

Notice on the rules of funding scientific activities of doctoral students

Doctoral students have the opportunity to obtain funding for scientific activities, including such activities as: participating in conferences, scientific trips, publications, language corrections, or purchase funds necessary for scientific work (books, articles, computer programs, etc. – these resources, after being used for your activity, will remain the university's property).

Information on the amount of funding is available in the Doctoral School Secretary Office.

The **request for funding** should be addressed to the Director of the Doctoral School and sent to the Doctoral School Secretary on the following e-mail address: sdnh@uni.lodz.pl

The **application for funding** template is available in the appendix.

Document circulation process is as follows:

1. **The Doctoral student presents** the application for funding with **the Doctoral Supervisor's** opinion for the acceptance of the School Director. The application must be delivered to the Doctoral School Secretary or sent to the e-mail address: sdnh@uni.lodz.pl
2. The Doctoral School Secretary sends **an accepted** request for funding and an application (cost estimate) to the Doctoral Schools Centre, e-mail address: sylwester.jasinski@uni.lodz.pl
3. The Doctoral Student applies to the UL Purchasing Department to indicate the purchase mode (does not apply to conferences and/or library research) using an online form via the Employee Service Portal: <https://forms.office.com/pages/responsepage.aspx?id=7xpEYw7al0O7fvnUcF6WO8eRQPaIEI9FgR8Z9M86qVRUODIVUThVMFZNMUtMOFVTR1oxVIAwVVZSC4u> or via e-mail to: bzp@uni.lodz.pl
4. After receiving feedback from the Purchasing Department (*Dział Zakupów*), the **doctoral student executes the purchase order** in accordance with the application accepted by the Supervisor and Doctoral School Director, and the purchase mode indicated by the UL Purchasing Department. Purchases are carried out in accordance with the financial policy and tendering procedures of the UL (all doctoral students are subject to tenders posted on the UL website);
5. The doctoral student **is obliged** to provide original invoices to the **Doctoral Schools Centre (room 101) and send it via email to Doctoral Schools Centre financial administration** with statement on the purchase mode indicated by the Purchasing Department, and a note on the back of the invoice: ***"Purchase made in accordance with the accepted cost estimate and financial policy of the UL"*** (Polish: ***"Zakup zgodny z zaakceptowanym kosztorysem i polityką finansową UŁ"***)
Request for refund of the expenditure amount transfer to the account:..... (in the case the assignment was pre-financed by the Doctoral Student) must be signed by the Doctoral Student.
Caution: the value of the VAT invoice cannot exceed the amount of the funding.
6. In the case of request for a conference (or library research) funding, the doctoral student shall follow the abovementioned procedure and indicate whether it is an online or off-site conference. In the case of the departure, **there must always be issued** a travel expense form with the agreement. At **the request of the doctoral student**, a domestic travel expense form (*delegacja krajowa* – for destinations in Poland) is issued by the staff of Doctoral Schools Centre financial administration (email: sylwester.jasinski@uni.lodz.pl)

Please include the following in your e-mailed request:

- * departure date
- * return date,
- * means of transport (PKP railway class 2 or bus),
- * estimated cost of transport,
- * name of institution that hosts your conference/research,
- * purpose of mobility,
- * destination,
- * bank account number for refund,

As soon as you receive your travel order form and your agreement, you should sign both documents and submit them to the Director of your Doctoral School for signature.

According to the announcement of the UL Bursar dated 27/6/2023, the signed original of the agreement should also be submitted to the Bursar for signing (UL Rectorate, main building at 68 Narutowicza, room 302). The signed documents should be delivered to the Doctoral School Centre (at 21/23 Matejki), room 101. All formalities should be completed before the planned departure. The basis for travel costs accounting are scans of your tickets/e-tickets – NOT the invoices.

For an international travel expense form, please contact the UL Accounting Department instead: (email: ilona.krysiak@uni.lodz.pl, T: 42 635 42 38)

The invoice(s) should be billed to:

University of Lodz
Narutowicza 68
90-136 Lodz
NIP (tax identification number): 724 000 32 43

Please note on invoice: "applies to the Doctoral School of Humanities / dotyczy SDNH UŁ"

CAUTION – Invoices for products and services not included in the application (cost estimate) will not be cleared or accounted for, which also means they are not applicable for refund.

In the case of purchasing **books** – each book must be accepted by a University of Lodz library unit (e.g. a departmental/Faculty-level library), and the invoice must include the acceptance stamp.

In connection with the amendment of Regulation No. 42 of the Rector of the University of Lodz, doctoral students have been given the opportunity to receive daily allowances for domestic and foreign trips. These allowances (Polish: *diety*) can be settled on the condition that **the item "diety" is entered in your application.**

The amount of daily allowance should be estimated on the basis of publicly available information or after contacting Ms. Ilona Krysiak (UL Accounting Department for international travel expense forms) or Doctoral Schools Centre staff (for national travel expense forms).

Please note that in the case of domestic travel (**with destinations in Poland**), the amount of the allowance is reduced by the cost of free food provision, assuming that each meal constitutes respectively:

breakfast - 25% of your daily allowance amount

lunch - 50% of the allowance

dinner - 25% of the allowance

On the other hand, during international travel (**with destinations abroad**), when free full board is provided, 25% of the daily allowance is due. The amount of the daily allowance is reduced by the cost of the provided free board, assuming that each meal constitutes, respectively:

breakfast - 15% of your daily allowance amount

lunch - 30% of the allowance

dinner - 30% of the allowance

We would also like to inform you that as of 1/10/2023, the UL insures doctoral students and other UL students for **professional mobility (study/research trips) abroad lasting up to 30 days** which are to be reported to the Accounting Department (Ms. Ilona Krysiak) before the start date of the mobility. Insurance coverage includes: medical expenses, personal accident, third party liability, travel baggage insurance, assistance services. The UL policy covers the period from 01/10/2023 to 30/9/2024.