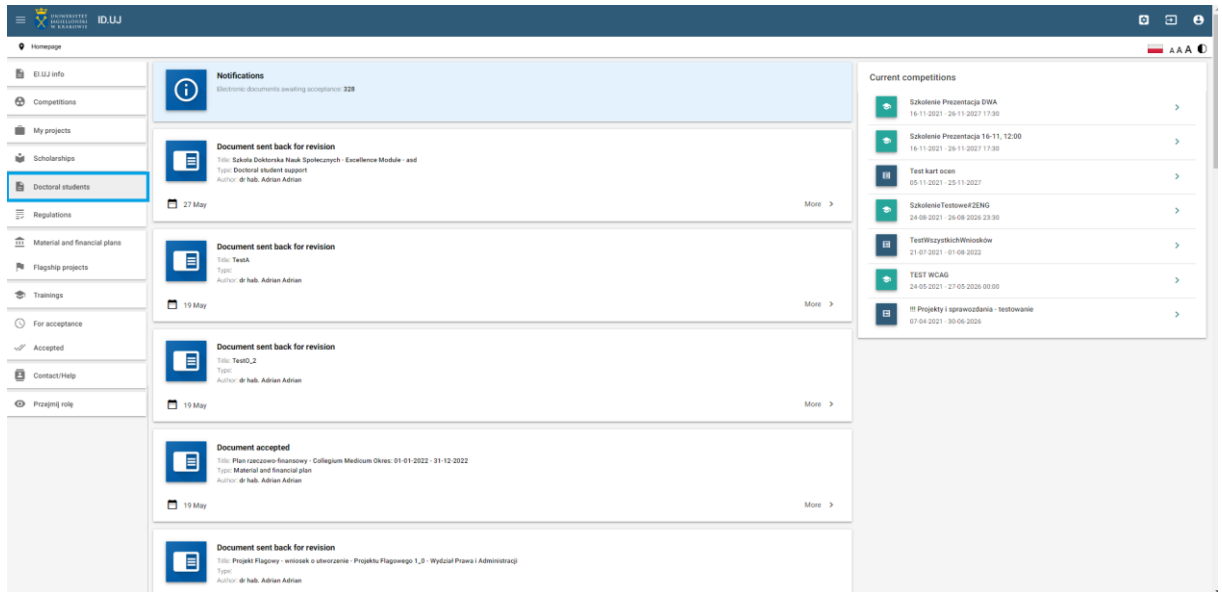


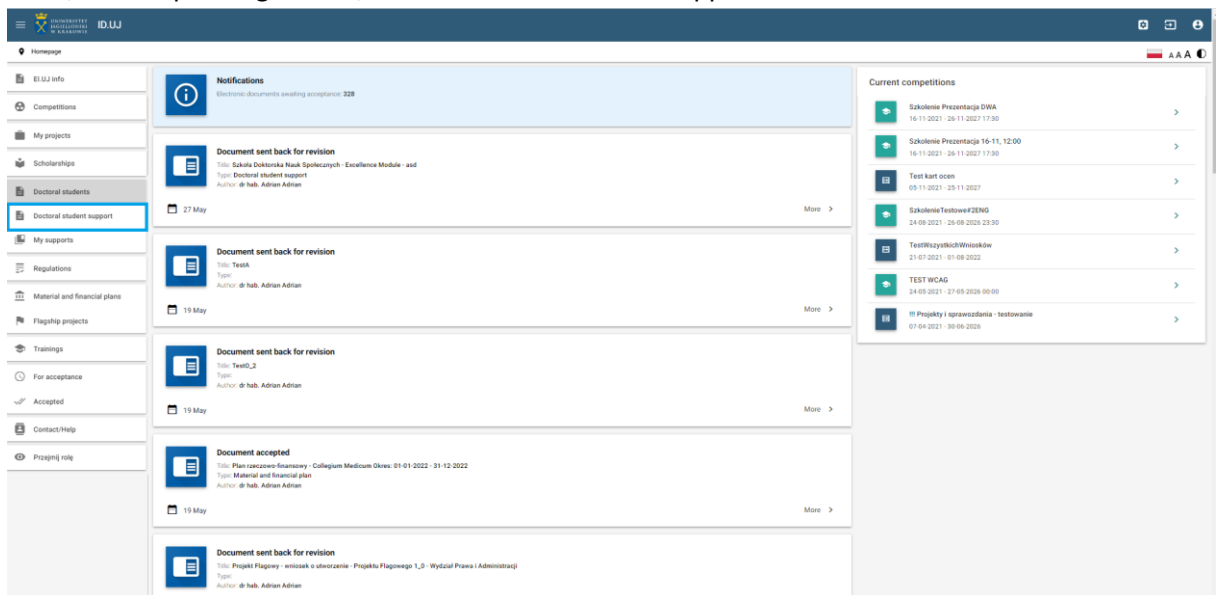
Instructions for submitting an application in the module Doctoral students in the ID.UJ system

