



Politechnika Łódzka
Interdyscyplinarna Szkoła Doktorska



9th July 2020

**Recruitment schedule for
Interdisciplinary Doctoral School of the Lodz University of Technology
in the academic year 2020/2021**

I. General information

1. The terms used mean:
 - 1) The Office for Persons with Disabilities – hereinafter referred to as BON;
 - 2) The Interdisciplinary Doctoral School of Lodz University of Technology – hereinafter referred to as IDS TUL;
 - 3) The Applicant – an applicant for admission to the Interdisciplinary Doctoral School of Lodz University of Technology;
 - 4) The scientific advisor – hereinafter referred to as future scientific supervisor of the Applicant;
 - 5) Lodz University of Technology – hereinafter referred to as TUL;
 - 6) Recruitment Portal of Lodz University of Technology – hereinafter referred to as RP.
2. The admission procedures are presented in Resolution No. 18/2020 of the Senate of the Lodz University of Technology of 30 March 2020 establishing rules of recruitment to the Interdisciplinary Doctoral School of the Lodz University of Technology in the academic year 2020/2021, to download on the IDS website in the [Regulations and guidelines](#).
3. The training program at IDS TUL is presented in Resolution No. 19/2020 of the Senate of the Lodz University of Technology of 30 March 2020 establishing training program at the Interdisciplinary Doctoral School of the Lodz University of Technology for download on the IDS TUL website in the [Regulations and guidelines](#).
4. The regulations of IDS TUL are presented in Resolution No. 89/2019 of the Senate of the Lodz University of Technology July 10, 2019 establishing regulation of the Interdisciplinary Doctoral School of the Lodz University of Technology for download on the IDS website in the [Regulations and guidelines](#).
5. The IDS TUL website is available at: www.ids.p.lodz.pl

II. Registration of Applicants

1. Registration of Applicants to IDS TUL is conducted by the Recruitment Portal of the Lodz University of Technology available at <https://e-rekrutacja.p.lodz.pl/info/>.
2. Registration of Applicants to IDS TUL is conducted:
 - a) **in the Ministry of Science and Higher Education "Industrial Doctorate" program from August 24, 2020 to September 4, 2020;**
 - b) **a regular doctorate from September 14, 2020 to September 30, 2020.**
3. The Applicant to IDS registers in the RP of the Lodz University of Technology by:
 - a) setting up an account in RP,
 - b) completing the application form,

- c) selecting of one discipline in which the training program at IDS TUL will be conducted,
 - d) generating and signing the application for admission to IDS TUL.
4. Candidate encloses the generated application from the recruitment documentation.
 5. In case of problems with registration through RP, the candidate is asked for contact with the IDS Office at the e-mail address: isd@adm.p.lodz.pl

III. Recruitment Fee

Participation in the recruitment to the doctoral school is connected with the obligation to pay a one-time non-refundable recruitment fee for processing the application. **The amount of this fee is 150 PLN.** Further recruitment activities are carried out after payment the full fee.

The deadline for making the recruitment fee for IDS TUL is:

- a) **in the Ministry of Science and Higher Education "Industrial Doctorate" program on September 4, 2020 at 3 pm.;**
- b) **a regular doctorate on September 30, 2020 at 3 pm.**

The fee is paid by card or bank transfer in Polish currency to an individual bank account:

PL 40 1240 6973 1111 0010 9402 4149

SWIFT code: PKOPPLPW

Payment title: name and surname, discipline name, recruitment fee to IDS TUL

In case of making a payment from an account kept in a currency other than PLN or by a card cleared in a currency other than PLN, it is the candidate's responsibility to apply the appropriate exchange rate as at the date of payment, so that the university's account is credited with the correct amount. The potential costs of currency conversions and other commissions, including fees of any intermediary banks, are covered by the Applicant.

IV. Submission of recruitment documents

1. A set of recruitment documents with a personal questionnaire according to Annex 1 should be submitted to the IDS TUL Office at Żeromskiego str. 116, 90-924 Łódź (Building A33, room 210) or send by post to the address of the IDS TUL Office (date of receipt on TUL counts):
 - a) **in the Ministry of Science and Higher Education "Industrial Doctorate" program from August 31, 2020 to September 4, 2020**
 - b) **a regular doctorate from September 21, 2020 to September 30, 2020.**

Documents shall be submitted from 9:00 to 15:00 from Monday to Friday. The deadline for submitting documents is:

- a) **in the Ministry of Science and Higher Education "Industrial Doctorate" program on September 4, 2020 at 15:00**
- b) **a regular doctorate September 30, 2020 at 15:00.**

All documents should be submitted in a white A4 bound folder.

Notice! In case of postal mailing of a set of recruitment documents - documents submitted after the deadline or in an incorrect manner, i.e. not containing all necessary data or required and valid attachments - will not be considered.

