

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

1. PhD student interested in a grant for a research trip should submit an application (attached as Appendix No. 1 to these Regulations) to URSD UL.
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 1000 PLN. In the case of a foreign scientific conference of high prestige, the Rector may decide to increase the amount of funding to PLN 1500.
4. Each PhD student may receive one grant during the academic year.

§2

1. The application should be submitted in one copy.
2. The application should be sent to the e-mail address dofinansowania.doktoranci@uni.lodz.pl from the account in the University domain and drop it in the box located next to the University Council of the Doctoral Students' Self-Government Office (Room 7, Lumumby 14) or send it by mail (recipient address: University Council of Doctoral Students' Self-Government, 14 Lumumby Street, Room 7, 91-404 Lodz).
3. A paper application may be delivered up to 7 days from the date of sending a scan of the application to the email address dofinansowania.doktoranci@uni.lodz.pl.
4. The application must include the signature of the applicant, as well as the signature of the supervisor and the signature of the Director of the Doctoral School (for Doctoral School PhD students) or the Head of Doctoral Studies/Dean of the Faculty (for other PhD students).
5. The application should also be accompanied by a confirmation of acceptance of the application for participation in the scientific conference.
6. An application that does not meet the requirements indicated in paragraphs 2-5 will not be considered by URSD UL.

§3

1. Applications are considered at least once a month (from October to June) during the URSD UL meeting.
2. The URSD UL makes recommendations for funding of doctoral students' research trips and forwards the applications to the Vice-Rector for Students and Quality of Education of the UL.
3. The Vice-Rector for Students and Quality of Education of the UL issues decisions on whether or not to grant a doctoral student a research trip.

4. After receiving the decision of the Vice-Rector for Students and Quality of Education of the UL, Chairman of URSD Travel Funding Committee forwards the applications to the Center for Social and Welfare Services for Students and Doctoral Students and provides the applicant with a scan of the application.

5. In the event of a decision by the Vice-Rector for Students and Quality of Education of the UL of not granting the grant, the doctoral student has the opportunity to submit an application for reconsideration.

6. The application for reconsideration of the case shall be addressed by the doctoral student to the Vice-Rector for Students and Quality of Education within 14 days from the date of delivery of the decision on non-award of funding through URSD UL.

7. The request for reconsideration is considered within 14 days. The decision of the Vice-Rector is final.

§4

1. Once the decision of the Vice-Rector for Students and Quality of Education is communicated, the settlement of the doctoral student's subsidy is handled by the Center for Social and Welfare Services for Students and Doctoral Students.

2. The doctoral student shall submit to the employee of the Center for Social and Welfare Services for Students and Doctoral Students accounting evidence (invoices, transfers, etc.) and provide the bank account number to which the reimbursement is to be made.

§5

1. The doctoral student's application in paper and electronic versions will be kept for a period of one month from the date of the decision of the Vice-Rector for Students and Quality of Education to grant or refuse to grant.

2. The authority competent to interpret the provisions of these Regulations shall be URSD UL.