

## **Regulations on the Award of the Scientific Council of the Interdisciplinary Doctoral School of Lodz University of Technology – 2<sup>nd</sup> Edition**

### § 1 General provisions

1. The Regulations lay down the rules and procedures for the award of the cyclical prize of the Scientific Council of the Interdisciplinary Doctoral School of Lodz University of Technology to doctoral students studying at the Interdisciplinary Doctoral School of Lodz University of Technology within the framework of a competition.
2. The purpose of the task is to financially support doctoral candidates who are authors of publications in top scientific journals.

### § 2 Principles of awarding the prize

1. The competition is organized by the Scientific Council of the Interdisciplinary Doctoral School of Lodz University Technology (**SC IDS TUL**).
2. Doctoral Candidates students of the Interdisciplinary Doctoral School of Lodz University of Technology (**IDS TUL**) who have completed their 3rd year of training at IDS TUL and have full registration for the fourth year of training are eligible to apply for the SC IDS TUL award.
3. The SC IDS TUL award can be received only once during the entire training process at IDS TUL.
4. The application for the SC IDS TUL award, drawn up according to the specimen set forth in **Appendix 1**, shall be submitted by the Doctoral Candidate at the time and place (without architectural barriers) specified by the Chairperson of the SC IDS TUL.
5. Doctoral candidates who require special support due to a disability during the application period are requested to report this to the IDS TUL Office during the application period. Such support will be provided, to the extent possible, by the Office for Persons with Disabilities (BON) of Lodz University of Technology or the IDS TUL Office.
6. The competition committee (**hereinafter referred to as the committee**) is composed of members of the SC IDS TUL, excluding representatives of doctoral candidates, in case they apply for the SC IDS TUL award, and its Chairperson is the Chairperson of the SC IDS TUL. The members of the SC of the IDS TUL elect a Secretary from among themselves.
7. The Committee is required to keep minutes of its meetings. It is permissible to organize the meeting and voting in whole or in part remotely. A meeting of the committee is considered valid if a minimum of 10 committee members attend, and all committee members have been notified of the date and form of the meeting.
8. The Committee is obliged to maintain impartiality and objectivity in evaluating applications while protecting personal data.
9. If the committee includes the doctoral candidate's supervisor or assistant supervisor, he or she is excluded from consideration of the application in question, as reflected in the minutes of the committee meeting.
10. Decisions of the committee are made by a simple majority of the members present at the committee meeting. In the absence of a majority of votes, the vote of the Chairman of the SC IDS TUL is decisive.
11. The Committee has the right to refrain from awarding one or more prizes if the level of applications submitted is unsatisfactory.

12. The Committee resolves the competition within 4 weeks of the closing date for receipt of applications. The Committee's decision is final and cannot be appealed.
13. The results of the competition will be promptly published on the IDS TUL website.
14. The basis for awarding the prize is the scientific achievements of the Doctoral Candidate obtained during the period of training at IDS TUL, i.e., publications in the best journals having the Impact Factor and included in the current, as of the date of application, list of scientific journals and peer-reviewed materials from scientific conferences announced by the minister responsible for science. A doctoral candidate may also show publications that have been accepted for publication and have been assigned a DOI number.
15. A doctoral candidate may submit a maximum of 6 scientific achievements, and one of the publications must have at least 100 points according to the list of scientific journals and peer-reviewed materials from scientific conferences announced by the minister responsible for science as of the date of application.
16. The participation of the Doctoral Candidate in each submitted publication must be at least 50% and should be confirmed by appropriate statements from the co-authors.
17. The number of points awarded to a Doctoral Candidate for a publication is calculated based on the following relationship:

$$LP = U \cdot LP_M$$

Where individual symbols stand for:

LP - number of points;

U - percentage contribution of the Doctoral Candidate to the publication;

$LP_M$  - the number of points assigned to a journal in the list of scientific journals and peer-reviewed materials from scientific conferences published by the minister responsible for science as of the date of application.

18. The Doctoral Candidate's publications must bear the TUL affiliation and be closely related to the leading discipline in which the Doctoral Candidate is pursuing their training.
19. The winner of the competition is the Doctoral Candidate who obtained the highest number of points. If several authors obtain the same number of points, the order in the competition is determined by the number of points for publications a grade lower according to the list.
20. The amount of the 1<sup>st</sup> prize is PLN 5000, the 2<sup>nd</sup> prize is PLN 3000, and the 3<sup>rd</sup> prize is PLN 2000. Prizes will be handed over directly to the Winners. Prizes will be awarded until the pool of funds from the donation of PLN 50,000 is reached.
21. In the event that more than one Doctoral Candidate obtains the same number of points, the award may be divided equally among the awardees. In the event of obtaining 1<sup>st</sup> Prize by more than one person, the Committee may decide not to award the 2<sup>nd</sup> and 3<sup>rd</sup> Prizes and to divide the full amount allocated for prizes in a given year among the 1<sup>st</sup> Prize winners.
22. The IDS Office prepares a reference list of Doctoral Candidates nominated for the award, which is the basis for the IDS Office to ask Doctoral Candidates to submit a statement for tax purposes, the template of which is attached as Annex 2 to these Regulations.
23. The statement for tax purposes referred to in point 22 shall be submitted to the IDS Office within 7 days of being informed of the possibility of an award. Non-submission of the statement within the required deadline is grounds for not granting the award.

24. The Scientific Council of the IDS TUL reserves the right not to award the prize in the event that it is not possible to contact a Doctoral Student who has been removed from the list of doctoral students before the prize is awarded.
25. Any disputes related to the understanding of these regulations shall be resolved by the Chairperson of the SC IDS TUL.
26. The administrator of personal data is the organizer - the Scientific Council of the Interdisciplinary Doctoral School of Lodz University of Technology. Personal data provided to the organizer by competition participants will be processed by the organizer for the purpose of the competition. Provision of personal data is voluntary, however, the condition for participation in the competition is consent to its processing. Personal data provided by competition participants will be shared only with entities authorized to process them under the law. Personal data will be kept for the time necessary for the organization, conduct and archiving of the competition in question. Each participant has the right to access their personal data and to correct them. The contest participant has the right to lodge a complaint with the supervisory authority - the President of the Office for Personal Data Protection, if he/she considers that the processing of personal data violates the provisions of the GDPR. Personal data will be processed in accordance with the provisions of the Law of May 10, 2018 on the Protection of Personal Data (consolidated text of the Journal of Laws of 2018, item 1000, as amended) only in connection with the conduct of this competition.