****Ordinance No. 47/2023

of the Rector of Lodz University of Technology

dated November 23, 2023.

On establishing regulations of benefits for students of Lodz University of Technology

Pursuant to Article 23(1) and (2)(2) and Article 95(2) of the Law of July 20, 2018. - Law on Higher Education and Science (i.e., Journal of Laws of 2023, item 742, as amended), § 14 par. 1 and 2 of the Statute of Lodz University of Technology - Resolution No. 88/2019 of the Senate of Lodz University of Technology, dated July 10, 2019, I order as follows:

§ 1

I determine Regulations of benefits for students of Lodz University of Technology attached to this Ordinance.

§ 2

The following lose power:

1) Ordinance No. 29/2022 of the Rector of Lodz University of Technology dated May 12, 2022 on the establishment of the Regulations of Benefits for Students of Lodz University of Technology, with the proviso that the existing provisions contained in Chapter 4a and Chapter 4b of the Regulations of Benefits for Students of Lodz University of Technology, attached to the said Ordinance, shall remain in force until the end of the winter semester of the academic year 2024/2025;

2) Ordinance No. 30/2022 of the Rector of Lodz University of Technology, dated May 19, 2022, to correct an error in Ordinance No. 29/2022 of the Rector of Lodz University of Technology, dated May 12, 2022, on the establishment of regulations of benefits for students of Lodz University of Technology;

3) Ordinance No. 26/2023 of the Rector of Lodz University of Technology, dated June 5, 2023, amending Ordinance No. 29/2022 of the Rector of Lodz University of Technology, dated May 12, 2022, on the establishment of regulations of benefits for students of Lodz University of Technology.

§ 3

The Ordinance comes into effect on November 23, 2023, with effect from the 2024/2025 academic year.

Prof. Krzysztof Jóźwik, Ph.D., D.Sc.

Rector of Lodz University of Technology

*/signed with a qualified digital signature/.*

Appendix

to Order No. 47/2023 of the Rector of Lodz University of Technology dated November 23, 2023.

On establishing regulations of benefits for students of Lodz University of Technology

**REGULATIONS**

**benefits for students of Lodz University of Technology**

The Regulations apply to the determination of the amount, rules and procedures for granting and paying material aid benefits for students and accommodation for students and participants in full-time and part-time doctoral studies at Lodz University of Technology, adopted pursuant to Article 95 (1) of the Law of July 20, 2018. - Law on Higher Education and Science (i.e., Journal of Laws of 2023, item 742, as amended), hereinafter referred to as the "PSWiN Law".

Chapter 1

**General information**

1. Students pursuing their studies at Lodz University of Technology are entitled to material support benefits regardless of the form of study (full-time, part-time) and age, except for students who are professional soldiers who undertook their studies on the basis of a referral from a competent military authority and received aid in connection with their studies on the basis of military service regulations, as well as students who are state servicemen in candidate service or who are state servicemen who undertook their studies on the basis of a referral or approval by a competent superior and received assistance in connection with their studies under the regulations on service.

2. A student may apply for:

1) maintenance grant;

2) grant for persons with disabilities;

3) special assistance grant;

4) Rector's scholarship;

5) a scholarship funded by a local government unit;

6) a scholarship for learning or sporting achievements funded by a natural person or a legal entity that is not a state or local government legal entity.

3. During the period specified in the Act of July 3, 2018. Regulations introducing the Law - Law on higher education and science (Journal of laws of 2018, item 1669, as amended) doctoral candidates who began their doctoral studies before the 2019/2020 academic year may receive the benefits referred to in paragraph 2, items 1-4 of these regulations under the rules set forth below for students.

4. The scholarships mentioned in paragraph 2 are exempt from personal income tax under Article 21 paragraph 1 item 40 of the Personal Income Tax Act of July 26, 1991 (i.e., Journal of Laws of 2022, item 2647, as amended), hereinafter referred to as the "PIT Act".

5. Information on the subsidy distribution:

1) The Rector, in consultation with the university's Student Government body, distributes the subsidy allocated for material assistance for students;

2) funds allocated for the Rector's scholarships, awarded to no more than 10% of the number of students in each field of study conducted at the institution, excluding students admitted to the first year of study in the year of taking the baccalaureate exam, who are laureates of an international olympiad or laureates or finalists of a central-level olympiad, referred to in the provisions of the Act of December 14, 2016. - Education Law (i.e. Journal of Laws of 2023, item 900, as amended) or medalists of at least a sports competition for the title of Polish Champion in a given sport, as referred to in the provisions of the law of June 25, 2010 on sports (i.e. Journal of Laws of 2023, item 2048), shall account for no more than 60% of the funds spent in total on the Rector's scholarships, maintenance grant, and special assistance grants. If the number of students in a field of study is less than ten, the Rector's scholarship may be awarded to one student.

6. The benefits listed in 2 (1-4) are granted by the Rector/Scholarship Committee at the request of the student, submitted in the modes, forms and deadlines specified in a separate Announcement of the Vice-Rector for Student Affairs. The date of initiation of the procedure for granting the benefit is the date of delivery of the application. Templates for the content of the applicable applications are included in the university's information system.

7. Information on the period of award of awarding material assistance benefits:

1) The scholarships referred to in 2 (1), (2) and (4) are awarded from the first year of study for a semester. The special assistance grant can be awarded from the first year of study;

2) the benefits listed in 2(1-4) shall be paid from the month in which the application is received, taking into account the rules established in accordance with the application deadlines set by the Vice-Rector for Student Affairs;

3) The scholarships referred to in 2 (1, 2 and 4) shall be paid monthly in equal instalments (payments in arrears for previous months are allowed);

4) A student may receive the scholarships referred to in 2(1, 2 and 4) in an academic year for a period of 9 months, and when the final year of study lasts one semester, for a period of up to 5 months (in the winter semester - 5 months, in the summer semester - 4 months). This provision excludes the possibility of granting a scholarship to a student who has completed the final year of study in a given academic year and is awaiting the diploma examination, and has already received a given scholarship in that academic year for the maximum period allowed by the PSWiN Act;

5) The Vice-Rector for Student Affairs, after analyzing the use of funds from the TUL’s Own Scholarship Fund and in consultation with the Student Government, may change the period of payment of scholarships by 1 month. The decision to change the payment period of scholarships will be taken no later than 30 days before the start of the month to which the change applies;

6) the decision to award the benefit referred to in 2(1 to 4) of this Section shall expire on the last day of the month in which the student has lost entitlement to the benefit due to having obtained the degree referred to in 8(2), has been struck off the list of students in the field of study in which the student received the benefit, or the period referred to in 8 (3,4 and 6) has expired. A student applying for or receiving the benefit referred to in 2 (1-4) shall immediately notify the university of the occurrence of a circumstance causing the loss of the right to the benefit under paragraph 8 of this Chapter.

8. Information on restrictions on the award of material assistance benefits:

1) a student studying simultaneously in several fields of study may receive benefits referred to in 2 (1-4) of this Chapter, only in one field of study specified by the student;

2) The benefits referred to in 2(1-4) of this Section shall not be granted to a student holding a professional title:

a) Master's, Master of Science or equivalent,

b) Bachelor's, Bachelor of Science or equivalent if the student is re-entering a first cycle program;

3) the total period for which the benefits referred to in paragraph 2, items 1-4 of this section are due is 12 semesters, regardless of their collection by the student, with the proviso that within this period the benefits are due for study:

a) first cycle- no longer than 9 semesters,

b) Second cycle- no longer than 7 semesters;

4) the total period referred to in 3 is extended by 2 semesters if the student has taken long cycle master's studies, the duration of which, as prescribed by law, is 11 or 12 semesters;

5) the period referred to in 3 and 4 shall include all semesters of study started by the student, including semesters falling during the period of taking leave referred to in Article 85, section 1, subsection 3 of the Act on Postsecondary Education, with the exception of semesters of consecutive first-cycle studies started or continued after the first bachelor's degree, engineer's degree or equivalent. In the case of pursuing in more than one course of study, semesters taken concurrently shall be treated as one semester;

6) if the disability arose during the course of study or after obtaining a degree, the benefit referred to in Article 2(2) is entitled for an additional period of 12 semesters. The provisions of 3 and 5 shall apply mutatis mutandis;

7) the provisions of items 1-6 shall apply mutatis mutandis to students who have studied or obtained degrees abroad;

8) a student who applies for or receives a benefit referred to in 2(1, 2 and 4) of this chapter shall immediately notify the university of the occurrence of a circumstance resulting in the loss of entitlement to the benefit pursuant to subsections 1 to 7.

9. Information on the payment of benefits to students studying under a Learning Agreement/traineeship abroad on the basis of a Training Agreement or under the MOSTECH program, hereinafter referred to as “Studies outside TUL”, during and after:

1) students may receive the material assistance benefits referred to in paragraph 2, items 1-4, provided that they meet all the conditions necessary to receive these benefits;

2) The student who has been studies outside TUL for two semesters of a given academic year (in accordance with the established plan) and student who has obtained the approval of the Vice-Dean in charge of student affairs to extend the study period outside TUL for another (second) semester of a given academic year, the scholarships referred to in 2 (1, 2 and 4) may be paid for the entire period for which the benefit has been granted, but no longer than for 1 year of study outside TUL (two semesters). In order for the benefit to be paid, an application must be submitted by the date specified in the Announcement on Procedures, Forms and Deadlines for Submission of Applications for Material Assistance, established by the Vice-Rector for Student Affairs, to the Vice-Dean in charge of student affairs and obtain his approval for the extension of the study period outside TUL. In the event of a further extension (third semester), the benefits referred to in 2(1-4) shall not be paid;

3) The rules for the payment of the Rector's scholarship are set out in Chapter 4a of these Regulations.

10 Information on the rules of payment of financial aid to foreign students:

1) all foreigners may apply for the benefits referred to in (2) items 2,3 and 4;

2) the rules for granting the benefit referred to in (2) point 1 (maintenance grant) are described in Chapter 2 of these Regulations.

11. Withholding, suspension of benefits:

1) The Rector/Scholarship Committee may withhold payment of the scholarship awarded in the event of disciplinary proceedings against the student;

2) the payment of the awarded benefit shall be suspended for the period starting from the month following the date of occurrence of the reason for initiating proceedings for a student's removal from the list of students until the completion of the deletion proceedings.

12. A student loses the right to previously awarded material assistance benefits in the following cases:

1) in the event of resignation from the benefits;

2) when the student has been suspended from receiving material assistance benefits by a final decision of a disciplinary committee;

3) when the student has obtained material aid on the basis of false data - after the proceedings have been resumed.

13. The student is obliged to submit all documents necessary for the application for material aid in a timely manner and to declare that the documentation is factually correct. The student attaches to the application copies of documents certified as true to the original by the applicant. The aforementioned copies, together with their originals, shall be submitted by the student with the application for verification. The originals are returned to the applicant.

14. In the case of submitting an application for the scholarship/grant referred to in 2 (1), for the next semester of a given academic year, in a situation where there has been no loss or gain of income referred to in paragraphs 24-30 of Chapter 8 of these Regulations, it is not required to resubmit the same documentation proving the amount of income in the family. In this situation, the application must be accompanied by a statement that the financial situation in the family has not changed from that presented when applying for the scholarship/grant in the previous semester.

15. If an application for a benefit referred to in 2(1-3) of a student's application has been submitted and accepted, but is incomplete, the student shall receive a summons issued by a person authorized by the Rector/member of the Scholarship Committee to supplement the indicated formal defects in the application within a specified period of time from the delivery of the summons. In the event of failure to provide a complete set of the required documents for the scholarship application referred to in 2 (1-3), the application shall remain unprocessed.

16. If an incomplete scholarship application referred to in 2(4) is submitted by the application deadline, the undocumented achievement shall not be taken into account when calculating the ranking score. If the Rector/Committee has doubts about the submitted evidence of achievement, they may call for clarification of the evidence. The scholarship award procedure referred to in 2 (4) is of a competitive nature, in which it is stipulated that all necessary information must be submitted at the latest at the first stage of this competition, and only this information will also be taken into account in the event of any appeal.

17. Provision of false data by the student may be the basis for amending the decision on the award of the benefit and for initiating proceedings according to the procedure set out in the Regulation of the Minister of Science and Higher Education of 28 September 2018 on the detailed procedure of investigation and disciplinary proceedings in student cases, as well as the manner of execution of disciplinary penalties and their erasure Journal of Laws of 2018, item 1882).

18. Benefits are paid in the form of a transfer to the student's personal account provided via the university's information system.

Chapter 2

**Maintenance grant**

1. A maintenance grant may be awarded to a student in a difficult material situation, whose monthly net income per person in the family does not exceed the amount specified in a separate Announcement on the amount of particular types of benefits agreed with the Student Government. The amount of the grant is rounded up to the nearest whole zloty.

2. In particularly justified cases, a student may receive a maintenance grant in an increased amount.

3. Method of submitting documentation to apply for an increased maintenance grant:

1) Confirmation of the fact that the student resides with the non-working spouse or child of the student in the Student Hall of Residence TUL or in another facility and that the student does not reside permanently in Lodz;

2) confirmation that the student does not live permanently in Lodz;

3) a certificate of residence in another collective accommodation facility issued by the manager of the facility and a confirmation that the student does not live permanently in Lodz;

4) a statement on the use of the accommodation in the case of a student living in a facility other than the Student Hall of Residence TUL or a collective accommodation facility and a confirmation that the student does not reside permanently in Lodz;

5) A student who has been granted permission to pursue a part of his/her program of study as part of a foreign or domestic exchange on the basis of a Learning Agreement or as part of the MOSTECH program, who applies for a maintenance grant in an increased amount, is obliged to submit with the application a copy of the learning agreement by the deadline specified in a separate Announcement of the procedures, forms and deadlines for submitting applications for material assistance, established by the Vice-Rector for Student Affairs; in this case, the condition of lack of permanent residence in Lodz does not apply;

6) other documents.

