

**Ordinance no. 46/2022
of 12 May 2022
issued by the Rector of the Medical University of Lodz**

**on the Regulations on Awarding and Payment of Scholarships of the National Agency
for Academic Exchange under "STER - Internationalisation of Doctoral Schools"
Programme
at the Medical University of Lodz**

Pursuant to Article 23 item 1 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2022, item 574, as amended) and § 12 item 3 and § 13 section 2 of the Statute of the Medical University of Lodz of 27 June 2019, as amended, it is hereby ordered as follows:

§ 1

The Regulations on Awarding and Payment of Scholarships of the National Agency for Academic Exchange under “STER – Internationalisation of Doctoral Schools” Programme at the Medical University of Lodz, enclosed hereto as the Appendix, are implemented.

§ 2

The Ordinance becomes effective upon being signed.

RECTOR: *Prof. Radzisław Kordek, MD, PhD*

Publication of the legal act:

- Intranet/ Public Information Bulletin

Appendix to Ordinance no.45/2022
issued on 12 May 2022
by the Rector of the Medical University of Lodz

REGULATIONS

on Awarding and Payment of Scholarships of the Polish National Agency for Academic Exchange under “STER – Internationalisation of Doctoral Schools” programme at the Medical University of Lodz

§ 1

General provisions

1. These Regulations specify the rules of awarding and payment of scholarships of the National Agency for Academic Exchange under "STER - Internationalisation of Doctoral Schools" programme included in the Internationalisation Empowerment project of the Doctoral School at the Medical University of Lodz (InterEmpowered)/Internationalisation of the Doctoral School at the Medical University of Lodz, co-financing agreement no.: BPI/STE/2021/1/00032, Task 2 Payment of NAWA scholarships for the best foreign and Polish doctoral students implementing doctoral projects in international cooperation and aiming to obtain a joint degree or double degree.
2. The Task 2 referred to in item 1 is aimed at supporting doctoral students pursuing studies at the International Doctoral School of the Medical University of Lodz in the implementation of their doctoral projects at the international level and in obtaining a joint or double degree. It is also designed to create better conditions for their scientific development.
3. The obligations of the Medical University of Lodz arising from the implementation of Task 2, as referred to in item 1, are defined in the funding agreement no. BPI/STE/2021/1/00032, concluded between the University and the National Agency for Academic Exchange.
4. The scholarship awarded by the National Agency for Academic Exchange is paid by the Medical University of Lodz from the funds allocated for the implementation of the Project referred to in item 1, independently of the doctoral scholarship to which doctoral students are entitled pursuant to Article 209, item 1 of the Act of 20 July 2018 - Law on Higher Education and Science.

§ 2

Definitions

The terms used in these Regulations shall have the following meaning:

- 1) University – Medical University of Lodz;
- 2) Doctoral School – International Doctoral School of the Medical University of Lodz;
- 3) NAWA – Narodowa Agencja Wymiany Akademickiej [Polish National Agency for Academic Exchange];
- 4) Programme – “STER – Internationalisation of Doctoral Schools” programme;
- 5) Project – “Internationalisation Empowerment of the Doctoral School at the Medical University of Lodz (InterEmpowered)” implemented under the Programme, referred to in the co-financing agreement no. BPI/STE/2021/1/00032 concluded between the University and NAWA;

- 6) Task – Task 2 Payment of NAWA scholarships for the best foreign and Polish doctoral students implementing doctoral projects in international cooperation and aiming to obtain a joint degree or double degree, carried out under the Project;
- 7) scholarship –NAWA scholarship awarded and paid by the Medical University of Lodz under the Programme;
- 8) doctoral student –a Polish or a foreign doctoral student pursuing studies at the Doctoral School;
- 9) foreign doctoral student:
 - a) a foreigner who is a graduate of a first-cycle, second-cycle or unified master's degree program completed at a foreign institution, or
 - b) a foreigner who is a graduate of a second-cycle or unified master's degree program completed at a Polish institution, or
 - c) a Polish citizen who is a graduate of a second-cycle or unified master's degree program completed at a foreign institution;
- 10) candidate – a doctoral student who applies for the scholarship;
- 11) participant – a doctoral student who is qualified for awarding the scholarship;
- 12) doctoral project – a research project implemented by a doctoral student as part of preparation of his/her doctoral dissertation;
- 13) Act – Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2022 item 574, as amended);
- 14) Rules and Regulations of the Doctoral School – Rules and Regulations of the International Doctoral School introduced under the Resolution no. 289/2019 of 28 May 2019 adopted by the Senate of the Medical University of Lodz, as amended;
- 15) Regulations – Regulations of awarding and payment of the scholarship of the National Agency for Academic Exchange under “STER – Internationalisation of Doctoral Schools” programme at the Medical University of Lodz.

