Ordinance No. 29/2022

of the Rector of Lodz University of Technology

of May 12, 2022

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

*(Consolidated text with changes introduced by Regulations No. 30/2022 and 26/2023)*

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

§ 1

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

§ 2

The following lose power:

1) Ordinance No. 35/2019 of the Rector of Lodz University of Technology of June 11, 2019, on establishing regulations of benefits for students of Lodz University of Technology

2) Ordinance No. 54/2019 of the Rector of Lodz University of Technology of October 1, 2019, amending Ordinance No. 35/2019 of the Rector of Lodz University of Technology of June 13, 2019, on establishing the rules of benefits for students of the Lodz University of Technology;

3) Ordinance No. 40/2020 of the Rector of Lodz University of Technology of October 30, 2020, amending Ordinance No. 35/2019 of the Rector of Lodz University of Technology of June 11, 2019, on establishing the rules of benefits for students of the Lodz University of Technology;

4) Ordinance No. 26/2021 of the Rector of Lodz University of Technology of October 12, 2021, amending Ordinance No. 35/2019 of the Rector of Lodz University of Technology of June 11, 2019, on establishing the rules of benefits for students of the Lodz University of Technology;

§ 3

The Ordinance comes into force on June 12, 2022, effective from the academic year 2022/2023.

Professor Krzysztof Jóźwik Ph.D., D.Sc.

Rector of Lodz University of Technology

*/signed with a qualified digital signature/*

Appendix

to Ordinance No. 29/2022 of the Rector of Lodz University of Technology of 12 May 2022

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

**REGULATIONS**

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

The Regulations concern the determination of the amount, rules and procedure for granting and paying benefits of financial support and accommodation for students and participants of doctoral studies full-time and part-time studies at Lodz University of Technology, adopted pursuant to art. 95 sec. 1 of the Act of July 20, 2018 - Law on Higher Education and Science (i.e. Journal Laws of 2023, item 742), hereinafter referred to as the "PSWiN Act" and Art. 281 sec. 2 of the Act of July 3, 2018 - Regulations introducing the Act - Law on Higher Education and Science (i.e. Journal Laws of 2018, item 1669, with later as amended).

**Chapter 1**

**GENERAL INFORMATION**

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

Doctoral candidates who commenced their doctoral studies before the academic year 2019/2020 may receive the benefits referred to in (2) (1-4) of this Section.

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

4. Information on the subsidy distribution:

1) The Rector, in consultation with the university Students Government and the Doctoral Student Government, shall distribute the subsidy allocated for material support for students and doctoral candidates (pursuant to Article 241(4) of the Act of 3 July 2018 - Introductory Provisions to the Act - Law on Higher Education and Science);

2) funds for Rector's scholarships, awarded in a number no greater than:

a) 10% of the number of students in each field of study run at the university,

b) 10% of the number of doctoral candidates in the discipline taught by the university organizational units,

(excluding students admitted to the first year of studies in the year of taking the secondary school leaving exam, who are laureates of an international subject competition or laureates or finalists of a central-level subject competition referred to in the provisions of the Act of 14 December 2016 - Education Law or medalists in at least a sports competition for the title of Polish Champion in a given sport as referred to in the provisions of the Act of 25 June 2010 on Sports), account for no more than 60% of the funds spent in total on rector's scholarships, maintenance grants and special assistance grants. If the number of students/doctoral candidates in a field of study/discipline is less than ten, the Rector's scholarship may be awarded to one student/doctoral candidate.

5. The benefits listed in 2 (1-4) are granted by the Rector/Scholarship Committee at the request of the student/doctoral candidate, submitted in the modes, forms and deadlines specified in a separate Announcement of the Vice-Rector for Student Affairs. Specimens’ applications in force at the University are contained in Appendix 4 to these Regulations.

6. Information on the period of awarding material assistance benefits:

1) scholarships referred to in 2 (1, 2 and 4) shall be awarded as of the first year of study for an academic year (continued payment for the following semester of a given academic year shall be made automatically if the person concerned maintains their status as a student/doctoral candidate) with the exception of cases where, in accordance with the study schedule, the final year of study lasts one 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/a doctoral candidate 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 an analysis of the use of the Social Fund and in consultation with the Student and Doctoral Student Governments, 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 7(2b) and (3), 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 7(3, 4 and 6) has expired. A student/doctoral candidate 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 7 of this Chapter.

7. 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 2(1) to (4) of this section are due shall be 12 semesters, regardless of their collection by the student, provided that within this period the benefits are granted to the student at the following studies:

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 started by the student in the studies referred to in 1, including semesters falling during the period of leaves referred to in Article 85(1)(3) of the PSWiN Law, with the exception of semesters in consecutive first cycle studies started or continued after obtaining the first bachelor's, engineer's or equivalent degree. 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 86(1)(2) of the PSWiN Act is entitled for an additional period of 12 semesters. The provisions of 3 and 5 shall apply mutatis mutandis;

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

8) A student who applies for or receives a benefit referred to in 2(1, 2 and 4) of these Regulations 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.

8. 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 support benefits referred to in 2(1-4) provided that they satisfy all the conditions necessary to receive such 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. 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.

9. Information on the rules of payment of financial aid to foreign students/doctoral candidates:

1) The benefits referred to in 2 (2), (3) and (4) may be applied for by:

a) foreigner - 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,

b) foreigner - 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 (Official Journal of the European Union of 2020, No. 29, p. 7, as amended d.), and a member of his family living in the territory of the Republic of Poland,

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

d) a foreigner who has been granted a temporary residence permit due to the circumstances referred to in Article 159(1) and Article 186(1)(3) and (4) of the Law on Foreigners of December 12, 2013,

e) a foreigner who has refugee status granted in the Republic of Poland or enjoys temporary protection or subsidiary protection on the territory of the Republic of Poland,

f) a foreigner who holds a certificate certifying his/her knowledge of Polish as a foreign language, as referred to in Article 11a (2) of the Act of 7 October 1999 on the Polish Language, at least at the C1 proficiency level,

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

h) a foreigner who is the spouse, ascendant or descendant of a citizen of the Republic of Poland, living in the territory of the Republic of Poland,

i) A foreigner 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 of December 12, 2013, 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

and other foreigners not mentioned above;

2) The maintenance grant referred to in 2 (1) of this chapter may be applied for by the foreigner referred to in (1):

a) Letters a and b:

- being a self-employed person or being 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 (i.e. Journal of Laws of 2021, item 1697, as amended),

- who retains the right of residence in the cases referred to in Article 17 of the Act referred to above,

- having the right of permanent residence

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

b) Letter c-i.

10. 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/doctoral candidate;

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/ doctoral candidate's deletion from the list of students until the completion of the deletion proceedings.

11. A student/doctoral candidate 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.

12. The student/doctoral candidate 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.

13. If an application for a benefit referred to in 2(1-3) of a student's/doctoral candidate's application has been submitted and accepted, but is incomplete, the student/doctoral candidate 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.

14. 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.

15. Provision of false data by the student/doctoral candidate 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.

16. Benefits are paid in the form of a transfer to the student's/doctoral candidate's personal account provided via the Webdziekanat

**Chapter 2**

**SOCIAL SCHOLARSHIP**

1. A maintenance grant may be awarded to a student/doctoral candidate 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 and the Doctoral Student Government.

2. In particularly justified cases, a student/doctoral candidate 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/doctoral candidate resides with the non-working spouse or child of the student/doctoral candidate in the Student Hall of Residence TUL or in another facility and that the student/doctoral candidate does not reside permanently in Lodz;

2) confirmation on the application by an authorized employee of the TUL Academic Housing Estate of the fact of residing in the TUL Student Hall of Residence and confirmation that the student/doctoral candidate 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/doctoral candidate does not live permanently in Lodz;

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

5) A student/doctoral candidate 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.

**Chapter 3**

**GRANT FOR PERSONS WITH DISABILITIES**

1. A grant for persons with disabilities may be awarded to a student/doctoral candidate 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.

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 on social insurance of farmers in order to obtain the benefits specified in those provisions; having a certificate of membership in the 1st group of invalids; inability to lead an independent life, adjudicated on the basis of the provisions on pensions from the Social Insurance Fund or the provisions on social insurance of farmers;

2) moderate degree of disability - disability to a moderate degree within the meaning of the regulations on vocational and social rehabilitation and the employment of disabled persons; total inability to work adjudicated on the basis of the regulations on pensions from the Social Insurance Fund; possession of a certificate on classification in group II of invalids;

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 year, 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/doctoral candidate, by the Office for Disabled People at TUL;

2) all documents proving the disability of the students/doctoral candidates 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 and the Doctoral Student Governments.

**Chapter 4a**

**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 of 25 June 2010;

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

3) a first- or second-cycle student who, in the previous academic year (preceding the submission of the application), had academic or artistic achievements or sporting achievements in a competition at least at national level, assessed according to the rules described in this Chapter.

3. A prerequisite for receiving a scholarship for a given year of study is to be fully registered for that year of study (in the case of persons referred to in 8(2)(d), this applies to the second year, i.e., the second and third semesters).

4. Exceptions to paragraph 3 are as follows:

1) conditional registration for a given year of study, the only reason for which is the lack of a passing grade in physical education classes in the previous year, caused by a documented medical release from classes, long-term (for a period of 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 participating in the Short Individual Study Path program; in this case, the recommendation of the head of the basic organizational unit is required; in this case, the scholarship grade point average for the study is not included in the total ranking points;

3) conditional registration of a student who has demonstrated outstanding achievement; 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;

4) 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.

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

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. In the case of the students referred to in 2(1), the list of persons entitled to a scholarship shall be determined successively on the basis of:

1) scores obtained on the basis of the entries set out in formula 4.1 Subject Competitions Scoring;

2) place/scores achieved in the Olympics/sports competitions;

3) scores obtained in the university admission procedure.

8. 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 in the first semester of second-cycle studies of the organizational unit providing the education, studying in the same field of study, in the same modes of study (full-time and part-time studies),

d) students recruited from the summer semester who have completed 1 semester of study in the organizational unit providing the education, studying the same field, in the same modes (full-time and part-time studies).

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) the weighted average from the previous academic year (the year preceding the scholarship payment); in the case of students in the first year of second-cycle studies, the criterion of the weighted average from the previous academic year shall be replaced by the criterion of the arithmetic average from the entire course of first-cycle studies,

f) 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 9(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 special cases or following successful appeals, the size of the ranking groups referred to in 6 may be increased by decision of the Rector/Scholarship Committee, subject to the condition that the number of scholarships specified in (1)9 is not exceeded.

9. 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 8(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 sections 2 to 4 of this Chapter;

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 above;

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) When 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 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 up (e.g., for 75 people-10% is 7.5 - number of scholarship recipients = 8).

10. Information on scholarship average:

1) The scholarship grade point average is calculated as a weighted average of all grades in nominal courses[[1]](#footnote-1) from the last academic year[[2]](#footnote-2) - subject to points 2 and 3 of this paragraph, obtained by the end of that year, 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 first year of second-cycle studies is the arithmetic mean of all grades achieved in the first-cycle studies;

3) The scholarship grade point average for 2nd year students of a second cycle program starting from the summer semester is calculated as a weighted average of all grades in nominal courses from the first semester of the second cycle program;

4) In order to receive points for the scholarship average, a student in their second year or above must demonstrate that they are fully registered after the academic year from which the scholarship average is taken and that none of the semesters included in the aforementioned year have been repeated (subject to paragraph 4 of this section);

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

6) 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 arithmetic average of all grades achieved 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.

11. 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.

12. A student who meets at least one of the following conditions in the academic year 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 such a case, the grade point average from the last academic year and the fulfilment of the condition of obtaining full registration (in all semesters of a given year of study) in the course from which the student is transferring are taken into account when considering the award of the scholarship. 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.

13. A student who, having transferred from another university or changed their field of study or mode of study, was admitted in the academic year preceding the year in which the scholarship is to be paid, but who, as a result of program differences, was not able to receive full registration in that year of study (which requires confirmation by the dean for student affairs), may be awarded a scholarship on the basis of the scholarship average obtained after the aforementioned year of study.

14. 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 academic year are taken into account for the scholarship, subject to points 4 and 5 of this paragraph;

4) for students in the first year of second-cycle studies starting from the summer semester, achievements obtained in the last semester of first-cycle studies are taken into account for the scholarship;

5) in the case of students in the second year of second-cycle studies, starting from the summer semester, achievements obtained in the first semester of second-cycle studies are taken into account for the scholarship;

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

a) outstanding,

b) distinguishing,

c) very good,

d) good;

7) 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;

8) 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.

15. The student is obliged to complete and print the scholarship application via the Webdziekanat web portal. The printed application, supplemented with attachments and the required opinions, is delivered by the student to the designated place, within the time limit specified in the Announcement on the modes, forms and deadlines for submitting applications for financial aid, set by the Vice-Rector for Student Affairs.

16. 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.

17. 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 for a scholarship for the duration of studies at the host university, however, not longer than one year of study[[3]](#footnote-3) based on the points for the scholarship average and achievements obtained in the year of study immediately preceding the beginning of Studies Outside TUL

2) in the first year after returning from Studies Outside TUL, the student presents the scholarship average that he/she presented for the scholarship for the period of Studies Outside TUL (obtained in the year of study immediately preceding Studies Outside TUL) and the achievements obtained in the year of study preceding the payment of the scholarship - from the period of Studies 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 year 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 study year) after full settlement of results from the foreign university and after receiving full registration for the next year of studies at TUL.

**Chapter 4b**

**RECTOR 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.

2. The Rector's scholarship for doctoral candidates from their second year at TUL is awarded on the basis of a ranking taking into account the doctoral candidate's achievements in the previous academic year. The doctoral candidate shall submit a list of achievements for the period under assessment in the form of a completed Ranking Form specified in Specimen 5.1 in Appendix 4 to these Regulations. The achievements of a doctoral candidate are valued in the form of points. The rules for ranking points are set out in Appendix 2 to these Regulations concerning the points and the catalogue of achievements used in the consideration of applications for the above scholarship.

3. A doctoral candidate submits an application for a scholarship to the designated place, together with a completed, appropriate ranking form (generated via the webdziekanat system) and documentation of achievements. The model of the application is set out in Specimen 5 in Appendix 4 to these Regulations. The template for the ranking form is contained in Specimen 5.1 in Appendix 4 to these Regulations. The deadlines for submitting scholarship applications for a given year are set by the Vice Rector for Student Affairs at least 30 days before the beginning of the year to which the applications relate.

4. The application, together with the ranking form and the attached documentation, is verified by the Rector/Doctoral Scholarship Committee, which cooperates in this respect with the Doctoral Scholarship Committee of the teaching unit. The Rector/Committee awards points to doctoral candidates, on the basis of which it draws up ranking lists, according to an appropriate formula, indicating those eligible for the Rector's scholarship for doctoral candidates.

5. Lists are created using the following rules:

1) the number of scholarships awarded at a teaching unit may not be less than one and may not exceed 10% of the number of doctoral candidates in each discipline as determined for doctoral candidates recruited in the winter and summer semesters as at the date specified in the Announcement on the procedures, modes and deadlines for submitting applications for financial aid, established by the Vice Rector Student Affairs;

2) for doctoral candidates in their second year of study and above, in the case of applications which, in a given ranking group, obtain the same total number of points, the ranking shall be determined by the number of points in the category "Scientific achievements", the number of points in the category "Commitment to teaching";

3) if the above comparison does not establish priority for the award of a scholarship, 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 specified in 1.

**Chapter 5**

**SPECIAL ASSISTANCE GRANTS**

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

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

3. If a student/doctoral candidate 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/doctoral candidate as the basis for the application should be documented and described in detail, illustrating the temporary difficult life situation in which the student/doctoral candidate (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/doctoral candidate or a member of the student's/doctoral candidate'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/doctoral candidate's family.