4. A foreigner may apply for a maintenance grant :

1) who is a citizen of a member state of the European Union, the Swiss Confederation or a member state of the European Free Trade Agreement (EFTA) - a party to the Agreement on the European Economic Area and members of their families, residing in the territory of the Republic of Poland,

a) who is a self-employed person or an employee, as referred to in Article 2(5) and (7) of the Act of July 14, 2006, on the entry into, residence in and exit from the territory of the Republic of Poland of citizens of European Union member states and members of their families (Journal of Laws of 2021, item 1697, as amended),

b) who retains the right of residence in the cases referred to in Article 17 of the Law referred to in letter a,

c) who has the right of permanent residence

and members of his family living in the territory of the Republic of Poland;

2) who is a citizen of the United Kingdom of Great Britain and Northern Ireland, as referred to in Article 10 (1) (b) or (d) of the Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community (O.J. UE. C. of 2019 p. 66) and a member of his family living in the territory of the Republic of Poland:

a) who is a self-employed person or an employee, as referred to in Article 2, points 5 and 7 of the Law on the Entry into, Residence in and Departure from the Territory of the Republic of Poland of Citizens of European Union Member States and Members of their Families,

b) who retains the right of residence in the cases referred to in Article 17 of the Law referred to in letter a,

c) who has the right of permanent residence

and members of his family living in the territory of the Republic of Poland;

3) who has been granted a permanent residence permit, or a long-term resident of the European Union;

4) who has been granted a temporary residence permit in connection with the circumstances referred to in Article 159 paragraph 1 and Article 186 paragraph 1 point 3 and 4 of the Law of December 12, 2013, on foreigners (i.e., Journal of Laws of 2023, item 519, as amended);

5) who has refugee status granted in the Republic of Poland or enjoys temporary protection or subsidiary protection in the territory of the Republic of Poland;

6) who is a holder of a certificate certifying knowledge of Polish as a foreign language, referred to in Article 11a paragraph 2 of the Act of October 7, 1999, on the Polish language ( Journal of Laws of 2021, item 672), at least at the C1 language proficiency level;

7) who is a holder of a Pole's Card or a person to whom a decision has been issued on a statement of Polish origin,

8) who is a spouse, ascendant or descendant of a citizen of the Republic of Poland, residing in the territory of the Republic of Poland;

9) who has been granted a temporary residence permit in connection with the circumstances referred to in Articles 151(1) and 151b(1) of the Law on Foreigners, or who is staying in the territory of the Republic of Poland in connection with the use of short-term mobility of a scientist under the conditions specified in Article 156b(1) of that Law, or who has a national visa for the purpose of scientific research or development work.

Chapter 3

**Grant for people with disabilities**

1. A grant for persons with disabilities may be awarded to a student who has a certificate of disability, a certificate on the degree of disability or a certificate referred to in Articles 5 and 62 of the Act of 27 August 1997 on Vocational and Social Rehabilitation and the Employment of Persons with Disabilities. (i.e., Journal of Laws of 2023, item 100, as amended).

2. The amount of the grant depends on the degree of disability:

1) significant degree of disability - disability to a significant degree within the meaning of the regulations on vocational and social rehabilitation and employment of disabled persons; total inability to work and to lead an independent life, certified on the basis of the provisions on pensions from the Social Insurance Fund; permanent or long-term inability to work in an agricultural holding and to lead an independent life, adjudicated on the basis of the provisions of the Act of 20 December 1990 on social insurance of farmers (i.e. Journal of Laws of 2023, item 208, as amended) in order to obtain the benefits specified in these regulations; having a certificate of membership in the 1st group of invalids; inability to lead an independent life, certified on the basis of the regulations on pensions from the Social Insurance Fund or the regulations on social insurance for farmers;

2) Moderate degree of disability - disability of a moderate degree within the meaning of the provisions of the Act of August 27, 1997 on Professional and Social Rehabilitation and Employment of Persons with Disabilities (i.e. Journal of Laws of 2023, item 100, as amended); total inability to work adjudicated under the provisions of the Act of December 17, 1998 on pensions from the Social Insurance Fund (i.e. Journal of Laws of 2023, item 1251); having a disability group II certificate;

3) light degree of disability - partial inability to work and the desirability of retraining, as referred to in the above-mentioned Act; other certificates of incapacity to work on an agricultural holding; disability group III.

3. If a disability certificate expires during the semester, the grant will not be paid from the month following the expiry of the certificate. The benefit is paid again from the month of the continuation of the validity of the award (unless special provisions stipulate otherwise).

4. Information on confirming the degree of disability:

1) The degree of disability in the grant application is confirmed, on the basis of the documents provided by the student, by the Office for Disabled People at TUL;

2) all documents proving the disability of the students of TUL are maintained at the Office for Disabled People at TUL;

5. Grant amounts are shown in a separate Announcement on the amount of each type of benefit, agreed with the Student Government.

Chapter 4

**Rector's scholarship for students**

1. The Rector's Scholarship for Students, hereinafter referred to as the Scholarship, may be awarded to a student who has achieved outstanding academic results, academic or artistic achievements, or sporting achievements in a competition at least at the national level.

2. The scholarship may be awarded to:

1) a student admitted to the first year of study in the year in which the matriculation examination is taken, who fulfils at least one of the following conditions:

a) is a laureate of an international subject competition or a laureate or finalist of a central-level subject competition as defined in the regulations on the educational system,

b) is a current medalist in at least a competition for the title of Polish Champion in a given sport, as referred to in the provisions of the Sports Act;

2) first-semester student of second-cycle studies who achieved outstanding learning results during first-cycle studies;

3) a student in semester 3 and above of a first-cycle program and a student in semester 2 and above of a second-cycle degree program, who in the previous semester (preceding the application) had academic or artistic achievements or sports achievements in competition at least at the national level, evaluated according to the rules described in this chapter.

3. A prerequisite for receiving a scholarship for a given semester is to have full registration for that semester.

4. Exceptions to paragraph 3 are as follows:

1) conditional registration for a given semester, the only reason for which is the failure to obtain credit for physical education classes in the preceding semesters, caused by a documented medical exemption, long-term (for at least 6 weeks) continuous inability of the student to participate in classes. In this case, the lack of a pass in physical education is not taken into account when determining the scholarship average;

2) conditional registration of a student who has demonstrated outstanding achievements - in this case, the scholarship average for the degree program is not included in the sum of the ranking points referred to in 6, but only the points for outstanding achievement;

3) conditional registration resulting from program differences related to a change of field of study, which the student has not had the opportunity to complete - in this case, a recommendation from the vice-dean for student affairs is required.

4) in connection with the annual settlement of studies in the case of those studying under a Learning Agreement/foreign internship on the basis of a Training agreement or under the MOSTECH program, a prerequisite for receiving a scholarship for the second semester of study outside TUL is to maintain student status.

5. Persons who repeated a year of study in the previous academic year are not eligible for the scholarship in the semester immediately following the repeated year.

6. The Rector's scholarship is awarded on the basis of academic, artistic or sporting achievements expressed in so-called ranking points and on the basis of the scholarship grade point average.

7. Information on ranking groups:

1) Scholarships are awarded within so-called ranking groups;

2) The independent ranking group consists of:

a) students of the organizational unit providing education, studying in the same field of study, in the same modes (full-time and part-time studies),

b) students following a program of study at the International Faculty of Engineering, hereafter referred to as 'IFE', studying in the same field of study,

c) Students of the first semester of the second-cycle studies of the organizational unit implementing the education, studying in the same field of study, in the same forms (full-time and part-time studies),

d) Students in the first semester of their second-cycle program at IFE, studying in the same field of study;

3) Scholarships are awarded to students who obtain the highest number of points in their ranking group, however, not less than the point threshold established in a separate Announcement of the Vice-Rector for Student Affairs on the amount of particular types of financial aid;

4) the place in a given ranking group shall be determined by the sum of points obtained by the student for achievements and for the scholarship average, subject to the case specified in 5 of this paragraph;

5) for students who have obtained the same number of points in a given ranking group and who are ranked last on the list of those to whom a scholarship may be awarded, the ranking position is determined by further subsidiary criteria:

a) exceeding the threshold value of the scholarship average set out in Appendix 1 to these Regulations,

b) the combined exceeding of the threshold scholarship average and the achievement of an academic, artistic or sporting achievement,

c) number of points for the scholarship average,

d) number of points for academic, artistic or sporting achievement,

e) weighted average from the previous semester (preceding the scholarship payment) subject to point f; in the case of students in the first semester of their second-cycle program, the criterion of the weighted average from the previous semester is converted into the criterion of the weighted average from the entire course of their first-cycle program,

f) in the case of persons studying in the framework of Studies outside TUL (referred to in Chapter 1, paragraph 9 of these Regulations), the weighted average from the semester preceding the Studies outside TUL is taken into account,

g) arithmetic mean of the previous academic year.

If the above comparison does not establish priority for the award of a scholarship, in the case of persons with the same number of points on the last place on the ranking list for which a scholarship may be awarded, the number of scholarships awarded shall be determined by the Rector/Scholarship Committee, taking into account the condition not to exceed the number of scholarships laid down in 8(1);

6) The number of ranking groups is determined via the university's IT system. Dates for determining the size of ranking groups are established in a separate Announcement by the Vice Rector for Student Affairs on the modes, forms and deadlines for submitting applications for material assistance;

7) In particular cases or following successful appeals/requests for reconsideration, the size of the ranking groups referred to in point 6 may be increased by decision of the Rector/Scholarship Committee, taking into account the condition not to exceed the number of scholarships set out in 8 (1).

8. Information on the number of grantees:

1) The rector's scholarship shall be awarded to no more than 10% of students in a given field of study as at the dates specified in 7(6), in accordance with detailed procedures to be published in a separate Announcement on detailed procedures for determining the number of the Rector's scholarships for the best students, taking into account the provisions of 2-4 to 4 of this section;

2) students referred to in 2(1), shall not be taken into account when determining the number of students receiving the Rector's scholarship referred to in 8 (1);

3) The maximum number of scholarship recipients in a given group is determined by the size of the ranking group, provided that at least 1 person in the group receives a scholarship;

4) in determining the number of scholarship recipients, the following rules are adopted for rounding the result of the calculation of this number to a whole number: for the last digit of the result less than 5 - rounding is done down (e.g., for 72 people - 10% is 7.2 - number of scholarship recipients = 7) for the last digit of the result equal to or greater than 5 - rounding is done up (e.g., for 75 people - 10% is 7.5 - number of scholarship recipients = 8) subject to not exceeding the limit referred to in point. 1.

9. Information on scholarship average:

1) The scholarship grade point average is calculated as a weighted average of all grades in compulsory subjects.[[1]](#footnote-1) from the last semester subject to point 2 of this paragraph, obtained by the end of that semester, in accordance with the division of the academic year in force at Lodz University of Technology. The weights are the number of ECTS credits that are assigned to the courses;

2) The scholarship average for students in the 1st semester of their second-cycle program is the weighted average[[2]](#footnote-2) of all grades achieved during their first-cycle program;

3) in order to receive points for the scholarship average, a student of the second semester or higher must demonstrate full registration after the semester from which the scholarship average is taken (subject to 4 of this chapter);

4) grades in courses taken in progression and deficiencies in previous semesters are not taken into account when calculating the scholarship average;

5) Students of the first semester of the second-cycle program, who are not graduates of the first-cycle program at TUL, are required to submit to the Dean's office a certificate confirming the weighted average grade obtained during the first-cycle program before generating an application for the scholarship. A copy of the certificate should be attached to the student's application.

10. Information on scholarship amounts:

1) The amount of the scholarship awarded may consist of two parts: the basic amount and the amount of the scholarship increase. The value of the basic amount is fixed for all scholarship recipients and is independent of the number of ranking points and position on the ranking list. The value of the amount of the scholarship increase is fixed for all scholarship holders to whom the increase is granted in accordance with the rule described in 2;

2) An increase in the rector's scholarship is available at the university to scholarship holders who have been awarded the rector's scholarship and who have obtained one of the two highest ranking points in a given course (within the basic organizational unit/IFE), with the proviso that the minimum number of points which entitles one to receive the increase is specified in a separate announcement on the amount of particular types of benefits. In the event that several people obtain the same number of points, an increase in the scholarship is awarded to all of them;

3) Persons who obtain a number of points corresponding to the two highest values within the list of students who have been awarded a scholarship in a given field of study (within the unit implementing the course /IFE) receive, after the procedure for awarding scholarships for all ranking groups included in the given field of study has been completed, a decision to award an increase in the scholarship. The deadline for the final issue of the aforementioned decisions on granting a scholarship increase will be announced in the Announcement on the procedures, forms and deadlines for submitting applications for financial aid, set by the Vice Rector for Student Affairs;

4) The basic amount and the amount of the increase are specified in a separate Announcement on the amount of particular types of benefits and published together with the Announcement on the procedures, forms and deadlines of submitting the applications for financial aid.

11. A student who meets at least one of the following conditions in the semester in which the scholarship is to be paid:

1) was admitted as a transfer from another university,

2) changed the field of study at TUL,

3) changed the mode of study,

may apply for a scholarship. In this case, when considering the award of the scholarship, the grade point average of the last semester and the fulfillment of the condition of obtaining full registration in the course from which the student is transferring are taken into account. The type of current registration obtained in the course to which the student has transferred is not taken into account when deciding whether to award the scholarship. Where a transfer, change of field of study or mode of study has taken place after scholarships have been awarded for a given semester, the award of a scholarship is only possible if the pool of possible scholarships in a given ranking group is not filled.