§ 3

Rules and procedure of awarding the scholarship

1. The scholarship is awarded through a competition announced by the Project Manager.
2. The announcement about the competition, containing information about the conditions and procedure of awarding the scholarship, including the deadline for submission of applications, assessment criteria and the date of the competition final results are published on the Doctoral School's website.
3. The competition is open to doctoral students studying at the Doctoral School.
4. The candidate should submit the application for the scholarship to the Office for Doctoral Students within 30 days from the date of publishing the announcement about the competition on the Doctoral School's website. The application form template is enclosed as an appendix to these Regulations.
5. The application, referred to in item 3, should be enclosed with a statement on processing of personal data in relation to the implementation of the Project, together with an additional consent to processing of personal data; sample documents are available on the Doctoral School's website.
6. Results of the competition will be announced within 14 days following the deadline for submission of applications referred to in item 4.
7. Applications are assessed by the STER Programme Committee, hereinafter referred to as the "Committee", appointed by the Project Manager and composed of:
 - 1) Director of the International School – as the Chairperson;

- 2) at least one academic staff member representing each of the following scientific disciplines: pharmaceutical sciences, medical sciences and health sciences, holding at least the degree of *doktor habilitowany* [habilitated doctor].
8. The members of the Committee do not assess applications of candidates they are supervisors of.
9. Applications submitted after the deadline referred to in item 4 or those failing to meet formal requirements are not considered.
10. Applications are assessed in compliance with the principle of equal opportunities and non-discrimination, based on the criteria specified in § 6.
11. Following the assessment of submitted applications, the Commission prepares a ranking list of candidates and awards scholarships to candidates who received the highest number of points. The decisions of the Committee are final.
12. The results of the competition are published on the Doctoral School's website.

§ 4

Scholarship amount

1. Under the co-financing agreement no. BPI/STE/2021/1/00032, concluded between NAWA and the University:
 - 1) The Project is implemented in the period from 3 January 2022 to 31 December 2024;
 - 2) The Task will be implemented in the period from 1 October 2022 to 30 September 2024.
2. The Project will provide funds for the payment of scholarships in the following number and amount:
 - 1) 10 scholarships in the amount of PLN 1000 monthly – for Polish and foreign doctoral students, awarded for a period of 12 months;
 - 2) 4 scholarships in the amount of PLN 4 000 monthly – for foreign students, awarded for a period of 24 months.
3. If not the whole number of scholarships, as indicated in item 2, is awarded in the academic year 2022/2023, the unused funds will be allocated for scholarships in the academic year 2023/2024, in accordance with the rules and conditions for awarding scholarships defined in the Regulations, except that the duration of the scholarship payment may not be longer than the duration of the Task defined in item 1, point 2.
4. The amounts referred to in item 2 are gross amounts, including derivative costs related to the payment of the scholarship by the University, including social security contributions.
5. The University pays the scholarship to the participant's bank account given in the agreement concluded between the University and the participant. The agreement also specifies the amount, period and conditions of the scholarship payment.

§ 5

Conditions of awarding and payment of the scholarship

1. The scholarship may be awarded to a candidate who meets the following requirements:
 - 1) is pursuing studies at the Doctoral School;
 - 2) has submitted his/her individual research plan to the Director of the Doctoral School, in accordance with the Rules and Regulations of the Doctoral School;
 - 3) has not extended the deadline for submission of his/her doctoral dissertation, *i.e.*, meets the dissertation preparation schedule specified in the individual research plan in a timely manner;
 - 4) does not receive any other scholarship awarded under other NAWA projects that support the internationalisation of doctoral schools;

- 5) prepares the doctoral dissertation in English;
 - 6) cooperates with a supervisor employed in a foreign research institution;
 - 7) carries out a doctoral project in international cooperation and aims at obtaining a joint or double degree – under an agreement confirming the cooperation between the University and a foreign research institution.
2. The requirements defined in item 1, points 6 and 7 do not apply to foreign doctoral students.
 3. A participant may be awarded a scholarship in the amount specified in § 4, item 2, point 1, and in the case of a foreign doctoral student - in § 4, item 2, points 1 and 2, however, the scholarship in a given amount may be awarded to the participant only once during the whole period of the Project implementation.
 4. During the implementation of the Project, the Committee verifies whether the participant still meets the scholarship requirements, as stipulated in the Regulations, based on the annual report on the progress of studies at the Doctoral School, submitted by the participant to the Office for Doctoral Students .
 5. The scholarship payment is discontinued if:
 - 1) the co-financing agreement no. BPI/STE/2021/1/00032 concluded between the University and NAWA is terminated;
 - 2) based on the report referred to in item 4, the Committee finds that the participant no longer meets the scholarship requirements as specified in the Regulations;
 - 3) the participant has completed his/her studies at the Doctoral School;
 - 4) the participant is removed from the register of doctoral students.
 6. Payment of the scholarship will cease on the first day of the month following the month in which the circumstances referred to in item 5, points 1-3 occurred or in which the decision on removal from the register of doctoral students became final.
 7. The participant may not waive or relinquish part or all of the scholarship amount to which he/she is entitled for the benefit of other persons or activities both within or outside the Project.

