

COMPETITION RULES
"FACULTY OF ARCHAEOLOGY STUDENT MINI-GRANTS"

for projects financed by the Faculty of Archaeology from the subsidy obtained by the
Warsaw University for the maintenance and development of teaching potential

§ 1 Definitions

Whenever the Rules of Procedure refer to:

- 1) The Faculty – it is to be understood as the Warsaw University's Faculty of Archaeology.
- 2) The Competition – it is to be understood as the "Faculty of Archaeology Student Mini-grants" competition in 2021-2024.
- 3) The Competition Edition – it is to be understood as the competition announced in a given academic year together with the detailed competition calendar, the budget for a given edition, the maximum number of winning projects, and other detailed regulations for a given edition.
- 4) The Mini-grant – it is to be understood as funds allocated for a project carried out within the framework of the "Faculty of Archaeology Student Mini-grants" competition.
- 5) The Dean and Vice-Deans – it is to be understood as the dean authorities of the Warsaw University's Faculty of Archaeology.
- 6) The Committee – it is to be understood as the Committee of the "Faculty of Archaeology Student Mini-grants" competition.
- 7) The Independent Sections – is to be understood as the Independent Sections of the Dean's Office of the Warsaw University's Faculty of Archaeology,
- 8) The Project – it is to be understood as a project submitted to the competition which meets the requirements specified in §2.3.
- 9) The Applicant – it is to be understood as a student applying for funding for his/her project or representing a Project Team of students applying for funding for a joint project and acting as a Project Manager.
- 10) The Project Manager – the student winner of a given edition of the Competition or a representative of the Design Team acting as the Project Manager.
- 11) The Project Team – a group of students – winners of a given edition of the Competition, who implement the project under the supervision of one Project Supervisor and are represented by the Project Supervisor.
- 12) The Project Supervisor – it is to be understood as an employee of the Warsaw University's Faculty of Archaeology in the meaning of §2 item 6 of the present Rules, chosen by the student directing the project, who exercises substantial supervision over the realisation of the project.
- 13) The Project Commencement Date – the date of submission of the declaration of acceptance of the Competition Regulations constituting Annex 4 hereto.
- 14) The Project Completion Date – it is to be understood as the date of acceptance of the implementation and financial report of the project constituting Annex No. 6 to these Regulations, subject to § 8, paragraphs 3 and 5.

§ 2 General provisions

1. The Regulations define the procedure of announcing the competition, submitting applications for granting the Mini-grant, the rules for evaluating the applications and deciding the competition, as well as the rules for implementing the projects and financial reporting.
2. The organiser of the Competition is the Faculty of Archaeology. The person responsible for its organisation at the Faculty is the Vice-Dean for Student Affairs.
3. The aim of the Competition is to support activities related to the educational process and the development of knowledge, competencies and skills of full-time students of the Faculty, and thus to improve their qualifications, by supporting tasks directly related to the implementation of the topics of their diploma theses that meet the criteria specified in § 4 of Appendix No. 1 and § 4 of Appendix No. 2 of Resolution No. 05/2020 of the Didactic Board of the Faculty of Archaeology and "Archaeology (Studies in English)" from 30th April 2020. An additional objective of the Competition is to develop students' skills in the proper preparation of grant proposals and the implementation and accounting of projects.
4. The competition is open to all full-time students in the Archaeology and "Archaeology (Studies in English)" courses conducted at the Faculty and financed from the subsidy allocated for the maintenance and development of the teaching potential of those who meet the conditions specified in § 4.
5. Projects may only be carried out in the area of archaeology.
6. Only full-time research-didactic / didactic Faculty members holding a doctoral degree, postdoctoral degree or professor title may act as the Supervisor of a project or projects carried out within the framework of the Competition. An employee of the Faculty may be a Supervisor of no more than two projects at the same time, for the implementation of which students apply in a given academic year. The Project Supervisor exercises only substantive supervision over the realisation of the project.
7. There is one edition of the Competition in a given academic year, and its calendar is determined annually by the Vice-Dean for Student Affairs. Information about a given edition together with detailed regulations concerning a given edition is published on the Faculty website in Polish and English.
8. The maximum amount of funding for one project in a given edition is 10 000 PLN, and the total budget of a given edition does not exceed 30 000 PLN. The amount of funds allocated for a given edition of the Competition and the maximum number of winning projects is announced separately for each given edition.
9. The maximum project implementation time is 12 months. Expenditures incurred in a given calendar year must be carried out by November 30th of the given year in which the project is being implemented. In particularly justified cases, after consulting the Vice-Dean for Student Affairs, the Dean has the right to extend the project realisation and financial reporting deadline by a maximum of 6 months. In the case of students in the final year of first and second degree studies, the project realisation and completion date can be no longer than the duration of the final stage of their studies.
10. Formal handling of the Competition is provided in a given edition by an employee of the Independent Student Affairs Section indicated by the Vice-Dean for Student

