

**Scholarship Regulations awarded within the framework of the Project
“Integrated Program of Lodz University of Technology- 2nd edition” in the second and further years of the
Interdisciplinary Doctoral School of Lodz University of Technology**

1. All doctoral students who were admitted to the Interdisciplinary Doctoral School of Lodz University of Technology in the academic year 2019/2020, hereinafter referred to as ISD PŁ, are the participants of the "Integrated Program of the Lodz University of Technology – 2nd edition" project co-financed by the European Union from the European Social Fund in the framework of the Program Operational Knowledge Education Development for 2014-2020, Priority Axis III. Higher education for the economy and development, Action 3.5 Comprehensive university programs, contract number: POWR.03.05.00-00-Z005 / 18 (hereinafter also referred to as the Project). The Project participants are required to comply with the Project Regulations of the "Integrated Program of Lodz University of Technology - 2nd edition" and other regulations related to its implementation, the regulations related to education at ISD PŁ and the regulations in force at Lodz University of Technology.
2. Doctoral students referred to in point 1 are obliged to benefit from other types of support offered as part of the Project, i.e. among others from conversations in English, workshops on technology transfer and commercialization of research results, and to complete questionnaires related to the implementation and settlement of the Project, also after the end of the Project, regardless of whether they have been awarded the scholarship referred to in these Regulations.
3. Doctoral students referred to in point 1 may apply for financial funds in the form of a scholarship from the Project "Integrated Program of Lodz University of Technology - 2nd edition". Scientific scholarships in the form of research grants are co-financed by the European Union from the European Social Fund under the Operational Program Knowledge, Education and Development for 2014-2020, Priority Axis III. Higher education for the economy and development, Measure 3.5 Comprehensive university programs.
4. The period of implementation of the Project "Integrated Program of Lodz University of Technology - edition II": 1 July 2019 - 30 June 2023.
5. The scholarship referred to in point 3 is awarded in the amount of PLN 2,500 gross (two thousand five hundred zloties, 00/100) per month. The scholarship may be allocated to expenses related to the implementation of research work or participation in conferences and scientific trips. The Project does not provide any separate financial resources only for conducting the research work of a doctoral student.
6. Doctoral students studying in the second and subsequent years at the ISD PŁ in a given academic year are entitled to apply for the scholarship referred to in item 3.
7. In a given academic year, the number of persons eligible to receive the scholarship referred to in point 3 in a given discipline shall be determined on the basis of a ranking prepared by the Scholarship Committee for the relevant discipline on the basis of the doctoral student's academic achievements in the previous academic year.
8. Scholarship committees in particular disciplines are appointed by the Rector of Lodz University of Technology, and the composition of the scholarship committees is published on the website of ISD PŁ.
9. The Scholarship Committee is composed of the following members

- 1) two representatives of a given discipline in the Scientific Council of the Interdisciplinary Doctoral School of Lodz University of Technology - on the basis of a list of Members of the Scientific Council of the Interdisciplinary Doctoral School of Lodz University of Technology ;
 - 2) two representatives of appropriate discipline, other than those mentioned in point 1, delegated by the President of the Disciplinary Board, one of whom shall act as an alternate in case the validity of the meeting is threatened
 - 3) two representatives of doctoral students appointed by the University Council for the Self Government of Doctoral students at the Lodz University of Technology without the right to vote, one of whom shall act as an alternate, in a situation where the validity of the meeting is threatened.
10. The members of the Commission shall elect a Chairman and a Secretary from among themselves. A representative of the doctoral student government may not perform the aforementioned roles.
11. The Scholarship Committee is required to keep minutes of its meetings. It is permissible to organise a meeting and to vote wholly or partly by remote means. A meeting of the Scholarship Committee shall be considered valid if at least three members of the Committee are present.
12. The first meeting of the Commission shall be convened with the support of a person or persons from the Faculty Dean's Office, to which a given discipline is assigned, delegated to support the ISD PŁ by the Dean of that department, and further meetings by the President of the Commission. Meetings of the Committee shall be held at the Division, to which the discipline is assigned or in any other place indicated by the President of the Commission. The meetings of the Commission may be attended by the administrative staff of that Unit.
13. In the event of circumstances preventing a member of the Scholarship Committee from participating in the work of the Commission or in a situation where the validity of the meeting is jeopardised, the Chairperson of the Scientific Council of the ISD P.Ł. shall appoint a new member of the Commission. For this purpose, he or she may seek the recommendation of the Chairman of the Discipline Board.
14. The Scholarship Committee is obliged to maintain impartiality and objectivity in the evaluation of the forms, while preserving the protection of personal data.
15. If a doctoral student's evaluation committee includes a promoter or assistant promoter of the doctoral student, he or she shall not be present during the examination of the application in question, as reflected in the minutes of the committee meeting.
16. The decisions of the Scholarship Committee shall be taken by a majority of the members present at the meeting of the Committee having the right to vote. If no majority vote is obtained, the President has the casting vote. The decisions, recommendations and opinions issued by the Scholarship Committee shall be signed by the Chairperson of the Committee or, in his or her absence, by the Committee Secretary.
17. The Project Office of the "Integrated Programme of the Lodz University of Technology - Edition II" is obliged to keep the documentation of meetings and records of the achievements of Doctoral students. Current and Łó support of the Commission is provided by the Dean's Office of the Faculty to which a given discipline is assigned.
18. The doctoral student presents a list of scientific or artistic achievements (the latter applies to the Faculties of Civil Engineering, Architecture and Environmental Engineering, as well as Materials and Textile Design) concerning the subject matter of the doctoral dissertation for the evaluated period (i.e. the academic year

