Regulations
Committee on Cooperation with the Vice-Rector for Science
Student Government of the Lodz University of Technology

General provisions

§1

The Commission for Cooperation with the Vice-Rector for Science, hereinafter referred to as the Commission, operates on the basis of the Regulations of the Doctoral Candidates Government of the Lodz University of Technology, hereinafter referred to as the DCG and these Regulations.

§2

1. The task of the Commission is to cooperate in the evaluation of applications for co-financing conferences or training received by the Vice-Rector for Science.

2. The Commission acts collectively.

3. The committee consists of: chairman, deputy, secretary and three members.

§3

Funds awarded by the Vice-Rector for Science are allocated to co-financing:

1) participation in international scientific conferences in the field of doctorate,

2) participation in national and international training in the field of doctoral degrees.

§4

1. Doctoral candidates who have full registration for a given semester on the day of submitting the application may apply for funding.

2. A doctoral candidate may receive funding only once per academic year.

3. Doctoral candidates of the 1st, 2nd, 3rd and 4th year of studies may apply for co-financing of conferences and trainings, including ones being during the extension years (5th and 6th). A member of the commission may submit an application for funding, but cannot participate in the evaluating procedure.

§5

1. Funds allocated for scholarships for a given year are divided into four tranches.

2. The first tranche shall constitute 23% of the total amount. This appropriation is intended to finance training sessions and conferences held in the period from 1 January to 30 April.

3. The second and third tranches each constitute 35% of the total amount. This appropriation is intended to finance training sessions and conferences held from 1 April to 31 July (second tranche) and from 1 July to 31 October (third tranche).

4. The fourth tranche represents 7% of the total amount. This appropriation is intended to finance training sessions and conferences held from 1 October to 31 January.

5. Unallocated funds in a given period contribute to the funds pool in the next grant awarding period.

6. Funds that were not used at the end of the year are subject to the Rector's decision.

§6

1. In order to receive the conference scholarship, a complete set of documents must be submitted by the 15th day of the month preceding the grant award period, i.e. 15 December (1st tranche), 15 March (2nd tranche), 15 June (3rd tranche) and 15 September (4th tranche).

2. The funds obtained may be allocated to cover the costs of:

1) poster printing (max. PLN 100),

2) conference fee,

3) accommodation and meals,

4) journeys (bus, train tickets, 2nd class, air economy class).

3. The complete document set includes, among others:

1) Annex 1 (form "Application for co-financing of participation in the conference/training") with annexes 1.1 - 2.0.

2) Annex 1.1 - confirmation of receipt of the acceptance (oral presentation, poster) at the conference (e.g. email from the organizers). Confirmation is not registration for the conference. In the case of training: confirmation of registration for participation in the training (e.g. email from the organizers).

3) Annex 1.2 - list of the composition of the scientific committee at the conference. Information on the subject of conferences / training (printout from the conference / training website).

4) Annex 1.3 - confirmation of the amount of the conference fee / training price (e.g. printout from the conference / training page, invoice, email from the organizers, etc.).

5) Annex 1.4 - confirmation of the amount of travel costs (e.g. offer of a travel agency indicated by TUL, printout from the airlines, etc.).

6). Annex 1.5 - confirmation of the cost of accommodation (e.g. printout from the hotel page, the amount may not exceed the hotel day limits set out in the Regulation of the Minister of Labor and Social Policy of 29 January 2013. The costs include accommodation only during the conference / training.

7) Annex 2 - list of the applicant's scientific achievements.

4. In the absence of full board doctoral candidates are entitled to receive alowance. The amount of the allowance is set on the basis of the rates contained in the Regulation of the Minister of Labor and Social Policy of January 29, 2013 regarding receivables due to an employee employed in a state or local government unit of the budgetary sphere for business trips (Journal of Laws of 2013, item 167 )

§7

1. Meetings of committees shall be held within 7 working days of the date on which applications are approved.

2. In the event of problem matters, extraordinary committee meetings shall be convened at the request of the chairman.

3. Deficiencies in the application must be delivered by the applicant within seven working days from the date of receipt of the request to complete the application. The information will be sent to the e-mail address provided in the application or the applicant will be informed by phone.

