

 **ANNOUNCEMENT**

**of the Vice-Rector for Student Affairs**

 **at Lodz University of Technology**

 **of 26 May 2022**

**on the procedures, forms and time limits for submitting applications for financial support for students and participants of doctoral studies at TUL in the academic year 2022/23**

1. Students/Doctoral students may submit applications for social scholarships, scholarships for the disabled persons and special assistance benefits throughout the academic year (taking into account the following conditions). Scholarships are paid from the month in which the application was submitted (for applications submitted before a given year, scholarships are due from October). On session weekends, applications are submitted only by part-time students. Applications for financial assistance should be generated and printed via the WEBdziekanat.
2. Deadlines for submitting applications for financialassistance1:
	1. social scholarship, increase in the social scholarship and scholarship for people with disabilities – scholarships are awarded per academic year:
		1. *first-year students:*
			* starting studies from October 2022 (winter semester) submit applications from 3 to 31 October 2022,
			* starting studies from February 2023 (summer semester) submit applications for scholarships from 27 February to 31 March 2023;
		2. *Students/Doctoral students pursuing other years of study:*
* submit applications from June 2022 to 31 October 2022 (submission of the application by the end of October entitles applicants to receive a scholarship from October)

 2) Rector's scholarship for students2:

*a) students of the 1st semester of first-cycle studies, - submit applications:*

* + - * in the period 3-9 October 2022 (first payment in November with compensation for October),

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 Dates falling on weekends apply only to part-time students and session days in the respective organisational unit, according to the working hours of the dean's offices.

2 The scholarship is of a competitive nature.

*b) students of the 1st semester of second-cycle studies, admitted to studies from the winter semester - submit applications:*

* + - * in the period 17-23 October 2022 (first payment in November with compensation for October),
		1. *students of higher years of study at first and second cycles* ***(odd semesters****) submit applications:*
			- in the period 3-9 October 2022 (first payment in November with compensation for October),
		2. *students* ***of even semesters*** *at**second-cycle studies – submit applications:*
* in the period 3-9 October 2022 (first payment in November with compensation for October),
	+ 1. *students of 1st semester at the second cycle studies, admitted from the summer semester (recruited for studies in February / March) - submit applications:*
			- in the period 6-12 March 2023 (first payment in April with compensation for March),

3) Rector's scholarship for doctoral students2

*a) participants of doctoral studies, admitted to studies from the winter semester, for whom the year of study coincides with the academic year - submit applications:*

* + - * in the period 3-7 October 2022 (the first possible payment in November with compensation for October),

*b) participants of doctoral studies, admitted from the summer semester (recruited for studies in February / March), for which the year of study falls within two academic years - submit applications:*

* + - * in the period 27 February - 3 March 2023;
1. How toapply3:
	1. Social scholarship:
		1. **in the period June-September 2022 and December 2022 - May 2023**, applications including the income of family members for the calendar year 2021 and the changes in the income that occurred in 2022 and 2023 should be submitted to the **Benefits Services Office** as follows:
			1. personal submission of the required documentation to **the Benefits Services Office**;
			2. sending via the Polish Post a parcel containing the originals of the above-mentioned

documents to the following address: ul. Żeromskiego 116, 90-924 Łódź;

3 In the event that the TUL Rector imposes restrictions on face-to-face contact with University staff caused, for example, by a pandemic, students/doctoral students do not submit applications in person at the University.

* + - 1. sending to the electronic inbox of Lodz University of Technology on the ePUAP platform: /PolitLodz/SkrytkaESP signed with an electronic signature (signature confirmed by a trusted profile or a qualified electronic signature,) a file (or each of the files) containing a scan or photo of the original of the completed and signed application and scans or photos of all required documents (certificates, statements, etc.)

