

## **Regulations on the Award of the Scientific Council of the Interdisciplinary Doctoral School of Lodz University of Technology – 3<sup>rd</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 Candidates 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 unit responsible for assisting persons with disabilities 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 contribution of the Doctoral Candidate in each submitted publication must be leading and confirmed by an appropriate statement from the supervisor.
17. The number of points awarded to a Doctoral Candidate for a publication is equal to the number of points assigned to the journal in the list of scientific journals and peer-reviewed materials from scientific conferences announced by the minister responsible for science, valid on the date of submission of the 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. The prizes shall be awarded directly to the winners. Prizes shall be awarded until the funds from the donation in the amount of PLN 50,000 are exhausted.
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 TUL Office shall draw up a reference list of Doctoral Candidates nominated for the award, which shall serve as the basis for the IDS TUL Office to request Doctoral Candidates to submit a tax declaration, a template of which is attached as Appendix 2 to these Regulations.
23. The tax declaration referred to in point 22 shall be submitted to the IDS TUL Office within 7 days of receiving information about the possibility of being awarded the prize. Failure to submit the declaration within the required time limit shall result in the prize not being awarded.
24. The Scientific Council of IDS TUL reserves the right not to award the prize if it is impossible to contact a Doctoral Candidate who has been removed from the list of Doctoral Candidates before awarding the prize.

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.