preceding the date of application) in the form of a completed ranking form in accordance with Appendix 1 to these Regulations. The achievements of a doctoral student shall be evaluated by the ISD PŁ Office in the form of points. The rules for ranking scores are specified in **Appendix 2** to these Regulations concerning scores and a catalogue of achievements used in the examination of applications for the aforementioned scholarship.

19. The doctoral student submits to the ISD PŁ Office a completed, proper ranking form together with the documentation to achieve. The deadlines for submitting documents on the scholarship for a given year are set by the Chairman of the ISD PŁ Scientific Council. The Office of ISD PŁ checks the completeness of the submitted documents, requests the completion of any deficiencies by e-mail to the address of the Polytechnic post office (the doctoral student receives 3 working days to complete them) and passes them on to the Dean's Office of the Faculty assigned to a given discipline.
20. Applications shall be processed without undue delay.
21. The committee shall establish a ranking list of doctoral students in a given discipline, taking into account the points awarded in all categories set out in Appendix 1 to these Regulations, and shall forward it to the ISD PŁ Office within seven days of the receipt of a complete application. The Office of ISD PŁ shall immediately forward the ranking list to the Project Office "Integrated Programme of the Lodz University of Technology - 2nd edition".
22. Doctoral students who have been awarded the scholarship in a given academic year will be notified by the ISD PŁ Office by the university e-mail of the fact that the application has been examined and of the date and method of receiving the decision.
23. The decisions are prepared by the ISD PŁ Office within 30 days from the date of communication, referred to in point 21 to the ISD PŁ Office, subject to point 20 of these Regulations. The decisions shall be signed by the Rector of the Lodz University of Technology and issued by the Office of the ISD PŁ in two copies. One copy shall be delivered to the doctoral student's university e-mail box, and the second copy of the decision together with the application will be stored in the doctoral student's scholarship documentation at the ISD PŁ Office.
24. The doctoral student may appeal against the decision to the Rector within 14 days of its receipt.
25. The scholarship awarded to a given doctoral student is paid only after the decision concerning the scholarship becomes final, i.e. after 14 days from the date of delivery of the decision. Upon receipt of the decision, the right of appeal may be waived, which results in the decision becoming final on receipt.
26. In case of forms which received the same total the number of points in a given ranking group, the place in the ranking is decided on the following basis and in the following order:
 - a. the number of points in the category "Books and scientific publications",
 - b. the number of points in the "Grants obtained through the competition" category,
 - c. the number of points in the category "Patents and protection rights",
 - d. the number of points in the "Commercialisation" category,
 - e. the number of points in the category "Scientific and industrial internships and training",
 - f. the number of points in the "Number of citations" category,
 - g. the number of points in the "Prizes in competitions" category,
 - h. the number of points in the category "Participation in conferences/symposia/seminars",
 - i. the number of points in the category "Artistic achievements" (only for the Faculties of Civil Engineering, Architecture and Environmental Engineering, as well as Materials and Textile Design departments),



