****

**Directive no. 93/2021
of 31st August 2021**

**issued by the Rector of the Medical University of Lodz**

**on doctoral scholarship for doctoral students pursuing studies
at the International Doctoral School of the Medical University of Lodz**

Pursuant to art. 23 item 1 in connection with art. 209 of the Act of 20th July 2018 – Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended) and § 12 item 3 and § 13 item 2 of the Statutes of the Medical University of Lodz of 27th June 2019,
as amended, in connection with § 31 items 2 and 3 of the Rules and Regulations of
the International Doctoral School, implemented under the Resolution no. 289/2019 of 28th May 2019 adopted by the Senate of the Medical University of Lodz (i.e. Resolution no. 72/2021 of 27th May 2021 adopted by the Senate of the Medical University of Lodz, it is hereby ordered as follows:

**§ 1**

1. This Directive specifies the amount of doctoral scholarship for doctoral students studying at the International Doctoral School of the Medical University of Lodz, hereinafter referred to as the "Doctoral School", as well as the amount, criteria and the procedure for granting an increased doctoral scholarship, depending on the student's achievements.
2. The provisions of the Directive shall not apply to doctoral scholarship paid as part of programmes financed with external funds.

**§ 2**

The amount of the monthly doctoral scholarship shall be the following:

1) PLN 2371.70 gross – up to the month in which the mid-term evaluation was made;

2) PLN 3653.70 gross - after the month in which the mid-term evaluation was made.

**§ 3**

A doctoral student who holds a certificate of disability, a certificate of disability degree or a certificate referred to in art. 5 and art. 62 of the Act of 27th August 1997 on Professional and Social Rehabilitation and Employment of Disabled Persons shall receive doctoral scholarship the amount indicated in §2, point 1 increased by 30%, i.e.:

1) PLN 3083.21 gross - up the month in which the mid-term evaluation was made;

2) PLN 4365.21 gross - after the month in which the mid-term evaluation was made.

**§ 4**

A doctoral student who is employed, following a successful mid-term evaluation, as an academic teacher or an academic staff member, for a number of hours exceeding 50% of the full time, shall receive a doctoral scholarship amounting to 40% of the amount indicated in §2 point 2, i.e. PLN 1461.48 gross.

**§ 5**

1. The amount of doctoral scholarship may depend on the doctoral student’s achievements.
2. The increased doctoral scholarship may be granted to a doctoral student in the third year of study at the Doctoral School who has outstanding achievements in the implementation of the curriculum and scientific research and whose scholarship is not financed with external funds.
3. The amount of doctoral scholarship may be increased by PLN 500 gross per month.
4. The increased doctoral scholarship may be received by no more than three doctoral students in the third year of study.
5. The increased doctoral scholarship shall be the sum of the amount of the scholarship referred to in §2 point 22, §3 point 2 or §4 and the amount referred to in item 3.
6. The increased doctoral scholarship shall be awarded at the doctoral student’s request submitted to the Office of Doctoral Studies by 15th October. An application form specimen is enclosed as the Appendix hereto.

**§ 6**

An increased doctoral scholarship may be awarded to a doctoral student who meets all of
the following requirements:

1. he/she has submitted the annual report for the second year of study at the Doctoral School by 30th August;
2. he/she has been awarded credits for the courses specified in the curriculum within
the set time limit;
3. he/she has obtained an average grade of at least 4.5 for credit courses and examinations in their first and second year of study at the Doctoral School;
4. he/she has obtained a positive mid-term evaluation result;
5. he/she is the author of at least one article published in a journal with the Impact Factor (IF), included in the list of journals in the Journal Citation Reports (JCR) database.