(b) **during the period October to November 2022,** applications shall be submitted in one of the following ways:

* + 1. personal submission of the application **to the dean's** **offices** at designated places and times for initial verification;
		2. sending an application via the Polish Post to the address of the **dean's office** with a note on the envelope "scholarship application";
		3. sending to the electronic inbox of Lodz University of Technology on the ePUAP platform: /PolitLodz/SkrytkaESP signed with an electronic signature (signature confirmed by a trusted profile or a qualified electronic signature) a file (or each of the files) containing a scan or photo of the original of the completed and signed application and scans or photos of all required documents (certificates, statements, etc.). The application goes to the Beneﬁts Services Office
1. change in financial situation affecting a previously submitted application for a social scholarship
	1. personal submission of the required documentation to the **Benefits Services Office**;
	2. sending via the Polish Post a parcel containing the originals of the above-mentioned documents to the following address: **Benefits Services Office** TUL, ul. Żeromskiego 116, 90-924 Łódź;
	3. sending to the electronic inbox of Lodz University of Technology on the ePUAP platform: /PolitLodz/SkrytkaESP signed with an electronic signature (signature confirmed by a trusted profile or a qualified electronic signature) a file (or each of the files) containing a scan or photo of the original of the completed and signed application and scans or photos of all required documents (certificates, statements, etc.). The application goes to the Beneﬁts Services Office
2. Rector's scholarship for students/doctoral students:

Applications and appendices must be submitted in one of the following ways:

* 1. personal submission of the application to **the dean's** office at designated places and times;
	2. sending an application via the Polish Post to the address of the **dean's office** with a note on the envelope "scholarship application";
	3. sending to the electronic inbox of Lodz University of Technology on the ePUAP platform: /PolitLodz/SkrytkaESP signed with an electronic signature, a signature confirmed by a trusted profile or a qualified electronic signature) of a file (or each of the files) containing a scan or photo of the original of the completed and signed application and scans or photos of all required documents (certificates, statements, etc.). The application goes to the Beneﬁts Services Office.

1. Scholarship for people with disabilities:

Applications and appendices must be submitted in one of the following ways:

* + 1. submitting the application in person to the **Office for People with Disabilities** at designated times;
		2. sending via the Polish Post a parcel containing the originals of the signed application with appendices to the following address: **Office for People with Disabilities TUL,**

ul. Żeromskiego 116, building A30, 90-924 Łódź;

* + 1. sending to the electronic inbox of Lodz University of Technology on the ePUAP platform: /PolitLodz/SkrytkaESP signed with an electronic signature (signature confirmed by a trusted profile or a qualified electronic signature) a file (or each of the files) containing a scan or photo of the original of the completed and signed application and scans or photos of all required documents (certificates, statements, etc.). The application goes to the Beneﬁts Services Office
1. Applications for special assistance benefits and applications for re-examination of the case:

*applications for special assistance benefits* should be submitted without the opinion of the Student Government (it will be supplemented as part of the application process), while *applications for reconsideration of the case* are submitted after obtaining the opinion of the competent Student Government Committee;

Applications with appendices may be submitted in one of the following ways:

* + 1. personal submission of the application to the **Benefits Services Office** at designated times;
		2. sending via the Polish Post a parcel containing the originals of the signed application with appendices to the following address: Żeromskiego 116, 90-924 Łódź;
		3. sending to the electronic inbox of Lodz University of Technology on the ePUAP platform: /PolitLodz/SkrytkaESP signed with an electronic signature (signature confirmed by a trusted profile or a qualified electronic signature)

(or each of the files) containing a scan or photo of the original completed and signed application and scans or photos of all required documents (certificates, statements, etc.). The application goes to the Beneﬁts Services Office

1. A student who extends his/her stay abroad or domestic stay as part of a study programme (Learning Agreement) or as part of the MOSTECH program for a summer semester. 2022/23, may still be paid all scholarships requested before departure on due dates. For this purpose, the consent of the competent vice-dean for student affairs must be obtained to extend the stay. Such an application, addressed to the vice-dean with the required appendices and signatures, should be received by the dean's office by February 28, 2023.
2. Deadlines for determining the number of students and doctoral students for the purpose of establishing the number of scholarship holders entitled to receive the Rector's scholarship for students and the Rector's scholarship for doctoral students:
	1. for students recruited to study at TUL from the winter semester and students of even semesters of second-cycle studies recruited from the summer semester – as of

14 October 2022;

* 1. for students of the 1st semester recruited to study at TUL from the summer semester - as of 15 March 2023;
	2. for doctoral students recruited to study at TUL from the winter semester - as of 14 October 2022;
	3. for doctoral students recruited to study at TUL from the summer semester - as of 15 March 2023
1. The deadline for the final issuance of decisions granting an increase in the rector's scholarship for students is:
	1. for students recruited to study at TUL from the winter semester and students of even semesters of second-cycle studies recruited from the summer semester - 31 January 2023;
	2. for students of the 1st semester recruited to study at TUL from the summer semester - May 31, 2023.