8. If a student/doctoral candidate 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 and doctoral candidates respectively shall be specified in a separate Announcement on the amount of particular types of benefits, agreed with the Student Government and the Doctoral 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/doctoral candidate documents the fact of death.

9. A student/doctoral candidate 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 6**

**DECISION-MAKING PROCEDURE AND ORGANISATION AND FUNCTIONING  
SCHOLARSHIP COMMITTEES**

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/doctoral candidate;

2) In the event that the competent body of the Student Government/Doctoral 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/doctoral candidates and appeals to the Scholarship Appeal Committee.

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

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

2) students/doctoral candidates 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/doctoral candidate 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 30 days 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/doctoral candidate with an acknowledgement of receipt, which, together with the application, is kept in the student's/doctoral candidate's scholarship file;

4) Students/doctoral candidates 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 webdziekanat portal;

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

6) scholarships/grants awarded to a given student/a doctoral candidate 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/doctoral candidate to the Scholarship Committee for reconsideration of the case, and if the decision is made by the Scholarship Committee, the student/doctoral candidate 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/doctoral candidate 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 or Doctoral 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 7**

**PRINCIPLES FOR DETERMINING STUDENT'S/DOCTORAL CANDIDATE'S INCOME  
AND THE MANNER IN WHICH THEIR FINANCIAL SITUATION IS TO BE DOCUMENTED**

1. The income in a student's/doctoral candidate's family is determined according to the rules set out in the Act of 28 November 2003 on Family Benefits.

2. The monthly net income per 1 person in the student's / doctoral candidate'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 and the Doctoral Student Government.

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

1) student/doctoral candidate;

2) the spouse of the student/doctoral candidate;

3) parents, legal guardians or actual guardians of the student/doctoral candidate;

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 2022/2023 academic year, documents for the 2021 calendar year apply), subject to Chapter 7(28) 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 7(28) of these Regulations;

6) higher education institution - means a higher education institution, within the meaning of the provisions of the Law 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/doctoral candidate'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/doctoral candidate's family income. A person who, by court order, only has guardianship over a member(s) of the student's/doctor's family shall not be considered the legal guardian of the student's/doctor's family;

10) agricultural holding - means an agricultural holding within the meaning of the provisions on agricultural tax: An agricultural holding is considered to be the area of land referred to in Article 1 of the Agricultural Tax Act of November 15, 1984, 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 upper 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 - 17% 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;

3) other income not subject to taxation under the PIT Act:

a) pensions specified in the regulations on provision for war and military invalids and their families

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

c) a cash benefit, compensation allowance and energy lump sum, as defined in the regulations on monetary allowance and entitlements of soldiers of alternative military service forcibly employed in coal mines, quarries, uranium ore plants and construction battalions,

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) a cash benefit as defined in the provisions on cash benefits for persons deported to forced labor and imprisoned in labor camps by the Third German Reich or the Union of Soviet Socialist Republics,

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,

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,

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 Law on Sports, sports scholarships awarded under the Law on Sports of 25 June 2010, 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,

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 laid down in the provisions on the exercise of the mandate of a member of parliament and senator,

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 of 20 December 1990 on social insurance for farmers,

zd) scholarships for the unemployed funded by the European Union,

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,

g) 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 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,

zi) revenue free from income tax pursuant to Article 21 par. 1 points 152(a) and (b), 153(a) and (b) and 154 of the PIT Act with respect to revenue from a service relationship, employment relationship, contract of employment, co-operative employment relationship and mandate agreements referred to in Article 13(8) 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 of 28 November 2003 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 Act of 14 December 2016 - Education Law;

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

5) certain incomes not subject to personal income tax or flat-rate income tax on certain incomes earned by natural persons, e.g.: family benefits (i.e. family allowance, supplements to family allowance, care benefits, including attendance allowance and attendance benefit), social assistance benefits due pursuant to the Act of 12 March 2004 on social assistance (i.e. permanent benefits, periodical benefits, purpose-specific benefits e.g. for education, etc.), benefits from the district family support 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/doctoral candidate is:

1) a statement (in the scholarship application form) by the student/doctoral candidate 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 PDOF Act, earned in the calendar year preceding the benefit period (Model A to Appendix No. 4 to these Regulations),

b) a certificate of the head of the tax office, concerning family members settling their accounts on the basis of the provisions on lump-sum income tax on certain income earned by natural persons, containing information, respectively, on: the type of tax paid, the amount of income, the tax rate, the amount of tax paid in the calendar year preceding the benefit period (Model B to Appendix No. 4 to these Regulations),

c) statements of family members on income not subject to personal income tax earned in the calendar year preceding the scholarship period (Specimen C to Appendix No. 4 to these Regulations),

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 (ZUS) or the Agricultural Social Insurance Fund (KRUS)[[5]](#footnote-5) (each member of the family presenting a certificate from the Tax Office with the exception of persons settling on the basis of the provisions of the Act of 20 November 1998 on lump-sum income tax on some incomes earned by natural persons) containing information on the amount of health insurance contributions in the calendar year preceding the benefit period - in accordance with 2(2)(5)(d) of the Regulation of the Minister of Family, Labor and Social Policy of 8 December 2015 on the manner and procedure in family benefit cases (Journal of Laws of 2015, item.2284),

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) statement of the student/doctoral candidate on 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, or 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,

- bank transfers or money orders documenting the amount of alimony paid, if the family members are obliged by a court decision, a court settlement or an agreement before a mediator 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/doctoral candidate has no alimony), a declaration by the student/doctoral candidate that there is no alimony and a decision confirming the above situation is required,

- where the parents of the student/doctoral candidate are divorced and no alimony has yet been ordered, the income of both parents is included in the family income constituting the basis 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) a certificate from the employer stating the date and duration of the parental leave of the student's/doctoral candidate's family member and the periods of employment,

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

3) documents proving the age of siblings and children of the student/doctoral candidate or his/her 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 abridged copy of the parents' death certificates or a copy of the enforceable alimony judgment or a copy of the record of the court settlement or a copy of the mediation agreement approved by the court obliging the student to pay alimony,

8) Documents relating to foreign students/doctoral candidates insofar as they are entitled to material assistance benefits, including:

a) a residence card - in the case of a foreigner residing on the territory of the Republic of Poland on the basis of a temporary residence permit granted in connection with the circumstances referred to in Article 127 of the Act of 12 December 2013 on foreigners,

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) a certificate or statement from the institution providing 24-hour 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 maintenance grant to a student whose monthly income per person in his/her family does not exceed the amount specified in Article 8, (1)(2) of the Act of March 12, 2004 on Social Welfare (as listed in the Announcement on the amount of particular types of benefits) if the application for a maintenance grant 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) If the student referred to in 8 or members of his/her family do not receive social assistance benefits, the Rector, the Scholarship Committee or the Scholarship Appeal Committee may award a maintenance grant to that student if he/she has documented sources of family support.

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 of 15 November 1984.

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/doctoral candidate 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. Where a family member has maintenance obligations to a person outside the family, the amount of maintenance paid 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 under the provisions of the Act of November 20, 1998 on flat-rate income tax on some 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 notice, by the minister for family affairs in the Official Journal of the Republic of Poland "Polish Monitor" by August 1 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/doctoral candidate 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. Where the parents of a student/doctoral candidate are divorced and no alimony has yet been ordered, the income of both parents is included in the family income used as the basis for determining eligibility for 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 a student's/doctoral candidate's family, the dependent children of the student's/doctoral candidate's mother/father from a second relationship are also taken into account, even if there is no 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/doctoral candidate who, as at the date of submission of the application, is not pursuing his/her studies or is pursuing his/her studies after the age of 26, is not taken into account when calculating the income in the student's/doctoral candidate's family, unless the 26th year falls in the final year of studies.

21. A student / doctoral candidate 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) has reached the age of majority while in foster care;

5) has a regular source of income and its average monthly income in the previous tax year and in the current year in the months preceding the month of submitting the declaration referred to in paragraph 3 is greater than or equal to 1.15 of the sum of the amounts specified in Art. 5 sec. 1 and art. 6 sec. 2 point 3 of the Act of 28 November 2003 on family benefits.

The student/doctoral candidate 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 regular source of income for a student/doctoral candidate generally means an uninterrupted source of income per year, i.e., for the last fiscal year for 12 months per year. However, the University may in special cases consider a source of income as regular, e.g.: when a student/doctoral candidate starts working later than January, if the income from the last tax year is considered as 12 months' income when calculating the student's/doctoral candidate's monthly income. The student/doctoral candidate is required to prove a regular 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. In accordance with Article 5 (4a) of the Law of November 28, 2003 on family benefits, for the purpose of calculating the monthly income of a member of a student's/doctoral candidate's family, income from the base year that is included in the catalogue of lost/gained income is divided by the number of months worked (according to the attached document), while other income not included in the aforementioned catalogue 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;

4) loss of pre-retirement benefit or pre-retirement benefit, teacher's compensation benefit, as well as old-age or disability pension, survivor's pension or social pension or parental supplementary benefit, as referred to in the Act of 31 January 2019 on Parental Supplementary Benefit;

5) deletion from the register of non-agricultural economic activity or suspension of its performance within the meaning of Article 16b of the Act of 20 December 1990 on social insurance for farmers or Article 36a (1) of the Act of 13 October 1998 on the 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 Act of 20 December 1990 on social insurance for 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;

4) obtaining a pre-retirement benefit or a pre-retirement benefit, a teacher's compensation benefit, as well as an old-age or disability pension, a survivor's pension or a social pension or a parental supplementary benefit referred to in the Act of 31 January 2019 on Parental Supplementary Benefit;

5) commencing non-agricultural economic activity or resuming it after a period of suspension within the meaning of Article 16b of the Act of 20 December 1990 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 Act of 13 October 1998 on the 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 the loss of income, have obtained income from the same employer or principal or commissioner of works or have restarted a non-agricultural economic activity.

27. A change in the terms and conditions of employment 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/doctoral candidate 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/doctoral candidate has not notified this in writing, the student/doctoral candidate is requested to submit an explanation).

The student/doctoral candidate 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 2022/2023, receiving income in 2021), 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 2021/2022 after 2020), 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:

a) 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,

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

c) 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,

d) 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 8**

**ACCOMMODATION**

1. A student/doctoral candidate 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 3 to these Regulations.

**Chapter 9**

**LEGAL BASES AND FINAL PROVISIONS**

1. Provisions governing the award of material assistance:

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

2) Act of July 3, 2018 - Regulations introducing the Act - Law on Higher Education and Science (Journal Laws of 2018, item 1669, with later as amended);

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

4) Regulation of the Minister of Family, Labor and Social Policy of July 27, 2017, on the method and procedure for granting family benefits and the scope of information to be included in the application, certificates and statements for establishing the right to family benefits (Journal of Laws of 2017, item 1466).

2. The Regulations enter into force on May 12, 2022, and apply to the granting of material assistance starting from the 2022/23 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.

1) 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 |
| 4.61-4.80 | 390 | 8 | 550 |
| 4.81-5.00 | 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 |
| 4.61-4.80 | 375 | 8 | 535 |
| 4.81-5.00 | 535 | 10 | 735 |

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

1) They 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 Philadelphia-listed journal. Required documents*: copy of pages containing author's name, publication title, place, journal name, date of issue and ISSN/ISBN (if assigned).*

Points1:

authorship - 500 pts

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

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

co-authorship (6 authors and more) - 125 pts,

- authorship/co-authorship of a paper being which is the subject of an oral presentation at an international scientific conference[[6]](#footnote-6). Required documents[[7]](#footnote-7): certificate from the conference organizer or conference materials confirming the date of the conference, the title of the paper delivered, the list of authors of the paper, a statement from the organizer confirming the international nature of the event.

Points1 :

authorship - 500 pts

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

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

co-authorship (6 authors and more) - 125 pts,

- participation in an international design or art exhibition organized in the country. Required documents: *confirmation of the exhibition curator confirming participation, statement by the curator of the exhibition 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 statement (5 and more people) - 350 points,

- winner of a scientific, design or subject competition at international level2. 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 the 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 statement (5 and more people) - 350 points,

- winner of an art competition at the international level2. 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 the 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 statement (5 and 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 statement (5 and more people) - 350 points,

- authorship or co-authorship of an invention or protection law. Required documents: the *decision from the patent office to grant a patent or protection law with the specified title of invention or protective law with the composition of the authors of the invention or protection law.*

Points1:

authorship - 500 pts

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

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

co-authorship (6 authors and more) - 125 pts,

**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*: copy of pages containing author's name, publication title, place, journal name, date of issue and ISSN/ISBN (if assigned).*

Points1:

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 presented at the international2nd scientific conference. Required documents*: certificate from the conference organizer or conference materials confirming the date of the conference, the title of the presented poster, the list of authors of the poster, a statement from the organizer confirming the international nature of the event.*

Points1:

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 scientific conference[[8]](#footnote-8) -Required documents: *certificate from the conference organizer or materials conference confirmation of the date of the conference, the title of the presented paper, the list of authors of the paper, the statement of the organizer confirming the national nature of the event.*

Points1:

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 research projects (in case of projects lasting more than one year of study, they are included in each year of implementation of this project). Required documents: [[9]](#footnote-9)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 scientific, design or subject competition at the national level3. 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 the 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 persons) - 225 points

team statement (5 and more people) - 175 points,

- winner of a national level art competition3. 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 the 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 persons) - 225 points

team statement (5 and more people) - 175 points,

- participation in a design or art exhibition at the national level[[10]](#footnote-10). Required documents[[11]](#footnote-11): confirmation of the exhibition curator confirming participation, statement of the exhibition curator confirming the place of the event.

Points:

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

team statement (5 and more people) - 175 points,

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

Points1:

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,

**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 author's name, publication title, place, journal name, date of issue and ISSN/ISBN (if assigned).*

Points1:

authorship - 150 pts

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

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

co-authorship (6 authors and more) - 40 pts,

- authorship/co-authorship of a poster presented at the national3 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, the list of authors of the poster, a statement from the organizer confirming the national nature of the event.*

Points1:

authorship - 150 pts

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

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

co-authorship (6 authors and more) - 40 pts,

- winner of a scientific, design or subject competition at the regional level. 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 the 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 statement (5 and more people) - 100 points,

- participation in national research projects[[12]](#footnote-12)- (in the case of projects lasting more than one year, they are taken into account in each year of implementation of this project). Required documents[[13]](#footnote-13): 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: [[14]](#footnote-14)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,

- winner of the art competition at the regional level6 . 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 the 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 statement (5 and 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, statement of the exhibition curator confirming the place of the event.*

Points:

Individual/team statement (1-4 persons) - 150 pts

team statement (5 and more people) - 100 points,

- solo exhibition accompanied by a printed catalogue of works Required documents*: catalogue 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[[15]](#footnote-15). 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 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 scientific, design or subject competition at the university level. The winner is considered to be the person who was first, second or third in the competition. Required documents[[16]](#footnote-16): a document confirming participation in the competition and taking the first, second or third place in the competition, a statement from the organizer confirming the university level of the event,

- participation in a project or art exhibition at university level10 Required documents*: confirmation of the exhibition curator confirming participation, statement issued by the curator of the exhibition confirming the nature of the university events,*

- 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 Academic Choir of TUL in consultation with the Conductor or the President of the Academic Orchestra of TUL in consultation with the Conductor,*

*--* Representing the University in cooperation with the Promotional Services or with the authorities of the University/Department/International Cooperation Centre of Lodz University of Technology, 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 the Lodz University of Technology. Required documents: certificate from the Promotional Services or relevant authorities of the University/Department/International Cooperation Centre TUL;

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,

-- Universiade, World and European Academic Championships

or their equivalent in occupations for people with disabilities.

