



**ORGANIZATIONAL REGULATIONS
INTERDISCIPLINARY DOCTORAL SCHOOL OF LODZ UNIVERSITY OF
TECHNOLOGY**

Chapter 1

General Provisions

§ 1

1. These regulations were developed based on Article 23, (1) and (2) point (2) of the Act of July 20, 2018 - Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended), § 14 (2) of the Statute of Lodz University of Technology - Resolution No. 88/2019 of the Senate of Lodz University of Technology dated July 10, 2019, and § 2 (4) of the Organizational Regulations of Lodz University of Technology established by Ordinance No. 53/2019 of the Rector of Lodz University of Technology dated October 1, 2019.
2. The regulations define the principles for organizing the Interdisciplinary Doctoral School of Lodz University of Technology, hereinafter referred to as "ISD TUL."
3. The Interdisciplinary Doctoral School of Lodz University of Technology is a university-wide organizational unit.
4. The supervision over the activities of the Interdisciplinary Doctoral School of Lodz University of Technology on behalf of the Rector is exercised by the Vice-Rector for Science.
5. The Interdisciplinary Doctoral School of Lodz University of Technology uses the English name "Lodz University of Technology Interdisciplinary Doctoral School."

§ 2

1. The Scientific Council of the Interdisciplinary Doctoral School of Lodz University of Technology, hereinafter referred to as the "Scientific Council," operates at IDS TUL and is appointed and dismissed by the Rector.
2. The competencies of the Scientific Council include:
 - 1) determining the main directions for the activities and development of IDS TUL;
 - 2) evaluating educational programs;
 - 3) proposing changes to educational programs implemented within IDS TUL;
 - 4) developing policies and strategies in the area of doctoral education;
 - 5) providing substantive support to IDS TUL in submitting project proposals, implementing projects, and other activities;
 - 6) evaluating the overall form of documentation concerning education in IDS TUL;
 - 7) developing changes and general guidelines for mid-term evaluations;
 - 8) performing other tasks and competencies resulting from the IDS TUL Regulations;
 - 9) carrying out other tasks assigned by the Rector.
3. The Scientific Council consists of:
 - 1) Vice-Rector for Science;
 - 2) Head of IDS TUL;
 - 3) one representative from each discipline in which the university has the authority to confer a doctoral degree, selected by the Rector from candidates indicated by the relevant chairperson of the Discipline Council and the Dean of the faculty;
 - 4) no more than two representatives from doctoral candidates, elected by the University Council of the Government of Doctoral Students of Lodz University of Technology.
4. Among those selected by the Rector from scientific discipline representatives mentioned in (3) point (3), the Rector designates the Chairperson and Deputy Chairperson of the Scientific Council.

5. The Chairperson, Deputy Chairperson, Vice-Rector for Science, and Head of IDS TUL form the Presidium of the Scientific Council.
6. A member of the Scientific Council referred to in (3) point (3) may only be a person who meets the conditions for a supervisor as specified in Article 190 (4-6) of the Law on Higher Education and Science and in resolutions passed by the Senate of Lodz University of Technology regarding adopting Regulations for the Interdisciplinary Doctoral School and Admission Rules.
7. If a member of the Scientific Council cannot attend a meeting, they may designate a substitute. The substitute must be a person with qualifications mentioned in (6).
8. Voting rights during meetings of the Scientific Council are granted to members of the Presidium, members of the Scientific Council, substitutes designated during their absence, and representatives from doctoral candidates selected by the University Council of the Government of Doctoral Students of Lodz University of Technology who are appointed to serve on the Scientific Council.
9. A member of the Scientific Council who is absent from more than half of its meetings in a given academic year may be dismissed by the Rector at the request of the Chairperson.
10. Meetings of the Scientific Council are convened by the Chairperson. A meeting can also be convened by
 - 1) another member of the Presidium other than the Chairperson;
 - 2) a member of the Scientific Council designated by the Chairperson;
 - 3) at least one-third of its members.
11. Meetings are conducted by the Chairperson but can also be led by another member from within or designated by a member from within or outside the Presidium if necessary.
12. The Scientific Council adopts resolutions through voting with a simple majority in attendance with at least half its members present. In case there is an equal number for and against votes, discussions will take place until a resolution is reached through repeated voting on that matter. Electronic voting is permitted.
13. Persons invited by either Chairperson, or another member can participate in meetings.
14. Meetings are conducted in Polish; however, in exceptional cases, meetings can be held in English if decided by Chairperson.
15. Meetings are recorded in minutes, with administrative support provided by the IDS TUL Office.
16. Meetings occur according to a schedule established for that academic year.
17. The term for members lasts four years starting from October 1st in which term began for Rector.
18. The term duration for doctoral candidate representatives cannot exceed that for Scientific Council's term duration.
19. Members serve as internship coordinators within mobility programs representing their disciplines.

Chapter 2

Tasks of the Interdisciplinary Doctoral School of Lodz University of Technology

§ 3

1. The tasks include:
 - 1) organizing and implementing educational programs in cooperation with various organizational units at university;
 - 2) organizing the admission processes for doctoral school;
 - 3) administrative support regarding doctoral candidate matters including managing scholarship systems;
 - 4) organizing activities related to international cooperation concerning doctoral education;
 - 5) promoting IDS TUL domestically and internationally regarding doctoral education in coordination with the International Cooperation Center at TUL and the Promotion Department.