Affairs. Financial handling of the Competition is provided in a given edition by an employee of the Independent Economic and Financial Section indicated by the Vice-Dean for Student Affairs.

§ 3 Funding of the Competition

1. Funding for projects comes from a subvention to maintain and develop the teaching potential of the Faculty of Archaeology.
2. The amount of funding from the subsidy obtained by the Faculty for the competition is determined annually, before the start of a new edition of the competition, by the Dean in consultation with the Dean's team, taking into account the provisions of § 2 item 8.

§ 4 Conditions for admission to the Competition

1. The applicants in the competition in the capacity of Project Manager must be full-time students: first and second degree studies in Archaeology and first and second degree studies in "Archaeology (Studies in English)" conducted at the Faculty, who:
 - 1) have completed at least one stage (year) of studies;
 - 2) have obtained a grade point average of at least 4.0 at the end of the stage preceding the year in which the competition is announced (in the case of students of the first year of MA studies, a grade point average obtained at the end of the third year of studies);
 - 3) did not previously implement a project within the Competition as a Project Manager or as members of a Project Team.
2. It is a condition for entering the competition to submit the competition form and a signed opinion by the Project Supervisor within the deadline specified in the announcement of a given competition edition and meeting the formal requirements of the competition. Information on the processing of personal data is included in the application form (Annex no. 1).
3. One person who meets the requirements stipulated in § 1 may apply to the competition (as the Applicant – Project Manager) or it may be a Project Team, consisting of students meeting the requirements stipulated in § 1, item 1 and 3. The Project Team may be appointed by the Applicant – Project Manager or appoint its own representative, who will represent the Team as the Project Manager.
4. Participation in the competition is voluntary and free of charge.
5. Each of the winners of a particular edition of the Competition – both the Project Leader and all members of the Project Team – must accept the above Regulations. If the Project Leader or any member of the Project Team does not accept these Regulations, they may not participate in the project.

§ 5 Procedure for launching the competition and submitting applications

1. From the second edition, the competition for an academic year shall be announced by the Vice-Dean for Student Affairs no later than by the end of the calendar year in which the academic year begins. In exceptional circumstances, a competition may be announced in the following calendar year, but no later than the end of February.

2. An Applicant or a Project Team can submit only one application in a given edition of the competition.
3. A template application form together with a cost estimate is attached as Annex no. 1 to these Regulations.
4. The application should be submitted in electronic form together with attachments by sending it from an account in the student.uw.edu.pl domain to the address: wa.studia@uw.edu.pl with a header containing the title "Konkurs Minigranty Studenckie WA UW" or "Faculty of Archaeology Student Mini-grants" and the edition number.

§6 Principles of evaluation of applications and adjudication of the competition

1. Applications are subject to formal and substantive appraisal. Applications which have received a positive formal evaluation are subject to substantive evaluation.
2. The formal assessment is conducted by a designated employee of the Independent Student Affairs Section. Formal appraisal consists in evaluating the fulfilment of formal requirements specified in § 4 item 1-3, respectively, by the applicant and members of the Project Team, the timely submission of the application, and the completeness of the application and documentation specified in § 4 item 2. If deficiencies are found, an employee of the Independent Section for Student Affairs sends an e-mail asking for the rectifying of formal deficiencies within 3 working days from the date of said e-mail. Having completed the formal assessment, the employee of the Independent Student Affairs Section prepares a formal assessment sheet constituting Appendix No. 2 to these Regulations.
3. A seven-person Committee conducts an assessment of the merits of the project. The Committee is composed of the Dean and Vice-Deans of the Faculty, a representative of the Archaeology Faculty Students' Self-Government, as well as one representative of full-time undergraduate, part-time undergraduate students from outside the Self-Government as suggested by the Self-Government. The Committee is chaired by the Dean. An advisory vote assessing the project in relation to the student's stage of scientific development and assessment of academic and scholarly activity may be held by the Head of Studies in the field of archaeology and the Head of Studies in the field of "Archaeology (Studies in English)". A member of the Committee is obliged to abstain from assessing an application if, in relation to the Project Manager or members of the Project Team, he or she:
 1. is a spouse, relative or relation by blood up to and including the second degree,
 2. is bound by adoption, guardianship or custody ties,
 3. has such a legal or factual relationship as to give rise to justified doubts as to his/her impartiality.
4. Proposals shall be examined by the selection board and will be circulated among the board members before the meeting. At the latest, 14 days before the meeting, the Committee may ask to consult a specialist in the area of research covered by the project.
5. The substantive appraisal of an application is conducted anonymously on the substantive and qualitative appraisal sheet enclosed as Appendix No. 3 to these