The above-mentioned sports events concern people who competed in the same discipline in the Polish Academic Championships in a given academic year. If the Polish Academic Championships did not take place in a given discipline, the above-mentioned participation may be recognized to students representing TUL within the university team. Required documents: a *certificate issued by the office of the University Club of Academic Sport Association of Lodz University of Technology or a certificate from the parent club or full, relevant documentation confirming the sporting achievements specified in the application,*

- winning:

-- a medal in individual Polish Championships (applies to people who competed in the same discipline in the Polish Academic Championships in the national team of Lodz University of Technology in a given academic year). If the Polish Academic Championships did not take place in a given discipline, the above-mentioned participation may be recognized to students representing TUL as part of the university team. Required documents: *a certificate from the home club with official final results from the competition and documentation confirming participation in the Polish Academic Championships, in the event of their taking place,*

-- a medal in the general classification in individual disciplines of the Polish Academic Championships in the national team of Lodz University of Technology (this sport result cannot be additionally included as an achievement from pool II of distinctive achievements). Required documents: a *certificate issued by the office of the Academic Sport Association University Club of Lodz University of Technology or full, relevant documentation confirming the sporting achievements specified in the application,*

-- a team medal in the general classification of the Polish Academic 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 particular sport discipline (this sports score cannot be additionally included as achievement from Pool II of Distinguishing Achievements). Required documents*: a certificate issued by the office of the Academic Sport Association University Club of Lodz University of Technology or full, relevant documentation confirming the sporting achievements specified in the application,*

-- a team medal in the general classification in the team games in the Polish Academic Championship in the national team of Lodz University of Technology (this sports result cannot be additionally included as an achievement from pool II of distinguishing achievements). Required documents*: a certificate issued by the office of the Academic Sport Association University Club of Lodz University of Technology or full, relevant documentation confirming the sporting achievements specified in the application,*

-- minimum three medals (team or/and individual) in the classification of technical universities of the Polish Academic 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 Academic Sport Association University Club of Lodz University of Technology or full, relevant documentation confirming the sporting achievements specified in the application,*

- plays in the state league at the level of the highest division of a given discipline (applies to people who competed in the same discipline in the Polish Academic Championships in the representation of the Lodz University of Technology, and if the Polish Academic Championships did not take place in a given discipline, this provision also applies to people playing in a team representing Lodz University of Technology in these competitions). Required documents: *a certificate from the home club confirming participation in the competition at a given level and documentation confirming participation in the AMP in the event that it takes place,*

- awarding the National Sports Master Class in individual sports (applies to people who competed in the same discipline in the Polish Academic Championships in the national team of Lodz University of Technology). If the Academic Polish Championship did not take place in a given discipline, the above-mentioned achievement may be recognized to students representing TUL as part of the university team. Required documents: *certificate from the Polish Sports Association competent for discipline and documentation confirming participation in Polish Academic Championships in case of their taking place,*

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

- taking places 4-8 in individual Polish Championships (applies to people who competed in the same discipline in the Polish Academic Championships in the national team of Lodz University of Technology in a given academic year). If the Polish Academic Championships did not take place in a given discipline, the above-mentioned participation may be recognized to students representing TUL as part of the university team. Required documents: *certificate from the home club together with official final results from the competition identifying an unambiguous sports score for a given person and documentation confirming participation in Polish Academic Championships in the event of their taking place,*

- taking places 4-8 in general classification in individual disciplines of the Polish Academic 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 Academic Sport Association University Club of Lodz University of Technology or full, relevant documentation confirming the sporting achievements specified in the application,*

- winning:

-- an individual medal in the classification of technical universities in the Polish Academic Championships in the national team of Lodz University of Technology. Required documents: a *certificate issued by the office of the Academic Sport Association University Club of Lodz University of Technology or full, relevant documentation confirming the sporting achievements specified in the application*,

-- a team medal in the classification of technical universities in team games in the Polish Academic Championship in the national team of Lodz University of Technology. Required documents: a *certificate issued by the office of the Academic Sport Association University Club of Lodz University of Technology or full, relevant documentation confirming the sporting achievements specified in the application*,

-- a team medal in the classification of technical universities in the Polish Academic 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 sport discipline. Required documents: a *certificate issued by the office of the Academic Sport Association University Club of Lodz University of Technology or full, relevant documentation confirming the sporting achievements specified in the application,*

- playing in the league of the Polish Sports Association at the level of minimum second (minimum third for football and league teams of Lodz University of Technology) highest in the order of the competition league of a given discipline (applies to people who competed in the same discipline in the Academic Polish Championship in national team of Lodz University of Technology, and if the Academic Polish Championship was not held in a given discipline, the provision also applies to people who play in the team representing Lodz University of Technology in these competitions).  *Required documents: a certificate from the Polish Sports Association and from the home club confirming participation in competitions at the given level or full, appropriate documentation confirming the sports achievements specified in the application and documentation confirming participation in the Polish Academic Championships if held,*

- awarding 1 sports class in individual sports (applies to people who competed in the same discipline in the Polish Academic Championships in the national team of Lodz University of Technology). If the Academic Polish Championships did not take place in a given discipline, the above-mentioned achievement may be recognized to students representing TUL as part of the university team. Required documents: *certificate from the Polish Sports Association competent for discipline or full, relevant documentation confirming sports achievements shown in the application and documentation confirming participation in the Polish Academic Championships in case of their taking place.*

**c) very good - 75 pts per achievement, points can be scored for up to 2 achievements:**

- taking a place:

-- 1-6 in the World Championships — applies to non-Olympic disciplines in disciplines where there are Polish sports association,

-- 1-3 in the European Championships — applies to non-Olympic disciplines in disciplines where there are Polish sports relationships,

or their equivalent in occupations for people with disabilities. Required documents*: a certificate confirming this achievement*,

- playing in the league of the Polish Sports Association at the level of minimum third (minimum fourth for football) highest in the order of the competition league of a particular discipline (applies to people who competed in the same discipline in the Polish Academic Championship in the national team of Lodz University of Technology, and if there was no Academic Polish Championship in a given discipline, the record also applies to people who play in the team representing Lodz University of Technology in these competitions). Required documents: *a certificate from the Polish Sports Association and from the parent club confirming participation in competitions at a given level and documentation confirming participation in the Polish Academic Championships.*

- representing Lodz University of Technology at Polish Academic Championships (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 appendix). - Required documents: certificate issued by the office of the Academic Sports Association Club of Lodz University of Technology or full, appropriate documentation confirming the sports achievements listed in the application.

- taking place 1-3 in the official Cups of the Main Board of Academic Sports Association *in the national team of Lodz University of Technology.* *Required documents:* a certificate issued by the office of the Academic Sports Association University Club of Lodz University of Technology or full, relevant documentation confirming the sporting achievements shown in the application.

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.

3) 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 year and received a scholarship, in the following year 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

**Scoring system and catalogue of achievements used in consideration**

**applications for the rector's scholarship for doctoral candidates**

1. Grade average - the number of points corresponds to a given average, e.g., average 4.85 - **4.85 points.**

2. Scientific and artistic achievements.

**General rules**

A doctoral candidate may receive ranking points for a maximum of five achievements in categories 2.1a - 2.1f or 2.2. As part of one scholarship application, a doctoral candidate may submit a total of six achievements from categories 2.1a - 2.1f or 2.2, marking one of them as reserve in case any of the other achievements are not qualified. In addition, each doctoral candidate will receive points for achievements in category 2.1g (number of citations). The total number of points for the ranking is equal to the sum of points corresponding to a maximum of five qualified achievements from categories 2.1a - 2.1f or 2.2 and points obtained from category 2.1g.

In order to prove a given achievement, all documents listed as confirmation in point 5 - Explanatory notes and additional information must be provided. Each achievement of the doctoral candidate must be accompanied by an attachment to the scholarship application, the number of which corresponds to the number of the given achievement on the ranking form for the scholarship. In the absence of any of the documents, doctoral candidates are required to attach an appropriate explanation to their application. Failure to document a given achievement will result in it not being included in the ranking.

Unless stated otherwise, a doctoral candidate may receive points only once for achievements covering more than one academic year.

1) Scientific achievements

a) Books, papers and scientific publications

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Type of publication** | **Participation of a doctoral candidate** | **number of points** |
| **1** | The book is published by a publisher from the current list of scientific publishers | One doctoral candidate in the top four authors | LPM ed |
| More than one doctoral candidate in the top four authors | Doctoral candidate highest on the list: LPM ed  Other doctoral candidates: 0.25 • LPM ed.  Possible alternative distribution of points - see 5. Explanations - 2.1.a.1 |
| doctoral candidate outside the top four authors | 0.25 • LPM ed. |
| **2** | A chapter in a book published by a publisher from the current list of scientific publishers | One doctoral candidate in the top four authors | 0.25 • LPM ed |
| More than one doctoral candidate in the top four authors | Doctoral candidate highest on the list: 0.25 • LPM ed  Other doctoral candidates: 0.0625 • LPM ed.  Possible alternative distribution of points - see 5. Explanations - 2.1.a.2 |
| doctoral candidate outside the top four authors | 0.0625 • LPM ed |
| **3** | A book or a chapter in a book published by a publisher outside the current list of scientific publishers | One doctoral candidate in the top four authors | 10 points |
| More than one doctoral candidate in the top four authors | Doctoral candidate highest on the list: 10 points.  Other doctoral candidates: 0 points  Possible alternative distribution of points - see 5. Explanations - 2.1.a.3 |

|  |  |  |  |
| --- | --- | --- | --- |
| **4** | Publication in a journal from the current list of scientific journals | One doctoral candidate in the top four authors | 0.5 • LPM time. |
| More than one doctoral candidate in the top four authors | Doctoral candidate highest on the list: 0.5 • LPM time.  Other doctoral candidates: 0.1 • LPM time.  Possible alternative distribution of points - see 5. Explanations - 2.1.a.4 |
| doctoral candidate outside the top four authors | 0.1 • LPM time. |
| **5** | Publication in a journal outside the current list of scientific journals with Impact Factor - IF | One doctoral candidate in the top four authors | 10 • IF |
| More than one doctoral candidate in the top four authors | Doctoral candidate highest on the list: 10 • IF  Other doctoral candidates: 0 points  Possible alternative distribution of points - see 5. Explanations - 2.1.a.5 |
| **6** | Paper in post-conference materials published as part of the conference covered by the current list of reviewed materials from scientific conferences | One doctoral candidate in the top four authors | 0.5 • LPM conf. |
| More than one doctoral candidate in the top four authors | Doctoral candidate highest on the list: 0.5 • LPM time.  Other doctoral candidates: 0.1 • LPM time.  Possible alternative distribution of points - see 5. Explanations - 2.1.a.6 |
| doctoral candidate outside the top four authors | 0.1 • LPM conf. |

b) Participation in conferences/symposiums/seminars

|  |  |  |  |
| --- | --- | --- | --- |
|  | **The scope of the event** | **Type of participation of the doctoral candidate** | **number of points** |
| **1** | National | Poster presentation | 5 points |
| Oral presentation | 10 points |
| **2** | International | Poster presentation | 10 points |
| Oral presentation | 20 points |

c) Patents and protection rights

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Achievement type** | **Participation of a doctoral candidate** | **number of points** |
| **1** | Polish patent application | Not applicable | 5 points |
| **2** | Obtaining a Polish patent | Percentage of PhD student - U% | 100pts • U% |
| **3** | International patent application | Not applicable | 10 points |
| **4** | Obtaining an international patent | Percentage of PhD student - U% | 200 pts • U% |
| **5** | Obtaining a protection right for a utility model | Not applicable | 30 points |
| **6** | Structure/sequence deposition in scientific databases | 1/number of authors = U | 10 points • U |

d) Grants and subsidies obtained through a competition

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Scope of the competition** | **Participation of a doctoral candidate** | **number of points** |
| **1** | International | Manager | 200 points |
| The Contractor | 40 points |
| **2** | National | Manager | 100 points |
| The Contractor | 30 points |
| **4** | Regional | Manager | 40 points |
| The Contractor | 10 points |
| **5** | University | Manager | 15 points |
| The Contractor | 5 points |
| **6** | Faculty | Manager | 5 points |
| The Contractor | 2 points |

e. Other prizes in competitions

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Scope of the competition** | **Participation of a doctoral candidate** | **number of points** |
| **1** | International | Individual | 60 points |
| Member of the team: 1/number of team members = U | 120 points • U |
| **2** | Nationwide | Individual | 30 points |
| Member of the team: 1/number of team members = U | 60 points • U |
| **4** | Regional | Individual | 15 points |
| Member of the team: 1/number of team members = U | 30 points • U |

f. Scientific and industrial internships and training

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Type of internship/training** | **Duration** | **number of points** |
| **1** | Foreign | 28 days and more | 40 points |
| Less than 28 days: Number of days = D | 40 points • D/28 |
| **2** | National | 28 days and more | 20 points |
| Less than 28 days: Number of days = D | 20 points • D/28 |

g. Citations

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Source** | **standard** | **number of points** |
| **1** | SCOPUS database | Number of citations = C | 1. point • C |

2) **Artistic achievements related to the scientific discipline of the given doctoral studies.**The category applies only to doctoral candidates of BAiIŚ and TMiWT faculties

|  |  |  |
| --- | --- | --- |
|  | **The scope of the event** | **number of points** |
| **1** | National | 5 points |
| **2** | International | 10 points |

3. Involvement in didactic work

The number of points is equal to the total score of the last conducted class observation carried out by the doctoral candidate in accordance with the rules for the implementation of teaching activities within the framework of compulsory professional practice in doctoral studies as determined by the Vice-Rector for Student Affairs.

4. The total score for the ranking.

The total number of points for the ranking is the sum of points obtained in the following categories: Average grade, Scientific and artistic achievements and Involvement in didactic work.