§ 6

Criteria for evaluating scientific achievements of candidates

The Commission evaluates the academic achievements of candidates in the period from the beginning of their studies at the Doctoral School to the date of submission of the scholarship application, awarding points according to the following criteria:

- 1) the candidate's academic achievements related to the dissertation - not more than 30 points in total, including the following documented scientific achievements:
 - a) research articles specified in the doctoral student's annual report, published in:
 - scientific journals with an impact factor (IF), included on the list of the JCR database, of which the doctoral student is:
 - the first author – 3 points for each article,
 - a co-author – 2 points for each article,
 - a peer-reviewed scientific journal included on the current list announced by the minister competent for higher education and science, of which the doctoral student is:
 - the first author – 2 points for each article,
 - a co-author – 1 point for each article (not more than 3 publications),
 - b) active participation in international conferences, symposia, research conventions (not more than 4 conferences, symposia or conventions):
 - for presentation of a research paper– 2 points,
 - for presentation prepared in the form of a poster – 1 point,

- c) scientific internships lasting at least 2 months and completed abroad - not more than 2 points in total,
 - d) inventions registered by the Medical University of Lodz with the Patent Office of the Republic of Poland (based on information on filing the application for patent, including the application number given by the Patent Office of the Republic of Poland - not more than 3 points in total,
 - e) received awards, related to the subject of the doctoral dissertation - not more than 1 point in total;
- 2) internationalisation of the doctoral project:
- a) supervisor employed at a foreign research institution, appointed by the Director of the Doctoral School - not more than 10 points in total,
 - b) assistant supervisor employed at a foreign research institution, appointed by the Director of the Doctoral School - 5 points,
 - c) conducting research in cooperation with a foreign research institution (the rank of the centre and the nature of conducted research are evaluated) - not more than 10 points,
 - d) implementation of a doctoral project in international cooperation leading to obtaining a joint or double degree, under an agreement confirming the cooperation between the University and a foreign research institution- 40 points.

§ 7

Information on personal data processing

Personal data of the candidates and participants are processed in compliance with generally applicable legal provisions, including 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), in accordance with the rules set out in the co-financing agreement no. BPI/STE/2021/1/00032 concluded between the University and NAWA, the provisions of the Regulations of "STER - Internationalisation of Doctoral Schools" programme and the Guidelines and Rules for the Implementation of Projects under the Programmes of the National Agency for Academic Exchange.

§ 8

Final provisions

1. Amendments to the Regulations may be introduced in the case of changes to the Co-financing Agreement No. BPI/STE/2021/1/00032, concluded between the University and NAWA, the Regulations of "STER - Internationalisation of Doctoral Schools" Programme or the Guidelines and Rules for Implementation of Projects under the Programmes of the National Agency for Academic Exchange. The Participant will be notified, via e-mail, about any amendment to the Regulations before the date of its coming into force unless it is not possible due to the effective date of the amendment to the aforementioned agreement or regulations concerning the Programme or the Project.
2. In all matters not governed by these Regulations, the provisions of the Act, the Rules and Regulations of the Doctoral School, the Regulations of "STER - Internationalisation of Doctoral Schools" Programme and the Guidelines and Rules for the Implementation of Projects under the Programmes of the National Agency for Academic Exchange will apply.

Appendix to the Rules of Awarding and Payment of the Scholarship
of the National Agency for Academic Exchange
under the STER Programme
at the Medical University of Lodz

Lodz,

**APPLICATION FOR AWARDING THE SCHOLARSHIP OF THE NATIONAL
AGENCY FOR ACADEMIC EXCHANGE UNDER
“STER – INTERNATIONALISATION OF DOCTORAL SCHOOLS” PROGRAMME**

_____	_____
<i>full name of the doctoral student</i>	<i>register no.</i>
_____	_____
<i>scientific discipline</i>	<i>year of study</i>

I hereby apply for a scholarship awarded by the National Agency for Academic Exchange under "STER - Internationalisation of Doctoral Schools" Programme implemented at the Medical University of Lodz, in the amount of PLN (say:) for a period of months.