Regulations. Individual members of the Committee award a given application in each category a maximum of 10 points in ten categories, which gives a maximum of 100 points in total. The total maximum number of points a proposal may receive is 700. The members of the Committee send the application evaluation forms to the Chairperson of the Committee electronically from their Warsaw University accounts to the e-mail address of the Chairperson, who forwards the applications in the form of anonymous questionnaires to the Vice-Dean for Student Affairs no later than 7 days before the Committee meeting.

6. A meeting of the Committee shall be convened by the Chairperson. During the meeting, the Vice-Dean for Student Affairs presents the total number of points obtained by individual applicants, comments on individual projects and presents a proposal for the competition ranking.
7. If the partial marks are inconsistent (the difference between the scores is more than 20%), the respective deans propose a mark within the scope corresponding to their prerogatives: the dean for research and development has the deciding vote within the scope of the assessment of the assumed effects, the justification for the topic and the innovativeness of the topic (items 1-3 of the assessment form), the dean for finance has the deciding vote within the scope of the assessment of the project cost and timetable (items 4-5 of the assessment form); the dean for students' affairs has the deciding vote with respect to the student's scientific development and the assessment of the applicant's scientific and academic activities (items 6 and 7); the student representatives have the deciding vote with regards to the assessment of the educational and popularising values of the project for other students (items 8 and 9), and the Dean has the deciding vote with regards to the usefulness of the project for the Faculty (item 10).
8. The ranking of the Competition is done according to the total amount of points obtained for the evaluation of the whole application. In a given edition of the Competition, the Vice-Dean for Student Affairs indicates how many projects ranked highest will receive funding from the funds allocated for the realisation of the projects submitted in the Competition, but no more than 5 winning projects.
9. Minutes of the Commission meeting shall be drawn up and signed by all members of the Commission.
10. The decision on awarding funding or rejecting the application is communicated to the Project Manager by e-mail to an address in the Warsaw University domain. Announcement of the results takes place no later than three working days after the Committee's meeting through publication of the ranking of projects with the names of the applicants, project titles, the number of points obtained, and the amount of funding awarded. The results are announced on the Department's website. In order to ensure the transparency of the grant awarding process, the results are announced on the Department website.
11. The results of the competition and decisions on funding awarded are final and cannot be appealed.
12. In the case of one's resignation from the realisation of the project after the conclusion of the "Faculty of Archaeology Student Mini-grants" Competition, but before signing

the declaration attached as Appendix No. 4 to these Regulations, the Applicant shall submit an appropriate statement of resignation addressed to the Chair of the Competition Committee. The statement may be sent electronically from a Warsaw University domain account to wa.studia@uw.edu.pl or delivered in person to the Independent Section for Student Affairs in paper form, with a handwritten signature. The committee has the right to recompile the ranking in order to allocate funds to the next person on the ranking list. Re-ranking is circulated among concerned parties without the need for a meeting.