5. Explanations and additional information

|  |  |  |
| --- | --- | --- |
| **Category** | | **Information and Explanations** |
| **2.1.a.1,2,3** | | **General information.**  **Book** - A compact publication or e-book bearing an ISBN number, characterized by scientific content. Teaching aids, manuals, scripts and books of abstracts are not scored.  **Date of achievement**: the date of achievement is the date of publication of the book.  **LPMed**. – The number of points assigned to the publishing house in the list of publishing houses publishing peer-reviewed scientific monographs, published by the minister competent for science, valid as of the date of obtaining the achievement.  **Confirmation:**  A copy of the pages containing the book/chapter title, authors' names, year and month of publication, ISBN number, and table of contents (in case of a chapter). In the absence of pages containing the month of publication, a confirmation from the editor must be provided in which this month is indicated.  Additionally:  1. in the case of an alphabetically unordered list of authors and choosing variant II of assigning points: submitting a written request signed by all doctoral candidates of given doctoral studies and co-authors of the publication for an equal distribution of points between doctoral candidates from the first four authors;  2. in the case of the list of authors ordered alphabetically and the choice of variant II of assigning points: providing a list of authors ordered according to their contribution to the preparation of the work confirmed in writing by all co-authors with an affiliation of Lodz University of Technology. |
| **2.1.a.1** | | **The book is published by a publisher from the current list of scientific publishers.**  **Assignment of points.**  **A. List of authors arranged in non-alphabetical order**.  If among the first four authors there are two or more doctoral candidates of given doctoral studies, two variants of assigning points to these doctoral candidates are possible:  I. Basic (used by default) - the doctoral candidate who is the highest on the list receives the number of points  = LPMed  - other doctoral candidates from the first four authors receive the number of points = 0.25 • LPMed  - other doctoral candidates outside the first four authors receive the number of points = 0.25 • LPMed  II. Alternative (its choice must be decided by all doctoral candidates of the given doctoral studies who are co-authors of the publication) - each doctoral candidate from the top four authors receives a number of points = LPMpub divided by the number of PhD students in the top four authors. The choice of this option requires all doctoral candidates to submit data from doctoral studies who are co-authors of the publication in a written application for an equal distribution of points between doctoral candidates from the first four authors.  **B. List of authors in alphabetical order**.  It is required to provide a list of authors ordered according to the contribution to the preparation of the work confirmed in writing by all co-authors with an affiliation of Lodz University of Technology. For such an ordered list, it is possible to assign points to a doctoral candidate according to the variants defined in point A above. |
| **2.1.a.2** | | **A chapter in a book published by a publisher from the current list of scientific publishers**  **Assignment of points.**  **A. List of authors arranged in non-alphabetical order.**  If among the first four authors there are two or more doctoral candidates of given doctoral studies, two variants of assigning points to these doctoral candidates are possible:  I. Basic (used by default) - the doctoral candidate who is the highest on the list receives the number of points = 0.25 • LPMpub  - other doctoral candidates from the first four authors receive the number of points = 0.0625 • LPMed  - other doctoral candidates outside the first four authors receive the number of points = 0.0625 • LPMed  II. Alternative (its choice must be decided by all doctoral candidates of the given doctoral studies who are co-authors of the publication) - each doctoral candidate from the top four authors receives a number of points = 0.25 • LPMed divided by the number of PhD students in the top four authors. The choice of this option requires all doctoral candidates to submit data from doctoral studies who are co-authors of the publication in a written application for an equal distribution of points between doctoral candidates from the first four authors.  **B. List of authors in alphabetical order.**  It is required to provide a list of authors ordered according to the contribution to the preparation of the work confirmed in writing by all co-authors with an affiliation of Lodz University of Technology. For such an ordered list, it is possible to assign points to a doctoral candidate according to the variants defined in point A above. |
| **2.1.a.3** | | **Books and chapters in books published by publishers outside the current list of scientific publishers.**  **Assignment of points.**  **A. List of authors arranged in non-alphabetical order.**  If among the first four authors there are two or more doctoral candidates of given doctoral studies, two variants of assigning points to these doctoral candidates are possible:  I. Basic (used by default)  - the doctoral candidate who is the highest on the list receives the number of points = 10 points.  - other doctoral candidates from the top four authors receive the number of points = 0 points.  II. Alternative – each doctoral candidate from the first four authors receives the number of points = 10 points divided by the number of PhD students in the top four authors. The choice of this option requires all doctoral candidates of the data of the doctoral studies co-authors of the publication to submit a consistent written application for an equal distribution of points between the doctoral candidates from the first four authors.  **B. List of authors in alphabetical order.**  It is required to provide a list of authors ordered according to the contribution to the preparation of the work confirmed in writing by all co-authors with an affiliation of Lodz University of Technology. For such an ordered list, it is possible to assign points to a doctoral candidate according to the variants defined in point A above. |
| **2.1.a.4,5** | | **General information.**  **Journal from the current list of scientific journals -** a journal included in the list of scientific journals and reviewed materials from scientific conferences published by the minister responsible for science, valid on the date of obtaining the achievement.  **Journal not included in the current list of scientific journals -** a journal not included in the list of scientific journals and reviewed materials from scientific conferences published by the minister responsible for science, valid on the date of obtaining the achievement. on the above-mentioned list but having a current one according to JCR Impact Factor (IF) list.  **Date of achievement**: the date of achievement is the date of publication.  **LMBtime**. – The number of points assigned to the journal in the list of scientific journals and reviewed materials from scientific conferences, published by the minister responsible for science, valid as of the date of obtaining the achievement.  **Confirmation:**  A copy of the pages containing the title of the publication, names and surnames of the authors and the date of publication.  Additionally:  1. in the case of an alphabetically unordered list of authors and choosing variant II of assigning points: submitting a written request signed by all doctoral candidates of given doctoral studies and co-authors of the publication for an equal distribution of points between doctoral candidates from the first four authors;  2. in the case of the list of authors ordered alphabetically and the choice of variant II of assigning points: providing a list of authors ordered according to their contribution to the preparation of the work confirmed in writing by all co-authors with an affiliation of Lodz University of Technology. |
| **2.1.a.4** | | **Publication in a journal from the current list of scientific journals.**  **Assignment of points.**  **A. List of authors arranged in non-alphabetical order.**  If among the first four authors there are two or more doctoral candidates of given doctoral studies, two variants of assigning points to these doctoral candidates are possible:  I. Basic (used by default) - the doctoral candidate who is the highest on the list receives the number of points = 0.5 • LPMtime  - other doctoral candidates from the top four authors receive the number of points = 0.1 • LPM time  - other doctoral candidates outside the first four authors receive the number of points = 0.1 • LPM time  II. Alternative (its choice must be decided by all doctoral candidates of the given doctoral studies who are co-authors of the publication) - each doctoral candidate from the top four authors receives a number of points = 0.5 • LPMtime divided by the number of PhD students in the top four authors. The choice of this option requires all doctoral candidates to submit data from doctoral studies who are co-authors of the publication in a written application for an equal distribution of points between doctoral candidates from the first four authors.  **B. List of authors in alphabetical order.**  It is required to provide a list of authors ordered according to the contribution to the preparation of the work confirmed in writing by all co-authors with an affiliation of Lodz University of Technology. For such an ordered list, it is possible to assign points to a doctoral candidate according to the variants defined in point A above. |
| **2.1.a. 5** | **Publications in journals outside the current list of scientific journals with Impact Factor - IF.**  **Assignment of points**  **A. List of authors arranged in non-alphabetical order.**  If among the first four authors there are two or more doctoral candidates of given doctoral studies, two variants of assigning points to these doctoral candidates are possible:  I. Basic (used by default) - the doctoral candidate who is the highest on the list receives the number of points = 10 points • F  - other doctoral candidates from the top four authors receive the number of points = 0 points.  - other doctoral candidates outside the first four authors receive the number of points = 0 points.  II. Alternative (its choice must be decided by all doctoral candidates of the given doctoral studies who are co-authors of the publication) - each doctoral candidate from the top four authors receives a number of points = 10 points • IFdivided by the number of PhD students in the top four authors. The choice of this option requires all doctoral candidates to submit data from doctoral studies who are co-authors of the publication in a written application for an equal distribution of points between doctoral candidates from the first four authors.  **B. List of authors in alphabetical order.**  It is required to provide a list of authors ordered according to the contribution to the preparation of the work confirmed in writing by all co-authors with an affiliation of Lodz University of Technology. For such an ordered list, it is possible to assign points to a doctoral candidate according to the variants defined in point A above. | |
| **2.1.a.6** | **Paper in post-conference materials published as part of the conference covered by the current list of reviewed materials from scientific conferences.**  **General information.**  **Paper in post-conference materials -** publication in conference materials included in the list of scientific journals and peer-reviewed materials from scientific conferences published by the minister responsible for science, valid on the day of obtaining the achievement.  **Date of achievement**: the date of achievement is the date of publication.  **LPMconf**. – The number of points assigned to the conference in the list of scientific journals and reviewed materials from scientific conferences, published by the minister responsible for science, valid as of the date of obtaining the achievement.  **Confirmation:**  A copy of the pages containing the title of the publication, names and surnames of the authors and the date of publication.  Additionally:  1. in the case of an alphabetically unordered list of authors and choosing variant II of assigning points: submitting a written request signed by all doctoral candidates of given doctoral studies and co-authors of the publication for an equal distribution of points between doctoral candidates from the first four authors;  2. in the case of the list of authors ordered alphabetically and the choice of variant II of assigning points: providing a list of authors ordered according to their contribution to the preparation of the work confirmed in writing by all co-authors with an affiliation of Lodz University of Technology.  **Assignment of points**  **A. List of authors arranged in non-alphabetical order.**  If among the first four authors there are two or more doctoral candidates of given doctoral studies, two variants of assigning points to these doctoral candidates are possible:  I. Basic (used by default) - the doctoral candidate who is the highest on the list receives the number of points  = 0.5 • LPM conf  - other doctoral candidates from the first four authors receive the number of points = 0.1 • LPM conf  - other doctoral candidates outside the first four authors receive the number of points = 0.1 • LPM conf  II. Alternative (its choice must be decided by all doctoral candidates of the given doctoral studies who are co-authors of the publication) - each doctoral candidate from the top four authors receives a number of points = 0.5 • LPMconf divided by the number of PhD students in the top four authors. The choice of this option requires all doctoral candidates to submit data from doctoral studies who are co-authors of the publication in a written application for an equal distribution of points between doctoral candidates from the first four authors.  **B. List of authors in alphabetical order.**  It is required to provide a list of authors ordered according to the contribution to the preparation of the work confirmed in writing by all co-authors with an affiliation of Lodz University of Technology. For such an ordered list, it is possible to assign points to a doctoral candidate according to the variants defined in point A above. | |
| **2.1.b** | **General information.**  The conference/symposium/seminar (hereinafter referred to as the conference) must be characterized by scientific topics. The conference must be affiliated with a university, industry research unit or scientific society and be organized with the participation of a scientific or equivalent committee composed of at least 75% of scientific or research and teaching employees of a university or industry research and development units with at least a doctoral degree.  An international conference is understood as a conference organized outside the country or organized in Poland, in which at least 30% of active participants have an affiliation of foreign scientific institutions (documents are required which clearly show that the above-mentioned parameter regarding 30% has been met, e.g., from the conference organizer. Other conferences are considered national.  Conferences with a minimum regional (inter-university) range are scored. Points are awarded only to the presenter. The oral presentation must last at least 10 minutes (according to the schedule). Only one form of participation (poster or oral presentation) may be submitted from each conference. You can register for up to two conferences.  **Date of achievement**: the date of the conference is considered the date of achievement.  **Confirmation:**  **Poster** - a certificate or statement from the organizer of participation in the conference (or a photocopy of the ID card, if it contains the name of the conference and the name of the participant), confirmation that the conference has a scientific committee, a copy of the pages from the conference materials containing the date and name of the conference, abstract of the poster.  **Oral presentation** - certificate or statement from the organizer of participation in the conference (or a scan of the ID card, if it contains the name of the conference and the name and surname of the participant), confirmation that the conference has a scientific committee, a copy of the pages from the conference materials containing the date and name of the conference, a schedule of speeches indicating time of the lecture and abstract of the paper.  In the absence of an unambiguous name of the presenter in the conference materials, a statement by the co-authors is required. | |
| **2.1.c.** | **General information.**  **Application and obtaining a patent:**  Only achievements reported through the Intellectual Property Protection Section of the Lodz University of Technology are scored.  **Date of obtaining**: the date of obtaining the achievement is the date of granting the patent by the Patent Office.  **Confirmation:**  **A** copy of the patent certificate/application/obtaining a design with a percentage breakdown, confirmation of “SOWI” TUL in the application.  **Deposits of structures/sequences in scientific databases:**  Structures accepted for inclusion in the scientific structural database (contained in the Web of Science Core Collection) are scored.  **Date of achievement**: the date of achievement is the date of publication of the structure in the database.  **Confirmation:**  Written confirmation of acceptance of the structure in the database. | |
| **2.1.d.** | **General information:**  Points are awarded for obtaining funding as a result of an open competition announced to the general public, based on the scientific achievements of the participant or the scientific value of the submitted project. The scope of the competition is defined on the basis of the source of funding (in the case of international competitions) and the rules of the competition. Participation criteria are taken into account, i.e., competition for scientists of a given faculty - departmental range, competition for scientists of TUL - university range, competition for scientists from institutions from the Lodz Voivodeship - regional range, competition for scientists from Polish institutions - national range. In the case of competitions divided into blocks/sections, the participation criterion for a given block/section is taken into account (e.g., a nationwide project implemented independently by various universities within these universities is treated as a university competition). The competition participant must have an affiliation with TUL. Scholarship competitions are not scored. Trips financed by a grant/project in which a doctoral candidate acts as a contractor are not scored. The basis for recognizing the achievement is the agreement between the doctoral candidate and the institution granting/implementing funding or the leading institution in a given project.  **Grants:**  A grant is understood as state funds (government, ministerial, etc.), received from state scientific institutions (NCN, NCBiR, FNP, universities, Polish Academy of Sciences, PIAP, etc.) or from European and international institutions (European Union, WHO, etc.). ) to conduct a specific research project.  International grants are understood as grants financed entirely by foreign institutions and grants awarded by domestic institutions in which one of the applicants has a foreign affiliation.  **Date of obtaining**: in the case of a manager - specify the grant implementation period in accordance with the co-financing agreement; in the case of a contractor: the period of the contractor's involvement in the implementation of the grant.  If the grant covers more than one academic year, the doctoral candidate may conditionally report this achievement in each academic year covering his or her active participation in the grant. This possibility expires with obtaining an increase in the doctoral scholarship from the subsidy for co-financing pro-quality tasks or the rector's scholarship for doctoral candidates on the basis of an application containing this achievement.  **Confirmation:**  A copy of the first page of the civil law contract between the doctoral candidate and the granting/implementing institution or the lead institution in a given project, copies of the pages of the civil law contract specifying the scope of the doctoral candidate's duties in the implementation of a given grant, a statement that the doctoral candidate has not previously obtained a scholarship when applying for a given grant.  **Subsidies:**  A subsidy is understood as funds for a doctoral candidate's trip to a conference, internship, training or other form of scientific activity related to the doctoral thesis.  An international subsidy is understood as a subsidy financed by foreign institutions.  The beneficiary of the subsidy is scored as **the Contractor**.  **Date of achievement**: the date of achievement is the date of the decision of the granting institution.  **Confirmation:**  A copy of the first page of the civil law contract between the doctoral candidate and the granting institution, a copy of the competition rules page confirming the scope of the competition. | |
| **2.1.e.** | **General information:**  Points are awarded for taking **one of the first three places** in competitions of a scientific nature or based on scientific activity or related to the field of doctoral dissertation outside the category 2.1d. The competition must have its regulations. The scope of the competition is determined in the same way as in category 2.1d. Distinctions are not awarded points. Competitions organized as part of the conference and scholarship competitions are not awarded points.  **Date of obtaining**: the date of obtaining the achievement is the date of the conclusion of the competition.  **Confirmation:**  Rules of the competition, copy of a diploma or certificate with a clear indication of the place in the competition, in the case of a team achievement, a document confirming the composition/number of the team. | |
| **2.1.f.** | **General information:**  **Internship/traineeship** (hereinafter referred to as internship) is referred to as paid or unpaid work in a research center or enterprise.  **Training** is any form of raising qualifications related to the scientific activity of a doctoral candidate (excluding language competences as well as full-time and postgraduate studies).  Internships and training must be closely related to the doctoral candidate's scientific activity. An internship/training abroad is understood as an internship/training taking place outside of Poland.  **Date of obtaining**: the date of obtaining the achievement is the date of completion of the internship.  **Confirmation:**  - Certificate of completion of the internship/training containing the name and surname of the doctoral candidate, place and date of the internship/training, duration or hourly dimension  - A copy of the document on the cooperation of the company with the research unit of TUL (in the case of an internship in the company),  - in the case of an internship - a certificate specifying the scope of work carried out by the doctoral candidate  - in the case of training - a statement of the doctoral candidate's supervisor confirming the fact that the training is related to the field of doctoral dissertation or scientific activity of the doctoral candidate,  - for online training - confirmation of the number of hours of the training  **Points:**  Points are awarded for internships or training at Polish and foreign universities, research centers and enterprises. Online trainings are assigned points as Polish trainings.  The maximum number of points is awarded for an internship or training lasting at least 28 calendar days. In the case of internships and training shorter than 28 days, the number of points is determined in proportion to the number of days completed. In the case of online training, the conversion rate applies: each 8h of training = 1 day (rounded to the lowest integer). | |
| **2.1.g.** | **General information:**  Total number of citations of Scopus-affiliated publications (without self-citations**)**  **Period**: full calendar years covering the academic year being ranked (2 calendar years).  **Confirmation:**  Current printout from the Scopus database website with self-citations turned off as of the date of submitting the application | |
| **2.2.** | **General information:**  In this category, points are awarded for active participation in exhibitions of artistic projects thematically related to the discipline of given doctoral studies (e.g., architectural projects in the discipline of architecture and urban planning, textile projects in the discipline of materials engineering). The organizer of the exhibition must be a university, a branch science and research unit, a scientific society, an art gallery or a museum.  An international exhibition is understood as an exhibition organized outside the country or organized in Poland, where at least 30% of active participants have a foreign affiliation (documents are required which clearly show that the above-mentioned parameter regarding 30% has been met, e.g., a certificate from the organizer exhibitions). Other exhibitions are considered national.  Points are awarded to exhibitions with a minimum regional (inter-university) range.  You can apply **for up to two exhibitions**.  **Date of achievement**: the date of achievement is the date of the beginning of the exhibition.  **Confirmation:**  - Exhibition catalog or statement of the gallery or museum organizer/curator about the PhD student's active participation in the exhibition,  - the supervisor's statement on the connection of the reported artistic achievement with the discipline of doctoral studies,  - a document confirming the fulfillment of the condition of having at least 30% active participants of a foreign affiliation. | |

Appendix No. 3

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 halls pf 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.