**Participation in scientific conferences and trainings**

§8

1. Only international conferences are subject to co-financing (a conference at which 30% of the scientific committee has affiliations of foreign scientific institutions is considered an international conference).

2. The maximum funding for the costs of a scientific conference is 75% of the total amount, but not more than PLN 1,800.

3. Co-financing of 75% of the conference costs is possible if the form of presentation is an oral presentation. In the case of poster, the maximum co-financing is 50%.

4. The maximum funding for training costs is 50% of the amount requested, but not more than PLN 1,200.

5. Passive participation in scientific conferences is not subject to co-financing.

§9

Applications for co-financing participation in the scientific conference / training are considered, among others based on the following criteria:

1) conference rank / organizer and training range,

2) previous scientific achievements in connection with the year of study,

3) form of participation,

4) connection with the subject of the applicant's doctoral dissertation.

§10

1. Disputes and matters not covered by these regulations shall be the Commission.

**Final Provisions**

§11

The Regulations enter into force on 04/03/2015.

Annex 1 to the Regulations

Commission for Cooperation with the Vice-Rector for Science

Doctoral Candidates Government of the Lodz University of Technology

**PROPOSAL**

**for co-financing participation in the scientific conference / training**

A. General information

|  |  |
| --- | --- |
| Name and surname | Year of training  |
|  |  |
| email address | phone |
|  |  |
| Discipline/Faculty |
|  |
| Basic entity where the doctoral thesis is being conducted (institute/department) |
|  |
| First and last name of the supervisor or academic supervisor\* |
|  |
| Topic and scope of the conducted research (keywords, max 50 words) |
|  |

B. Information about the subject

|  |
| --- |
| Authors and title of the submitted work |
|  |
| Full name of the conference / training \* |
|  |
| Place and date of the conference / training \* |
|  |
| Organizer, patronage of scientific institutions |
| Detailed information about the conference (scientific committee, number of participants, regional / national / international coverage, language, etc.) – please attached the data with the source or attach a printout or photocopy |
|  |
| Form of participation (paper, poster, other) |
|  |

C. Funding scheme

| Position | Amount[PLN] |
| --- | --- |
| 1. Conference/training fee |  |
| 2. Accommodation |  |
| 3. Travel |  |
| 4. Allowance |  |
| 5. Others |  |
| Total |  |

D. Previously granted funds from the Vice-Rector competent for Science of TUL

| Aim | Date of awarding | Amount[PLN] |
| --- | --- | --- |
|  |  |  |

E. Applicant's statement

|  |
| --- |
| I confirm the accuracy of the data and information contained in the application. |
| *Date and signature* |

F. Supervisor’s or scientific advisor’s opinion

|  |
| --- |
| **To be completed by supervisor or scientific advisor**  |
| I confirm the accuracy of the data and information contained in the application. I support / do not support \* the participation of a doctoral candidate in the abovementioned conference / training. |
|  |
| *Name and surname, date and signature* |

G. Confirmation of doctoral status

|  |
| --- |
| To be completed by IDS Office |
| The applicant is currently attending ................... year of training at IDS. The applicant settled the last semester of training. |
| *Stamp of IDS Office, date and signature*  |

H. Annexes

|  |
| --- |
| To be completed by Commission |
| 1.1 | Confirmation of the receipt of a confirmation message for the conference / notification of participation in training |  |
| 1.2 | List of members of the scientific committee at the conference. |  |
| 1.3 | Confirmation of the amount of the conference fee / training price. |  |
| 1.4 | Confirmation of the amount of travel expenses |  |
| 1.5 | Confirmation of accommodation costs |  |
| 2.0 | Annex 2 to the Regulations - list of scientific achievements |  |

OPINION OF THE COMMISSION

After examining the request, the Commission concludes:

□ granting the support in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_ zł.