12. A student who, after transferring from another university, changing his/her field of study or form of study, was admitted in the semester preceding the semester in which the scholarship is to be paid, but as a result of program differences was not able to receive full registration for that semester (which requires confirmation by the dean responsible for student affairs), may receive a scholarship on the basis of the scholarship average obtained after the aforementioned semester of study.

13. Rules for calculating ranking points:

1) A student may be awarded points for academic or artistic achievement, for sporting achievement and for the scholarship average;

2) The scoring rules for the scholarship average given by the year of study after which the students apply for the scholarship are defined in Appendix 1 to these Regulations. A separate system for assigning ranking points, based on the scholarship average, is used for students after the first year of their first cycle program, taking into account the higher workload of students in this group;

3) achievements obtained in the previous semester are taken into account for the scholarship, subject to point 4 of this section;

4) in the case of students of the 1st semester of the second-cycle program, starting from the summer semester, the achievements obtained in the last semester of the first degree program  are taken into account for the scholarship (in this case, a certificate clearly stating the time frame - dates falling in the last semester of the first-cycle program - is required from students who are not graduates of Lodz University of Technology);

5) Sports, scientific or artistic achievements are scored according to 4 categories:

a) outstanding,

b) distinguishing,

c) very good,

d) good;

6) The scores corresponding to the achievements in the aforementioned categories are shown in Appendix 1 to these Regulations. The student is awarded a number of points covering the achievements shown in the application, scored according to the rules described in Appendix 1 to these Regulations;

7) each achievement must be substantiated by documents issued by an authority authorized to do so. Documents supporting an achievement must be numbered as per the achievement in the application.

14. The student is required to complete and print the scholarship application through the university's information system. Printed and supplemented with attachments and required opinions, the student shall deliver the application to the designated place by the date shown in the Announcement on modes, forms and deadlines for submission of applications for material assistance, as determined by the Vice-Rector for Student Affairs.

15. The Rector/Scholarship Committee, after verification of the submitted applications, creates proposed ranking lists for individual ranking groups and, on the basis of these, takes decisions on the awarding of scholarships.

16. Information on the payment of scholarships to students studying under a Learning Agreement/traineeship abroad on the basis of a Training Agreement or under the MOSTECH program, hereafter referred to as Studies Outside TUL, during and after:

1) A student may apply every semester for a scholarship for the duration of studies at the host university, but not longer than one year of study[[3]](#footnote-3) based on the points for the scholarship average and achievements obtained in the semester immediately preceding the beginning of the Studies outside TUL;

2) in the first semester after returning from Studying outside TUL, the student shall present the scholarship average he/she showed for the scholarship for the period of Studying outside TUL (obtained in the semester immediately preceding Studying outside TUL) and the achievements obtained in the semester preceding the payment of the scholarship - from the period of Studying outside TUL;

3) both during the Studies Outside TUL, as well as after their completion, students are required to apply for a scholarship for the semester of study, within the deadlines shown in the Announcement on procedures, modes and deadlines for submitting applications for material assistance, established by the Vice Rector for Student Affairs;

4) the above students are ranked together with the other students in the ranking group, according to the rules described in this chapter and Appendix 1 to these Regulations;

5) students who receive the scholarship after completing their Studies Outside TUL will have it paid (with compensation from the beginning of the semester) after full settlement of results from the foreign university and after receiving full registration for the next year of studies at TUL.

Chapter 5

**Rector's scholarship for doctoral candidates**

1. The Rector's scholarship for doctoral candidates may be awarded to a participant in doctoral studies for the second and subsequent years of studies, provided that in the academic year preceding the awarding of the scholarship the following conditions are met in total:

1) obtaining at least good results in the examinations included in the doctoral program or, if the program does not include examinations in the period under evaluation, obtaining at least good results in the credits;

2) demonstrate progress in their academic work and in the preparation of their dissertation;

3) demonstrate particular commitment to teaching at the university.

It follows from the above conditions that a doctoral candidate who has completed the compulsory courses specified in the doctoral program in the academic year preceding the award of the scholarship may apply for the benefit.

Chapter 6

**Special Assistance Grants**

1. A special assistance grant may be awarded to a student who is temporarily in a difficult life situation.

2. A temporarily difficult life situation of a student is presumed to occur in the case of events related to, e.g.: death of a member of the student's family, serious illness of the student or a member of his/her family, natural disaster (e.g. fire, flood), theft, birth of a child by a student or birth of a child whose father is a student and other events as a result of which the student finds himself/herself temporarily in a difficult life situation.

3. If a student has been placed in a difficult life situation due to the birth of their own child, they are entitled to a special assistance grant. If both parents are students/doctoral candidates, each parent is entitled to a special assistance grant, whereas if more than one child is born, a special assistance grant is granted for each child.

4. The event given by the student as the basis for the application should be documented and described in detail, illustrating the temporary difficult life situation in which the student (and his/her family) found themselves as a result of the above-mentioned event.

5. In the case of an event involving costs incurred by the student or a member of the student's family who is affected by the event, the application must be accompanied by named invoices documenting the expenses incurred.

6. Each event is considered on a case-by-case basis.

7. The amount of the aid depends on the costs incurred and confirmed in the application related to the described event. In individual situations, the Rector may take into account the per capita income of the student's family.

8. If a student is temporarily in a difficult life situation due to the birth of his/her own child or in the event of the death of a parent or legal guardian, the amount of the special assistance grant is fixed. The amounts of the special assistance grant for students shall be specified in a separate Announcement on the amount of particular types of benefits, agreed with the Student Government. When applying for a special assistance grant as a result of the death of a parent or legal or actual guardian, no documentation of the costs incurred is required; the student documents the fact of death.

9. A student may receive a special assistance grant twice in an academic year but may not receive a special assistance grant twice for the same reason (unless special provisions stipulate otherwise).

10. The special assistance grant can be applied for no more than six months after the occurrence of the event justifying the granting of the aid.

Chapter 7

**The procedure for issuing decisions and the organization and functioning of Scholarship Committee**

1. Information on the bodies of the university awarding financial aid:

1) The benefits referred to in Chapter 1(2) (1-4) are granted by the Rector upon a written application of a student;

2) In the event that the competent body of the Student Government submits a written request referred to in Article 86(3) of the Act on the PSWiN, the Rector delegates the powers to grant the benefits referred to in Chapter 1 (2) (1-4) to the Scholarship Committee for students and appeals to the Scholarship Appeal Committee.

2. Information on the composition of committees for students awarding financial aid:

1) The Scholarship Committee and the Scholarship Appeal Committee are appointed by the Rector from among students delegated by the competent body of the Student Government and staff of the University;

2) students make up the majority of the above committees.

3. Applications are processed without undue delay. The time limit for processing an application depends on the degree of correctness of the application submitted, the possibility of organizing a meeting of the committee and other delays caused by the fault of the student or for reasons beyond the control of the University.

4. Information on Committee meetings and decision-making rules:

1) The Scholarship Committee is required to keep minutes of its meetings;

2) A meeting of the Scholarship Committee is considered valid if a minimum of three committee members are present;

3) The Scholarship Committee respects the principles of equality of access to material assistance benefits and openness of activities in the work of the committee, while preserving the protection of personal data;

4) decisions of the Scholarship Committee are taken by a majority of those present at the meeting of the committee;

5) in the event of an equality of votes, the Chairperson shall have a casting vote and in the event of his/her absence or inability to act, the Vice-Chairperson shall have a casting vote.

5. Information on the rules for issuing and serving decisions of the Rector/Committee:

1) Decisions issued by the Rector/Scholarship Committee and Scholarship Appeal Committee are signed by the Rector/Chairpersons of these committees or their authorized staff/vice-chairpersons;

2) Decisions shall be prepared within a month of receipt of a complete application subject to paragraph 3 of this Chapter;

3) Decisions are issued in 2 copies. One copy is delivered to the student with an acknowledgement of receipt, which, together with the application, is kept in the student's scholarship file;

4) Students shall be informed of the fact that their application has been examined and of the date and manner in which they will be able to collect the Committee's administrative decisions by means of a notice posted on the notice board in front of the dean's office/office and via the the university's information system;

5) if the decision is not collected by the student within a maximum of two weeks of its issuance, it shall be sent with acknowledgement of receipt to the address indicated by the student with the effect of delivery;

6) scholarships/grants awarded to a given student are paid only after the decision concerning a given benefit becomes final, i.e., after 14 days from the date of its delivery. Upon receipt of the decision, it is possible to waive the right of appeal, which results in the decision becoming final upon receipt.

6. Information on the right of appeal against the decision of the Rector/Committee:

1) The Rector's decision may be appealed against by the student to the Scholarship Committee for reconsideration of the case, and if the decision is made by the Scholarship Committee, the student may appeal to the Scholarship Appeal Committee within 14 days of receiving the decision. An application/appeal lodged after the deadline shall have no legal effect;

2) Requests for reconsideration/appeals of decisions of the Scholarship Committee to the Scholarship Appeals Committee should be submitted through the Benefits Services Office;

3) A student has the right to lodge a complaint against the decision of the Rector/Appeals Scholarship Committee to the Provincial Administrative Court within 30 days from the date of delivery of the decision. The complaint shall be lodged through the Benefits Service Office;

4) Requests for reconsideration/appeals to the Rector/Appeals Scholarship Committee are considered within 1 month of the date the application is received by the office.

7. Within the framework of supervision, the Rector revokes the decision of the Scholarship Committee or the Scholarship Appeal Committee which is not in compliance with the law.

8. The administrative service of the Scholarship Committee and the Scholarship Appeal Committee is provided by the employees of the Benefits Service Office.

9. Information on the establishment of the Committee awarding material assistance benefits:

1) The Scholarship Committee and the Scholarship Appeal Committee are established for a term of four years, coinciding with the term of office of the Rector's authorities;

2) The Chair of the Scholarship Appeal Committee is appointed by the Rector;

3) At the request of the Student Government, the Rector may dismiss the Chairperson of the Scholarship Appeal Committee and appoint another person in his/her place;

4) The Chairperson and Vice-Chairperson of the Scholarship Committee shall be elected by the members of the Committee from among their number, after obtaining an absolute majority of votes.

Chapter 8

**Rules for determining the student's income and how to document his/her financial situation**

1. Income in a student's family is determined according to the rules set forth in the Act of November 28, 2003, on family benefits (i.e., Journal of Laws of 2023, item 390, as amended).

2. The monthly net income per 1 person in the student's family giving entitlement to assistance in the form of a maintenance grant may not exceed the amounts specified in a separate Announcement on the amount of particular types of benefits, agreed with the Student Government.

3. When determining the amount of income entitling a student to apply for a social grant, income earned by the following persons is taken into account:

1) student,

2) student's spouse,

3) parents, legal guardians or actual guardians of the student,

4) dependants of persons referred to in points 1 to 3, minor children, children in education up to the age of 26 or, if the age of 26 falls in the final year of study, up to the completion of their studies, and disabled children of any age

with the exception of the case specified in paragraph 21.

4. The composition of the family is determined as at the date of the scholarship application.

5. When it comes to:

1) single person - means a maiden, bachelor, widow, widower, a person separated by a final court judgment, a divorced person, unless he/she is raising at least one child jointly with the parent;

2) dependants - means the members of a family living on the combined income of those persons;

3) shared household - means living together, including the common satisfaction of living needs;

4) family member's income - means the average monthly income of a family member earned in the calendar year preceding the benefit period, i.e., the academic year for which the benefit is granted (e.g., for the 2023/2024 academic year, documents for the 2022 calendar year apply), subject to Chapter 8(24-30) of these Regulations;

5) income of a student or a child under the care of a legal guardian means the average monthly income earned in the calendar year preceding the benefit period, subject to Chapter 8(24-30) of these Regulations;

6) higher education institution - means a higher education institution, within the meaning of the provisions on Higher Education and Science, as well as a teachers' college, a teachers' college for foreign languages and a college for social service employees;

7) employment or other gainful activity - means performance of work under an employment relationship, service relationship, contract of employment, and performance of work or provision of services under an agency contract, contract of mandate, contract for specific work or during membership in an agricultural production cooperative, cooperative of agricultural groups or cooperative of agricultural services, as well as running a non-agricultural business activity;

8) Actual guardian - means a person entrusted with the care under the terms of the Family Benefits Act, i.e., a person who actually cares for the child, if he or she has applied to the family court for adoption of the child;

9) the legal guardian of the student's family - means a person who, in order to provide evidence of this fact, can present a family court judgment appointing a legal guardian. This person's income is then included in the student's family income. A person who, by court order, only has guardianship over a member(s) of the student's family shall not be considered the legal guardian of the student's family;

10) agricultural holding - means an agricultural holding within the meaning of the provisions of the Act of 15 November 1984 on Agricultural Tax (i.e. Journal of Laws of 2020, item 333): An agricultural holding is considered to be the area of land referred to in Article 1 of the Agricultural Tax Act, with a total area exceeding 1 hectare or 1 conversion ha, owned or held by a natural person, a legal person or an organizational unit, including a company, without legal personality;

11) agricultural activity - means production of plants and animals, including production of seed, nursery, breeding and reproductive material, production of vegetables, ornamental plants, cultivated mushrooms, horticulture, breeding and production of breeding material of animals, birds and useful insects, production of animal stock of the industrial farm type and breeding and rearing of fish;

12) institution providing 24-hour maintenance - means a social welfare home, youth education center, shelter for minors, reformatory, detention center, prison, military school or other school, if these institutions provide full maintenance free of charge;

13) school - means a primary school, a post-primary school and an art school in which compulsory education and compulsory schooling are performed, as well as a youth sociotherapy center, a special school and educational center, a special educational center for children and youth requiring the use of special organization of learning, methods of work and upbringing, and a revalidation and educational center;

14) a post-primary school is considered to be a secondary school in accordance with Article 18 of the Education Law:

a) four-year general secondary school,

b) five-year technical secondary school,

c) three-year vocational lower secondary school,

d) three-year special work preparatory school,

e) A two-year industry secondary school,

f) a post-secondary school for persons with secondary education or secondary vocational education, with a teaching period of no more than 2.5 years.