27. The number of doctoral students in a given discipline entitled to apply for the scholarship listed in point 3 together with the list of names are approved by the Rector of Lodz University of Technology.
28. In the framework of the project a maximum of 30 scholarships referred to in point 3 will be awarded, with a minimum of 1 awarded in each discipline. The scholarship is awarded for the academic year (12 months), whereas in the fourth year of education at ISD PŁ, i.e. in the last year of the project, for a period of 9 months, i.e. until 30/06/2023. In total, the scholarship is awarded for a maximum period of 45 months.
29. The scholarship mentioned in point 3 is granted and paid from the month in which the doctoral student submitted the documents, as referred to in point 34, subject to points 35, 36 and 38, with the compensation from October of the academic year concerned.
30. A doctoral student who has been awarded the scholarship referred to in point 3 is required to submit periodic reports, the template of which is set out in **Appendix no. 4** by 15th March (for the winter semester) and by 15th September (for the summer semester) of the academic year in which the scholarship has been granted.
31. Doctoral students who have been awarded the scholarship referred to in point 3 submit reports to the ISD PŁ Office. Then, the ISD PŁ Office forwards the reports to the Project Office of the Integrated Program of Lodz University of Technology - 2nd edition, address: ul. Żeromskiego 116, 90-924 Lodz, building A33, entrance A, second floor, phone No: (42) 631 21 07.
32. The doctoral student who has been awarded the scholarship shall take part in public defense within a period enabling the award of a doctoral degree by 30th June 2023 at the latest, even if the scholarship has been awarded for only one academic year.
33. Doctoral students who were among the persons entitled to apply for the scholarship, referred to in point 3 are obliged to keep track of current messages concerning the Project "Integrated Program of Lodz University of Technology - 2nd edition", and they apply to the ISD PŁ Office in order to sign a declaration, the template of which is set out in **Appendix 3**, necessary for the payment of the scholarship (during office hours). Then, the ISD PŁ Office forwards the necessary statements to the Project Office of the "Integrated Program of Lodz University of Technology - 2nd edition", address: ul. Żeromskiego 116, 90-924 Lodz.
34. Signing the statement referred to in point 34 is a prerequisite for paying the scholarship. Failure to comply with this obligation within 7 days from the date of notification of the award of the scholarship via the doctoral student's university e-mail box is tantamount to resignation from the scholarship and happens automatically, without submitting a declaration of resignation.
35. It is not possible to sign the declaration referred to in point 34 later than the date specified in point 35.
36. The scholarship may be suspended in case of the following situations:
 - 1) the doctoral student will lose the doctoral student status or will be removed from the list of Doctoral students of ISD PŁ;

- 2) in the cases specified in § 14 of Resolution No. 89/2019 of the Senate of Lodz University of Technology of July 10, 2019 regarding the adoption of the Regulations of the Interdisciplinary Doctoral School of Lodz University of Technology;
 - 3) the doctoral student does not comply with the provisions set out in the Regulations and the Program of Education at the Interdisciplinary Doctoral School of Lodz University of Technology and the Project Regulations of the 'Integrated Program of Lodz University of Technology - 2nd Edition';
 - 4) the doctoral student does not comply with the provisions set out in these Regulations;
 - 5) no progress is being made in implementing the individual research plan;
 - 6) the doctoral student fails to provide periodic reports within a specified period.
37. The University reserves the right to withhold the payment of scholarships in a situation caused by non-payment of a tranche from the Intermediate Body. The payment of the scholarships with a compensation for a month, from which the suspension took place, shall take place immediately after receiving the tranche of financing from the Intermediate Body. The School is not entitled to interest on the suspension of funds.
38. The decision on suspending the scholarship is taken by the Rector of Lodz University of Technology. In disputable situations, decisions are made by the Rector of Lodz University of Technology after consultation with the Scientific Council of ISD PŁ and the Director of ISD PŁ.
39. The scholarships listed in point 3 will be paid to the doctoral student's bank account provided for the purpose of paying out the doctoral scholarship at ISD PŁ.
40. The scholarship from the Project 'Integrated Program of Lodz University of Technology - 2nd edition' is exempt from personal income tax on the basis of Art. 21 paragraph 1 point 137 of the Act of 26 July 1991 on personal income tax (i.e., Journal of Laws of 2019, item 1387, as amended) and is not subject to compulsory social insurance.

