

Regulations of participation in the task "International science leaders"

for the best foreign doctoral candidates and the best doctoral candidates from Poland implementing doctoral projects in international cooperation as part of the international doctoral programme, in particular aimed at obtaining a *joint degree* or *multiple degree*

– as part of the project entitled: "IMPROVE – International Mission to Promote Research and Optimal Values in Education" implemented by **Lodz University of Technology** as part of the STER programme
– **Internationalization of doctoral schools - 2024 call**
financed by the National Agency for Academic Exchange

§ 1 General provisions

1. The Regulations define the rules of implementation by the Interdisciplinary Doctoral School of Lodz University of Technology (hereinafter referred to as "Lodz University of Technology") of task 1 – International science leaders (hereinafter referred to as the **"task"**) **as part of the project "IMPROVE – International Mission to Promote Research and Optimal Values in Education"** (agreement no. BPI/STE/2024/1/00003/U/00001) co-financed by the National Agency for Academic Exchange as part of the STER programme. The project is implemented in the period 01.01.2025 – 31.12.2027.
2. The aim of the task is to provide scholarship support to the best foreign doctoral candidates and the best doctoral candidates from Poland implementing doctoral projects in international cooperation as part of an international doctoral programme, in particular aimed at obtaining a joint degree or a multiple degree.

§ 2 Definitions

The terms used in these Regulations mean:

1. **act** – Act of 20 July 2018. Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended);
2. **project** entitled: "IMPROVE – International Mission to Promote Research and Optimal Values in Education", referred to in the project funding agreement no. BPI/STE/2024/1/00003/U/00001 concluded between Lodz University of Technology and the National Agency for Academic Exchange (hereinafter referred to as "NAWA");
3. **programme** – STER NAWA Programme – Internationalization of Doctoral Schools;
4. **the beneficiary of the programme** – Lodz University of Technology, 116, Żeromskiego St., 90–924 Lodz, nip 7270021895, REGON 000001583;
5. **task** – Task 1 of the project application titled 'International science leaders';
6. **IDS TUL** – Interdisciplinary Doctoral School of the Lodz University of Technology;
7. **NAWA scholarship** – A scholarship granted and paid by IDS TUL from the funds granted for the implementation of the project referred to in §1 (2), regardless of the doctoral scholarship entitled to doctoral candidates pursuant to Article 209 section 1 of the Act of 20 July 2018 - Law on Higher Education and Science
8. **Doctoral Candidate from Poland** – a person of Polish citizenship studying at IDS TUL
9. **Foreign Doctoral Candidate:**
 - 1) a foreign person who is a graduate of first-cycle, second-cycle or uniform master's studies completed at a foreign institution, or
 - 2) a foreign person who is a graduate of second-cycle studies completed at a Polish institution, or

- 3) A Polish citizen who is a graduate of second-cycle studies completed at a foreign institution who has successfully undergone admission organized by the Beneficiary;
10. **Doctoral Candidate** - i.e.: Doctoral Candidate from Poland and Foreign Doctoral Candidate
11. Applicant - Doctoral Candidate applying for the NAWA scholarship, meeting the criteria listed in §5 of the Regulations;
12. **Participant** - Doctoral Candidate who has been qualified for the NAWA scholarship, in accordance with the Regulations;
13. **scholarship agreement** – an agreement concluded between the Programme Beneficiary and the Participant in accordance with the Regulations;
14. **Committee** – committee appointed for the award of the NAWA scholarship
15. **Regulations of Lodz University of Technology** - Resolution No. 21/2022 of the Senate of Lodz University of Technology of April 27, 2022, on the adoption of the Regulations of the Interdisciplinary Doctoral School of Lodz University of Technology