2. Education is carried out using facilities and laboratory infrastructure along with IT resources from university organizational units.
3. Education implementation may be outsourced externally upon Heads's agreement with Rector if units cannot provide it internally.

Chapter 3

Organizational Structure of the Interdisciplinary Doctoral School of Lodz University of Technology

§ 4

1. The organizational unit at IDS TUL is ISD TUL Office.
2. The organizational structure is presented as an appendix to these regulations.

§ 5

1. Activities are directed by Head of IDS TUL.
2. The Head of IDS TUL acts with assistance from IDS TUL Office.
3. Appointment procedures are defined under §17 (2) of the Statute of Lodz University of Technology.
4. For task execution the Head of IDS TUL creates teams and assigns their leaders.

Chapter 4

Scope of Actions, Authorities, Duties and Responsibilities

§ 6

1. The competencies of the Head of IDS TUL are defined in § 22 (4) of the Statute of Lodz University of Technology.
2. The Head of IDS TUL reports D to Vice-Rector for Science.
3. Further, IDS TUL Head competencies include:
 - 1) representing IDS TUL;
 - 2) overseeing the operations of IDS TUL;
 - 3) supervising the implementation of the tasks of the IDS TUL Office;
 - 4) establishing rules for the implementation of doctoral education in consultation with the various organizational units of the University;
 - 5) proposing to the Rector the introduction of changes in the documents of the University related to the operation of IDS TUL;
 - 6) deciding and making decisions in matters concerning doctoral candidates, including issuing administrative decisions in cases specified in the Regulations of the Interdisciplinary Doctoral School of Lodz University of Technology on the basis of the Rector's authority;
 - 7) exercising other competencies arising from the Regulations of the Interdisciplinary Doctoral School of Lodz University of Technology and other legal acts concerning the Interdisciplinary Doctoral School of Lodz University of Technology.

§ 7

Tasks of the IDS TUL Office:

- 1) organization of the admission process to the IDS TUL in cooperation with the various organizational units of the University and the Admissions Department;
- 2) day-to-day administrative support for doctoral candidates of the IDS TUL, including management of personal matters of doctoral candidates;
- 3) handling the scholarship system for doctoral students of the IDS TUL;
- 4) development of specimen documents for doctoral candidates' education;
- 5) submitting applications for competitions for projects supporting the scientific development and education of doctoral candidates;
- 6) monitoring, collecting and entering data into the information systems of higher education and science and the Central Statistical Office and making them available for information necessary for reporting and evaluation of the quality of scientific activities conducted by the University;
- 7) organizing seminars, training courses and conferences, and other events at the request of the Head of IDS TUL;
- 8) maintaining records, preparing studies and reporting on issues related to the activities of the IDS TUL and the evaluation of the quality of education at the doctoral school;
- 9) handling the mobility of doctoral candidates, cooperation with other centers in the country and abroad, promotion of IDS TUL and cooperation in this regard with the International Cooperation Center of Lodz University of Technology and the Promotion Department;
- 10) administrative support of the Scientific Council;
- 11) administrative and financial support of IDS TUL, including correspondence and other documentation;
- 12) preparation of material and financial plans of the IDS TUL, reports on the implementation of these plans, implementation of the unit's budget;
- 13) handling personnel matters of employees of IDS TUL, including maintenance and recording of leave plans and attendance lists;
- 14) handling projects related to the education of doctoral candidates;
- 15) all activities related to the compliance, implementation, reporting and maintenance of the principles of operation of IDS TUL in accordance with the applicable law, including internal regulations and normative acts of the University;
- 16) implementation of tasks commissioned by the Head of IDS TUL.

Chapter 5

Financial Management and Assets

§ 8

1. The basic source of funding for IDS TUL is the subsidy referred to in Article 365 points (1) and (2) letters (a-e) of the Act of July 20, 2018 – Law on Higher Education and Science, established according to internal rules for the distribution of subsidies. Funding for the activities of IDS TUL may also be supported by other external sources.
2. IDS TUL has its own administrative staff.
3. IDS TUL has a portion of the Lodz University of Technology's assets in the form of infrastructure, tangible, intangible and legal assets.
4. The Head of IDS TUL is responsible for:
 - 1) entrusted property;
 - 2) implementing the unit's strategy, including its goals and tasks;
 - 3) managing the financial operations of IDS TUL according to the material and financial plan.

Chapter 6

Final Provisions

§ 9

1. In matters not regulated by these regulations, universally applicable laws and decisions of the relevant authorities of Lodz University of Technology shall apply.
2. The Organizational Regulations of the Interdisciplinary Doctoral School at Lodz University of Technology dated January 9, 2023, are hereby repealed.
3. These regulations come into effect on October 8, 2024, with effect from October 1, 2024.

Professor Krzysztof Jóźwik Ph.D., D.Sc.
Rector of Lodz University of Technology
/-signed with qualified digital signature/

ORGANIZATIONAL CHART
INTERDISCIPLINARY DOCTORAL SCHOOL OF LODZ UNIVERSITY OF TECHNOLOGY