1. From the Menu on the left side of the system, select the "Doctoral Students" section.



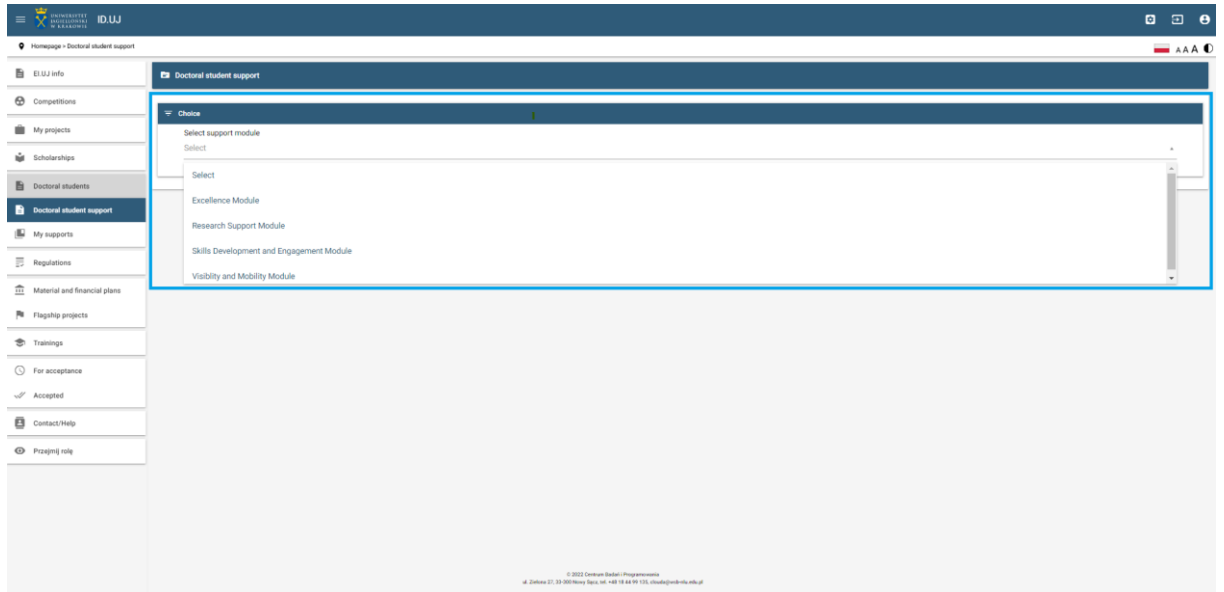
The screenshot shows the ID.UJ system interface. On the left, a vertical menu is visible with the following items: 'EI.UJ info', 'Competitions', 'My projects', 'Scholarships', 'Doctoral students' (highlighted with a blue box), 'Regulations', 'Material and financial plans', 'Flagship projects', 'Trainings', 'For acceptance', 'Accepted', 'Contact/Help', and 'Przejmij rolę'. The main content area displays a list of notifications. The top notification is 'Notifications' with the subtitle 'Electronic documents awaiting acceptance: 328'. Below it are several 'Document sent back for revision' notifications with details like 'Title: Szkola Doktorska Nauk Społecznych - Excellence Module - and', 'Type: Doctoral student support', and 'Author: @ hab. Adrian Adrian'. The date '27 May' is shown for the first one. There are also 'Document accepted' and another 'Document sent back for revision' notification. On the right side, there is a 'Current competitions' section with a list of events including 'Szkolenie Prezentacja DWA', 'Szkolenie Prezentacja 16-11, 12:00', 'Test kart ocen', 'Szkolenie Testowe#ZENG', 'TestWszystkichWiosnow', 'TEST WCAG', and 'Projekty i sprawozdania - testowanie'.