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

7. 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.*

Appendix No. 4

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

**Application forms for granting financial aid to students/doctoral candidates**

1) Application for a maintenance grant - Specimen 1;

2) Certificate of the tax office on the amount of income earned by family members of the student/doctoral candidate in the calendar year preceding the academic year for which the student is applying for financial support, subject to personal income tax on general principles - Specimen A

3) Certificate of the tax office on the amount of income earned by family members settling on the basis of the provisions on flat-rate income tax on certain income earned by natural persons in the calendar year preceding the academic year for which the student/doctoral candidate is applying for financial support - Specimen B

4) Declaration of family members on the amount of non-taxable income obtained in the calendar year preceding the academic year for which the student/doctoral candidate is applying for financial support - Specimen C

5) Certificate of earnings and period of employment - Specimen D, D1

6) Application for taking into account the change in financial situation - Specimen 1a

7) Application for an increase in the social scholarship - Specimen 2

8) Application for a scholarship for people with disabilities - Specimen 3

9) Application for the rector's scholarship for senior students - Specimen 4

10) Application for the Rector's Scholarship for 1st year students - Specimen 4.1 with 4.1 of the Olympiad

11) Application for the rector's scholarship for doctoral candidates - Specimen 5

together with:

Ranking form of a doctoral studies participant - Specimen 5.1

12) Application for a grant/aid - Specimen 6

13) Application to the Rector/Appeal Scholarship Committee - Specimen 7

Specimen 1

to Appendix No. 4

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

**Application for a maintenance grant**

First name and last name

Faculty………………………………………………………. **Rector/ Scholarship Committee of Lodz University of Technology**

Field of Study

Student/PhD candidate of the ... year

Register number

Correspondence address ………………………………….

Telephone

E-mail address valid at TUL**: register\_number @edu.p.lodz.pl**

I am asking for financial assistance in a form of a **maintenance grant** for the academic year 20.../20....

At the same time, I am asking for:

□ consideration of the application for a maintenance grant in an increased amount attached to the application.

□ recognizing me as the so-called financially independent student/doctoral candidate (in accordance with sections 21-22 of Chapter VII of the Regulations on Benefits for Students of Lodz University of Technology), I attach a statement that I do not share a household with any of my parents, legal or actual guardians.

1. I declare that I run a joint household with the following persons:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | First name and last name | year of birth | Kinship | source of employment/place of study  (in the case of siblings studying at TUL, please provide the name of the faculty) | Number of months of employment in the base year |
| 1. |  |  | Applicant |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |
| 7. |  |  |  |  |  |
| 8. |  |  |  |  |  |

I attach the following attachments to the application:

1. **Certificates from the tax office** on taxable income under the rules set out in Articles 27, 30b, 30c, 30e and 30f of the Act on Personal Income Tax achieved in the calendar year preceding the academic year - ........................... pcs.

2. **Certificates from the tax office** of family members settling on the basis of the provisions on flat-rate income tax on certain revenues earned by natural persons on income earned in the calendar year preceding the academic year - ..................... ........ pcs

3. Declarations of family members **on income not subject to** personal income tax earned in the calendar year preceding the academic year (Appendix C) - ............... pcs.

4. Certificate **of earnings and period of employment** in the base year or the following year from the workplace (Form D, D1) - ............... pcs.

5. Certificates of family members containing information **on the amount of health insurance contributions** in the calendar year preceding the academic year - ………………….. pcs.

6. Certificate of the competent authority of the commune **on the size of the farm (conversion hectares)** in the calendar year preceding the academic year - ……………………pcs.

7. Certificate from schools **about studying siblings** - ............... pcs.

8. Other: ……………………………………………………………………………………………………………………………… ……………………...………………………………………………………………………………………………………… …………………………………………

………………………………………………

date and signature of the student/doctoral candidate

In the event of circumstances affecting the change of the above-mentioned financial situation, I undertake to immediately notify in writing of this fact

Commission and I consent to the change/repeal of the scholarship decision within the meaning of Article 155 of the Administrative Procedure Code.

……………………………………………

date and signature of the student/doctoral candidate

1. Please take into account the change in the financial situation, in accordance with section 24-28 of Chapter VII of the Regulations on benefits for TUL students, in the form of loss/gain of the following income (leave blank if none) - attached application specimen 1a.

…………………………………………………….

date and signature of the student/doctoral candidate

1. Statement:

**Being aware of the responsibility\* for providing false data, I declare that:**

*1. I have read the current Regulations on Benefits for Students of Lodz University of Technology with attachments.*

*2. I am not studying / I am studying at the same time in another field of study ........................*

*3. I have not yet completed the degree(s) I am currently studying.*

*4. I am not receiving financial support in the form of a social scholarship in another field of study at Lodz University of Technology and at other universities this academic year. I will notify TUL in the event of obtaining the above-mentioned scholarship/grant in another field/university.*

*5. I am not a candidate for a professional soldier, a professional soldier who undertook studies on the basis of a referral by a competent military authority and received assistance in connection with learning on the basis of the provisions on military service of professional soldiers, or a student who is an officer of state services in the candidate service or an officer of state-owned, who undertook studies on the basis of a referral or consent of the competent superior and received assistance in connection with learning on the basis of the provisions on service (Article 447 of the Act of 20 July 2018 - Law on Higher Education and Science (i.e. Journal Laws of 2023, item 742)*

*6. Information on benefits received - MAINTENANCE GRANT:*

*1) in the academic year ……. I studied at …... year, including one/two\* semesters*

*2) in the academic year ……. I studied at …... year, including one/two\* semesters*

*3) in the academic year ……. I studied at …... year, including one/two\* semesters*

*4) in the academic year ……. I studied at …... year, including one/two\* semesters*

*5) in the academic year ……. I studied at …... year, including one/two\* semesters*

*6) in the academic year ……. I studied at …... year, including one/two\* semesters*

\*Article 307 sec. 1. Act of 20 July 2018 Law on Higher Education and Science (i.e., Journal Laws of 2023, item 742) A student is subject to disciplinary responsibility for violating the regulations in force at the university and for an act offending the student's dignity. sec. 2. A student may not be punished for the same act by the peer court and the disciplinary committee at the same time.

…………………………………………………….

date and signature of the student/doctoral candidate

**I acknowledge that:**

1. **The student/doctoral candidate is obliged to complete/update via the Webdziekanat the bank account number to which the scholarship benefit is to be transferred;**
2. **in order to improve the process of examining applications for grant/scholarships, it is possible for the University to send short information regarding this application, via the SMS gateway, to the telephone number provided by the student / doctoral candidate (visible in the Webdziekanat).**

…………………………………………………….

date and signature of the student/doctoral candidate

1. Submission of the application:

Signatures on the day of submitting the application:

……………………………………………. …………………………………………………

date and signature of the member of the Committee accepting the application date and signature of the student/doctoral candidate

1. Annotations:

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Decision attached.

**Information clause and consent clause in connection with the processing of personal data concerning family members of students and doctoral candidates applying for a maintenance grant**

We inform you that:

1. The administrator of personal data contained in the application for *a maintenance grant* is Lodz University of Technology with its registered office in Lodz, (90-924), Zeromskiego 116.

2. Lodz University of Technology processes your personal data on the basis of art. 6 sec. 1 lit. a) Regulation of the European Parliament and of the Council (EU) of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 / EC (GDPR).

3. Your personal data will be processed solely for the purpose of documenting the course of granting *the maintenance grant* and will not be made available to other recipients.

3. Providing data is voluntary, however, necessary to consider the application and grant *a maintenance grant*.

4. In accordance with the GDPR, you are entitled to: the right to access your data and receive a copy thereof; the right to rectify and supplement your data; the right to delete personal data or limit processing only when data processing does not take place in order to fulfill the obligation resulting from the law; the right to obtain information and the right to lodge a complaint with the President of the Personal Data Protection Office (to the address of the Personal Data Protection Office, Stawki 2, 00-193 Warsaw);

I, the undersigned, consent to the processing of my personal data by the Administrator contained in the presented documentation, including data of family members in order to carry out the procedure for granting *a maintenance grant.*

The administrator informs that this consent may be withdrawn at any time and the withdrawal of consent does not affect the lawfulness of the processing that was carried out on the basis of this consent before its withdrawal.

…………………………………

(date and signature of the student/doctoral candidate)

**LIST OF DOCUMENTS REQUIRED TO SUBMIT AN APPLICATION FOR A SOCIAL GRANT**

**FOR THE ACADEMIC YEAR 2022/2023**

*The basis for submitting an application for a social grant is to document the income of the student/doctoral candidate for the year 2021 and all adult members of his/her family, therefore the* ***following basic documents*** *must be attached to the application:*

* Certificates from the Tax Office documenting income subject to taxation under the rules set out in Article 26, Article 30b, Article 30c, Article 30e and Article 30f of the Act of July 26, 1991 on personal income tax (i.e. Journal Laws of 2022, item 2647, as amended) of a student/doctoral candidate and all adult family members (even if they did not have any income) for 2021 (Specimen A to Appendix 4);

***The certificates must contain the following data:***

***- gross income, - social security contributions, - tax due.***

***- information on whether or not income is subject to taxation according to other rules (e.g., flat rate, tax card).***

*Certificates from the Tax Office must be submitted for each member of the family separately, even if the persons pay taxes jointly;*

* A statement filed by the student/doctoral candidate and all adult members of his/her family on income not subject to personal income tax for the year 2021 (even if they did not earn income in 2021) (Specimen C to Appendix 4);
* Certificates filed by the student/doctoral candidate and all members of his/her family earning income in 2021 on the amount of health insurance contributions actually paid in 2021 (certificates from ZUS, KRUS, MSW or MON respectively);
* Certificates from the place of work specifying for how many months in 2021 the salary was paid (Specimen D to Appendix 4);
* Certificate of attendance at school or college of the applicant's sibling or children.

***Other documents*** *and statements – If the situation described below occurs in the student's/doctoral candidate's family:*

**1.** For persons **running non-agricultural economic activity** taxed in the form of a registered lump sum or a tax card - a certificate of the head of the tax office, concerning members of the family paying their taxes the basis of the provisions on lump-sum income tax on some incomes earned by natural persons in the calendar year 2021 **(Specimen B to Appendix No. 4)**;

***The certificate should include information on:***

* ***The form of tax paid,***
* ***Amount of income,***
* ***Tax rate,***
* ***Amount of tax paid;***

- an extract from the Central Register of Business Activity and Information (CEiIDG) specifying the date of commencement of business activity;

**2. Agricultural holding/farm:**

* **payment order** and a certificate from the competent authority of the commune on the size of the farm expressed in total and conversion hectares. The certificate must state **the volume of assets in 2021.**
* a lease contract - in case of a lease of a part or of the entire agricultural holding owned by a student/doctoral candidate or his/her family (concluded in accordance with the provisions of the social insurance of farmers, i.e. when the lessor is a pensioner or an agricultural annuitant and the lease contract was concluded for a minimum of 10 years, its conclusion was confirmed by the mayor competent for the location of the object of lease, and the lessee is not a spouse, descendant, stepson ...);
* a contract concluded in the form of a notarial deed, in the case of the contribution of an agricultural holding for use by an agricultural production cooperative;

**3.** In the case of income from **old-age or disability pensions** – determining the right to a disability/retirement pension taking into account min. the whole year 2021 until the date of the final decision and decisions to grant additional cash benefits in 2021 (the so-called thirteenth and fourteenth pension);

**4. Loss/gain of income**:

* in the case of **loss of income in 2021, 2022**, **2023** - a document specifying the date of loss of income and the amount of income lost by the student/doctoral candidate or a member of his/her family: employment certificate, contract of mandate, **Pit-11/Pit-40** documenting the amount of income lost (Specimen C to Appendix 4);
* in the case of **income earned in 2021** - a document specifying the amount of income earned and the number of months in which the income was earned;
* in the case of income earned in 2022, 2023 - a document specifying the date of earning, depending on the situation: a certificate from the workplace on employment (Specimen D1 to Appendix 4), a certificate from the Employment Office on granting unemployment benefit and the amount of net income received for the month following the month in which the income was earned;

**5. In the case of unemployed persons:** a certificate from the employment office or a statement confirming the fact of being unemployed with or without the right to benefit in the case of unemployed students/doctoral candidates and members of the student's/doctoral candidate's family.

1. **In the case of a single parent:** a copy of a final court decision pronouncing a divorce or separation or an abbreviated copy of a death certificate of the spouse or parent of the student/doctoral candidate;

**7. 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 a meeting containing the content of a court settlement, or a copy of a court-approved settlement before a mediator, or any other enforceable document originating from or approved by a court (e.g. a security interest in a civil action where proceedings are pending) obliging a person within or outside the family to pay maintenance;
* 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
* a copy of a final judgment dismissing the claim for alimony,
* a court decision requiring one of the parents to bear the entire cost of maintaining the child,
* bank transfers or money orders documenting the amount of alimony paid, if the family members are obliged by a court decision, a court settlement or an agreement before a mediator to pay it to a person outside the family,

**8. If the father is unknown:** a complete copy of the birth certificate;

**9.** 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,

**10.** certificate of disability or the degree of disability of family members of the student/doctoral candidate over 18 years of age, unless they are studying and are supported by the student/doctoral candidate or the student's/doctoral candidate's family;

**11.** a certificate from the employer stating the date and duration of the parental leave of the student's/doctoral candidate's family member and the periods of employment,

**12.** in the case of earning income outside the Republic of Poland in 2021 - a certificate of the amount of income earned.

**13. if the income per person in the student's family does not exceed PLN 600** - a certificate from MOPS / GOPS about the income and financial situation of the student and his family. Lack of the certificate is tantamount to refusal to grant the scholarship.

**14. Other necessary documents necessary to determine the income in the student's/doctoral candidate's family or confirming his/her family situation** (e.g. a police certificate on the disappearance of a student's/doctoral candidate's family member, a certificate of residence of a student/doctoral candidate's family member in places of seclusion, decisions on obtaining a survivor's pension, social security, copies of marriage certificates and birth certificates of children in the case of student marriages, etc.).