Notice! Due to the epidemiological situation in Poland, it is possible to make changes in this Recruitment Schedule. All information will be published on an ongoing basis on the IDS TUL website.

2. In case of candidates who are not Polish citizens (foreigners), it is allowed to send a complete set of documents (understood as colored scans of the originals of all documents included in the Resolution on the rules of recruitment to the IDS TUL and in this Schedule, packaged in pdf format) by e-mail to the following address: isd@adm.p.lodz.pl under the heading "Application to IDS" by the deadline specified in point 1. The deadline for submitting documents by e-mail expires on September 30, 2020 at 15:00. Recruitment documents that do not contain all the necessary data or required correct attachments will not be considered to admission.
3. Recruitment documents of Applicants not qualified to IDS TUL (submitted in paper form) can be picked up in person within 21 days from the announcement of results from the IDS TUL Office. After this date, the documents will be destroyed.
4. IDS TUL Office is available for people with disabilities - access to the elevator is located on the side of the A33 building.
5. The documents referred to in § 7, paragraph 1, point 11 of Resolution No. 18/2020 of the Senate of the Lodz University of Technology of 30 March 2020 establishing rules of recruitment to the Interdisciplinary Doctoral School of the Lodz University of Technology in the academic year 2020/2021, which the Applicant is obliged to submit:
 - a) Personal questionnaire completed in accordance with Annex 1 to the Recruitment Schedule to the Interdisciplinary Doctoral School of the Lodz University of Technology,
 - b) Application for a distance interview according to Annex 2 to the Recruitment Schedule for the Interdisciplinary Doctoral School of the Lodz University of Technology,
 - c) confirmation of payment of the recruitment fee,
 - d) medical certificate of no contraindications to undertake education/training in IDS TUL.
6. Applicants who have completed their Master's degree education, but at the time of submitting the recruitment documents do not yet have a diploma, submit together with the recruitment documentation a certificate from the Dean's Office (or University) stating the grade "on the diploma". The candidate is required to provide a diploma immediately upon receipt. Applicants are asked to report to their Dean's Office or University the need to issue such a certificate at least a few days in advance.
7. Applicants referred to in items 2 and 6 who have been pre-qualified to IDS TUL take the oath when they provide all required documents.

V. Interviews schedule and the appointment of the Recruitment Commission

1. The interviews will be conducted:
 - a) **in the Ministry of Science and Higher Education "Industrial Doctorate" program from September 10, 2020 to September 11, 2020,**
 - b) **a regular doctorate from October 5, 2020 to October 9, 2020.**
2. The exact dates and locations of the interviews for individual disciplines will be published:
 - a) **in the Ministry of Science and Higher Education "Industrial Doctorate" program until September 4, 2020,**
 - b) **a regular doctorate until September 28, 2020.**
3. Detailed criteria for the evaluation of interviews are set out in Annex 4 to Resolution No. 18/2020 of the Senate of the Lodz University of Technology of 30 March 2020 establishing rules of recruitment to the Interdisciplinary Doctoral School of the Lodz University of Technology in the 2020/2021 academic year.
4. The appointment of the Recruitment Commissions for individual disciplines will take place by August 7, 2020, and the publication of personal composition of recruitment committees and contact details to the Commission will be published by August 14, 2020.

VI. Results of admission procedure

1. The results of admission procedure for individual disciplines will be published:
 - a) **in the Ministry of Science and Higher Education "Industrial Doctorate" program on September 22, 2020** on IDS website
 - b) **a regular doctorate October 15, 2020** on IDS website.

VII. Distance interview

1. It is allowed to conduct a distanced interview using electronic means of communication enabling simultaneous direct transmission of image and sound.
2. In this situation, the Applicant submits the application to the Recruitment Committee for the relevant discipline according to Annex 2 to the Recruitment Schedule to the Interdisciplinary Doctoral School of the Lodz University of Technology, at the latest:
 - a) **the Ministry of Science and Higher Education "Industrial Doctorate" program until August 28, 2020,**
 - b) **a regular doctorate until September 23, 2020.**
3. The application shall contain the justification, the opinion of the selected scientific advisor supporting the distance interview and the email address of the candidate.
4. The Recruitment Commission prepares the decision within 7 days of submitting the application with justification and forward it electronically to the Applicant within this period to the email address indicated in the application and to the IDS TUL Office. The answer includes an indication of method, tools, day and time of the distance admission interview.