6. When referring to family income - this means the sum of the family members' incomes, after deduction of the amounts of alimony paid to other persons:

1) income less tax-deductible costs, personal income tax payable, social security contributions not deductible and health insurance premiums, subject to taxation in accordance with the rules set out in the PIT Act:

a) Article 27 of the Act - 12% and 32% tax scale,

b) Article 30b - from the disposal of securities or derivative financial instruments against payment, including from the exercise of rights arising from such instruments, from the disposal of shares against payment, from the disposal of shares in a co-operative, and from taking up shares or contributions in a co-operative in exchange for a contribution in kind,

c) Article 30c - Income tax on income from non-agricultural economic activities or specialized departments of agricultural production,

d) Article 30e - income from paid disposal of real property and rights specified in Article 10(1)(8) (paid disposal of real property or parts thereof and of a share in real property, a co-operative ownership right to residential or commercial premises and right to a single-family house in a housing cooperative, perpetual usufruct of land),

e) Article 30f - income of a foreign controlled company;

2) income from activities subject to taxation under the provisions of the Act of 20 November 1998 on Lump Sum Income Tax on Certain Incomes earned by Natural Persons;(i.e., Journal of Laws of 2022, item 2540, as amended);

3) other income not subject to taxation under the provisions of the PIT Act, as defined in the Family Benefits Act of November 28, 2003 (i.e., Journal of Laws of 2023, item 390, as amended), among others:

a) pensions defined in the provisions of the Act of 29 May 1974 on provision for war and military people with disabilities and their families (i.e. Journal of Laws of 2023, item 1100),

b) pensions paid to repressed persons and members of their families, granted under the terms of the provisions on provision for war and military people with disabilities and their families,

c) monetary benefit, compensation allowance and energy lump sum, as defined in the provisions of the Act of September 2, 1994, on the monetary benefit and entitlements of soldiers of substitute military service forcibly employed in coal mines, quarries, uranium ore plants and construction battalions (i.e., Journal of Laws of 2021, item 1774),

d) veteran's allowance, energy lump sum and compensation allowance as defined in the legislation on veterans and certain persons who are victims of war and post-war repressions,

e) cash benefit as defined in the provisions of the Regulation of the Minister of Labour and Social Policy of 29 December 1999 on the required documents and evidence confirming the type of repression and its duration as well as the detailed procedure for the submission and examination of applications granting cash benefit to persons deported to forced labour and incarcerated in labour camps by the Third German Reich or the Union of Soviet Socialist Republics (Journal of Laws No. 111, item 1300),

f) energy lump sum, pensions and annuities received by persons who lost their sight as a result of warfare between 1939 and 1945 or the explosion of unexploded bombs and unexploded ordnance left over from that war,

g) invalidity pensions for war invalidity, amounts of provisions received by war victims and their family members, accident pensions of persons whose invalidity arose in connection with their forced stay in forced labor in the Third German Reich from 1939 to 1945, received from abroad,

h) sickness benefits as defined in the provisions on social insurance for farmers and in the provisions of the Act of 13 October 1998 on the social insurance system, Journal of Laws of 2023, item 1230, as amended),

i) non-repayable foreign assistance funds received from foreign governments, international organizations or international financial institutions, coming from non-repayable assistance funds granted on the basis of a unilateral declaration or agreements concluded with these countries, organizations or institutions by the Council of Ministers, a competent minister or government agencies, including also in cases where the transfer of these funds is made through an entity authorized to distribute non-repayable foreign assistance funds to entities which are to receive such assistance,

j) dues from the employment relationship or on account of a stipend of natural persons residing on the territory of the Republic of Poland, temporarily staying abroad - in an amount corresponding to the equivalent of per diems for business travel outside the country established for employees in state or local government units of the budgetary sphere on the basis of the Labor Code Act of June 26, 1974, Journal of Laws of 2023, item 1465),

k) monetary dues paid to police officers, soldiers, customs officers and employees of military units and police units deployed abroad to participate in an armed conflict or strengthen the forces of the state or allied countries, peacekeeping mission, action to prevent acts of terrorism or their consequences, as well as monetary dues paid to soldiers, police officers, customs officers and employees acting as observers in peacekeeping missions of international organizations and multinational forces,

l) monetary dues from the service relationship received during candidate service by officers of the Police, the State Fire Service, the Border Guard and the Government Protection Bureau and the Penitentiary Service, calculated for the period in which they earned income,

m) income of members of agricultural production cooperatives from membership in an agricultural production cooperative, decreased by social security contributions,

n) child maintenance,

o) doctoral scholarships awarded under Article 209(1) and (7) of the PSWiN Act, sports scholarships awarded under the Act on Sports and other scholarships of a social character awarded to pupils or students,

p) amounts of allowances not subject to personal income tax received by persons performing social and civic duties,

q) monetary dues received from the rental of guest rooms in residential buildings located in rural areas on the farm to persons on holiday and received from the catering of these persons,

r) allowances for secret teaching as defined in the Teacher's Charter Act of 26 January 1982, Journal of Laws of 2023, item 984, as amended),

s) income earned from business activities conducted under a permit in a special economic zone as defined in the regulations on special economic zones,

t) cash equivalents for coal depreciation as defined in the provisions on commercialization, restructuring and privatization of the state enterprise "Polish State Railways",

u) equivalents in respect of the right to free coal as defined in the regulations on the restructuring of the hard coal mining industry for the years 2003-2006,

v) benefits specified in the provisions of the Act of May 9, 1996, on the exercise of the mandate of deputy and senator (i.e., Journal of Laws of 2022, item 1339, as amended),

w) income earned abroad in the Republic of Poland, less, respectively, income tax and compulsory social security and compulsory health insurance contributions paid abroad in the Republic of Poland,

x) annuities as defined in the regulations on supporting rural development with funds from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund and in the regulations on supporting rural development with funds from the European Agricultural Fund for Rural Development,

y) alimony advance as defined in the provisions on proceedings against alimony debtors and alimony advance,

z) cash benefits paid in case of ineffective enforcement of alimony,

za) amounts received pursuant to Article 27f (8) to (10) of the PIT Act,

zb) parental benefit,

zc) the maternity allowance referred to in the provisions of the Act on social insurance for farmers,

zd) scholarships for the unemployed funded by the European Union or the Labor Fund, regardless of the entity that pays them,

ze) income derived from an agricultural holding - when determining the family income derived from an agricultural holding, leased agricultural areas are included in the area of the holding on which the agricultural tax is based, with the exception of:

- leased, on the basis of a lease agreement concluded in accordance with the provisions on social insurance for farmers, part or all of an agricultural holding held by the family,

- farm contributed for use by an agricultural production cooperative,

- an agricultural holding leased in connection with the receipt of an annuity as defined in the rules on support for rural development from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund and in the rules on support for rural development with the participation of the European Agricultural Fund for Rural Development,

zf) the cash benefit and monetary aid set out in the Act of 20 March 2015 on anti-communist opposition activists and persons repressed for political reasons (i.e., Journal of Laws of 2023, item 388, as amended),

zg) income free of income tax pursuant to Article 21(1) (148) of the PIT Act, decreased by social security and health insurance contributions,

zh) income free from income tax under Article 21, paragraph 1, subparagraphs 152(a, b and d) and 153(a, b and d) of the PIT Act, and Article 21, paragraph 1, subparagraph 154 of that Act with respect to income from a service relationship, employment relationship, contract work, cooperative employment relationship, from mandate contracts referred to in Article 13, paragraph 8 of the PIT Act, maternity benefit referred to in the Act of June 25, 1999 on monetary benefits from social insurance in case of illness and maternity (i.e. Journal of Laws of 2022, item 1732, as amended), less social security and health insurance premiums,

zi) (zh)income tax-free pursuant to Article 21(1) (152) (c), (153)(c) and (154) of the PIT Act from non-agricultural business activities taxed in accordance with the rules set out in Article 27 and Article 30c of that Act, less social security and health insurance contributions,

zj) income from non-agricultural business activity taxed as a lump sum on registered income, referred to in Article 21(1) (152) (c), (153)(c) and (154) of the PIT Act, determined in accordance with Article 5(7a) of the Act on Family Benefits.

7. Income does not include:

1) benefits referred to in Articles 86(1), 359(1) and 420(1) of the PSWiN Act;

2) scholarships received by pupils, students and doctoral candidates under:

a) European Union Structural Funds,

b) non-reimbursable funds from aid granted by the Member States of the European Free Trade Agreement (EFTA),

c) international agreements or implementation programs drawn up for such agreements, or international scholarship programs;

3) material assistance benefits received by students under the provisions of the Education Law;

4) grants of a **social character** awarded by entities referred to in Article 21(1) (40)[[4]](#footnote-4) of the PIT Act;

5) Certain income not subject to personal income tax or flat-rate income tax on certain income earned by individuals, e.g.: family benefits (i.e., family allowance, supplements to family allowance, care benefits, including attendance allowance and attendance benefit), social assistance benefits due under the Act of March 12, 2004 on social assistance (i.e. Journal of Laws of 2023, item 901, as amended) (i.e., permanent benefits, periodic benefits, targeted benefits, e.g., for education, etc.), benefits from the county family assistance center (e.g., allowance for an adopted child), allowances from municipalities (e.g., housing allowance), direct payments to farmers under the European Union's Common Agricultural Policy, allowances due to drought and flooding.

8. According to the PSWiN Act, the basis for determining the average income per person in the family of a student is:

1) a statement (in the scholarship application form) by the student concerning information on the number of family members remaining in the same household and living on the joint income;

2) documents stating the amount of the family's income, including respectively:

a) certificates from the tax office of family members on income subject to taxation in accordance with the rules set forth in Articles 27, 30b, 30c, 30e and 30f of the PIT Act, earned in the calendar year preceding the benefit period (Template A to the application for a maintenance grant),

b) a certificate of the head of the tax office, concerning family members settling their accounts on the basis of the provisions of the Law on Lump Sum Income Tax on Certain Income Earned by Natural Persons, containing information, respectively, on: the form of tax paid, the amount of income, the tax rate, the amount of tax paid in the calendar year preceding the benefit period (Template B to the application for a maintenance grant.),

c) statements of family members on income not subject to personal income tax earned in the calendar year preceding the scholarship period (Template C to the application for maintenance grant.),

d) a document specifying the amount of income earned by each family member and the number of months in which the income was earned (this applies to the types of income included in the catalogue of income which may be regarded as earned/lost income) - if the income was earned in the calendar year preceding the scholarship period, e.g.: a certificate from the employer specifying the number of months in which the income was earned and PIT 11/40 from the workplace or a certificate from the employer specifying the net income for the indicated period; a decision on awarding a pension; in the case of business activity - a statement concerning the number of months worked and an annual settlement,

e) certificates from the Social Insurance Institution or KRUS[[5]](#footnote-5) (each member of the family presenting a certificate from the Tax Office, with the exception of persons settling under the provisions of the Law on Lump Sum Income Tax on Certain Income Earned by Individuals) containing information on the amount of health insurance premiums in the calendar year preceding the benefit period,

f) a certificate from the competent municipal authority or a payment order indicating the size of the agricultural holding expressed in converted hectares of the total area in the calendar year preceding the benefit period,

g) A statement by the student about the number of farms owned by family members,

h) lease agreement concluded for min. 10 years with confirmation of conclusion by the mayor competent for the place of location of the object of lease - in the case of lease of part or all of an agricultural holding owned by the family on the basis of a contract concluded in accordance with the provisions on social insurance of farmers, or lease of an agricultural holding in connection with the collection of an annuity specified in the provisions on support for rural development from funds originating from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund,

i) a land contribution agreement - in the case of the contribution of an agricultural holding for use by an agricultural production cooperative,

j) in the case of alimony/maintenance:

- a copy of an enforceable court decision awarding maintenance to a person within or outside the family, or a copy of the record of the meeting containing the terms of the court settlement, a copy of the agreement before the mediator which has been approved by the court, or any other enforceable title originating from or approved by the court and imposing an obligation to pay maintenance to a person within or outside the family,

- money orders or money transfers documenting the amount of alimony paid, if family members are obliged by a court judgment, court settlement or settlement before a mediator, or other enforcement order originating or approved by the court to pay it to a person outside the family,

- where the beneficiary has not received alimony or has received it in an amount lower than that laid down in a court judgment, a court settlement or an agreement before a mediator or any other enforceable title issued or approved by a court:

-- a certificate from the authority in charge of enforcement proceedings stating that the enforcement of maintenance has been totally or partially unsuccessful and the amount of maintenance enforced,

or

-- information of a competent court or competent institution on the fact that an entitled person has taken measures related to the enforcement of an enforcement order abroad or that such measures have not been taken, in particular due to the lack of a legal basis for taking them or the impossibility for the entitled person to determine the place of residence of the maintenance debtor abroad, if the debtor resides abroad

- in the event that the alimony action is dismissed (the student has no alimony), a statement from the student about the lack of alimony and a copy of the final court decision dismissing the alimony action is required,