**§ 7**

1. The increased doctoral scholarship is awarded according to a ranking list of doctoral students in their third year of study. The list is based on scores calculated according to the following criteria:

1) the average grade for the first and second year of study - number of points equal to the average;

2) scientific achievements of the doctoral student in the first and second year of study:

a) published research articles, indicated in the doctoral student's annual report:

- articles published in a scientific journal with an impact factor (IF), included in the list of journals of the JCR database, of which the doctoral student is the first author - 10 points

- articles published in scientific journals with an impact factor (IF), included in the list of journals of the JCR database, of which the doctoral student is a co-author - 6 points,

b) active participation in conferences, symposia, scientific conventions:

 - national (not more than two conferences, symposia or conventions):

 -- for delivering a scientific paper - 2 points,

 -- for a presentation prepared in the form of a poster - 1 point,

- international (not more than three conferences, symposia or conventions):

 -- for delivering a scientific paper - 3 points,

 -- for a presentation in the form of a poster - 2 points,

1. scientific internships related to the doctoral dissertation, lasting at least one month:

 - national - 1 point,

 - international - 3 points

1. research projects or grants where a student acts as a manager, particularly those financed by the Foundation for Polish Science, National Science Centre, National Centre for Research and Development, a minister competent for higher education and science - 5 points.
2. An increased doctoral scholarship may be awarded to a doctoral student who has received a total of at least 16 points.
3. In the case of obtaining the same number of points by doctoral students, the place on the ranking list shall be determined based on the average score for the first and second year of study at the Doctoral School.
4. A doctoral student is obliged to document his/her scientific achievements by submitting:

 1) with regard to authorship or co-authorship of research articles - a copy of a page of
a scientific journal, including the title of the journal, name and surname of the author or authors, title of the scientific article, year and month of publication

 2) with regard to presentations at conferences, symposia or scientific conventions -
a certificate or a statement of the organizer of a scientific conference confirming that
the doctoral student delivered a research paper or prepared a presentation in the form of
a poster;

 3) with regard to internships - a confirmation of internship completion in the form of a report, certified by the host party;

 4) with regard to research projects - a grant agreement or information containing the title of the grant, the grant agreement number and the name of the financing institution.

**§ 8**

1. The increased doctoral scholarship is awarded by the Rector upon the recommendation of
the Committee appointed by the Rector.
2. The Committee shall consist of:
3. the Head of the Doctoral School - as the Chairperson;
4. at least one academic staff member representing each of the following scientific disciplines, i.e., pharmaceutical sciences, medical sciences, and health sciences, and holding at least the degree of *doktor habilitowany* [habilitated doctor].
5. a representative of doctoral students attending the Doctoral School, indicated by
the Doctoral Student Government of the Medical University of Lodz.
6. The Committee shall prepare ranking lists of third year doctoral students and shall recommend granting the increased doctoral scholarship to no more than three doctoral students in this year of study.
7. An appeal for reconsideration of the request for awarding increased doctoral scholarship may be filed with regard to the Rector's decision. The appeal should be submitted within 14 days of the receipt of the decision.
8. The increased doctoral scholarship shall be paid beginning from the month following the month in which the mid-term evaluation was made until the end of the academic year in which it was awarded.

**§ 9**

1. In all matters concerning doctoral scholarship that are not settled herein, the provisions of the Act - Law on Higher Education and Science and the Rules and Regulations of
the International Doctoral School shall apply.
2. The Directive No. 55/2019 of 15th July 2019 issued by the Rector of the Medical University of Lodz on the amount of the doctoral scholarship for doctoral students studying at the Doctoral School expires.

**§ 10**

The Directive becomes effective upon being passed.

 **Rector of the Medical University of Lodz**

Prof. Radzisław Kordek, MD, PhD

Promulgation of the legal act:

- Intranet/Public Information Bulletin

Appendix to Directive no. 93/2021

of 31st August 2021

issued by the Rector of the Medical University of Lodz

 

*(SPECIMEN)*

**APPLICATION FOR AWARDING**

**INCREASED DOCTORAL SCHOLARSHIP**  **in the academic year 20…./20….**

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 full name of the doctoral student* *student’s register no.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *scientific discipline year of study*

**INFORMATION CONFIRMING THAT THE DOCTORAL STUDENT**

 **MEETS THE ESTABLISHED CRITERIA**

I hereby declare that I meet the following requirements for being awarded increased doctoral scholarship:

 I submitted the annual report for the second year of study at the International Doctoral School of the Medical University of Lodz by 30th August;

□ I was awarded credits for the courses specified in the curriculum within
the set time limit;

 I am the author of at least one article published in a journal with the Impact Factor (IF), included in the list of journals in the Journal Citation Reports (JCR) database.