**15.** The Committee may call for submissions other than the above-mentioned documents.

**The originals of all required documents must be submitted for inspection by an employee of the dean's office in order for the employee to confirm the copy for compliance with the original.**

Specimen A

to Appendix No. 4

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

**CERTIFICATE FROM THE TAX OFFICE ON THE INCOME OF A FAMILY MEMBER**

**SUBJECT TO PERSONAL INCOME TAX UNDER THE RULES SET OUT IN ARTICLES 27, 30b, 30c, 30e and 30f of the ACT OF JULY 26, 1991, ON PERSONAL INCOME TAX (i.e., Journal of Laws of 2022, item 2647, with later as amended) ACHIEVED IN THE CALENDAR YEAR BEFORE THE ACADEMIC YEAR FOR WHICH THE STUDENT/DOCTORAL CANDIDATE IS APPLYINGING FOR FINANCIAL ASSISTANCE**

Certificate No

**TAXPAYER DATA**

PESEL number 1)

Surname, first name, date of birth

**DATA OF THE SPOUSE2)**

PESEL number 1)

Surname, first name, date of birth

In the tax year - 2021

1. Income 3) amounted to ………………………………………………….……PLN…………gr.

2. The tax due amounted to PLN........................................................... gr.

3. Social security contributions deducted from income amounted to PLN …….gr.

........................................... ........................................................................

(official stamp) (signature with name,

surname and position)

1)If a PESEL number has not been assigned, the number of the document confirming identity should be provided.

2)To be completed in the case of joint settlement of spouses from the earned income.

3)Revenue less tax deductible costs, without deducting social and health insurance contributions and without deducting income tax due.

***ATTENTION: If the Office does not issue a certificate with the above with the header, you should obtain this certificate filled in manually by an employee of the Office.***

Specimen B

to Appendix No. 4

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

**CERTIFICATE OF THE HEAD OF THE TAX OFFICE REGARDING FAMILY MEMBERS PAYING ON THE BASIS OF THE FLAT RATE INCOME TAX ON**CERTAIN REVENUE ACHIEVED BY NATURAL PERSONS IN THE CALENDAR YEAR BEFORE THE ACADEMIC YEAR FOR WHICH THE STUDENT/DOCTORAL CANDIDATE IS SEEKING FINANCIAL ASSISTANCE

Certificate No

**TAXPAYER DATA**

PESEL number 1)

Surname, first name, date of birth

**DATA OF THE SPOUSE2)**

PESEL number 1)

Surname, first name, date of birth

in the 2021 tax year

a) the form of tax paid …………….

b) the amount of income ………….…

c) tax rate …………….

d) amount of tax paid ……………..

........................................... ........................................................................

(official stamp) (signature with name and surname

and official position)

1)If a PESEL number has not been assigned, the number of the document confirming identity should be provided.

2)To be completed in the case of joint settlement of spouses from the earned income.

Specimen C

to Appendix No. 4

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

…………………………………..

***(family member's name)***

***……………………………………....***

***(Degree of kinship)***

*……………………………………… ….………………. ………………*

*(First and last name of the student/doctoral candidate)*  *(Faculty) (Register no.)*

**DECLARATION OF A FAMILY MEMBER ON INCOME NOT SUBJECT TO PERSONAL INCOME TAX ACHIEVED IN THE CALENDAR YEAR**

# BEFORE THE ACADEMIC YEAR FOR WHICH THE STUDENT/PHD STUDENT IS APPLYING FOR FINANCIAL ASSISTANCE

I hereby declare that in the calendar year **2021** I/have obtained income in the amount of ……………………………………. PLN………….. gr

**due to:**

1. Agricultural holding \*- ………………………………..PLN (total area of ​​the farm(s)\*\* in conversion hectares ……………….); I declare that I am in possession of ……………. agricultural holding(s).
2. ………………………………………………………………………………………………………………;
3. ………………………………………………………………………………………………………………;
4. ………………………………………………………………………………………………………………;
5. ………………………………………………………………………………………………………………;

*I am aware of the responsibility for making a false statement.*

................................................... ........................................................................

(place, date) (signature of the family member submitting the declaration)

### \* 12 x the average number of conversion hectares in the calendar year preceding the academic year for which the student is applying for a maintenance grant multiplied by the amount of monthly income from 1 reference hectare announced by the President of the Central Statistical Office.

\*\* Article 2.1. AGRICULTURAL TAX ACT: *An agricultural holding is considered to be the area of ​​land referred to in Art. 1, with a total area exceeding 1 ha or 1 conversion ha, owned or held by a natural person, legal person or organizational unit, including a company without legal personality.*

### I declare that in 2021I worked the following number of months under income

1. from an agricultural holding -………………………………………………………………....;
2. ………………………………………………………………………………………………;
3. ………………………………………………………………………………………………;
4. ………………………………………………………………………………………………;
5. ………………………………………………………………………………………………;

*I am aware of the criminal liability for submitting a false declaration.*

................................................... ................................................................................

(place, date) (signature of the family member submitting the declaration)

Specimen D

to Appendix No. 4

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

…………………………………………..

*Workplace stamp*

**CERTIFICATE**

of the period of employment in 2021

This is to certify that Mr./Ms.…………………………………………………….………….

residing in: ………………………………………………………………….………………………

PESEL: ……………………….

worked in 2021

From day ............................................... to day…………………………..……………….;

in 2022, worked until …………../works still\*.

Worked continuously in the above period / there was a break in employment in the period \*\*……………………………………………………………………………….

…………………………………………………………………………………………………………….

Date:……………………………. ………………………………….. *Personal stamp and signature*

*\*fill in when employment did not end in 2021, delete as appropriate.*

*\*\* delete as appropriate.*

………………………………………………………………………………………………………………………………………………………………….

In the event that on the day of applying for a social scholarship, a person does not obtain the above-mentioned income, the application for a scholarship together with this certificate should be accompanied by an additional work certificate, contract of mandate and Pit 11/40 documenting the amount of lost income

Specimen D1

to Appendix No. 4

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

……………………………………………..

*Workplace stamp*

**CERTIFICATE**

on the amount of income earned for the month following the month,  
in which the income was earned\*

This is to certify that Mr./Ms.…………………………………………………….………….

residing in: ………………………………………………………………….………………………

PESEL: ……………………….

Works

From day.............................................. to day…………………………..……………….

and earned income:

|  |  |  |  |
| --- | --- | --- | --- |
| Month | Gross payment | Net payment | Payout date |
| 1st month of work |  |  |  |
| 2nd month of work |  |  |  |
| 3rd month of work |  |  |  |
| 4th month of work |  |  |  |

Date:……………………………. ………………………………….. *Personal stamp and signature*

**\****The certificate is submitted for confirmation* ***in the case of income earned after 2021***

*(if the employment in the above-mentioned position is still in progress on the day of applying for the maintenance grant).*

Specimen 1a

to Appendix No. 4

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

**Application for taking into account a change in financial situation**

(attach to the submitted application for a social grant)

................................................................................. Lodz on .....................

Date of receipt of the application and signature of the accepting person

(not applicable if this application is submitted simultaneously with the application for a maintenance grant)

..............................................................................................

Surname and first name of the student/doctoral candidate (in capital letters)

Applies to Lost/Gained income\*

I kindly ask you to take into account the income lost/gained\* in my family when calculating the income entitling me to receive a maintenance grant.

1. Details of lost/gained income (to be completed by the student):

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

...............................................

signature of the student/doctoral candidate

In the case of a previously issued grant decision, I agree to its amendment/revocation within the meaning of Article 155 of the Civil Procedure Code.

……………………………………………………

signature of the student/doctoral candidate

Being aware of the responsibility\*\* for providing untrue data, I declare that if my family members obtain income, who on the day of submitting the application for the scholarship showed lost income, I will report this fact to the Scholarship Committee within 7 days of obtaining new income.

…………………………

signature of the student/doctoral candidate

1. A place **for the University to calculate**  the family income taking into account the income lost/gained\*:

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..………………………………………

In total, the family in …………….. earned a **net monthly** income of …………………….

Number of family members - …………………

**Monthly net family income per person amounted to** …………………………...

**Attachments:**

Appropriate certificates documenting the loss/gain of income in the appendix (in accordance with the Regulations of Benefits for TUL students).In the event of loss of income, official documents must contain information on the period of time worked, the income received on this account and the type of contract concluded for the time of work (e.g. employment certificate, contract of mandate and PIT 11/40 documenting the amount of lost income) . In the case of obtaining income - a certificate of the date of the income and the amount of net income from the month following the month in which the income was earned (the first payment was made).

\* delete as appropriate

\*\* Article 307 sec. 1. Act of 20 July 2018 Law on Higher Education and Science (i.e. Journal Laws of 2023, item 742) A student is subject to disciplinary responsibility for violating the regulations in force at the university and for an act offending the student's dignity. sec. 2. A student may not be punished for the same act by the peer court and the disciplinary committee at the same time.

Specimen 2

to Appendix No. 4

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

…………………………………………… Lodz, on ………………….

Date of receipt of the application and signature of the accepting person

(not applicable if this application is submitted simultaneously with the application for a maintenance grant)

.……………………………………………

surname and first name of the student/doctoral candidate

……………………………………………

faculty and field of study

………. ……………………

year of study register number

……………………………………………

Correspondence address

**Rector/Scholarship Committee of Lodz University of Technology**

**APPLICATION**

for granting an increase in the maintenance grant in the academic year ……………. .

I am asking for a maintenance grant **in an increased amount** for:

□ living in a hall of residence or a facility other than a hall of residence,

□ living in a hall of residence or a facility other than a hall of residence together with a non-working spouse or child.

□ …………………………………………………………

As confirmation, I enclose:

□ Certificate of residence issued by the manager of the facility (in the case of residing in a collective accommodation facility other than a hall of residence),

□ Fora statement on the use of a lodging (in the case of persons renting an apartment),

□ A copy of the travel agreement (in the case of students going abroad or to another university),

□ Other, ………………………………………………………………………………………………………………

………………………………………………………

signature of the student/doctoral candidate

**For people residing in the TUL Academic Housing Estate:**

above student/doctoral candidate on ........................................ ........... resides in the Academic Housing Estate of Lodz University of Technology.

.........................................................…………

signature and stamp of an employee of the Benefits Service Section

Attachment to the Application for a maintenance grant in an increased amount

**Statement on the use of the homestay  
(in the case of persons renting an apartment)**

.……………………………………………

Surname and first name of the student/doctoral candidate

………………………………………………………..

Register number

I, the undersigned …………………………………………………………………, residing permanently outside Lodz at the address: …………………………………………… ……………………………………………………………………….…, being aware of the responsibility for providing false data, I declare that from …………… ………………….. I am staying in an apartment, which is not my permanent residence, the address of which is: ……………………………………………………………………… …………………………………………………....……..

……………………………………………..

legible signature of the student/doctoral candidate

Lodz, on ……………

Specimen 3

to Appendix No. 4

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

**APPLICATION FOR A SCHOLARSHIP**

**FOR PEOPLE WITH DISABILITIES**

(the application should be completed legibly in block letters)

........................................................................... Lodz on .....................................

Date of receipt of the application and signature of the accepting person

...................................................................

Surname and first name of the student/doctoral candidate

...................................................................

Unit and field of study

................. ......................

Year of study register number

…………………………………………..

Correspondence address

...................................................................

contact no.

E-mail address valid at TUL: register\_number@edu.p.lodz.pl

**To the Rector/Scholarship Committee of Lodz University of Technology**

I kindly ask you to grant me a grant for persons with disabilities in the academic year 20…/20….

**Justification:**

........................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

................................................

signature of the student/doctoral candidate

**Being aware of the responsibility for providing false data\*, I declare that:**

*1. I have read the current Regulations on Benefits for Students of Lodz University of Technology with attachments.*

*2. I am not studying / I am studying at the same time in another field of study ........................*

*3. I have not yet completed the degree(s) at which I am currently studying.*

*4. I am not receiving financial support in the form of a maintenance grant in another field of study at Lodz University of Technology and at other universities this academic year. I will notify TUL in the event of obtaining the above-mentioned scholarship/grant in another field/university.*

*5. I am not a candidate for a professional soldier, a professional soldier who undertook studies on the basis of a referral by a competent military authority and received assistance in connection with learning on the basis of the provisions on military service of professional soldiers, or a student who is an officer of state services in the candidate service or an officer of state-owned, who undertook studies on the basis of a referral or consent of the competent superior and received assistance in connection with learning on the basis of the provisions on service (Article 447 of the Act - Law on Higher Education and Science)*

*6. Information on benefits received - GRANT FOR PEOPLE WITH DISABILITIES:*

*1) in the academic year ……. I studied at …... year, including one/two\* semesters*

*2) in the academic year ……. I studied at …... year, including one/two\* semesters*

*3) in the academic year ……. I studied at …... year, including one/two\* semesters*

*4) in the academic year ……. I studied at …... year, including one/two\* semesters*

*5) in the academic year ……. I studied at …... year, including one/two\* semesters*

*6) in the academic year ……. I studied at …... year, including one/two\* semesters*

*Attention. If the disability occurred during studies or after obtaining a professional title, the student may receive the benefit for no longer than an additional period of 12 months.*

\*Article 307 sec. 1. Act of 20 July 2018 Law on Higher Education and Science (i.e., Journal Laws of 2023, item 742) A student is subject to disciplinary responsibility for violating the regulations in force at the university and for an act offending the student's dignity. sec. 2. A student may not be punished for the same act by the peer court and the disciplinary committee at the same time.

…………………………………………………….

date and signature of the student/doctoral candidate

**I acknowledge that:**

1. **The student/doctoral candidate is obliged to complete/update via the Webdziekanat the bank account number to which the scholarship benefit is to be transferred;**
2. **in order to improve the process of examining applications for grant/scholarships, it is possible for the University to send short information regarding this application, via the SMS gateway, to the telephone number provided by the student / doctoral candidate (visible in the Webdziekanat).**

…………………………………………………….

date and signature of the student/doctoral candidate

**Confirmation by the Office for People with Disabilities   
degree of disability[[17]](#footnote-17)**

**I.** Degree of disability of the above-mentioned student/doctoral candidate - …………...……………………………………………………..

**II.** Date of onset of disability ………………………………………………………………………………………

**III.** Certificate on the degree of disability issued for the period of ………………………………………………………………………..…….

**IV.** The amount of the grant for persons with disabilities resulting from the above degree of disability, in accordance with the Regulations on Benefits for Students of Lodz University of Technology, is …………..……….

...................................................................

date, signature and stamp of the Office employee

Decision of the Rector/Scholarship Committee attached.

**Information clause and consent clause in connection with the processing of personal data concerning family members of students and doctoral candidates applying for a grant**

We inform you that:

1. The administrator of personal data contained in the application for *a social scholarship* is Lodz University of Technology with its registered office in Lodz, (90-924), Zeromskiego 116.

2. Lodz University of Technology processes your personal data on the basis of art. 6 sec. 1 lit. a) Regulation of the European Parliament and of the Council (EU) of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 / EC (GDPR).

3. Your personal data will be processed solely for the purpose of documenting the course of granting *the* maintenance grantand will not be made available to other recipients.

4. Providing data is voluntary, however, necessary to consider the application and grant *a* maintenance grant.

5. In accordance with the GDPR, you are entitled to: the right to access your data and receive a copy thereof; the right to rectify and supplement your data; the right to delete personal data or limit processing only when data processing does not take place in order to fulfill the obligation resulting from the law; the right to obtain information and the right to lodge a complaint with the President of the Personal Data Protection Office (to the address of the Personal Data Protection Office, Stawki 2  
00-193 Warsaw);

I, the undersigned, consent to the processing of my personal data by the Administrator   
in the presented documentation, including the data of family members in order to carry out the procedure for granting *a maintenance grant.*

The administrator informs that this consent may be withdrawn at any time and the withdrawal of consent does not affect the lawfulness of the processing that was carried out on the basis of this consent before its withdrawal.