- in cases where the student's parents are divorced and there is no alimony yet ordered, the income of both parents is included in the family income for determining the right to the scholarship. The above paragraph should be understood to mean that if alimony was awarded after the calendar year preceding the academic year in which entitlement to a maintenance grant is established, the family income shall include the income earned in the calendar year preceding the academic year in which entitlement to a maintenance grant is established by the parent obliged to pay the alimony,

k) a document stating the date on which the family member lost income and the monthly amount and type of income lost,

l) a document specifying the date on which the income was received, and the amount and type of income received by the family member and the number of months in which the income was received - in the case of income received in the calendar year preceding the academic year,

m) a document specifying the date, amount and type of income received by the family member for the month following the month in which the income was received - in the case of income received after the calendar year preceding the academic year,

n) Employer's certificate of the date of parental leave of a member of the student's family and the period for which it was granted, as well as periods of employment,

o) a certificate of income of a member of the student's family, or of the student if he/she earned income outside the Republic of Poland in the calendar year from which the income is determined;

3) documents stating the age of siblings and children of the student or his spouse;

4) disability certificate or certificate on the degree of disability - if there is a disabled child in the family;

5) a certificate from the school that the child attends - if the child is over 18,

6) a certificate from a higher education institution confirming attendance at a higher education institution - in the case of a student or a person with a certificate of moderate or severe disability, if the person is studying at a higher education institution,

7) A complete or abbreviated copy of the parents' death certificates or a copy of the enforceable judgment awarding alimony or a copy of the minutes of the meeting containing the contents of the court settlement or a copy of the settlement reached before a mediator approved by the court, or any other enforcement order originating from or approved by the court obligating to alimony - in the case of a student;

8) Documents relating to foreign students, if they are entitled to material assistance benefits, including:

a) Residence card - in the case of a foreigner residing on the territory of the Republic of Poland on the basis of a permanent residence permit, a residence permit for a long-term resident of the European Union, a temporary residence permit granted in connection with the circumstances referred to in Article 127 or Article 186(1)(3) of the Acton foreigners or in connection with obtaining refugee status or subsidiary protection in the Republic of Poland,

b) a residence card and a decision on granting the foreigner a residence permit in the territory of the Republic of Poland or any other document entitling the foreigner to reside in the territory of the Republic of Poland, and which allows him/her to perform work,

9) a copy of a final court decision pronouncing a divorce or separation or a complete or abridged copy of the death certificate of the spouse or the child's parent - in the case of a single parent;

10) a full copy of the child's birth certificate - if the father is unknown;

11) a copy of the final court decision dismissing the maintenance claim;

12) a copy of the final court decision obliging one of the parents to bear the entire child maintenance costs;

13) a copy of the court decision indicating that the child has been in the custody of both parents for comparable and repeated periods;

14) a copy of the final court decision declaring adoption or a certificate from the family court or adoption and foster care center on the ongoing court proceedings for adoption of the child;

15) a court decision determining the child's legal guardian;

16) certificate or statement of the institution providing round-the-clock maintenance in which the family member is placed;

17) other documents and statements necessary to establish the right to a maintenance grant required by the Rector/Scholarship Committee, including e.g., a certificate of registration of an unemployed family member at an unemployment office or a statement that the unemployed family member is not employed at the time of submitting the application.

In the case of income of foreigners, income certificates issued abroad must be translated into Polish by a sworn translator.

9. In the case of low income in the student's family, the following rules apply:

1) The Rector, the scholarship committee or the scholarship appeal committee shall refuse to grant a social scholarship to a student whose monthly income per person in his/her family does not exceed the amount specified in Article 8, paragraph 1, point 2 of the Social Welfare Act (as listed in the Announcement on the amount of particular types of benefits) if the application for a social scholarship is not accompanied by a certificate issued by a social welfare center or a social services center certifying that he/she or members of his/her family are receiving social welfare benefits in the year of submitting the application;

2) in case the student referred to in 9 ( 1), or the members of his/her family are not receiving social assistance benefits, the Rector, the scholarship committee or the scholarship appeal committee may award a social grant to that student if he/she has documented the family's sources of income.

10. In the case of determining income from an agricultural holding, it is assumed that 1 hectare of conversion area yields a monthly income of 1/12th of the income announced annually by the President of the Central Statistical Office by way of a proclamation pursuant to Article 18 of the Agricultural Tax Act:

1) when determining the family income from an agricultural holding, leased agricultural areas are included in the area of the holding on which the agricultural tax is based, with the exception of:

a) leased, on the basis of a lease agreement concluded in accordance with the provisions on social insurance for farmers, part or all of an agricultural holding held by the family,

b) farm contributed for use by an agricultural production cooperative,

c) an agricultural holding leased in connection with the receipt of an annuity as defined in the rules on support for rural development from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund and in the rules on support for rural development with the participation of the European Agricultural Fund for Rural Development;

2) in determining the family income received by a tenant of a farm leased under the conditions referred to above, the income received from the farm shall be reduced by the rent paid for the lease;

3) when determining the family income derived from a farm leased from the National Agricultural Support Centre, the income derived from the farm shall be reduced by the rent paid for the lease;

4) where a family or learner receives income from an agricultural farm and non-agricultural income, the income is added up;

5) a change in the area of an agricultural holding (e.g., sale, purchase) does not constitute a loss or gain of income. Any changes shall be taken into account in the years on which the material aid is based, with the proviso that if a change in area occurs during the year, the income shall be calculated in proportion to the number of months of holding. The income calculated in this way is divided by 12 months;

6) The contract referred to in paragraph 10(1)(a), in accordance with the provisions of the Law on Social Insurance of Farmers, is a lease agreement concluded in writing - in the case of a permanent annuity - for at least 10 years, and in the case of a periodic annuity - for the period indicated in the decision of the President of the National Insurance Fund on the granting of such annuities, the conclusion of which was confirmed by the mayor, competent for the location of the subject of the lease, to a person who is not:

a) The spouse of the lessor (pensioner),

b) a person remaining with the lessor (pensioner) in a joint household,

c) spouse of the person referred to in letter b;

7) if in the calendar year from which the income is documented the transfer of an agricultural holding took place and a structural allowance was obtained on that account, when determining the income in the family of a student for that year the income from the agricultural holding for the months before the transfer of the holding should be taken into account and the structural allowance for the remaining months of the year should be added.

11. If a family member has alimony obligations to a person outside the family, the amount of alimony paid to that person in the calendar year preceding the benefit period shall be deducted from the income earned by family members in the calendar year preceding the benefit period.

12. Where a family member is placed in foster care or in an institution providing 24-hour maintenance, the per capita income of the family shall not include a person placed in foster care or in an institution providing 24-hour maintenance when determining the family income.

13. In the case of determining income from activities subject to taxation pursuant to the provisions of the Act on Lump-sum Income Tax on Certain Incomes Earned by Natural Persons in the calendar year preceding the benefit period, monthly income is assumed in the amount of 1/12 of the income announced annually, by way of a proclamation, by the minister competent for family matters in the Official Journal of the Republic of Poland "Monitor Polski" by 1 August of each year.

14. In the event that a family member receives income outside the Republic of Poland, it is converted on the basis of the average exchange rate announced by the President of the National Bank of Poland on the last working day of the calendar year in which the income was received. In exceptional situations, it is possible for a person receiving income to submit a declaration describing the net income received abroad (such declarations are made by the student or his/her family members under criminal liability). If a family member obtains income outside the borders of the Republic of Poland, which he/she did not achieve in the calendar year constituting the basis for determining the right to the scholarship, this income is converted on the basis of the average exchange rate of foreign currencies on the last working day of the month following the month in which the income was obtained.

15. Where the spouse of the person receiving or applying for a scholarship has disappeared, the person applying for social assistance shall attach to the application a certificate, from the police unit competent in the matter, of the acceptance of the report of the disappearance of the spouse, or, in the case of foreigners, of the competent institution. When determining the family income, the income earned by the missing spouse shall not be taken into account, and when determining the income per person in the family, the spouse shall not be taken into account.

16. In cases where the student's parents are divorced and there is no alimony yet ordered, the income of both parents is included in the family income for determining the right to the scholarship.

17. If a family member has an established right to alimony, but does not receive it or receives it in an amount lower than that established by a judgment or court settlement, alimony in the amount received is included in the family income constituting the basis for determining the right to family benefits (this applies to persons who present a certificate from a bailiff on the total or partial ineffectiveness of alimony enforcement).

18. When determining the income of the student's family, the dependent children of the student's mother/father from a second relationship are also taken into account, including in the absence of established child support for these children.

19. If the income is partially seized by bailiff enforcement, the entire amount of wages is included in the income, regardless of the above-mentioned encumbrances, taking into account the situation when bailiff enforcement relates to alimony paid to other persons - in such a situation, the income is reduced by the amount of enforcement.

20. An adult sibling of a student who, as of the date of application, is not pursuing his or her education or is pursuing his or her education beyond the age of 26, is not taken into account in calculating the income in the student's family, unless the 26th year falls in the student's final year of study.

21. A student who does not have a joint household with any parent, legal guardian or actual guardian may apply for a maintenance grant without proving the income earned by these persons and their dependent under-age children, children studying up to the age of 26, and if the 26th year falls in the final year of study, until their graduation, and disabled children regardless of age, if they meet one of the following conditions:

1) is over the age of 26;

2) remains married;

3) has dependent children as referred to in 3(4) of this section;

4) reached the age of majority while in foster care;

5) has a regular source of income and his average monthly income in the previous tax year and in the current year in the months preceding the month of submission of the statement referred to in paragraph 3 is higher than or equal to 1.15 of the sum of the amounts specified in Articles 5(1) and 6(2)(3) of the Law on Family Benefits.

The student referred to above shall declare that he/she does not run a joint household with any parent, legal guardian or de facto guardian.

22. A student's steady source of income generally means an uninterrupted source of income per year, i.e. for the last fiscal year for 12 months of the year. However, the university may in particular cases consider the source of income as permanent, for example: when a student starts working later than January, if the student's income from the last tax year is treated as 12 months' income when calculating the student's monthly income. The student is required to prove a steady source of income. He or she can document the above by submitting among other things, an employment certificate from the employer, civil law contracts (orders to perform a specific task), a decision from a competent authority on the award of a pension, a court decision awarding alimony, as well as income certificates (certificates from the tax office, certificates from the workplace on the amount of income earned and others).

23. According to Article 5, paragraph 4a of the Law on Family Benefits, for the purpose of calculating the monthly income of a member of a student's family, income from the base year, which is included in the catalog of lost/gained income, is divided by the number of months in which the income was earned (according to the attached document), while other income, not included in the above-mentioned catalog, is divided by 12 months (e.g., farm and other income).

24. Loss of income can only be caused by:

1) the acquisition of the right to parental leave;

2) loss of unemployment benefit or scholarship;

3) loss of employment or other gainful employment (subject to paragraph 27 of this chapter);

4) loss of pre-retirement allowance or pre-retirement benefit, teacher's compensation benefit, as well as old-age or disability pension, survivor's pension, social pension, parental supplementary benefit referred to in the Act of January 31, 2019 on Parental Supplementary Benefit (Journal of Laws of 2022, item 1051), or a cash benefit awarded under the rules set forth in the Act of February 8, 2023 on the cash benefit due to family members of officers or professional soldiers whose death occurred in connection with service or undertaking off-duty activities to save human life or health or property (Journal of Laws of 2023, item 658),

5) deletion from the register of non-agricultural economic activity or suspension of its performance, as defined in Article 16b of the Law on Social Insurance for Farmers or Article 36aa (1) of the Law on Social Insurance System;

6) loss of sickness benefit, rehabilitation benefit or maternity benefit due after the loss of employment or other gainful employment;

7) loss of ordered alimony benefits due to the death of the person obligated to provide such benefits or loss of cash benefits paid in case of ineffective enforcement of alimony due to the death of the person obligated to provide alimony;

8) loss of parental benefit;

9) loss of maternity benefit, as referred to in the provisions of the Law on Social Insurance of Farmers;

10) loss of doctoral scholarship.

25. Earning income can only be due to:

1) end of parental leave;

2) obtaining unemployment benefits or scholarships;

3) obtaining employment or other gainful employment (subject to paragraphs 26 and 27 of this chapter);

4) obtaining a pre-retirement benefit or pre-retirement benefit, teacher's compensation benefit, as well as a pension or annuity, survivor's pension, social pension, parental supplementary benefit referred to in the Parental Supplementary Benefit Act, or a cash benefit granted under the rules set forth in the Act on cash benefits due to family members of officers or professional soldiers whose death occurred in connection with service or taking off-duty actions to save human life or health or property;

5) starting non-agricultural economic activity or resuming it after a period of suspension, as defined in Article 16b of the Law on Social Insurance for Farmers or [Article 36aa (1)](https://sip.lex.pl/#/document/16831915?unitId=art(36(aa))ust(1)&cm=DOCUMENT) of the Law on Social Insurance System;

6) obtaining sickness benefit, rehabilitation benefit or maternity benefit following loss of employment or other gainful employment;

7) obtaining parental benefit;

8) obtaining a maternity allowance as referred to in the provisions on social insurance for farmers;

9) obtaining a doctoral scholarship.

26. The provisions on loss and gain of income do not apply to income from employment or other gainful employment and income from de-registration or the commencement of non-agricultural economic activity if the following conditions are met:

1) a family member, a student or a child in the care of a legal guardian has lost income for these reasons;

2) within a period of 3 months, counting from the date of loss of income, received income from the same employer or principal or commissioner of works, or restarted non-agricultural economic activity.

27. A change in the terms and conditions of employment in a job does not constitute a gain of income (e.g., an increase in salary, an increase in full-time hours) or a loss of income (e.g., a decrease in salary, a decrease in full-time hours).