□ refusal to consider the application due to:

 □ low conference rank / national conference [[1]](#footnote-1)

 □ lack of scientific achievements

 □ the doctoral candidate has already received funding this academic year

 □ others:…………………………………………………………………………..

 *Date Commission Members’ signatures*

DECISION OF Vice-Rector for Science of TUL

After reviewing the application and the opinion of the competent Committee of Doctoral Candidates' Council, I decide:

□ grant the support in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_ zł
(in words:
 ).

□ not grant the support.

*Date, signature and stamp*

Annex 2 to the Regulations

Commission for Cooperation with the Vice-Rector for Science

Doctoral Candidates Government of the Lodz University of Technology

**List of academic achievements**

|  |  |
| --- | --- |
|  | **JCR scientific publications in journals or journal from ministerial list** |
|  | (according to the format e.g. A. Iksinski, B. Ygrekowy, *Zależność iksa od igreka*, Journal of Maths, 94, 96-123, 2014) |
|  |  |
|  | **Conference proceedings** |
|  | (according to the format e.g.. A. Iksinski, B. Ygrekowy, *Zależność iksa od igreka*, Journal of Maths, 94, 96-123, 2014) |
|  | **Book chapters** |
|  | (according to the format e.g. A. Iksinski, B. Ygrekowy, *Zależność iksa od igreka*, Chemia analityczna, I, 96-123, 2014, PWN Warszawa) |
|  | **International conferences** |
|  | **Oral presentations** |
|  | (according to the format e.g. A. Iksinski, B. Ygrekowy, *Zależność iksa od igreka*, EMLG/JMLG Annual Meeting , 4 - 9 kwietna 2014r, Praga, Czechy |
|  | **Posters** |
|  | (according to the format e.g.. A. Iksinski, B. Ygrekowy, *Zależność iksa od igreka*, EMLG/JMLG Annual Meeting , 4 - 9 kwietna 2014r, Praga, Czechy, poster |
|  | **Participation in national conferences / symposia / seminars with at least inter-university coverage** |
|  | (according to the format e.g. A. Iksinski, B. Ygrekowy, *Zależność iksa od igreka*, EMLG/JMLG Annual Meeting , 4 - 9 kwietna 2014r, Praga, Czechy, wystąpienie ustne |
|  | **Patents, patent applications** |
|  | (zgodnie z formatem: zgłaszający (właściciel prawny), tytuł zgłoszenia (tytuł uzyskanego patentu), nr zgłoszenia – potwierdzenie Urzędu Patentowego (nr patentu – potwierdzenie Urzędu Patentowego)) |
|  | **Grants/projects**  |
|  | (according to the format e.g. A. Iksinski, B. Ygrekowy, *Zależność iksa od igreka*, Grant Sonata NCN , 4 kwietna 2014r. – 31 marca 2016r., kierownik/ główny wykonawca/ zatrudniony[[2]](#footnote-2) |
|  | **Artistic achievements (applies to doctoral candidates in disciplines: Materials Science, Transport and Civil engineering, Architecture and Urban planning)**Creative achievements in the field of individual activities making a significant contribution to the development of fields of art and being part of their artistic disciplines, namely: |
|  | **individual exhibition in a prestigious gallery / museum** |
|  |  |
|  | **participation in an international exhibition** |
|  |  |
|  | **participation in an exhibition of Polish art abroad** |
|  |  |
|  | **participation in a nationwide national exhibition** |
|  |  |
|  | **participation in a collective exhibition on the local environment** |
|  |  |
|  | **Participation in artistic projects carried out in cooperation with another academic or cultural centre** |
|  |  |
|  | **Participation in a collective exhibition on a university scale** |
|  |  |

1. Delete where not applicable [↑](#footnote-ref-1)
2. Selected the appropriate [↑](#footnote-ref-2)