§ 3 Rules and procedure for granting the NAWA scholarship

1. The NAWA scholarship is awarded through an open competition, which is announced by the Head of IDS TUL in accordance with the principles of openness, transparency, respect for equal rights, equal opportunities and non-discrimination.
2. The competition is open to:
 - 1) Foreign doctoral candidates;
 - or
 - 2) Doctoral candidates from Poland implementing doctoral projects in international cooperation as part of an international doctoral programme, in particular aimed at obtaining a joint degree or a multiple degree,
 studying at IDS TUL and having an Individual Research Plan (IRP) approved by the relevant Discipline Council.
3. In connection with the cessation of cooperation between the Government of the Republic of Poland and the Government of the Russian Federation under the Cooperation Agreement in the field of culture, science and education concluded in Warsaw on 25 August 1993 as a result of the aggression of the Russian Federation against Ukraine, doctoral candidates holding the citizenship of the Russian Federation or cooperating with a research institution, an entity based in the territory of the Russian Federation or a supervisor, an auxiliary supervisor holding the citizenship of the Russian Federation are excluded from participation in the task.
4. Application for the NAWA scholarship, prepared in accordance with the template set **out in Appendix 1** with attachments, the Applicant submits at the time and place without architectural barriers specified in the announcement of the Head of IDS TUL published on the IDS TUL website. The announcement of the place and date of submission of applications will be published no later than 4 weeks before the planned date of commencement of the call for applications. Applications can also be sent electronically in accordance with the guidelines of the above-mentioned announcement of the Head of IDS TUL.
5. Candidates and Participants who, due to special individual needs, including disability, require special support during the period of accepting applications and implementing the project, are asked to report this fact to the IDS TUL Office within 7 days from the date of the event confirming the disability. Such support will be provided by the Office for Persons with Disabilities (BON), Academic Trust Centre or IDS TUL Office as much as possible, as far as organizational, technical and financial possibilities of TUL.
6. Applications submitted after the deadline referred to in section (4), or those that do not meet the formal requirements will not be subject to consideration.

7. The NAWA scholarship is awarded by a committee of at least five people appointed by the Rector at the request of the Chairperson of the Scientific Council of IDS TUL. The composition of the committee is published on the IDS TUL website.
8. The members of the Committee elect the Chairperson and the Secretary from among their members.
9. The Committee is obliged to record its meetings. It is allowed to organize a meeting and vote in whole or in part remotely. A committee meeting is considered valid if at least three members of the Committee are present and all members of the Committee have been notified of the date and form of the meeting.
10. In the event of circumstances preventing a member of the Committee from participating in the work of the Committee or in a situation where the validity of the meeting is threatened, His Magnificence the Rector of TUL, at the request of the Chairperson of the Scientific Council, appoints a new member of the Committee.
11. The Committee is obliged to maintain impartiality and objectivity in the assessment of applications, while maintaining the protection of personal data.
12. If a Applicant's evaluation committee includes a supervisor or auxiliary supervisor, he/she is excluded from the consideration of the application in question, which is reflected in the minutes of the committee meeting.
13. If the Applicants obtain the same number of points, the members of the Committee reserve the right to conduct interviews with these Applicants, if they deem it necessary (face-to-face or online interview). The date of the interview will be agreed with the Applicant.
14. Decisions of the Committee shall be taken by a simple majority of the members present at the meeting of the Committee. In the absence of a majority of votes, the vote of the Chairperson of the Committee shall decide.
15. After evaluating the submitted applications, the Committee draws up a ranking list and awards the NAWA scholarship to the Applicants who obtained the highest number of points.
16. The results of the competition are published on the IDS TUL website in the project tab.
17. Applicants who have not been granted a NAWA scholarship have the right to submit a request for reconsideration to His Magnificence the Rector of TUL within 7 working days from the date of their notification.

