds	
Description of the activity, type of individual costs with justification	

TOTAL COSTS:	
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Project manager signature

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Acceptance of the research club tutor

Application evaluation:

Item	Project evaluation criteria	Points awarded
1	Scientific/artistic level of the application (including originality and interdisciplinarity)	
2	Methodology and possibilities of project implementation	
3	Scope and importance of the social impact of the project and the possibility of promoting the university in broader public environment, as well as consideration of the principles of sustainable development and gender equality	
4	Reasonability of the planned costs	
5	Project results	
Total:		

Decision of the competition committee: qualified / not qualified for funding

Amount of funding awarded:

Signatures of the members of the competition committee:

Vice-Rector for Science and International Cooperation:

Vice-Rector for Teaching:

Employee of the Science Department:

Head of the Research Clubs Council:

Head of the Student Council:

to Regulations of the competition for student science/art projects and projects popularising science/art, carried out by UITM student research clubs in 2024

Statement

on the obligation to transfer to UITM the copyright to the work/works created as part of the competition for student scientific/artistic projects and projects popularizing science/art carried out by student research clubs at UITM in 2024

I, the undersigned (*full name*), (*student ID No.*), member of the student research club (*name of the club*), agree to conclude an agreement of free-of-charge transfer to UITM of the copyright to the work/works created as part of the activity covered by the co-financing within the competition for student science/art projects and projects popularizing science/art carried out by student research clubs at UITM in 2024.

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(*date*)

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(*legible signature*)

to Regulations of the competition for student science/art projects and projects popularising science/art, carried out by UITM student research clubs in 2024

Report

on the implementation of the project within the competition for student scientific/artistic projects and projects popularizing science/art carried out by UITM student research clubs in 2024

Substantive report

Project title	
Full name of the research club	
Project start date	
Project end date	
Project implementation site	
Project manager (<i>phone and e-mail</i>)	
Project team	
Tutor of the student research club	

A synthetic **description of completed tasks** with indication of the most important scientific/artistic achievements and tasks within science dissemination activities:

1) purpose of research:

2) description of completed tasks within the implemented topic:

3) description of the main achievements:

4) application of the obtained results (*e.g. publications, conferences, patents, preparation of an application for funding, practical application*):

5) consideration of the principles of sustainable development and gender equality in the project:

Financial report (requires approval by the Bursary Office):

<u>Activity 1 (name)</u>	
Costs incurred:	
Justification:	

<u>Activity 2 (name)</u>	
Costs incurred:	
Justification:	

<u>Activity 3 (name)</u>	
Costs incurred:	
Justification:	

TOTAL COSTS:	
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Confirmation of the amount of costs incurred:

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Bursary Office