28. Taking into account the income lost or gained, the student shall describe in the application for a maintenance grant, in which they shall at the same time declare that the situation resulting from the loss or gain of income continues as at the date of submitting the application. The Rector/Scholarship Committee calculates the income on the basis of the documents submitted with the application (if the Rector/Committee considers that the income should be recognized/lost and the student has not notified this in writing, the student is requested to submit an explanation).

The student is obliged to immediately (within 7 days from the occurrence of a given event) notify the Rector/ Scholarship Committee of the circumstances of gaining or losing income after obtaining a decision concerning the scholarship for a given academic year, with a simultaneous request for adjusting the amount of the scholarship to the current material situation.

29. In the event **of loss of income** by a family member during or after the calendar year preceding the academic year, the lost income shall not be taken into account when determining the income (such income shall not be treated as "lost income", but it shall still not be counted in the family income).

In the event of loss of income after the base year, the right to a scholarship is established from the first month following the month in which the loss of income occurred, but no earlier than from the month of submission of the application (an application for a social grant must be accompanied by a request to take into account a change in the material situation).

Where a scholarship is awarded after taking into account loss of income from employment or other gainful activity or income from non-agricultural economic activity, the established entitlement to the scholarship shall be reviewed taking into account section 26 after a period of 3 months, counting from the date of loss of income.

30. In the event that a family member **receives income in the calendar year** preceding the academic year (e.g. for the academic year 2023/2024, receiving income in 2022), in determining the family member's income received in that year, the income received in that year is divided by the number of months in which the income was received, if the income is received on the day the right to the scholarship is established (in the period for which the right to the benefit is established).

In the event that family members **receive income after the base year, i.e.** after the **calendar** year preceding the benefit period (e.g. for the academic year 2023/2024 after 2022), their income is determined on the basis of the family member's income plus the amount of net income received for the month following the month in which the income was received (the first payment was made), if the income is received on the day the right to the grant is established (during the period for which the right to the benefit is established). An application for a maintenance grant must be accompanied by a request to take into account a change in material circumstances.

The amount of net income earned from the month following the month in which the income was earned shall be documented:

1) a certificate issued by the payer of the income, if it is income subject to personal income tax under the rules set out in Articles 27, 30b, 30c, 30e and 30f of the PIT Act,

2) a certificate issued by the payer of the income or other document if it is income not subject to personal income tax,

3) a certificate from the tax office, in the case of income from non-agricultural activities subject to personal income tax under the principles set out in Articles 27, 30b, 30c, 30e and 30f of the PIT Act,

4) by a statement, in the case of income from non-agricultural activities taxed in accordance with the provisions on flat-rate income tax.

If gaining income results in loss of entitlement to the scholarship or a reduction in its amount, the scholarship shall not be granted or shall be granted at a lower amount from the month following the first month after the month in which the income was gained.

Chapter 9

**Accommodation**

1. A student may apply for accommodation for him/herself and a spouse or child in the TUL Halls of Residence.

2. Detailed rules for accommodation (allocation of places in the Student Halls of Residence at TUL) are set out in Appendix 2 to these Regulations.

Chapter 10

**Legal basis and final provisions**

1. Provisions governing the award of material assistance:

1) Act of July 20, 2018. - Law on Higher Education and Science (i.e., Journal of Laws of 2023, item 742, as amended),

2) Act of July 3, 2018. - Regulations introducing the Law - Law on higher education and science (Dz. of Laws of 2018, item 1669, as amended),

3) Law of November 28, 2003, on family benefits (i.e., Journal of Laws of 2023, item 390, as amended),

4) Ordinance of the Minister of Family, Labor and Social Policy dated July 13, 2023 on the manner and procedure in matters of granting family benefits and the scope of information to be included in the application, certificates and statements for determining the right to family benefits (Journal of Laws of 2023, item 1340),

2. Transitional provisions:

The Regulations enter into force on November 23, 2023, and apply to the granting of material assistance starting from the academic year 2024/2025, subject to the following:

1) in the winter semester of the academic year 2024/2025, the Rector's scholarship referred to in Chapter 4 and Chapter 5 will be awarded in accordance with the previous rules, i.e. on the basis of the Regulations for Students' Benefits of Lodz University of Technology introduced by Ordinance No. 29/2022 of the Rector of Lodz University of Technology of 12 May 2022 on the establishment of the Regulations for Students' Benefits of Lodz University of Technology, with the proviso that Chapter 1, Paragraph 7,(1) of these Regulations shall apply to the period of granting the benefit;

2) the provisions set forth in Chapter 4 and Chapter 5 of these Regulations shall apply to the awarding of the Rector's scholarship starting from the summer semester of the 2024/2025 academic year.

Appendix No. 1

to the Regulations on Benefits for Students of Lodz University of Technology

**Scoring system and catalogue of achievements used in consideration  
of the applications for Rector's Scholarship for Students**

1. The following are the scoring rules applicable when awarding the Rector's scholarship to students.

Points for the scholarship average given according to the years in which the scholarship is paid:

a) for the second year of first-cycle studies:

|  |  |  |  |
| --- | --- | --- | --- |
| **Average** | **Number of points from previous threshold** | **Points for an increase in the average by 0.01** | **Maximum number of points** |
| 4,00 |  |  | 90 |
| 4,01-4,20 | 90 | 4 | 170 |
| 4,21-4,40 | 170 | 5 | 270 |
| 4,41-4,60 | 270 | 6 | 390 |
| 8 | 390 | 8 | 550 |
| 8 | 550 | 10 | 750 |

b) for higher years of the first cycle, and for second-cycle studies:

|  |  |  |  |
| --- | --- | --- | --- |
| **Average** | **Number of points from previous threshold** | **Points for an increase in the average by 0.01** | **Maximum number of points** |
| 4,00 |  |  | 75 |
| 4,01-4,20 | 75 | 4 | 155 |
| 4,21-4,40 | 155 | 5 | 255 |
| 4,41-4,60 | 255 | 6 | 375 |
| 8 | 375 | 8 | 535 |
| 8 | 535 | 10 | 735 |

2. Catalogue of achievements that will be taken into account when awarding the Rector's scholarship for students.

1) the following will not be considered as scientific, artistic and sporting achievements:

a) publications of a non-scientific nature: coverage of the conference, an article in the daily press, a column, etc.,

b) Participation in open lectures, workshops or panel meetings and with representatives of companies and institutions,

c) awards and distinctions for scientific papers and poster presentations,

d) participation in competitions, festivals and subject competitions and eliminations to competitions, festivals and subject competitions,

e) achievements confirmed only by the applicant's statement;

2) scientific and artistic achievements are understood as:

**a) outstanding — points for each achievement are added up:**

- scientific publication in a journal from the Philadelphia list (valid as of the last date of submission). Required documents*: copy of pages containing author's name, publication title, place, journal name, date of issue and ISSN/ISBN (if assigned).*

Points[[6]](#footnote-6)1:

authorship - 500 pts

co-authorship (2-3 authors) - 400 pts

co-authorship (4-5 authors) - 250 pts

Co-authorship (6 authors and more) - 125 points,

- authorship/co-authorship of a paper to be orally presented at an international scientific conference[[7]](#footnote-7). Required documents*: a certificate from the conference organizer or conference materials confirming the date of the conference, the title of the paper delivered, a list of authors of the paper, a statement from the organizer confirming the international nature of the event*.

Points7:

authorship - 500 pts

co-authorship (2-3 authors) - 400 pts

co-authorship (4-5 authors) - 250 pts

Co-authorship (6 authors and more) - 125 points,

- participation in an international design or art exhibition organized in the country. Required documents: *confirmation of the exhibition curator confirming participation, statement of the exhibition curator confirming that at least 1/3 of the active participants of the event are affiliated outside the country*.

Points:

Individual/team statement (2-4 people) - 500 points

Team (5 or more people) - 350 points,

- winner of a science, design or subject competition at the international level8. The winner is considered to be the person who was first, second or third in the competition. Required documents: a *document confirming participation in the competition and taking first, second or third place in the competition, a statement from the organizer confirming the international level of the event.*

Points:

Individual/team statement (2-4 people) - 500 points

Team (5 or more people) - 350 points,

- The winner of an art competition at the international level8. The winner is considered to be the person who was first, second or third in the competition. Required documents: a *document confirming participation in the competition and taking first, second or third place in the competition, a statement from the organizer confirming the international level of the event.*

Points:

Individual/team statement (2-4 people) - 500 points

Team (5 or more people) - 350 points,

- participation in a design or art exhibition organized outside Poland. Required documents: *confirmation of the exhibition curator confirming participation, statement of the exhibition curator confirming the country of the event.*

Points:

Individual/team statement (2-4 people) - 500 points

Team (5 or more people) - 350 points,

- authorship or co-authorship of an invention or protection law. Required documents: a *decision from the patent office on the grant of a patent or protection right with the title of the invention or protection right listed with the composition of the creators of the invention or protection right*.

Points7:

authorship - 500 pts

co-authorship (2-3 authors) - 400 pts

co-authorship (4-5 authors) - 250 pts

Co-authorship (6 authors and more) - 125 points,

**b) Distinguishing — points for each achievement are added up:**

- a foreign-language publication in another journal, in the form of a book or a chapter in a book. Required documents*: a copy of the pages containing the author's name, title of the publication, place, name of the journal , date of publication and ISSN/ISBN (if assigned).*

Points7:

authorship - 225 pts

co-authorship (2-3 authors) - 200 pts

co-authorship (4-5 authors) - 150 pts

Co-authorship (6 authors and more) - 75 points,

- authorship/co-authorship of a poster communication (poster) being presented at an international8 scientific conference. Required documents*: certificate from the conference organizer or conference materials confirming the date of the conference, title of the presented poster, list of authors of the poster, statement from the organizer confirming the international nature of the event.*

Points7:

authorship - 225 pts

co-authorship (2-3 authors) - 200 pts

co-authorship (4-5 authors) - 150 pts

Co-authorship (6 authors and more) - 75 points,

- authorship/co-authorship of a paper subject to oral presentation at a national[[8]](#footnote-8) scientific conference. Required documents*: a certificate from the conference organizer or conference materials confirming the date of the conference, the title of the paper delivered, a list of authors of the paper, a statement from the organizer confirming the national nature of the event.*

Points7:

authorship - 225 pts

co-authorship (2-3 authors) - 200 pts

co-authorship (4-5 authors) - 150 pts

Co-authorship (6 authors and more) - 75 points,

- participation in international scientific research projects[[9]](#footnote-9) (for projects lasting more than one year of study, they are included in each year of the project). Required documents: *statement of the research project manager about the participation of the student in the project, containing a brief description of the tasks performed in a given year, which is the period taken into account during the examination of the application for the scholarship; the student's statement that the project was not implemented as part of compulsory student internships, theses, Individual Plan of Study, Individual Program of Study, and the student did not receive remuneration from it.*

Points - 225 pts,

- winner of a science, design or subject competition at the national level9. The winner is considered to be the person who was first, second or third in the competition. Required documents: a *document confirming participation in the competition and first, second or third place in the competition, a statement from the organizer confirming the national level of the event.*

Points:

Individual/team statement (1-4 people) - 225 points

Team (5 or more people) - 175 points,

- The winner of an art competition at the national level9. The winner is considered to be the person who was first, second or third in the competition. Required documents: a *document confirming participation in the competition and first, second or third place in the competition, a statement from the organizer confirming the national level of the event.*

Points:

Individual/team statement (1-4 people) - 225 points

Team (5 or more people) - 175 points,

- participation in a design or art exhibition at the national level[[10]](#footnote-10). Required documents*: confirmation from the exhibition curator confirming participation, statement from the exhibition curator confirming the venue.*

Points:

Individual/team statement (1-4 people) - 225 points

Team (5 or more people) - 175 points,

- authorship or co-authorship of a submission of an invention or utility model.Required documents: *an application sheet for the invention or protection right with the title of the invention and the composition of the creators of the invention listed.*

Points7:

authorship - 225 pts

co-authorship (2-3 authors) - 200 pts

co-authorship (4-5 authors) - 150 pts

Co-authorship (6 authors and more) - 75 points,

* Qualifying for the E2TOPprogram (Excellence in Engineering: Talents in Research with Opportunities Programme). The achievement can be shown for the scholarship only in the second semester of participation in the above program. Required documents: *confirmation of eligibility for the program received via the TUL Electronic Mail System from the Centre for Teaching and Learning or a certificate from the Centre for Teaching and Learning confirming the above qualification*.