…………………………………

(date and signature of the student/doctoral candidate)

Specimen 4

to Appendix No. 4

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

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Faculty/College | | | | | | | |  | | | |
| Field of study: | | | | | | | |  | | | |
| Year | Semester | Type of studies | | | Cycle of study | | | | | Place of conducting classes | |
| (full-time, part-time evening, part-time extramural) | | | (first-cycle bachelor's degree, first-cycle engineering degree, master-engineering degree, second cycle) | | | | |
| Correspondence address | | | | | | | | | | | |
| Street | | | | House number | | | Apartment No | | Zip code | | Place |
| Commune | | | Voivodeship | | | phone\* | | | | | Email address\* |

|  |  |  |
| --- | --- | --- |
| Surname | First Name | Date |
| Register No. **** | | |

**Rector/Scholarship Committee of Lodz University of Technology**

**APPLICATION**

FOR AWARDING THE RECTOR'S SCHOLARSHIP FOR STUDENTS

I kindly ask you to grant ***the Rector's scholarship for students*** for ..... year of study

Registration at the time of application (academic year) (type of registration)

Grades for the last academic year (average and registration is given after the semester is settled):

Academic year semester Scholarship average Registration

………. ………. ………… …………

Scholarship average [[18]](#footnote-18) [[19]](#footnote-19)………………………… - ……………………. pts

* scientific and artistic achievements

I Outstanding the number of points obtained ………..……………..

I1.

…

I6.

II. distinguishing, the number of points obtained ………..……………..

II.1

…

II.9

III. Very good the number of points obtained ………..……………..

III.1

…

III.9

IV. Good the number of points obtained ………..……………..

* sport achievements

I Outstanding the number of points obtained ………..……………..

I1.

…

I6.

II. distinguishing, the number of points obtained ………..……………..

II.1

…

II.9

III. Very good the number of points obtained ………..……………..

III.1

…

III.9

IV. Good the number of points obtained ………..……………..

**The sum of points obtained in the ranking ………………………**

Documents confirming my achievements are attached to the application. I confirm that the data contained in the application are true[[20]](#footnote-20).

……………………………………….

student's signature

**STATEMENT**

*Being aware of the criminal liability for providing false data, I declare that:*

*1. I have read the current Regulations on Benefits for Students of Lodz University of Technology with attachments.*

*2. I am not studying / I am studying at the same time in another field of study ........................*

*3. I have not yet completed the degree(s) I am currently studying.*

*4. I am not receiving financial support in the form of a rector's scholarship for another field of study at TUL and at other universities this academic year. I will notify TUL in the event of obtaining the above-mentioned scholarship/grant in another field/university.*

*5. I am not a candidate for a professional soldier, a professional soldier who undertook studies on the basis of a referral by a competent military authority and received assistance in connection with learning on the basis of the provisions on military service of professional soldiers, or a student who is an officer of state services in the candidate service or an officer of state-owned, who undertook studies on the basis of a referral or consent of the competent superior and received assistance in connection with learning on the basis of the provisions on service (Article 447 of the Act - Law on Higher Education and Science)*

*6. Information on benefits received - RECTOR'S SCHOLARSHIP:*

*1) in the academic year ……. I studied at …... year, including one/two\* semesters*

*2) in the academic year ……. I studied at …... year, including one/two\* semesters*

*3) in the academic year ……. I studied at …... year, including one/two\* semesters*

*4) in the academic year ……. I studied at …... year, including one/two\* semesters*

*5) in the academic year ……. I studied at …... year, including one/two\* semesters*

*6) in the academic year ……. I studied at …... year, including one/two\* semesters*

\*Article 307 sec. 1. Act of 20 July 2018 Law on Higher Education and Science (i.e., Journal Laws of 2023, item 742) A student is subject to disciplinary responsibility for violating the regulations in force at the university and for an act offending the student's dignity. sec. 2. A student may not be punished for the same act by the peer court and the disciplinary committee at the same time.

date and signature of the student

**I acknowledge that:**

**1. The student/doctoral candidate is obliged to complete/update via the Webdziekanat the bank account number to which the scholarship benefit is to be transferred;**

**2. In order to improve the process of examining applications for grant/scholarships, it is possible for the University to send short information regarding this application, via the SMS gateway, to the telephone number provided by the student / doctoral candidate (visible in the Webdziekanat).**

date and signature of the student

***A document confirming artistic achievements***

***issued for the purpose of applying for the rector's scholarship for students.5***

Applies to the student:

………………………………..

*Student's first and last name*

………………………………..

Register number

I hereby confirm/do not confirm6 the following artistic achievements(s) on the basis of documents attached to the application for the rector's scholarship for students:

…………………………………………………………………………………………………

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*date and signature of the authorized person\**

*\* Choir of Lodz University of Technology - signature of the President of the Academic Choir of Lodz University of Technology in consultation with the Choir Director,*

*TUL Orchestra - signature of the Plenipotentiary of the Conductor of the TUL Orchestra*

It is printed when an achievement from the catalog is selected: scientific and artistic achievements IV.7

*5 If the document is not created by the Webdziekanat office when generating the application, please enter it*

*the achievement(s) and the date with the corresponding points.*

*6 In the case of a negative opinion, the decision must be justified.*

It is printed with each application. 2 times

Confirmation of acceptance of the application for the rector's scholarship for students

Applies to application No. .................... (bar code here)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Field of study: | | | | | | | | training curriculum: | | | |
| Year | Semester | Type of studies | | | Cycle of study | | | | | Place of conducting classes | |
| (full-time, part-time evening, part-time extramural) | | | (first-cycle bachelor's degree, first-cycle engineering degree, master-engineering degree, second cycle) | | | | |
| Correspondence address | | | | | | | | | | | |
| Street | | | | House number | | | Apartment No | | Zip code | | Place |
| Commune | | | Voivodeship | | | phone\* | | | | | Email address\* |

|  |  |  |
| --- | --- | --- |
| Surname | First Name | Date |
| Register No. **** | | |

…………………………………

date of receipt of the application, signature of the accepting person

I confirm the above the date of receipt of the application

……………………………………………………………

student's signature

Specimen 4.1

to Appendix No. 4

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

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Field of study: | | | | | | | | training curriculum: | | | |
| Year | Semester | Type of studies | | | Cycle of study | | | | | Place of conducting classes | |
| (full-time, part-time evening, part-time extramural) | | | (first-cycle bachelor's degree, first-cycle engineering degree, master-engineering degree, second cycle) | | | | |
| Correspondence address | | | | | | | | | | | |
| Street | | | | House number | | | Apartment No | | Zip code | | Place |
| Commune | | | Voivodeship | | | phone\* | | | | | Email address\* |

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| --- | --- | --- |
| Surname | First Name | Date |
| Register No. **** | | |

**Rector/Scholarship Committee of Lodz University of Technology**

**APPLICATION**

FOR AWARDING THE RECTOR'S SCHOLARSHIP FOR STUDENTS

in the 1st year of first-cycle studies

I kindly ask you to grant ***the Rector's scholarship for students*** in the 1st year of first-cycle studies.

I attach to the application documents confirming the fact of being among the winners of an international olympiad or winners or finalists of a central level olympiad, referred to in the regulations on the education system, and documents confirming the fact of winning a medal at least in sports competition for the title of Polish Champion in the given sport referred to in sports regulations.

Year of passing the Matura examination: ………………………………

List of achievements (in accordance with the list specified in Specimen *4.1 of the Olympiad)* :

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

……………………………………….

legible signature of the student

I confirm that the data contained in the application are true[[21]](#footnote-21) .

……………………………………….

legible signature of the student

**STATEMENT**

*Being aware of the responsibility for providing false data, I declare that:*

*1. I have read the current Regulations on Benefits for Students of Lodz University of Technology with attachments.*

*2. I am not studying / I am studying at the same time in another field of study ........................*

*3. I have not yet completed the degree(s) at which I am currently studying.*

*4. I do not receive financial support in the form of a rector's scholarship for the best students in another field of study at Lodz University of Technology and at other universities this academic year. I will notify TUL in the event of obtaining the above-mentioned scholarship/grant in another field/university.*

*5. I am not a candidate for a professional soldier, a professional soldier who undertook studies on the basis of a referral by a competent military authority and received assistance in connection with learning on the basis of the provisions on military service of professional soldiers, or a student who is an officer of state services in the candidate service or an officer of who undertook studies on the basis of a referral or consent of a competent superior and received assistance in connection with studying on the basis of the provisions on service.*

……………………………………….

legible signature of the student

**I acknowledge that:**

1. **The student is obliged to complete/update via the Webdziekanat the bank account number to which the scholarship benefit is to be transferred;**
2. **in order to improve the process of examining applications for grant/scholarships, it is possible for the University to send short information regarding this application, via the SMS gateway, to the telephone number provided by the student (visible in the Webdziekanat).**
3. **scholarships/grants awarded to a given student are paid only after the decision concerning a given benefit becomes final, i.e., earliest after 14 days from the date of its delivery.**

                                                                                                       …………………………………………………….

date and signature of the student

Specimen 5

to Appendix No. 4

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

……………………………………

*(place and date)*

……………………………………

*(name and surname of the doctoral candidate)*

……………………………………

*(correspondence address)*

register\_number@edu.p.lodz.pl

*(e-mail address)*

……………………………………

*(faculty, institute/department)*

……………………………………

*(field/discipline)*

……………

*(study year)*

**Rector/Scholarship Committee of Lodz University of Technology**

**APPLICATION FOR A RECTOR’S SCHOLARSHIP**

**FOR DOCTORAL CANDIDATES**

I am asking for the Rector's scholarship for doctoral candidates for the academic year ……………. .

……………………………………

*(PhD student's own signature)*

Formula 5.1

to Appendix No. 4

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

**Ranking form**

**doctoral studies participant**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of submission of the form | Signature and stamp of the person accepting the application | | | | | Signature of the person submitting the application | | |
|  |  | | | | |  | | |
| **1. Applicant's Personal Data** | | | | | | | | |
| First name and last name: | |  | | | | | | |
| Family name: | |  | | | | | | |
| Register number: | |  | | | | | | |
| Faculty: | |  | | | | | | |
| Unit: | |  | | | | | | |
| Year of study | |  | | | semester of study | |  | |
| Matriculation (tick as appropriate) | | in the winter semester | | in the summer semester | | | | |
| Academic year: | |  | | | | | | |
| Correspondence address: | |  | | | | | | |
| Tel. | |  | | | E-mail address: | | register\_number@edu.p.lodz.pl | |
| **I am applying for\*** :  **\*mark X as appropriate:** | | **Rector's scholarship for doctoral candidates** |  | | **Increasing the scholarship from the subsidy for the implementation of pro-quality tasks** | | |  |

**2. Cumulative achievement score**

|  |  |
| --- | --- |
| **a. Points earned in part: "Average grade":** |  |
| **b. Points earned in part: "Scientific and artistic achievements":** |  |
| **c. Points earned in part: "Engagement in didactic work":** |  |

**3. Ratings in the rankings**

|  |  |  |  |
| --- | --- | --- | --- |
| **Doctoral Scholarship Committee**  **Rating obtained in the ranking Increase of the doctoral scholarship from the subsidy**  **for co-financing pro-quality tasks**  (to be completed by the Committee) | | | |
| **Opinion** |  | Total points  (parts 2a,2b,2c) | Place in the ranking |
|  |  |
| Date and signature of the chairman of the Committee | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Team for reviewing applications for financial support for TUL students and doctoral candidates**  **Rating obtained in the Rector's Scholarship for doctoral candidates ranking**  (to be completed by the Team) | | | |
| **Opinion** |  | Total points  (parts 2a\*,2b,2c) | Place in the ranking |
|  |  |
| Date and signature of the Team's representative | |  | |

**4.** **Average grade and registration (to be completed by the Dean's Office)**

|  |  |  |
| --- | --- | --- |
| a. Did the doctoral candidate obtain grades in at least 4 exams covered by the study program in the previous academic year.[[22]](#footnote-22) | YES | NO |
| b. Arithmetic average of grades for the previous academic year: |  | |
| c. Registration for the next year obtained within the period provided for in the regulations | YES | NO |
| **Points obtained in the "Grade average" section:** |  | |
| **Date, stamp, signature of the dean's office employee** | | |
| \* NOTE - point 4a of the form is an access condition to receive the benefit | | |

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| **5. Scientific achievements** | | | | | | | |
| **A book or a chapter in a book published by a publisher from the current list of scientific publishers** | | | | | | | | | | **To be completed by the University** | |
| Attachment No. | Type of publication  (book or chapter in a book) | Publication title | Name of the publisher | Month and year of publication | LPMed number of points in the list | Number of doctoral candidates co-authors in the top four authors / total number of authors | Position of the doctoral candidate on the list of authors | | Scoring variant:  default or alternative | Comments | Points |
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| **A book or a chapter in a book published by a publisher outside the current list of scientific publishers** | | | | | | | | | | **To be completed by the University** | |
| Attachment No. | Type of publication  (book or chapter in a book) | Publication title | Name of the publisher | Month and year of publication | Nominal number of points  10 points | Number of doctoral candidates co-authors  in the top four authors / total number of authors | Position of the doctoral candidate on the list of authors | | Scoring variant:  default  or alternative | Comments | Points |
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| **Publication in a journal from the current list of scientific journals** | | | | | | | | | | **To be completed by the University** | |
| Attachment No. | Type  (publication/ paper) | Publication title | Journal name | Month and year of publication | LPMtime number of points  in the list | Number of doctoral candidates co-authors  in the top four authors / total number of authors | Position of the doctoral candidate on the list of authors | | Scoring variant:  default  or alternative | Comments | Points |
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| **Publication in a journal outside the current list of scientific journals** | | | | | | | | | | **To be completed by the University** | |
| Attachment No. | Journal name | Publication title | | Month and year of publication | Impact factor | Number of doctoral candidates co-authors  in the top four authors / total number of authors | Position of the doctoral candidate on the list of authors | | Scoring variant:  default or alternative | Comments | Points |
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| **Participation in conferences, symposia, seminars** | | | | | | | **To be completed by the University** | |
| Attachment No. | Conference name | | | Date | Domestic/International Coverage | Share type  oral/poster | Comments | Points |
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| **Patents** | | | | | | | **To be completed by the University** | |
| Attachment No. | Type: application filed/obtained | | name and number | Date of application filing/obtaining | Domestic/International Coverage | PhD Student Percentage U% | Comments | Points |
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| **Protection rights for a utility model** | | | | | | | **To be completed by the University** | |
| Attachment No. | name and number | | | | | Date obtained | Comments | Points |
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| **Structure/sequence deposition in scientific databases** | | | | | | | **To be completed by the University** | |
| Attachment No. | name and number | | | Base name | Date of publication | Number of authors | Comments | Points |
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| **Grants and subsidies obtained through a competition** | | | | | | | **To be completed by the University** | |
| Attachment No. | Project title | Type of participation  manager/contractor | | Source of funding | Scope of the grant competition | Grant implementation period/ period of participation | Comments | Points |
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| **Other prizes in competitions** | | | | | | | **To be completed by the University** | |
| Attachment No. | Competition name  and place taken in the competition | | Awarding institution | Scope of the competition | Date obtained | Number of team members | Comments | Points |
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| **Scientific and industrial internships** | | | | | | **To be completed by the University** | |
| Attachment No. | Type: domestic/ foreign | Place of implementation - name of the institution | Internship end date | Number of internship days | | Comments | Points |
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| **Citations** | | | | | | **To be completed by the University** | |
| Attachment No. | Number of citations | | | | | Comments | Points |
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| **Artistic achievements (concerns the faculties of TMiWT and BAIŚ)** | | | | | | **To be completed by the University** | |
| Attachment No | Exhibition name | | Scope: national/international | Exhibition start date | | Comments | Points |
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| **Summary** | | | | | | | |
| **Sum of points obtained in the part: "Scientific and artistic achievements":** | | | | |  | | |
| **6. Statement by the person responsible for instance and accounting for teaching hours in the unit** | | | | | | | |
| PhD student ………………………..……………………. obtained ………… points in the academic year as part of the doctoral candidate's class observation.  (date, stamp and signature) | | | | | | | |
| **Points obtained in the part "Engagement in didactic work":** | | | | | | |  |

NOTE-point 6 of the form is an access condition for receiving the Rector's Scholarship for doctoral candidates

|  |  |
| --- | --- |
| **7. Statement of the supervisor/scientific supervisor/head of the unit** | |
| Title, name and surname |  |
| I declare that the information on the doctoral candidate's activities in the previous academic year provided in the application is consistent with my knowledge.    ……………………………  date and signature | |

**8. Final statement of the Applicant**

*Being aware of the responsibility for providing false data, I declare that the information provided by me in the application is consistent with the facts.*

*I am aware of the potential criminal liability for incorrect data contained in the application. I confirm the compliance with reality of the data provided in the application with my own signature.*

…………………………………………

(date and signature of the doctoral candidate)

I acknowledge that:

1. The doctoral candidate is obliged to complete/update via the Webdziekanat the bank account number to which the scholarship benefit is to be transferred;
2. in order to improve the process of examining applications for scholarships, it is possible for the University to send short information regarding this application, via the SMS gateway, to the phone number provided by the doctoral candidate (visible in the Webdziekanat);
3. scholarships awarded to a given doctoral candidate are paid only after the decision regarding the given benefit becomes final, i.e. after 14 days from the date of delivery of the decision.