VIII. Special provisions

Applicants with disabilities or chronic illness

1. Applicants with a disabilities or chronic disease whose health condition precludes participation in the interview shall submit a request with substantiation to the Committee on Needs-Based Support for People with Disabilities of TUL at the latest:
 - a) **under the Ministry of Science and Higher Education "Industrial Doctorate" program until August 14, 2020,**
 - b) **a regular doctorate until August 28, 2020.**

The Office for Persons with Disabilities TUL
Zeromskiego str. 116 , 90-924 Lodz, (Building A30, campus A)
tel.: (42) 631 28 87; (42) 631 38 87
e-mail: bon@adm.p.lodz.pl

2. Detailed rules of procedure for granting support are laid down in the *Regulations for granting needs-based support from the funds allocated to the university for actions aimed at providing people with disabilities with equal opportunity in admissions to degree programs, doctoral schools, and research* (Article 365 point 6 of the statutory act of 20 July 2018 r. – Law on Higher Education and Science) (Journal of Laws of the Republic of Poland of 2018, Item 1668, as amended) in effect at Lodz University of Technology.

Referral to IDS TUL admission process

1. Persons referred to as in Article 186 point 2 of the statutory act of 20 July 2018 r. – Law on Higher Education and Science) (Journal of Laws of the Republic of Poland of 2020, item 85, as amended) including beneficiaries of the "Diamond Grant" program, shall submit an application pursuant to Annex 3 to the Recruitment Schedule to the

Interdisciplinary Doctoral School of the Lodz University of Technology for consent to join the recruitment of IDS TUL in the academic year 2020/21 to the appropriate Discipline Board:

- a) **in the Ministry of Science and Higher Education "Industrial Doctorate" program until August 14, 2020,**
 - b) **a regular doctorate until August 28, 2020.**
2. The application contains a description of the circumstances indicating the highest quality of the Applicant's scientific achievements, copies of materials confirming their occurrence, and a positive opinion of the Applicant's supervisor or supervisor (applies to first-cycle studies or uniform Master's studies) and contact details, including the candidate's email addresses.
 3. Within 14 days of submitting the application, the Discipline Board prepares the decision together with the justification and sends it within that period to the Applicant by electronic means to the email address indicated in the application and to the IDS TUL Office.
 4. The Applicant encloses the positive decision of the Discipline Board with the recruitment documents. Negative decision does not entitle the Applicant to participate in recruitment in IDS TUL.

Choosing a scientific advisor from outside the Lodz University of Technology

1. A scientific advisor from outside TUL is allowed. In this situation, the Applicant submits an application for consent for the selection of a scientific supervisor from outside TUL according to Annex 4 to the Recruitment Schedule to the Interdisciplinary Doctoral School of the Lodz University of Technology to the Chairman of the appropriate Discipline Council at the Lodz University of Technology at the latest:
 - a) **in the Ministry of Science and Higher Education "Industrial Doctorate" program until August 14, 2020,**
 - b) **a regular doctorate until August 28, 2020.**
2. The application shall contain a justification, a list of scientific achievements and the scientific profile of the indicated supervisor, as well as the email address of the candidate and the indicated academic supervisor. The list of chairmen of Discipline Councils at the Lodz University of Technology and the place where documents and a specimen application should be submitted is included in Annex 4 to the Recruitment Schedule to the Interdisciplinary Doctoral School of the Lodz University of Technology.
3. To the application, the Applicant shall attach a statement in accordance with Annex 3 to Resolution No. 18/2020 of the Senate of the Lodz University of Technology of 30 March 2020 regarding recruitment rules for the Interdisciplinary Doctoral School of the Lodz University of Technology in the academic year 2020/2021 regarding consent to exercise scientific care over the candidate and the consent of the head of unit for dissertation in a given unit.
4. The Chairman of the Discipline Board prepares a recommendation (positive or negative) with justification within 7 days of submitting the request and submits it to the IDS TUL Office at that time. The IDS TUL Office sends the decision to the Applicant by e-mail to the e-mail address provided in the application.
5. The Applicant encloses a positive decision with the recruitment documents. In the event of a negative decision, the Candidate may apply for consent to choose another tutor from outside TUL or choose a research supervisor from TUL, but in both cases within the required deadlines. The agreement of the candidate of a scientific supervisor from outside TUL or the selection of a scientific supervisor from TUL is a prerequisite for taking part in recruitment to IDS TUL.
6. The chairman of the Council for Scientific Degrees may indicate in the recommendation an additional academic supervisor from the TUL for such an Applicant.

7. In the case of a negative decision, an additional research tutor from TUL indicated in this decision may act as the main supervisor of the Applicant, provided he agrees to it. In this case, the Applicant is required to attach to the recruitment documentation a statement from the academic supervisor from TUL according to Annex 3 to the Resolution No. 18/2020 Senate of the Lodz University of Technology of 30 March 2020 establishing rules of recruitment to the Interdisciplinary Doctoral School of the Lodz University of Technology in the 2020/2021 academic year.


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