2. Then, after expanding the list, select "Doctoral student support".

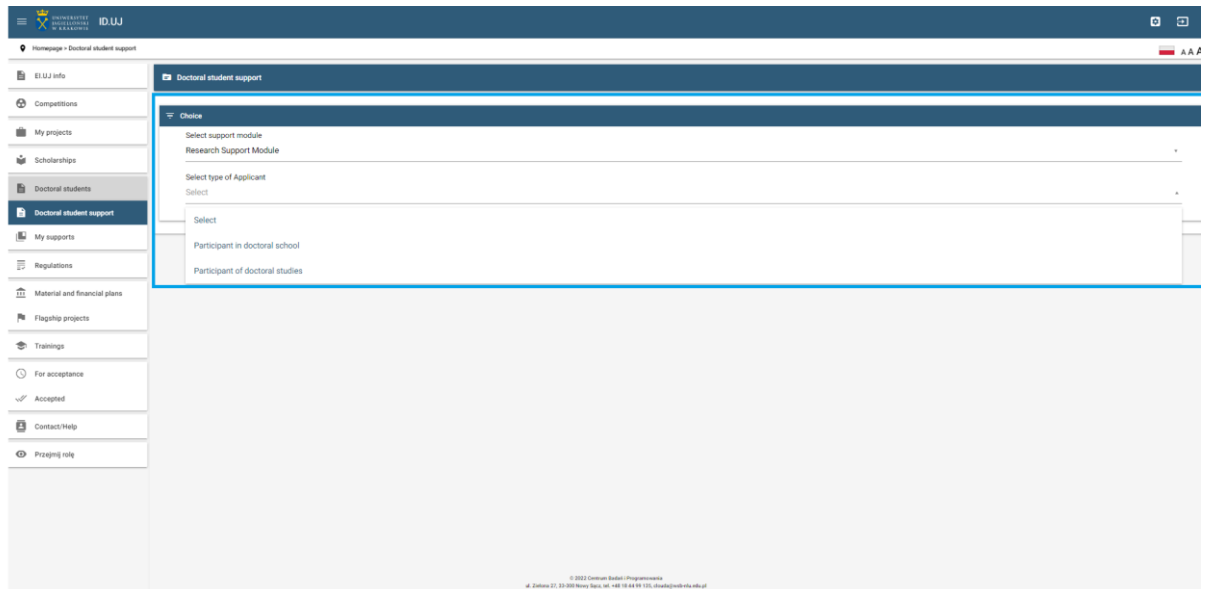


The screenshot shows the ID.UJ system interface with the 'Doctoral student support' section selected in the left menu. The main content area now displays a list of notifications specifically related to doctoral student support. The top notification is 'Notifications' with the subtitle 'Electronic documents awaiting acceptance: 328'. Below it are several 'Document sent back for revision' notifications with details like 'Title: Szkola Doktorska Nauk Społecznych - Excellence Module - and', 'Type: Doctoral student support', and 'Author: @ hab. Adrian Adrian'. The date '27 May' is shown for the first one. There are also 'Document sent back for revision', 'Document accepted', and another 'Document sent back for revision' notification. On the right side, the 'Current competitions' section remains the same as in the previous screenshot.

3. Once in the "Support for doctoral students" section, select the support module.



4. Then select the type of applicant.



5. Select the unit where the doctoral project is carried out.

The screenshot shows the ID.UJ portal interface. On the left is a navigation menu with items like 'EI.UJ info', 'Competitions', 'My projects', 'Scholarships', 'Doctoral students', 'Doctoral student support', 'My supports', 'Regulations', 'Material and financial plans', 'Flagship projects', 'Trainings', 'For acceptance', 'Accepted', 'Contact/Help', and 'Przejdź rolę'. The main content area is titled 'Doctoral student support' and contains a 'Choice' section with three dropdown menus. The third dropdown, 'Select the unit where the doctoral project is carried out', is open, showing a scrollable list of units: Faculty of Law and Administration, Faculty of Medicine, Faculty of Pharmacy, and Faculty of Health Sciences. The footer contains copyright information for Centrum Badań i Programowania.

6. Select the appropriate competition, once selected, click on the "submit application" button.

The screenshot shows the ID.UJ portal interface. The 'Doctoral student support' form is partially filled. The 'Select the unit where the doctoral project is carried out' dropdown is now set to 'Malopolska Centre of Biotechnology'. Below this, the 'Competitions list' section is active, showing a table with one entry: 'Research Support Module - Malopolskie Centrum Biotechnologii'. The entry includes details like 'Code: WSPB.MCB.1.3.2022', 'Support module: Research Support Module', 'JZJ unit: Malopolska Centre of Biotechnology', and dates '01-03-2022 - 30-06-2022'. A blue 'SUBMIT APPLICATION' button is located to the right of the entry. The footer contains copyright information for Centrum Badań i Programowania.