………………………………………………. (date and signature of the doctoral candidate)

*1. I have read the current Regulations on Benefits for Students of Lodz University of Technology* *with attachments/Regulations for granting an increase in the doctoral scholarship from the subsidy for the implementation of pro-quality tasks.*

*2. I am not studying / I am studying at the same time in another field of study ........................*

*3. I have not yet completed the degree(s) at which I am currently studying.*

*4. I do not receive financial support in the form of the Rector's scholarship for doctoral candidates in another field of study at Lodz University of Technology and at other universities this academic year. I will notify TUL in the event of obtaining the above-mentioned scholarship in another field/university in this academic year.*

*5. I am not a candidate for a professional soldier, a professional soldier who undertook studies on the basis of a referral by a competent military authority or received assistance in connection with learning on the basis of the provisions on military service of professional soldiers, or a student who is an officer of state services in the candidate service or an officer of who undertook studies on the basis of a referral or consent of a competent superior and received assistance in connection with studying on the basis of the provisions on service.*

*6. Information about completed education(studies):*

*1) in the academic year ……. I studied at …... year, including one/two\* semesters*

*2) in the academic year ……. I studied at …... year, including one/two\* semesters*

*3) in the academic year ……. I studied at …... year, including one/two\* semesters*

*4) in the academic year ……. I studied at …... year, including one/two\* semesters*

*5) in the academic year ……. I studied at …... year, including one/two\* semesters*

*6) in the academic year ……. I studied at …... year, including one/two\* semesters*

2 Delete as appropriate

\* Article 233. § 1. of the Criminal Code: Who, by giving evidence to serve as evidence in court proceedings or other proceedings conducted under the Act, testifies untruth or conceals the truth, shall be subject to the penalty of deprivation of liberty for up to 3 years.

….............................................……….…………………

(date and signature of the doctoral candidate)

Specimen 6

to Appendix No. 4

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

**Application for grant in the academic year 20./20...**

First name and last name

Faculty………………………………………………………..

Student/doctoral candidate of the year ……….....

**Rector/Scholarship Committee of Lodz University of Technology**

Field of Study

Register number

Correspondence address ………………………………….

Telephone

E-mail address valid at TUL: [register\_number@edu.p.lodz.pl](mailto:numer_indeksu@edu.p.lodz.pl)

……………… ……………………

Number of people in the family net income per person

I am asking for financial aid due to being temporarily in a difficult life situation resulting from

…………………………………………………………………………………………………………………………………………………………………………………………………………………………

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JUSTIFICATION: ……………………………………………………………………………………………………………..…………… …………………………………………………………………………………………………………………………………… ………………………………………………………………………

Attachments (documents confirming the described situation should be attached to the application):

1..…………………………………………………………………………………

2..…………………………………………………………………………………

3..…………………………………………………………………………………

4……………………………………………………………………………………

**Being aware of the responsibility for providing false data\*, I declare that:**

*1. I have read the current Regulations on Benefits for Students of Lodz University of Technology with attachments.*

*2. I am not studying / I am studying at the same time in another field of study ........................*

*3. I have not yet completed the degree(s) I am currently studying.*

*4. I am not receiving financial aid in the form of an allowance in another field of study at Lodz University of Technology and at other universities this academic year. I will notify TUL in the event of obtaining the above-mentioned scholarship/grant in another field/university.*

*5. I am not a candidate for a professional soldier, a professional soldier who undertook studies on the basis of a referral by a competent military authority and received assistance in connection with learning on the basis of the provisions on military service of professional soldiers, or a student who is an officer of state services in the candidate service or an officer of state-owned, who undertook studies on the basis of a referral or consent of the competent superior and received assistance in connection with learning on the basis of the provisions on service (Article 447 of the Act - Law on Higher Education and Science)*

*6. Information on benefits received - FINANCIAL AID:*

*1) in the academic year ……. I studied at …... year, including one/two\* semesters*

*2) in the academic year ……. I studied at …... year, including one/two\* semesters*

*3) in the academic year ……. I studied at …... year, including one/two\* semesters*

*4) in the academic year ……. I studied at …... year, including one/two\* semesters*

*5) in the academic year ……. I studied at …... year, including one/two\* semesters*

*6) in the academic year ……. I studied at …... year, including one/two\* semesters*

*I am aware of the fact that the grant is available for first-cycle studies, second-cycle studies and uniform master's studies, but not longer than for a period of 6 years. The indicated 6-year period of entitlement to benefits should also include the periods of studying before the entry into force of the abovementioned provisions. of the Act (i.e., before October 1, 2018).*

\*Article 307 sec. 1. Act of 20 July 2018 Law on Higher Education and Science (i.e., Journal Laws of 2023, item 742) A student is subject to disciplinary responsibility for violating the regulations in force at the university and for an act offending the student's dignity. sec. 2. A student may not be punished for the same act by the peer court and the disciplinary committee at the same time.

…………………………………………………….

date and signature of the student/doctoral candidate

**I acknowledge that:**

1. **The student/doctoral candidate is obliged to complete/update via the Webdziekanat the bank account number to which the scholarship benefit is to be transferred;**
2. **in order to improve the process of examining applications for grant/scholarships, it is possible for the University to send short information regarding this application, via the SMS gateway, to the telephone number provided by the student / doctoral candidate (visible in the Webdziekanat).**

…………………………………………………….

                                                 date and signature of the student/doctoral candidate

**Opinion of the appropriate University Committee for Financial Aid of the Student/Doctoral Student Government:**

**..................................................... ..................................................... ..................................................... ..................................................... ..................................................... ..................................................... ..................................................... ........................................**

**..................................................... ..................................................... ..................................................... ................................................**

**..................................................... ..................................................... ..................................................... ................................................**

………………………………………………………………………………………

**signature**

**A student/doctoral candidate submits an application to the Benefits Service Section. The opinion of the appropriate university Committee for Financial Aid of the Student/Doctoral Student Government is issued after submitting the application to the Benefits Service Section.**

Confirmation of submitting the application:

……………………………………………………. ……………………………………….

date and signature of the person accepting the application signature of the student/doctoral candidate

Amount of the allowance determined by the Rector/Committee ............................................ .

Decision of the Rector/Committee attached.

**Caution:**

Excerpt from the Act of June 14, 1960 - Code of Administrative Procedure:

**Article 41**

**§ 1**. In the course of the proceedings, the parties and their representatives and plenipotentiaries are obliged to notify the public administration body of any change of their address, including the electronic address.

**§ 2**. In the event of neglect of the obligation specified in § 1, the delivery of the letter to the previous address has legal effect.

**Article 64 § 1**. If the applicant's address is not indicated in the application and it is not possible to determine this address on the basis of the available data, the application shall not be considered.

**§ 2**. If the application does not meet other requirements set out in the law, the applicant should be summoned to remove the deficiencies within seven days with the instruction that failure to remove these deficiencies will result in leaving the application without consideration**.**

**Information clause and consent clause in connection with the processing of personal data concerning family members of students and doctoral candidates applying for assistance**

We inform you that:

1. The administrator of personal data contained in the application for the grant is Lodz University of Technology with its registered office in Lodz, (90-924), Zeromskiego 116.

2. Lodz University of Technology processes your personal data on the basis of art. 6 sec. 1 lit. a) Regulation of the European Parliament and of the Council (EU) of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 / EC (GDPR).

3. Your personal data will be processed solely for the purpose of documenting the course of granting the aid and will not be made available to other recipients.

3. Providing data is voluntary, but necessary to consider the application and grant the aid.

4. In accordance with the GDPR, you are entitled to: the right to access your data and receive a copy thereof; the right to rectify and supplement your data; the right to delete personal data or limit processing only when data processing does not take place in order to fulfill the obligation resulting from the law; the right to obtain information and the right to lodge a complaint with the President of the Personal Data Protection Office (to the address of the Personal Data Protection Office, Stawki 2, 00-193 Warsaw);

I, the undersigned, consent to the processing of my personal data by the Administrator contained in the presented documentation, including data of family members in order to carry out the procedure for granting the aid.

The administrator informs that this consent may be withdrawn at any time and the withdrawal of consent does not affect the lawfulness of the processing that was carried out on the basis of this consent before its withdrawal.

…………………………………

(date and signature of the student/doctoral candidate)

Specimen 7

to Appendix No. 4

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

..............................................................................................

Date of receipt of the application and signature of the accepting person

................................................................... Lodz on .....................................

Surname and first name (capital letters)

...................................................................

faculty and field of study

...................................................................

Type of studies (full-time, part-time)

* + 1. **Student/Doctoral Candidate**

................ ....................... **Scholarship Appeal Committee/ Rector**

Year of study register number

...................................................................

Correspondence address

...................................................................

contact no.

........................ .................................

Number of people in the family net income

for one person

**Appeal/**

**Application for reconsideration:**

Justification:

............................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

.................................

signature of the student/doctoral candidate

**STATEMENT**

**Being aware of the responsibility for providing false data\*, I declare that:**

**XVIII** I have read the Regulations on Benefits for Students of Lodz University of Technology with attachments. Being aware of the responsibility for providing false data, I declare that the information provided by me in the application is consistent with the facts.

**XIX** I consent to the sending of information related to the current course of the proceedings in this case by electronic means to the e-mail address provided above.

\*Article 307 sec. 1. Act of 20 July 2018 Law on Higher Education and Science (i.e., Journal Laws of 2023, item 742) A student is subject to disciplinary responsibility for violating the regulations in force at the university and for an act offending the student's dignity. sec. 2. A student may not be punished for the same act by the peer court and the disciplinary committee at the same time.

…..........................................................

signature of the student/doctoral candidate

**I. Opinion of the appropriate university Committee for Financial Aid of the Student/Doctoral Student Government**

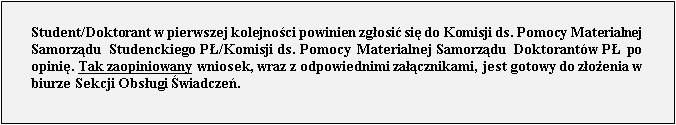
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signature and stamp of the committee chairman

*Attached to the application. first instance decision.*

**The decision of the Scholarship Appeal Committee/Rector is attached.**

****

**Caution:**

Excerpt from the Act of June 14, 1960 - Code of Administrative Procedure:

**Article 41**

**§ 1**. In the course of the proceedings, the parties and their representatives and plenipotentiaries are obliged to notify the public administration body of any change of their address.

**§ 2**. In the event of neglect of the obligation specified in § 1, the delivery of the letter to the previous address has legal effect.

**Article 64**

**§ 1**. If the applicant's address is not indicated in the application and it is not possible to determine this address on the basis of the available data, the application shall not be considered.

**§ 2**. If the application does not meet other requirements set out in the law, the applicant should be summoned to remove the deficiencies within the prescribed period, not shorter than seven days, with the instruction that failure to remove these deficiencies will result in leaving the application without consideration.

1. 1. Nominal courses are those resulting from the approved curriculum, Individual Study Plan or Individual Organization of Classes for the year. [↑](#footnote-ref-1)
2. The average is calculated as the arithmetic mean of the scholarship averages from all semesters of the academic year. [↑](#footnote-ref-2)
3. In the case of extending the stay by 1 semester (second semester), the rules described in Chapter I sec. 8 of these regulations apply. [↑](#footnote-ref-3)
4. Article 21(1) (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's governing body, and scholarships for pupils and students granted by organizations referred to in Article 3(2 and 3)\* of the Law on Public Benefit Activity, on the basis of regulations approved by their statutory bodies made available to the public via the Internet, mass media or displayed (posted) for those interested in the premises generally accessible - up to an amount not exceeding PLN 3800 in a tax year;

   \* NGOs are:

   1) entities which are not units of the public finance sector within the meaning of the Public Finance Act of 27 August 2009 or enterprises, research institutes, banks and commercial law companies which are state or local government legal persons,

   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. 1 in the case of collective works by students and staff, all authors are counted together.  
   2 international character of the event - at least 1/3 of the active participants of the event are affiliated outside the country [↑](#footnote-ref-6)
7. [↑](#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 research project is conducted by a research institute within the meaning of the Act on Research Institutes of 30 April 2010, 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. [↑](#footnote-ref-11)
12. the national research project is conducted by a research institute within the meaning of the Act on Research Institutes of 30 April 2010, in which 1/3 of active participants are affiliated outside the Łódź agglomeration. [↑](#footnote-ref-12)
13. [↑](#footnote-ref-13)
14. projects related to obtaining funds for promotional items do not count [↑](#footnote-ref-14)
15. also applies to publications on Internet portals. [↑](#footnote-ref-15)
16. university level events - organized by the university [↑](#footnote-ref-16)
17. All documents confirming the disability of TUL students are stored in the Office of People with Disabilities at TUL. [↑](#footnote-ref-17)
18. 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 arithmetic average of all grades achieved 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.* [↑](#footnote-ref-18)
19. *The scholarship grade point average is calculated as the weighted average of all grades in nominal subjects from the last academic year, obtained by the end of that year, in accordance with the division of the academic year applicable at Lodz University of Technology.* The weights are the number of ECTS credits that are assigned to the courses; [↑](#footnote-ref-19)
20. Article 307. sec. 1. of the Act of 20 July 2018. Law on Higher Education and Science A student is subject to disciplinary liability for violation of the regulations in force at the university and for an act that offends the dignity of the student. sec. 2. A student may not be punished for the same act by the peer court and the disciplinary committee at the same time. [↑](#footnote-ref-20)
21. Article 307 sec. 1. Act of July 20, 2018. Law on Higher Education and Science (i.e Journal Laws of 2023, item 742) A student is subject to disciplinary responsibility for violating the regulations in force at the university and for an act offending the student's dignity. sec. 2. A student may not be punished for the same act by the peer court and the disciplinary committee at the same time. [↑](#footnote-ref-21)
22. 1Regarding the grades obtained in the semesters included in the academic year preceding the academic year for which the application is submitted [↑](#footnote-ref-22)