§ 7 Principles of project implementation and financing

1. Within 14 days of the date of the decision being reached in the Call for proposals, the Applicant shall sign the declaration as can be found in Attachment No. 4 to these Regulations. The date of signing the declaration is the date of the commencement of project implementation.
2. Expenditure incurred during project implementation must be in line with the cost estimate presented in the application and must be incurred during the project implementation period (it is not possible to reimburse costs incurred before the Project Commencement Date or after the Project Completion Date).
3. All costs incurred under the projects must be carried out in accordance with current legislation, in particular the Public Procurement Law and the University's internal procedures.
4. Funds for projects may in particular be used to cover justified expenses connected with the handling of tasks included in the project timetable that exceeded the tasks to be completed by the Applicant during the course of preparing his/her thesis, in particular:
 - a) the purchase of services, such as the production of graphics, laboratory analyses, photocopies, scans,
 - b) to cover travel costs, including travel tickets, for the implementation of the project,
 - c) to cover the purchase costs of materials strictly related to the implementation of the project, in particular stationary and office supplies, reagents and storage media whose unit value does not exceed PLN 1,000,
 - d) to cover the purchase of books necessary for the implementation of the project.
5. The project funds cannot be used to purchase fixed assets (monitors, scanners, computers, printers, cameras, printers, measuring devices, etc.), to finance catering services, the cost of refreshments and salaries, and to commission tasks related to the preparation of the thesis content, such as the preparation of individual chapters of the thesis or publications, bibliography, captions for illustrations, analytical tables, lists.
6. Project expenditure must be approved by the Project Supervisor and the Faculty Bursar's Representative prior to purchase.
7. Purchased materials and publications are the property of the Faculty. The applicant hereby will be treated as the first loanee of the purchased publications.
8. The purchase of tickets and the implementation of trips abroad should be carried out in accordance with the procedures laid down by the Office for International Relations of the Warsaw University.

9. Expenditure within the implementation of the project should be documented by invoices issued to the Warsaw University, 26/28 Krakowskie Przedmieście Street, 00-927 Warsaw, NIP 525-001-12-66. Invoices should be described and signed by the Project Supervisor. On each invoice, the number assigned to the project should be entered in the description.
10. Financial documents should be submitted during the project implementation period to the Independent Economic and Financial Section by 30.11 of the given year in which the project is implemented.
11. Expenditure that is inadequately documented or that is not in line with the project cost estimate cannot be accounted for in the project and cannot be reimbursed.
12. Changes in the cost estimate, in particular due to price increases, changes in the availability of materials or services, and other important reasons, must be duly justified and approved by the Supervisor. Transfers between individual cost categories may amount to 10% of the category from which the transfer is made.
13. The Project Supervisor does not bear the costs related to the implementation of the project and cannot issue financial documents.

§ 8 Changes in project implementation

1. The Project Manager may request a change of the Project Supervisor. Changing the Supervisor requires the written consent of all members of the Team and acceptance of the previous and new Supervisor. Consent for the change of Supervisor is given by the Vice-Dean for Student Affairs.
2. The Project Manager may request a change in the composition of the Project Team. Changes to the composition of the Team require the approval of the Project Supervisor. Consent for changes in the composition of the Project Team is given by the Vice-Dean for Student Affairs.
3. If the Project Manager loses the status entitling him to implement the project, the project is terminated on the date of the loss of status. In the case of loss of status by one of the members of the Project Team, the Project Supervisor may request the appointment of another person fulfilling the conditions specified in § 4.1.1 and 4.1.3 in his/her place. The change requires the approval of the Project Supervisor and the Vice-Dean for Student Affairs.
4. In the case of an interruption in the project implementation caused by the project leader's compassionate leave or health leave granted in accordance with the Warsaw University Rules and Regulations, the project is suspended, and the deadline for its implementation specified in § 2, item 1 is postponed accordingly, which does not require the additional approval of the Dean. The project supervisor may resign from the realisation of the project during the period of special leave or sick leave using the procedure laid down in § 8 item 5.
5. In the event of resignation from the Mini-grant during the project, the Applicant shall immediately inform the Project Supervisor and the Vice-Dean for Student Affairs of this resignation in writing. The information can be sent electronically from an account in the Warsaw University domain to the address of the aforementioned persons or

delivered personally in paper form, bearing a handwritten signature. Only expenses incurred up to the date of resignation from the project will be accounted for.

6. If disciplinary or criminal proceedings are initiated against the Project Manager, or a dispute between the Project Manager and the Project Supervisor arises making the further effective realisation of the project impossible, or the Project Manager or the Project Team delays the realisation of the project to such an extent that, in the opinion of the Project Supervisor and the Vice-Dean for Student Affairs, it is unlikely that the project will be completed on time, the Vice-Dean has the right to terminate the project implementation informing the Project Supervisor and the Project Manager or the Project Team in writing. Only expenditure incurred up to the Project Completion Date shall be accounted for, and the project shall be regarded as unrealised and unsettled.