……………………………………………….

 *legible signature of the doctoral student*

1. **The average grade for the first and second year of study at the International Doctoral School of the Medical University of Lodz** *(to be filled in by an employee
of the Office of Doctoral Studies)*

|  |  |
| --- | --- |
| **Average grade** | **Awarded points** (points are awarded to a doctoral student who obtained the average grade of at least 4.5) |
|  |  |
| *….……………………..……………………………………………………………**name stamp and signature of the employee of the Office of Doctoral Studies*  |

1. **Mid-term evaluation result** *(to be filled in by an employee of Office of Doctoral Studies)*

|  |  |
| --- | --- |
| *Positive Negative* | *……………………..………………………………………………**name stamp and signature of the employee of the Office of Doctoral Studies* |

1. **Scientific achievements of the doctoral student at the International Doctoral School of the Medical University of Lodz** *(to be filled in by the doctoral student and the Committee)*

|  |  |  |  |
| --- | --- | --- | --- |
|  **1. Type of publication**  | **Number of the appendix to the application** | **Publication status and year** *(accepted for publication/published/academic year of publication)* | **Awarded points***(to be filled in by the Committee)* |
| articles published in a scientific journal with an impact factor (IF), included in the list of journals of the JCR database, of which the doctoral student is the first author − 10 points |  |  |  |
| articles published in a scientific journal with an impact factor (IF), included in the list of journals of the JCR database, of which the doctoral student is a co-author – 6 points |  |  |  |
| **2. Active participation in conferences, symposia, scientific conventions** | **Number of the appendix to the application** | **Form of participation /academic year**  | **Awarded points***(to be filled in by the Committee)* |
| Active participation in national conferences, symposia and scientific conventions (not more than two conferences, symposia or conventions):-- for delivering a scientific paper − 2 points,-- for a presentation prepared in the form of a poster – 1 point. |  |  |  |
| Active participation in international conferences, symposia and scientific conventions (not more than three conferences, symposia or conventions):-- for delivering a scientific paper – 3 points,-- for a presentation prepared in the form of a poster – 2 points. |  |  |  |
| **3. Scientific internships related to the doctoral dissertation** | **Number of the appendix to the application** | **Form of internship/academic year***(national/international)* | **Awarded points***(to be filled in by the Committee)* |
| national internships – 1 pointinternational internships – 3 points |  |  |  |
| **4. Research projects/grants** | **Number of the appendix to the application** | **Name and date of commencing a project/grant**  | **Awarded points***(to be filled in by the Committee)* |
| Holding the position of a manager of a research project/grant – 5 points |  |  |  |

**POINTS AWARDED BY THE COMMITTEE:**

The overall number of points obtained by the doctoral student: ………………………………….

Position on the ranking list: ………………………………………………………….

**MEMBERS OF THE COMMITTEE:**

1. ………………………. – Head of the International Doctoral School of the Medical University of Lodz (Chairperson),
2. Academic teachers:
3. …………………….. – representing the discipline of pharmaceutical sciences,
4. …………………….. − representing the discipline of medical sciences,
5. …………………….. − representing the discipline of health sciences,
6. a representative of doctoral students attending the International Doctoral School of
the Medical University of Lodz

**I RECOMMEND:**

 **TO AWARD THE INCREASED DOCTORAL SCHOLARSHIP IN THE ACADEMIC YEAR …/…**

 (beginning from the month following the month in which the mid-term evaluation was made until the end of the academic year in which it was awarded)

 **NOT** **TO AWARD THE INCREASED DOCTORAL SCHOLARSHIP IN THE ACADEMIC YEAR …/… …/…**

..…………..……………………………………………..

*(name stamp and signature of the Chairperson of the Committee)*