7. Read the details of the competition by clicking on the "Details" button and then proceed to complete the application by clicking on the "Apply" button.

Homepage > Doctoral student support > Doctoral student support details

El.UJ info

Competitions

My projects

Scholarships

Doctoral students

Doctoral student support

My supports

Regulations

Material and financial plans

Flagship projects

Trainings

For acceptance

Accepted

Contact/Help

Przejdź do

BACK

Doctoral student support details

Make yourself familiar with the competitor's terms and conditions, and then submit the application by clicking on the button "Submit application"

Basic information

Code: WSPR.MCB.1.3.2022

Name: Research Support Module - Makopolskie Centrum Biotechnologii

Support module: Research Support Module

JU unit: Makopolskie Centre of Biotechnology

Application time from: 01-03-2022

Application time until: 30-06-2022

DETAILS

Application

SUBMIT APPLICATION +

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ul. Dąbrowski 21, 33-500 Nowy Sącz, tel. +48 14 64 91 150, help@imbi-ukh.edu.pl

8. After completing the following sections of the application remember to make a working save, you can do this by clicking on the button "Save draft".

Homepage > Doctoral student support > Doctoral student support details > Dodaj wniosek

El.UJ info

Competitions

My projects

Scholarships

Doctoral students

Doctoral student support

My supports

Regulations

Material and financial plans

Flagship projects

Trainings

For acceptance

Accepted

Contact/Help

Przejdź do

BACK

Application - New

SAVE DRAFT

SAVE AND SEND

PRINT

When completing the form, please save the draft of application frequently (the "Save draft" button) - especially after completing subsequent elements/sections.

Financial support module for doctoral students and participants in doctoral studies

Research Support Module

Applicant

Type of Applicant

Participant in doctoral school

Participant of doctoral studies

First name: Adrian

Surname: Adrian

JU domain e-mail address: testmail@test.pl

Telephone number: 12111212121

Research project theme

Subject

9. When filling in the application, you have the possibility of checking the printout of the application in PDF format ("Print" button).

The screenshot shows the ID.UJ application form interface. The left sidebar contains a navigation menu with items like 'EI.UJ info', 'Competitions', 'My projects', 'Scholarships', 'Doctoral students', 'Doctoral student support', 'My supports', 'Regulations', 'Material and financial plans', 'Flagship projects', 'Trainings', 'For acceptance', 'Accepted', 'Contact/Help', and 'Przebieg roli'. The main content area is titled 'Application - New' and features three buttons: 'SAVE DRAFT', 'SAVE AND SEND', and 'PRINT'. Below the buttons, there is a pink warning box: 'When completing the form, please save the draft of application frequently (the "Save draft" button) - especially after completing subsequent elements/sections.' The form is divided into sections: 'Financial support module for doctoral students and participants in doctoral studies' with a 'Research Support Module' field; 'Applicant' with radio buttons for 'Participant in doctoral school' (selected) and 'Participant of doctoral studies', and fields for 'First name' (Adrian), 'Surname' (Adrian), 'JU domain e-mail address' (testmail@test.pl), and 'Telephone number' (12111212121); and 'Research project theme' with a 'Subject' field.

10. Verify the accuracy of the data on the form and on the printout of the application before final registration.

This screenshot is identical to the one above, showing the ID.UJ application form interface. It displays the 'Application - New' page with the same navigation menu, buttons, and form fields as described in the previous image.

11. If all the data have been completed and you want the application to be sent for acceptance click the "Save and send" button.
12. After the application is finally saved it will go through the acceptance process, where designated people will check its correctness.
13. You can monitor the status of your application on an ongoing basis by going to the "My Supports" tab in the left-hand menu and then selecting a particular application from the list. After selecting the application, in the "Acceptance history" section, it is possible to check at which stage of acceptance the application is currently at.
14. If an application has been accepted, rejected, returned for improvement, granted funding or refused funding, you will be informed accordingly.
- 14.1 If the application has been returned for improvement, you will receive an email, the information will also appear on the board on the home page and in the "My Supports"

section located in the Menu on the left side of the system.

14.2 To improve an application go to the application view, you can do this via the "My Supports" section by selecting the relevant application from the list or by clicking on the information from the whiteboard on the home page ("More" button). Then go to the application improvement view by clicking on the "amend application" button.

14.3 If funding has been awarded or declined, you will be informed by an email and a message in the ID.UJ system.