§ 4 Amount and period of payment of the NAWA scholarship

1. As part of the project, two editions of the competition are planned:
 - 1) 1st edition – 10 NAWA scholarships for a period of 3 months in the academic year 2025/2026;
 - 2) 2nd edition – 10 Nawa scholarships for a period of 3 months in the academic year 2026/2027.
2. In the event that scholarships are not awarded in a given academic year, NAWA in the number indicated in (1) unused funds will be transferred to the next edition of the competition, enabling the participation of as many doctoral candidates as possible, as well as the organization of an additional call for applications.
3. The NAWA scholarship referred to in § 2 1, is granted in the amount of PLN 5,000.00 gross (five thousand zlotys 00/100) per month, for a period of three months from October to December of a given academic year. The scholarship will be paid in Polish zlotys.
4. The NAWA scholarship is paid in arrears, on the last working day of the month, while the first payment of the Nawa scholarship will take place by the last day of the month following the month in which the results referred to in § 3 (16) with compensation from October of a given academic year, provided that IDS TUL receives funds financed from NAWA.

§ 5 Conditions for granting and paying the NAWA scholarship

1. The NAWA scholarship may be awarded to an Applicant who meets the following criteria:
 - 1) implements education at IDS TUL (i.e. the training at IDS TUL is not suspended in accordance with Article 204 (3) of the Act and §10 of the Regulations of IDS TUL);

- 2) has an Individual Research Plan (IRP) submitted and approved by the relevant Discipline Council, in accordance with the IDS TUL Regulations;
 - 3) does not receive support from other sources (to the same extent or similar to that possible under the project) that would result in double financing of expenditure;
 - 4) prepares a doctoral dissertation in a foreign language – English;
 - 5) implements a doctoral project in international cooperation as part of an international doctoral programme, in particular aimed at obtaining a joint degree or a multiple degree (applies to doctoral candidates from Poland).
2. The Participant may be awarded a NAWA scholarship in the amount specified in § 4 (3) only once during the implementation of the project.
 3. The condition for paying the NAWA scholarship is:
 - 1) signing the agreement in accordance with the template set out in **Appendix 2** and the Participant's Statement set out in **Appendix 3**;
 - 2) staying in the territory of the Republic of Poland. If the Participant is not staying in the Republic of Poland, but it is related to the implementation of foreign mobility, i.e. staying on a scientific, research or training internship for the purpose of conducting scientific research, the Doctoral Candidate is entitled to a NAWA scholarship, although he/she is not staying in the Republic of Poland.
 4. During or at the latest by the end of the academic year in which the NAWA scholarship was collected, the Participant is obliged to make public the research related to the implementation of the doctorate at IDS TUL in the form of:
 - 1) confirmation of acceptance or publication of a scientific work in reputable editorial offices of scientific journals included in the databases: Scopus, Web of Science or highly ranked/scored in the current list of scientific journals and reviewed materials from international conferences announced by the minister competent for science and higher education, or
 - 2) publication of an abstract contained in conference materials from international conferences indexed in databases: Scopus, Web of Science, disseminated in open access under a free license or author's version.
 5. Participants are obliged to mark all prepared works, materials and documents created as part of or in connection with the collection of the NAWA scholarship as part of the project, which are made available to the public, by placing on them together, in a visible place:
 - 1) NAWA and TUL logotype,
 - 2) information: ***"The publication/abstract was created as part of participation in the project titled "IMPROVE – International Mission to Promote Research and Optimal Values in Education" as part of the programme of the National Agency for Academic Exchange STER – Internationalization of doctoral schools – 2024 Call."***, or
 - 3) information referred to in point 2) in English
 6. The IDS TUL Office will make the relevant logos and information materials available on the Project website.
 7. Within 30 days from the end of the period of receiving the scholarship financed from the project, the Participant is obliged to provide the IDS TUL office with a substantive report in accordance with the template set out in **Appendix 4** together with information on the publication of the research referred to in §5 (4).
 8. If the report referred to in §5 (7) of the method of making the research public, the Participant is obliged to submit subsequent substantive reports (quarterly or upon fulfilment of the above-mentioned obligation, completion of training) at the latest by the end of the academic year in which the NAWA scholarship was collected. In the event of failure to comply with the provisions of the Regulations, the Doctoral Candidate is obliged to return the received NAWA scholarship with interest in the amount specified as for tax arrears in the event that TUL is obliged to return it for reasons attributable to the Doctoral Candidate.
 9. The payment of the NAWA scholarship is suspended in the following cases:

- 1) termination of the co-financing agreement no. BPI/STE/2024/1/00003/U/00001, concluded between Lodz University of Technology and NAWA;
 - 2) completion by the Participant of training at IDS TUL;
 - 3) suspension of training in the cases specified in § 10 of the IDS TUL Regulations;
 - 4) unsatisfactory progress in the preparation of the doctoral dissertation based on the opinion of the supervisor or supervisors or the supervisor and auxiliary supervisor;
 - 5) failure to deliver semester reports/reports within specified deadlines;
 - 6) initiation of administrative proceedings aimed at removing the Participant from the list of doctoral candidates, until the final settlement of the case;
 - 7) receiving support from other sources (to the extent identical or similar to that which can be received under the project) which would result in double financing of expenditure.
10. The decision to suspend the payment of the NAWA scholarship is taken by the Committee. In disputed situations, the Committee takes a decision after consulting the Scientific Council of IDS TUL.
11. The cessation of payment of the NAWA scholarship takes place on the first day of the month following the month in which the circumstance referred to in § 5 (9) occurred.
12. In the event of cessation of payment of the NAWA scholarship, an additional recruitment will be carried out.
13. The Participant shall not be able to waive or relinquish part, or all of their NAWA scholarship amounts to other persons or activities both inside and outside the project.
14. Pursuant to Article 13 (1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), Journal of Laws EU.L.2016.119.1, IDS TUL informs that:
- 1) The administrator of the Applicant's personal data is Lodz University of Technology, registered office: 116, Żeromskiego St., 90-924 Lodz
 - 2) The administrator has appointed a data protection officer, e-mail contact: iod@adm.p.lodz.pl, tel. 426312039.
 - 3) The personal data of the Applicant will be stored for the period necessary to achieve the purpose of processing, i.e. for the purposes of conducting qualifications at Lodz University of Technology in the project implemented by Lodz University of Technology as part of the STER programme – Internationalization of Doctoral Schools - 2024 Recruitment financed by the National Agency for Academic Exchange, including archiving.
 - 4) The Applicant has the right to request from the administrator access to their personal data, rectification, deletion or limitation of processing, and the right to object to processing, the right to transfer data.
 - 5) The Applicant has the right to lodge a complaint with the supervisory authority, which in Poland is the President of the Office for Personal Data Protection, registered office address: Stawki 2, 00-193 Warsaw, when they consider that the processing of their personal data violates the provisions of the regulation indicated above.
 - 6) Providing personal data by the Applicant is a statutory requirement.
 - 7) Decisions made against the Applicant and their personal data will not be made in an automated manner, including profiling will not be applied to these data.
 - 8) The personal data of the Applicant may be shared with NAWA and other institutions controlling the Project, including the correctness of recruitment procedures for Participants to the Project.

§ 6 Criteria for assessing the scientific and/or artistic achievements of Applicants

1. The basis for granting the NAWA scholarship are the scientific achievements of the Doctoral Candidate only for the period from the beginning of education at IDS TUL to the date of submission of the scholarship application, and which relate to the subject of the doctoral dissertation.
2. The achievements referred to in (1) are subject to substantive assessment by the Committee, in accordance with the following specific criteria:

I. Scientific and/or artistic achievements (0 – 50 points)

A maximum of five best scientific and/or artistic achievements closely related to the subject of the doctoral dissertation are assessed in the following categories:

- a) **scientific publications** – papers included in peer-reviewed materials from international conferences shown in the current ministerial list and scientific articles shown in the current ministerial list of scientific journals and monographs, works under editorship and chapters published by a publishing house shown in the current ministerial list of scientific publications; publications outside the list of 0 points; the number of partial points obtained by the Doctoral Candidate for publication is equal to the number of points from the above list multiplied by the percentage of the Doctoral Candidate in the creation of the work;

Confirmation:

***Scientific article** – a copy of the pages containing the title of the article, the name and surname of the author (s) and the date of publication (month and year), a statement on the percentage of the Doctoral Candidate/s in the creation of the work certified by co-authors or, in the case of co-authors from outside Poland, certified by the Supervisor. In the case of articles accepted for printing, a letter from the editor of the journal confirmed by the supervisor should be presented.*

***Monograph, edited work, chapter** – a copy of the pages containing the title of the monograph/chapter, the name and surname of the author (s), the year and month of publication, the table of contents and the ISBN number, a statement on the percentage of the Doctoral Candidate/s in the creation of the work certified by co-authors or, in the case of co-authors from outside Poland, certified by the Supervisor. In the absence of pages containing the month of issue, a confirmation from the editor in which this month is indicated should be provided.*

- b) **active participation (speech) in an international conference** - the number of partial points obtained by the Doctoral Candidate for active participation in an international conference is equal to 5 partial points (a maximum of one achievement from this category can be demonstrated).

Confirmation:

a certificate from the organizer of participation in the conference, confirmation that the conference has a scientific committee, a copy of the pages from the conference materials containing the date and name of the conference, a schedule of speeches indicating the time of the speech (the oral presentation must last at least 10 minutes – according to the schedule) and a summary of the paper. In the absence of an unambiguous specification in the conference materials of the presenting person, a statement of co-authors or, in the case of co-authors from outside Poland, a statement of the Supervisor is required.

- c) **artistic achievement (only for the faculties of Civil Engineering, Architecture and Environmental Engineering and Faculty of Material Technologies and Textile Design)** - individual exhibition in the gallery/museum, participation in a design or artistic exhibition with a national/international scope, the number of partial points obtained by the Doctoral Candidate for one artistic achievement is equal to 5 partial points

Confirmation:

exhibition catalogues, statement of the exhibition curator confirming participation and the country of the event

A Doctoral Candidate may receive a maximum of 50 points for scientific achievements. The maximum number of points is awarded to the Candidate who has obtained at least 100 partial points in accordance with the above-mentioned list, the other Candidates receive points according to the proportional conversion according to the formula:

$$o = \frac{oc \times 50}{100}$$

o – the number of points received by the Doctoral Candidate for scientific and/or artistic achievements related to the discipline,

oc – partial number of points received by the Doctoral Candidate for scientific and/or artistic achievements related to the discipline

II. The nature of internationalization of the doctoral dissertation (0-40 points)

- a) Supervisor/co-supervisor/auxiliary supervisor from abroad – 10 points
- b) Joint implementation of research with a foreign centre along with the rank of the centre and the nature of research implementation – 15 points.
- c) Participation in an international doctoral programme, in particular aimed at obtaining a joint degree or a multiple degree – 15 points.

III. Additional activity of the Doctoral Candidate (0-10 points)

Active participation of the Doctoral Candidate in promotional activities for the Interdisciplinary Doctoral School of Lodz University of Technology – 10 points

The possibility of demonstrating, along with attaching confirmation, participation in films promoting IDS TUL, active content creation in social media of IDS TUL and other activities to the Committee's decision.

§ 7 Final provisions

- 1. In matters not covered by these regulations, the generally applicable provisions and the internal regulations of the University shall apply.
- 2. These Regulations shall enter into force on the 1st of June 2025



3. List of appendices to the Regulations:
 - Appendix 1 – Application for the NAWA scholarship
 - Appendix 2 – Scholarship Agreement
 - Appendix 3 - Declaration of the Project Participant
 - Appendix 4 - Template of the substantive report

