

Annex to Resolution No. 48/05/2025 of 29 May 2025

**Regulation of granting subsidies for scientific trips from the funds of the
University Council of the Doctoral Students' Self-Government
of the University of Lodz.**

§ 1

The Regulations set forth the procedure for granting subsidies for scientific trips from the funds of the University Council of the Doctoral Student Self-Government of the University of Lodz.

§ 2

Whenever these Regulations refer to:

- 1) URSD of the University of Łódź - it shall be understood as the University Council of Doctoral Students Self-Government of the University of Lodz;
- 2) Rector - refers to the Vice-Rector for Academic and External Relations or Vice-Rector for Education.;
- 3) edition – means a period within a calendar year, announced by URSD in the form of a schedule and funding rules, at least 14 days before the start of the call for applications. At least 4 editions of calls for applications are held each calendar year;
- 4) projects of a research grant nature – means projects for which funding has been obtained under competitions organized by Polish or foreign institutions, such as the Ministry of Science and Higher Education, National Agency for Academic Exchange (NAWA), National Science Centre (NCN), European Commission, etc.

§ 3

1. Doctoral candidates interested in receiving funding for a research trip should submit to URSD UŁ the application form (Annex No. 1 to these Regulations) together with the declaration (Annex No. 2 to these Regulations).
2. Scientific trip is understood as active participation in a scientific conference organized stationary, hybrid or online (delivering a paper or presenting a poster). In the case of collective works, it is allowed to grant a scientific trip to only one of the co-authors.
3. The maximum amount of funding is:
 - 1) 1000 PLN in the case of a national conference,
 - 2) 1500 PLN in the case of an international conference.
4. Each PhD student may receive one grant during the academic year.

§ 4

1. The application for funding a research trip must be submitted in one paper copy to the mailbox located next to the URSD office (room 7, 14 Lumumby Street, Łódź) or sent by traditional mail (recipient address: University Council of Doctoral Students' Government, 14 Lumumby Street, room 7, 91-404 Łódź).
2. A scan of the application must also be sent electronically to the URSD UŁ e-mail address: doktoranci@uni.lodz.pl.
3. The application must include:
 - 1) purpose of the doctoral candidate's trip,
 - 2) information about the conference and the candidate's participation (conference name and type, form of presentation),
 - 3) signature of the doctoral candidate,
 - 4) opinion of the supervisor or auxiliary supervisor regarding the impact of participation in the conference on the candidate's scientific development, with signature,
 - 5) opinion of the Director of the Doctoral School indicating the scope of funding possible from the Doctoral School's budget, with signature.
4. The application should also be accompanied by a confirmation of acceptance of the application for participation in the scientific conference.

5. Applications that do not meet the requirements specified in sections 2–4 will not be considered by the Committee referred to in § 5(2–3).

§ 5

1. Applications for funding scientific trips are accepted and considered in editions in accordance with the schedule announced by URSD UŁ.
2. Applications are reviewed by a Committee composed of URSD UŁ representatives who have not submitted an application in the given edition.
3. Immediately after reviewing the applications, the Committee prepares a ranking list of evaluated applications. The ranking list is based on the scoring rules set out in § 6(1–2).
4. The results of the competition will be published on the URSD UŁ website or sent by e-mail.
5. It is not possible to appeal against the ranking list established by the Committee. The decision of the Rector of UŁ is final.

§ 6

1. Funding from URSD UŁ for participation in conferences is granted to doctoral candidates who have obtained the highest number of points based on the following criteria:
 - 1) Type of conference:
 - a) International – 15 pts.,
 - b) national – 10 pts.;
 - 2) Form of presentation:
 - a) paper – 15 pkt.,
 - b) poster – 10 pts.;
 - 3) język wystąpienia:
 - a) foreign language – 15 pts.,
 - b) Polish – 10 pts.
2. The Committee awards an additional 10 pts to the doctoral candidate who declares in Annex 2 that they do not have financial resources resulting from participation in projects of a research grant nature.

§ 7

1. After the Committee's decision is issued, the settlement of funding for the scientific trip is handled by the Academic Campus Office.
2. The doctoral candidate submits to the Academic Campus Office financial documents (invoices, transfers, etc.) and provides the bank account number to which the reimbursement should be made.

§ 8

1. Submission of the application is equivalent to consent to the publication of the results of funding allocation (by e-mail or on the URSD UŁ website) together with information about the doctoral candidate (in particular: name and surname, Doctoral School, name of the conference and presentation, fulfilled requirements, and awarded amount).
2. The number of grants awarded in a given calendar year depends on the amount of funds allocated by the Rector of UŁ for URSD UŁ activities.
3. Financial resources may be reallocated between editions referred to in § 2(3).
4. The Rector of UŁ makes decisions in all matters not regulated by these Regulations.