Points - 200 pts,

**c) very good — points can be scored for up to 2 achievements:**

- a Polish-language scientific publication in another journal, in the form of a book or a chapter in a book. Required documents*: copies of pages containing the author's name, title of publication, place, name of the journal , date of publication and ISSN/ISBN (if assigned).*

Points7:

authorship - 150 pts

co-authorship (2-3 authors) - 110 pts

co-authorship (4-5 authors) - 75 pts

Co-authorship (6 authors and more) - 40 points,

- authorship/co-authorship of a poster communication (poster) to be presented at a national9 scientific conference. Required documents*: a certificate from the conference organizer or conference materials confirming the date of the conference, the title of the presented poster, a list of authors of the poster, a statement from the organizer confirming the national character of the event.*

Points7:

authorship - 150 pts

co-authorship (2-3 authors) - 110 pts

co-authorship (4-5 authors) - 75 pts

Co-authorship (6 authors and more) - 40 points,

- winner of a science, design or subject competition at the regional level[[11]](#footnote-11). The winner is considered to be the person who was first, second or third in the competition. Required documents*: a document confirming participation in the competition and taking first, second or third place in the competition, a statement from the organizer confirming the regional level of the event.*

Points:

Individual/team statement (2-4 people) - 150 points

Team (5 or more people) - 100 points,

- Participation in national scientific research projects[[12]](#footnote-12) - ( for projects lasting more than one year, they are included in each year of this project). Required documents: *statement of the research project manager about the participation of the student in the project, containing a brief description of the tasks performed in a given year, which is the period taken into account during the examination of the application for the scholarship; the student's statement that the project was not implemented as part of compulsory student internships, theses, Individual Plan of Study, Individual Program of Study, and the student did not receive remuneration from it.*

Points - 150 pts,

- participation in a project financed by the relevant Vice-Rector as part of cyclical competitions organized by the Council of Research Clubs (for projects lasting more than one year, they are included in each year of implementation of the project). Required documents: *photocopy of the estimate, confirmation of receipt of funding for the project, positive opinion of the President of the Council of Research Clubs; statement of the project manager/supervisor of the research club about the participation of the student in the project, containing a brief description the tasks performed in a given year, which is the period taken into account during the examination of the application for the scholarship.*

Points - 150 pts,

- The winner of an art competition at the regional level12. The winner is considered to be the person who was first, second or third in the competition. Required documents*: a document confirming participation in the competition and taking first, second or third place in the competition, a statement from the organizer confirming the regional level of the event.*

Points:

Individual/team statement (2-4 people) - 150 points

Team (5 or more people) - 100 points,

- Participation in a design or art exhibition at the level of the Lodz agglomeration Required documents*: confirmation of the exhibition curator confirming participation, a statement from the exhibition curator confirming the venue.*

Points:

Individual/team statement (1-4 people) - 150 points

Team (5 or more people) - 100 points,

- Individual exhibition accompanied by a printed catalog of works Required documents*: catalog of works*.

Points - 150 pts,

**d) good - points can be scored for 1 achievement — 31 points, two or more — 61 points:**

- other publications not defined above[[13]](#footnote-13). Required documents: *copies of pages containing author's name, publication title, place, journal name, date of issue and ISSN/ISBN; certificate from the publishing house confirming electronic publication on the website or on physical media (e.g., CD-ROM, DVD- ROM) with the specified ISBN or ISSN number. In case of a physical medium, alternatively, a photocopy of the cover of the publishing house to determine the authorship and year of publication,*

- authorship/co-authorship of a paper which is the subject of oral presentation at another conference, not defined above. Required documents*: certificate from the conference organizer or post-conference materials confirming the date of the conference, the title of the paper delivered, the list of authors of the paper,*

- authorship/co-authorship of a poster communication (poster) being presented at another conference, not defined above. Required documents*: certificate from the conference organizer or post-conference materials confirming the date of the conference, title of the presented poster, list of authors of the poster,*

- submission of an application, positively verified and qualified as a result of experts' evaluation to the final stage of the competition, for funding of a student research club project within the framework of competitions of the Council of Research Clubs organized by the Committee for Research Clubs of the Student Government or competitions organized by the Rector of Lodz University of Technology, financed by the Rector or the relevant Vice-Rector. Required documents: *photocopy of the application, confirmation by the Council of Research Clubs of the above fact. Points shall be awarded only to the Project Coordinator indicated in the application,*

- participation in the project/project stage financed by the Dean of the Faculty as part of the co-financing of student projects in the framework of the activities of the Student Research Clubs, excluding projects which received funding under the competitions of the Council of Research Clubs of the Student Government. Required documents: *photocopy of the estimate, confirmation of the completion of the project/stage of the project and a positive opinion of the Dean of the Faculty; a statement of the project manager/research club supervisor about the student's participation in the project, including a brief description of the tasks performed in the project,*

- winner of an individual science, design or subject competition at the university level[[14]](#footnote-14). The winner is considered to be the person who was first, second or third in the competition. Required documents*: a document confirming participation in the competition and taking first, second or third place in the competition, a statement from the organizer confirming the university level of the event.*

- Participation in a design or art exhibition at the university level16 Required documents*: confirmation from the exhibition curator confirming participation, statement from the exhibition curator confirming the university nature of the event,*

- Achievements related to the promotion and representation of the University i.e.

-- executing competition work for which the team won one of the first three places in a national or foreign competition. Required documents: *a certificate from the President of the TUL Academic Choir in consultation with the Conductor or the Rector's Proxy for TUL Academic Orchestra in consultation with the Conductor,*

*--* Representing the university in cooperation with the Promotional Services or with the authorities of the University/Faculty, in particular: participation in the banner coat. - min. three times during the academic year; participation in events promoting the University as a representative of Lodz University of Technology, promoting studies at Lodz University of Technology. Required documents: *certificate from the Promotion Services or relevant university/faculty authorities;*

3) Sports achievements are understood to be achievements:

**a) Outstanding - 500 points for each achievement:**

- participation in:

-- Olympic Games,

-- World Championships - applies to Olympic disciplines,

-- European Championships - applies to Olympic disciplines,

-- European Games,

-- Universiade,

-- World and European Academic Championships,

-- European Universities Games

or in their equivalents in occupations for people with disabilities.

- winning:

-- individual medal in the Polish Championships or their equivalents in competitions for people with disabilities (applies to disciplines affiliated with Polish sports associations) applies to persons competing in the same discipline in the Academic/Integration Polish Championships in the representation of Lodz University of Technology in a given academic year). The aforementioned achievement may be recognized to students if, on the date of the Academic/Integration Championships of Poland in a given discipline, they were then at a national team training camp or competed in related sports competitions. Required documents: *a certificate from the parent club or the relevant Polish Sports Association* ,*or a certificate from the parent club on appointment during the AMP to the National Team camp or related sports competitions,*

-- a medal in the overall classification in individual disciplines of the Academic/Integration Championships of Poland in the national team of Lodz University of Technology (this sports result cannot be additionally included as an achievement from the pool II of outstanding achievements). Required documents: *a certificate issued by the office of the AZS Academic Club of Lodz University of Technology*,

-- a team medal in the overall classification in team games in the Academic/Integration Championships of Poland in the national team of Lodz University of Technology (this sports result cannot be additionally included as an achievement from the pool II of distinctive achievements). Required documents: *a certificate issued by the office of the AZS Academic Club of Lodz University of Technology*,

-- minimum three medals (team or/and individual) in the classification of technical universities of the Polish Academic / Integration Championships in the national team of Lodz University of Technology (in this case, no medal won in the classification of technical universities can be additionally included as an achievement from pool II distinguishing achievements). Required documents: *a certificate issued by the office of the AZS Academic Club of Lodz University of Technology*,

- awarding:

-- Champion National Sports Class in individual sports (applies to those who competed in the same discipline in the Academic/Integration Championships of Poland in the national team of Lodz University of Technology). In the event that the Academic/Integration Championships of Poland were not held in a given discipline, the above achievement may be recognized to students who represent TUL as part of a university team. Required documents: *A certificate from the Polish Sports Association appropriate for the discipline and a certificate issued by the office of the AZS Academic Club of Lodz University of Technology confirming participation in the AMPs if they are held or confirming the absence of the AMPs in a given discipline, or a certificate from the home club on appointment during the AMPs to a National Team camp or related sports competitions,*

- game:

-- in the national league at the level of the highest competition league of a given discipline (applies to persons who competed in the same discipline in the Academic/Integration Championships of Poland on the team of Lodz University of Technology, and if in a given discipline the Academic/Integration Championships of Poland were not held, the entry also applies to persons playing on the team representing Lodz University of Technology in these competitions). Required documents: a certificate from the home club or the relevant Polish Sports Association confirming participation in the competition at the given level or a certificate issued by the office of the Academic Club AZS of Lodz University of Technology confirming participation in the AMP, if held,

**Outstanding - 350 points for each achievement:**

- winning a team medal in the overall classification in individual disciplines of the Polish Academic/Integration Championships in the national team of Lodz University of Technology - applies to students scoring for the team classification resulting from the rules and regulations of a given sports discipline (this sports result cannot be additionally included as an achievement from the pool II of distinctive achievements). Required documents: *a certificate issued by the office of the AZS Academic Club of Lodz University of Technology*

- award of the National Master Class in individual sports (applies to those who did not compete in the same discipline in the Academic/Integration Championships of Poland in the national team of Lodz University of Technology). Required documents: *a certificate from the Polish Sports Association competent for the discipline or from the home club,*

- playing in the national league at the level of the highest competition league of a given discipline (applies to persons who did not compete in the same discipline in the Academic/Integration Championships of Poland in the national team of Lodz University of Technology. Required documents: *a certificate from the home club or the relevant Polish Sports Association confirming participation in the competition at the given level,*

**b) Distinguishing - 225 pts for each achievement:**

- taking a place:

-- 1-6 in the World Championships - applies to non-Olympic disciplines in disciplines that are on the current list of Polish sports associations published by the Ministry of Sports and Tourism or their equivalents in competitions for people with disabilities

-- 1-3 in the European Championships - applies to non-Olympic disciplines in disciplines that are in the current list of Polish sports associations published by the Ministry of Sport and Tourism or their equivalents in competitions for people with disabilities. Required documents*: a certificate confirming this achievement issued by the Sports Association or parent Club*,

- Placing 4th-8th in the individual Polish Championships or their equivalents in competitions for people with disabilities (applies to those who competed in the same discipline in the Academic/Integration Polish Championships as part of Lodz University of Technology team in a given academic year). Required documents: *a certificate from the home club along with official final results from the competition identifying uniquely for the person the sports result achieved,*

- Taking places 4-8 in the general classification in individual disciplines of the Academic/International Polish Championships in the representation of Lodz University of Technology (not applicable in the case of winning an individual medal in the classification of technical universities). Required documents: *a certificate issued by the office of the AZS Academic Club of Lodz University of Technology*,

- winning:

-- Individual medal in the classification of technical universities in the Academic/International Championships of Poland in the representation of Lodz University of Technology. Required documents: *a certificate issued by the office of the AZS Academic Club of Lodz University of Technology*,

-- Team medal in the classification of technical universities in team games in the Academic/International Championships of Poland in the representation of Lodz University of Technology. Required documents: *a certificate issued by the office of the AZS Academic Club of Lodz University of Technology*,

-- a medal in the e-sports equivalent of the Academic/International Championships of Poland in the national team of Lodz University of Technology (this sports result cannot be additionally included as an achievement from the pool IV good achievements). Required documents: *a certificate issued by the office of the AZS Academic Club of Lodz University of Technology*,

- playing in a league of the Polish Sports Association at the level of at least the second (at least the third for soccer and league teams of Lodz University of Technology) highest ranked league of a given discipline (applies to persons who competed in the same discipline in the Academic/International Championships of Poland on the team of Lodz University of Technology, and if in a given discipline the Academic/International Championships of Poland were not held, this provision also applies to persons playing on a team representing Lodz University of Technology in such competitions). Required documents: *a certificate from the home club or the relevant Polish Sports Association confirming participation in the competition at the given level, or a certificate issued by the office of the Academic Club AZS of Lodz University of Technology confirming participation in the AMP, if held,*

- award of 1 sports class in individual sports (applies to those who did not compete in the same discipline in the Academic /IntegrationChampionships of Poland in the representation of Lodz University of Technology). Required documents: *A certificate from the Polish Sports Association or parent club appropriate to the discipline, and a certificate issued by the office of the AZS Academic Club of Lodz University of Technology confirming participation in the AMP, if held,*

**Distinguishing - 150 pts for each achievement:**

- Taking places 4-8 in the Individual Championships of Poland (applies to those who did not compete in the same discipline in the Academic/Integration Championships of Poland in the national team of Lodz University of Technology in a given academic year. Required documents: a certificate from the home club along with official final results from the competition identifying uniquely for the person the sports result achieved,

- winning a team medal in the classification of technical universities in individual disciplines of the Academic/Integration Championships of Poland in the national team of Lodz University of Technology - applies to students scoring for the team classification resulting from the rules and regulations of a given sports discipline. Required documents: a certificate issued by the office of the AZS Academic Club of Lodz University of Technology,

- playing in a league of the Polish Sports Association at the level of at least the second (at least the third for soccer and league teams of Lodz University of Technology) highest ranked league of a given discipline (applies to persons who did not compete in the same discipline in the Academic/Integration Championships of Poland in the national team of Lodz University of Technology. Required documents: *a certificate from the Polish Sports Association or from the home club confirming participation in the competition at the given level.*

- award of 1 sports class in individual sports (applies to those who did not compete in the same discipline in the Academic /IntegrationChampionships of Poland in the representation of Lodz University of Technology). In the event that the Polish Academic/Integrated Championships were not held in a given discipline, the above achievement may be recognized to the students representing TUL as part of the university team. Required documents: *Certificate from the relevant Polish Sports Association or from the parent club,*

**c) Very good - 75 points per achievement, you can get points for up to 2 achievements:**

- taking a place:

-- 1-6 in the World Championships - applies to non-Olympic disciplines in disciplines that are not on the list of Polish sports associations published by the Ministry of Sport and Tourism.

-- 1-3 in the European Championships - applies to non-Olympic disciplines in disciplines that are not on the list of Polish sports associations published by the Ministry of Sport and Tourism or their equivalents in competitions for people with disabilities. Required documents*: a certificate confirming this achievement*,

- playing in a league of the Polish Sports Association at the level of at least the third (at least the fourth for soccer) highest ranked league of a given discipline (applies to persons who competed in the same discipline in the Academic/Integration Championships of Poland on the team of Lodz University of Technology, and if in a given discipline the Academic/Integration Championships of Poland were not held, this provision also applies to persons playing on a team representing Lodz University of Technology in such competitions). Required documents: *a certificate from the Polish Sports Association or from the home club confirming participation in the competition at the given level* *and a certificate issued by the office of the Academic Club AZS of Lodz University of Technology confirming participation in the AMP*,

- Representing Lodz University of Technology Lodz at the Academic Championships of Poland (counted participation in the semifinals, finals and in the event played in the direct system of the Academic Championships of Poland for those who, as part of the aforementioned representation, did not obtain another sports achievement scored in this attachment). - Required documents: *certificate issued by the office of the AZS Academic Club of Lodz University of Technology*

- Placing 1st-3rd in the official AZS Main Board Cup for Lodz University of Technology team. Required documents: *a certificate issued by the office of the AZS Academic Club of Lodz University of Technology*

- Representation of Lodz University of Technology at the Polish Integration Championships (for those who have not achieved any other sports achievement scored under the aforementioned representation). - Required documents: *certificate issued by the office of the Academic Club AZS* of Lodz University of Technology.