**INFORMATION CONFIRMING THAT THE DOCTORAL STUDENT
MEETS THE CRITERIA**

I hereby declare that I meet the following requirements for being awarded the NAWA scholarship under "STER - Internationalisation of Doctoral Schools" Programme”:

- ☐ I am pursuing my studies at the Doctoral School;
- ☐ I submitted an individual research plan to the Director of the Doctoral School, in compliance with the Rules and Regulations of the Doctoral School;
- ☐ I have not extended the deadline for submission of my dissertation, *i.e.*, I meet the dissertation preparation schedule specified in my individual research plan in a timely manner;
- ☐ So far I have not received the NAWA scholarship under "STER - Internationalisation of Doctoral Schools" Programme, implemented at the Medical University of Lodz, in the amount specified by me in the application;
- ☐ I do not receive a scholarship awarded under any other NAWA projects supporting the internationalisation of doctoral schools;
- ☐ I am preparing a doctoral dissertation in English;
- ☐ I am cooperating with a supervisor employed in a foreign research institution*;

- ☐ I am pursuing a doctoral project in international cooperation and aiming to obtain a joint or double degree - under an agreement confirming the cooperation between the University and a foreign research institution *.

.....
legible signature of the doctoral student/date

**SCIENTIFIC ACHIEVEMENTS OF THE DOCTORAL STUDENT AT THE INTERNATIONAL
DOCTORAL SCHOOL OF THE MEDICAL UNIVERSITY OF LODZ
(from the beginning of the studies)**

(to be filled in by the doctoral student and the Committee)

Scientific output of the doctoral student related to the doctoral dissertation			
Research articles included in the doctoral student's annual report, published in:	Number of the Appendix to the application	Status and publication year (accepted for publication/ published/academic year of publication)	Awarded points (to be filled in by the Committee)
scientific journals with an impact factor (IF), included on the list of the JCR database, of which the doctoral student is the first author – 3 points for each article			
scientific journals with an impact factor (IF), included on the list of the JCR database, of which the doctoral student is a co-author – 2 points for each article			
peer-reviewed scientific journal included on the current list announced by the minister competent for higher education and science, of which the doctoral student is the first author – 2 points for each article			
peer-reviewed scientific journal included on the current list announced by the minister competent for higher education and science, of which the doctoral student is a co-author – 1 points for each article (not more than 3 publications)			
Active participation in international conferences, symposia, research conventions (not more than 4 conferences, symposia or conventions)	Number of the Appendix to the application	Form of participation /academic year	Awarded points (to be filled in by the Committee)

* It does not apply to foreign doctoral students referred to in § 2 item 9 of the Regulations on Awarding and Payment of Scholarships of the National Agency for Academic Exchange as part of "STER - Internationalisation of Doctoral Schools" Programme at the Medical University of Lodz.

for oral presentation of a scientific paper – 2 points			
for presentation prepared in the form of a poster – 1 point			
Scientific internships completed abroad in relation to the doctoral dissertation	Number of the Appendix to the application	Form of internship/academic year	Awarded points (to be filled in by the Committee)
Scientific internships abroad, lasting at least 2 months – more than 2 points in total			
Inventions	Number of the Appendix to the application	Description of the invention, application registration number given by the Patent Office of the Republic of Poland	Awarded points (to be filled in by the Committee)
Inventions registered by the Medical University of Lodz with the Patent Office of the Republic of Poland (based on information on filing the application for patent, including the application number given by the Patent Office of the Republic of Poland – not more than 3 points in total			
Awards	Number of the Appendix to the application	Type of award/year	Awarded points (to be filled in by the Committee)
Received awards related to the topic of the doctoral dissertation – not more than 1 point in total			
		Total	
Internationalisation of the doctoral project			
Type of internationalisation	Number of the Appendix to the application	Awarded points (to be filled in by the Committee)	
a supervisor employed with a foreign research institution, appointed by the Director of the Doctoral School - not more than 10 points in total			
an assistant supervisor employed with a foreign research institution, appointed by the Director of the International School - 5 points			

conducting research in cooperation with a foreign research institution (the rank of the centre and the nature of conducted research are evaluated) - not more than 10 points		
implementation of a doctoral project in international cooperation leading to obtaining a joint or double degree, under an agreement confirming the cooperation between the University and a foreign research institution - 40 points		
	Total	
Total number of points awarded:		

POINTS AWARDED BY THE COMMITTEE:

Total number of points obtained by the Doctoral Student:

Position on the ranking list:

MEMBERS OF THE COMMITTEE:

- 1) – Director of the International Doctoral School of the Medical University of Lodz (Chairperson),
- 2) Academic staff members:
 - a) – representing the discipline of pharmaceutical sciences,
 - b) – representing the discipline of medical sciences,
 - c) – representing the discipline of health sciences,

☐

AWARD THE NAWA SCHOLARSHIP UNDER THE “STER” PROGRAMME IN THE ACADEMIC YEAR 20...../20..... IN THE AMOUNT OF FOR THE PERIOD OF MONTHS

☐

DO NOT AWARD THE NAWA SCHOLARSHIP UNDER THE “STER” PROGRAMME IN THE ACADEMIC YEAR 20...../20.....

.....
*date, name stamp and signature
 of the Chairperson of the Committee*