§ 9 Principles of project reporting

1. The implementation of the project is accounted for on the basis of a factual and financial report according to the Annex No. 6 form of these Regulations. The report must be in paper form, containing the handwritten signature of the Project Manager, members of the Project Team and the Project Supervisor, as per their functions on the day of project completion. The project implementation and financial report is submitted in two copies within a maximum of 60 days of the thesis defence date. A review of the diploma thesis or information on obtaining a diploma with distinction may be attached to the report.
2. In the case when the report does not meet formal requirements, it is returned to the Project Manager, indicating the deficiencies and calling for additional material within 14 days from the date of receipt of notice, with information that failure to remove the deficiencies within the specified time limit will result in consequences described in § 3.
3. The report is assessed in terms of its content by the Project Supervisor and in terms of its finances by the Department Bursar, and then approved by the Dean of the Faculty and the Vice-Dean for Student Affairs.
4. Publication of project results, presentations at conferences and other forms of dissemination of the results should be consulted with the Project Supervisor and labelled as follows *Project implemented within the framework of (specify the number) of the Competition Edition "Warsaw University Faculty of Archaeology Student Mini-grants" implemented thanks to subsidy funding obtained by the Warsaw University for the maintenance and development of teaching potential*, or its equivalent in a foreign language, as consulted with the Project Supervisor. Publications and other forms of dissemination of results not accompanied by the above formula will not be included in the final report.
5. After the project has been fully implemented and reported, the Project Manager or the Project Manager together with all members of the project team receive an appropriate certificate issued by the Vice-Dean for Student Affairs on the implementation of the student's mini grant at the Warsaw University's Faculty of Archaeology. The stamped and signed certificate will be attached to the student's diploma.
6. Failure to complete the project, failure to submit a report on time or its negative assessment is the basis for refusal to issue a project implementation certificate. The completion of tasks specified in the timetable and obtaining negative project results do not constitute circumstances justifying recognising the project as not being implemented.

7. The responsibility for the timely and correct reporting of the project rests with the Project Manager.

§ 10 Copyright

1. The implementation of the project under the Competition may result in the creation of Works, within the meaning of the provisions of the Act of 4th February 1994 on Copyright and Related Rights (consolidated text Journal of Laws of 2019, item 1231).
2. The Project Manager and the Project Team shall grant the Warsaw University a territorially unlimited, non-exclusive licence for an unlimited period of time to use the Works, including in particular the results of laboratory analyses, expert opinions and databases, in the following fields of exploitation:
 - 1) within the scope of recording and multiplication of the Work – production of copies of the Work by a specified technique, including printing, reprography, magnetic recording and digital reproduction;
 - 2) within the scope of the circulation of the original or copies on which the work was recorded – marketing, lending or hiring of the original or copies;
 - 3) within the scope of dissemination of the work in a manner other than specified in item 2 – public performance, exhibition, display, reproduction, broadcasting and rebroadcasting, as well as making the work available to the public in such a way that everyone can have access to it in a place and at a time of their choosing.
3. The granting of a non-exclusive licence will be confirmed by the conclusion of a written agreement. A template licence agreement form is attached as Annex no. 5 to these Regulations.

§ 11 Final provisions

1. In order to ensure transparency of implemented projects, the name and surname of the Project Manager and members of the Project Team along with a concise description of the project and the achieved results may be published on the Faculty and University websites.
2. All activities and public appearances carried out as part of the Mini-grant during its implementation should include: the project title, project number, the title of the Competition, the full name of the Faculty, and the year of the project and the Faculty logo. Publications connected with project implementation both during and after its completion should include the project title, project number, the title of the Competition, the full name of the Faculty, and the year of the project realisation, without the Faculty logo. The relevant proper annotation in Polish and English should be consulted with the Project Supervisor.
3. The project leader is obliged to transfer all documentation concerning the Project to the Faculty. The project leader is obliged to send information about his/her career development to the Vice-Dean for Student Affairs in written form after 12 months but no more than 24 months from the end of the project. The information may be sent in electronic form to wa.student@uw.edu.pl.

4. Any matters that are not governed by the provisions of these Regulations will be decided upon individually by the Vice-Dean for Student Affairs in consultation with the Dean and Vice-Deans of the Faculty.