**d) Very good - 50 points per achievement, you can get points for up to 2 achievements:**

- playing in a league of the Polish Sports Association at the level of at least the third (at least the fourth for soccer) highest ranked league of a given discipline (applies to persons who did not compete in the same discipline in the Academic/Integration Championships of Poland on the team of Lodz University of Technology, and if in a given discipline the Academic/Integration Championships of Poland were not held, this provision also applies to persons playing on a team representing Lodz University of Technology in such competitions). Required documents: *a certificate from appropriate Polish Sports Association or from the home club confirming participation in the competition at the given level.*

**e) Good - you can get points for 1 achievement - 31 points, you can get points for up to 2 achievements:**

- Placing 1-3 in the team of Lodz University of Technology at the Academic/Integration Championships of the Lodz Voivodship - Required documents: *a certificate issued by the office of the Academic Club AZS of Lodz University of Technology on the basis of a certificate from the coach on attendance at a minimum of 80% of competitions/match.*

- Representing Lodz University of Technology at the e-sports equivalent of the Academic/Integration Championships of Poland (for those who have not achieved any other sports achievement scored under the aforementioned representation). - Required documents: *certificate issued by the office of the Academic Club AZS of Lodz University of Technology.*

Note- the certificate issued by the Academic Sports Association confirming the above achievements must contain information about the achievement in question and information to which group of the above-mentioned achievements the achievement should be attributed.

4) One achievement can be scored once in the framework of an application, i.e.:

a) in the case of a publication with a given name, it can only be demonstrated in one category — as authorship of a poster/paper which is the subject of oral presentation at the conference or as a Publication,

b) only publications published or accepted for publication are subject to evaluation. A publication accepted for print, which a student has demonstrated in a scholarship application in one semester and received a scholarship, in the following semester cannot be included in the award of the scholarship as a published publication,

c) if the project of authorship and co-authorship of the student took part in the exhibition, conference and obtained a prize at that exhibition, moreover, the project was the subject of presentation at the same exhibition/conference and publication in the materials of the exhibition/conference, such an achievement can only be demonstrated as a single (participation or publication or award),

d) if the same project of authorship and co-authorship of the student took part in several competitions and obtained prizes in each of them, such achievements can be scored independently up to twice,

e) representing Lodz University of Technology at the Polish Academic Championships or winning a medal/taking a place in the Academic Polish Championships.

Appendix No. 2

to the Regulations on Benefits for Students of Lodz University of Technology

Chapter 1

**Rules of accommodation of students in the Student Halls of Residence of Lodz University of Technology**

§ 1

1. A student of Lodz University of Technology and a person newly admitted to study at TUL (Applying Student), may apply for accommodation in a Student Hall of Residence of Lodz University of Technology (DS) at the TUL Campus.

2. The basic criterion in granting DS accommodation is the distance of the Applying Student's permanent residence from Lodz University of Technology.

3. Priority in the right for accommodation, regardless of place of permanent residence, is given to mothers and fathers raising children and pregnant students, as well as those in particularly difficult life situations.

4. In the case of applications for the extension of accommodation, an additional criterion for granting accommodation is a positive opinion of the DS Residents' Council and the opinion of the administration of the DS in which the Applying Student resided in the previous period.

5. An applying Student can get only one DS place for himself/herself.

6. In justified and documented cases, the Applying Student may apply for accommodation in a room placed at the exclusive disposal of the Applying Student.

7. The applying Student may request rooming with children or spouse.

8. The rules for the allocation of accommodation to students in DS No. 1 are set forth in the "Regulations for the allocation of places in DS No. 1”.

§ 2

1. Applicants for accommodation (TUL students not living in a DS and newly admitted TUL students) and applicants for extension of accommodation for the next period (students already living in a DS), by the dates specified in the schedule announced by the committee responsible for student accommodation (ZS Committee). composed of representatives of the Student Government of Lodz University of Technology, submit, after logging in via the University's IT system, respectively through the VirTUL portal in the WebDziekanat module or the University's admissions portal (https://e-rekrutacja.p.lodz.pl), an application for a place in the DS.

2. During the academic year, DS admission is carried out only on paper, which must be submitted with attachments during the designated duty of the ZS Committee.

3. Students applying for accommodation in a single room (during the summer admissions to halls of residence for newly admitted students and for TUL students not living in DS), by the deadline set by the ZS Committee, shall additionally submit the following documents by email to osiedle@samorzad.p.lodz.pl, respectively:

1) application for a single room;

2) health certificate or other documents justifying the need for accommodation in a single room.

During the academic year, all documentation, including attachments, is submitted only on paper, during the designated duty hours of the ZS Committee.

4. Applying Students for Accommodation:

1) with children or a spouse or partner (during the summer hall of residence admission period, for newly admitted students, and for TUL students who do not live in DS) should apply for a coeducational room electronically via Webdziekanat or the recruitment portal by the specified deadline. During the academic year, a paper application for a coeducational room should be delivered during the designated ZS Commission duty hours;

2) due to a special living situation (during the summer admission to halls of residence for newly admitted students and for students of TUL who do not live in DS), shall additionally submit documents confirming the declared situation by email to osiedle@samorzad.p.lodz.pl by the deadline set by the ZS Committee. During the academic year, the documents and its attachments are submitted only on paper, during the designated duty hours of the ZS Committee.

5. The opinion of the Resident Councils and the administration of the student residences is solicited for requests to extend accommodation.

6. The ZS Committee reviews the applications. In necessary cases, the Committee calls on the Applying Student to complete the documentation. Determination of inconsistency of information provided in the application with the facts or submitted documentation, as well as a negative opinion of the Residents' Council or DS administration, may exclude the application from further proceedings. This is decided by the ZS Committee.

7. The ZS Committee prepares lists of Applying Students eligible to apply for a DS place in the TUL Campus.

8. Documentation submitted by Applying Student is collected and stored in the Benefits Service Section (SOS).

9. Decisions on the accommodation of the Applying Student and on the extension of accommodation for a further period, in a particular DS and a particular room, are made by the ZS Committee.

10. Decisions of the ZS Committee on electronic requests for accommodation are transmitted by the ZS Committee via e-mail, respectively: in the case of TUL students - to the accounts of the University's Electronic Mail System, in the case of a person newly admitted to study at TUL - to the e-mail account provided by the Applying Student in the enrollment procedure at TUL. In the case of paper applications, decisions, in the form of DS referrals, are issued by the ZS Committee in paper form.

11. A Student applying for accommodation at the TUL Campus who has received a refusal decision has the right to file a written appeal to the Vice-Rector for Student Affairs, through the Benefits Service Section, within 14 days from the date of receipt of information about the decision of the ZS Committee on e-mail account.

12. An Applying Student who received a negative decision in a given round of accommodation consideration may reapply for accommodation in subsequent rounds of consideration in accordance with the schedule referred to in § 2(1).

§ 3

The detailed rules on the use of accommodation at TUL Campus, as well as the rights and obligations of Residents, are contained in the *Regulations of the Student Halls of Residence at Lodz University of Technology's Campus.*

Chapter 2

**Rules of accommodation for doctoral candidates in the Student Halls of Residence of Lodz University of Technology**

§ 4

1. Doctoral candidates at Lodz University of Technology applicants for the Interdisciplinary Doctoral School of Lodz University of Technology (Applying Candidates) may apply for accommodation in the Student Hall of Residence (DS) at TUL.

2. The Applicant may request rooming with his/her children or spouse, who is not a doctoral candidate at TUL.

3. The basic criterion in the allocation of DS accommodation is the distance of the Applicant's permanent residence from Lodz University of Technology.

4. Priority in the right to housing, regardless of the place of permanent residence, is given to mothers and fathers raising children and Pregnant Applicants, as well as persons in a particularly difficult life situation.

5. The rules for granting the right of accommodation to doctoral candidates and Applicants in DS No. 1 are set forth in the "Regulations for the allocation of places in DS No. 1".

§ 5

1. Candidates for the Interdisciplinary Doctoral School of Lodz University of Technology (ISD TUL) apply for accommodation at the Student Hall of Lodz University of Technology in the appropriate section of the Candidate Personal Questionnaire within the framework of admissions to IDS TUL and submit, in the prescribed time and manner, applications for accommodation at the DS No. 9 office. A template of the accommodation application is made available on the IDS TUL website.

2. Doctoral candidates applying for the extension of accommodation for the next period shall submit to the DS office in which they live, by the prescribed deadlines, applications for the continuation of accommodation in the student hall of residence.

3. Applicant requesting accommodation with their children or spouse, and Applicant requesting accommodation due to special living situation should attach to the application submitted to the DS No. 9 office documents confirming the declared situation.

4. Applications for accommodation are reviewed by the DS administration and, if necessary, the Applicant is urged to complete the documentation. Determination of inconsistencies between the information provided in the application and the facts or documentation submitted may exclude the application from further processing.

5. Documentation submitted by Applicants is collected and stored in the DS office.

6. On the basis of the submitted applications, the DS Manager prepares a list of persons who have been granted a place in the DS at the Campus of Lodz University of Technology.

7. Decisions on the accommodation of the Applicants are made by the DS Manager.

8. Decisions on accommodation applications are communicated to accommodation applicants via e-mail to the accounts of the University's Electronic Mail System (SPE), in the case of a new person taking up education at TUL who does not yet have an SPE account - to the e-mail account provided by the Applicant in the application.

9. An applicant who has received a refusal decision in a given round of consideration for accommodation at the TUL Campus has the right to file a written appeal to the Vice-Rector for Student Affairs, through the IDS TUL, within 14 days from the date of receipt of information about the decision on the email account.

§ 6

Detailed rules for the use of accommodation on TUL Campus by doctoral candidates, as well as the rights and obligations of residents are contained in the *Regulations of the Student Halls of Residence at Lodz University of Technology's Campus.*

1. Obligatory subjects are the subjects specified in the study plan for a given semester, excluding the subjects that have been credited with the entry "zal" and the grade of the competency exam. [↑](#footnote-ref-1)
2. The weighted average for undergraduates at Lodz University of Technology is determined in accordance with § 50 section 11 item 1 of the Study Regulations at Lodz University of Technology - Resolution No. 20/2022 of the Senate of Lodz University of Technology dated April 27, 2022. Study Regulations at Lodz University of Technology. [↑](#footnote-ref-2)
3. In the case of extending the stay by 1 semester (second semester), the rules described in Chapter 1, paragraph 8 of these regulations apply. [↑](#footnote-ref-3)
4. Art. 21 paragraph 1 item 40b of the PIT Act - scholarships for pupils and students, the amount and rules of granting of which are specified in a resolution of the local government body, and scholarships for pupils and students granted by organizations referred to in Article 3 paragraphs 2 and 3\* of the Act of April 24, 2003 on public benefit activity and volunteerism (i.e. Journal of Laws of 2023, item 571), on the basis of bylaws approved by the statutory bodies made available to the public via the Internet, mass media, or lectured (posted) to interested parties in premises open to the public - up to an amount not exceeding PLN 3,800 in a fiscal year:

   \* \* NGOs are:

   1) Entities that are not units of the public finance sector within the meaning of the Public Finance Act of August 27, 2009 (i.e. Journal of Laws of 2023, item 1270, as amended) or enterprises, research institutes, banks and commercial companies that are state or local government legal entities,

   2) 2) non-profit entities - legal persons or organizational units without legal personality, to which a separate act grants legal capacity, including foundations and associations, excluding: political parties; European political parties; trade unions and employers' organizations; professional self-governments; foundations established by political parties; European political foundations. [↑](#footnote-ref-4)
5. A certificate on health contributions from KRUS is required in cases:

   a) income paid by the KRUS (pensions, annuities),

   b) persons who, while owning an agricultural holding, also earn other income subject to personal income tax,

   c) persons engaged in specialized agricultural production.

   Contributions paid by the person in the course of earning the aforementioned income shall be deducted from the income. [↑](#footnote-ref-5)
6. In the case of collective works by students and employees, the number of authors is included all together. [↑](#footnote-ref-6)
7. International nature of the event - at least 1/3 of active participants in the event are affiliated outside the country. [↑](#footnote-ref-7)
8. National nature of the event - at least 1/3 of the active participants of the event are affiliated outside the province Lodz [↑](#footnote-ref-8)
9. An international scientific and research project is conducted by a research institute within the meaning of the Research Institutes Act of April 30, 2010 (i.e. Journal of Laws of 2022, item 498, as amended), in which at least one of the participating organizations is affiliated outside the country. [↑](#footnote-ref-9)
10. national level - an event organized in Poland outside the Łódź agglomeration [↑](#footnote-ref-10)
11. Regional level of the event-at least 1/3 of the active participants in the event are affiliated outside the Lodz agglomeration. [↑](#footnote-ref-11)
12. The national scientific research project is conducted by a research institute as defined by the Law on Research Institutes, with 1/3 of the active participants affiliated outside the Lodz metropolitan area. [↑](#footnote-ref-12)
13. Also applies to publications on Internet portals. [↑](#footnote-ref-13)
14. University level events - organized by the university. [↑](#footnote-ref-14)