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**Directive no. 20/2021**

**of 10th March 2021**

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

**on additional financial support for doctoral students studying at the International Doctoral School of the Medical University of Lodz**

Pursuant toart. 23 point 1 of the Act of 20th July 2018 – Law on Higher Education and Science (Journal of Laws of 2020, item 85, as amended) and § 12 point 3 and § 13 point 2 of the Statutes of the Medical University of Lodz of 27th June 2019, as amended I hereby issue the following Directive:

**§ 1**

1. An additional financial support is provided for doctoral students studying at
the International Doctoral School of the Medical University of Lodz whose:
2. place of registered residence or
3. place of permanent residence – if in a specific country registered residence is not required

– is located in a straight line distance of at least 400 km from the borders of Łódź city, subject to point 3

1. The criteria specified in point 1 have to be met not later than six months before commencement of recruitment to the International Doctoral School.
2. The additional financial support is not awarded to doctoral students who receive the University doctoral scholarship financed with external funds.
3. The additional financial support is awarded to a doctoral student in his/her first year of studies at the International Doctoral School and it is provided until the education is completed, however, not longer than for an overall period of four years.
4. The additional financial support includes:
5. the gross amount of PLN 1,500.00 monthly for covering cost of living and travel expenses incurred by a doctoral student in relation to his/her studies at
the International Doctoral School;
6. the gross amount of up to PLN 1,000.00 monthly for covering costs of a doctoral student’s accommodation in a single room in a University dormitory, however, the amount may not be higher than the fee for a room in a University dormitory.

 **§ 2**

1. The amount specified in § 1 point 5 may be paid provided that a doctoral student submits a statement including his/her personal data, information on his/her place of registered residence or permanent residence, declaration on accommodation in a University dormitory and the number of the doctoral student’s bank account as well as the rent agreement concluded with the University. The aforementioned documents have to be filed with the Office of Doctoral Studies not later than within four days following publication of the list of candidates qualified for admission to the International Doctoral School. The statement form is enclosed as the Appendix hereto.
2. If a doctoral student provides false information, he/she will be obliged to return the undue benefits received, including the accrued interest.
3. The Office of Doctoral Studies will provide the list of doctoral students entitled to receive the additional financial support, including filled in statement forms, to the Department for Living Conditions of Students and Doctoral Students by 30th of September.
4. The amounts specified in § 1 point 5 will be transferred by the University to the bank account specified by a doctoral student by the tenth day of each month, based on the payment list drawn up by the Department for Living Conditions of Students and Doctoral Students.
5. The University will deduct due taxes and social insurance contributions from the amounts specified in § 1 point 5.

**§ 3**

1. The additional financial support will be provided to not more than 10% of doctoral students of a given year of the programme at the International Doctoral School.
2. If the criteria specified in § 1 points 1 and 2 are met by more than 10% of the first-year doctoral students, the additional financial support will be first awarded to doctoral students whose place of registered residence or permanent residence is located in
the furthest direct-line distance from the borders of Łódź city.

**§ 4**

1. If a doctoral student does not comply with the obligations specified in the Rules and Regulations of the International Doctoral School, payments of the additional financial support may be suspended. The final decision in such a case will be taken by the Rector of the Medical University of Lodz upon a request made by the Head of the International Doctoral School. Payments are suspended beginning from the first day of the month following the month in which the decision is taken by the Rector.
2. If a dormitory room rent agreement is terminated, payments of the additional financial support specified in § 1 point 5 item 2 are suspended as of the first day of the month following the month in which the rent agreement was terminated.
3. Payments of the additional financial support will be suspended if a doctoral student is removed from the list of doctoral students - as of the first day of the month following the month in which the decision on removing the student from the list of doctoral students became final and valid.

**§ 5**

The additional financial support, specified in § 1 point 5, may be awarded to doctoral students who commence their education at the International Doctoral School in the academic year 2021/2022.

**§ 6**

The Regulation becomes effective upon being adopted.

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

cc:

- organizational units according to the distribution list

- Intranet/Public Information Bulletin

Appendix to the Directive no. 20/2021

of 10th March 2021

issued by the Rector of the Medical University of Lodz

**Office of Doctoral Studies**

**Medical University of Lodz**

**STATEMENT**

* + - 1. **Details of the doctoral student:[[1]](#footnote-1)\***
* Name (names): …...……………………………………………………...……………..................
* Surname: …………………………………………………………………………………….........
* Personal Identification No. /PESEL/ or if there is not any – the number of the identity document and name of the country that issued it: ...........................................................................................

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* Registered residence address or permanent residence address (if in a specific country registered residence is not required): ...............................................................................................................

……………………………………………………………………………………………………..

* + - 1. **Declaration of the doctoral student regarding accommodation in a Medical University of Lodz dormitory:**

I, the undersigned, hereby declare that **I will / I will not**[[2]](#footnote-2)\*\* live in a dormitory of the Medical University of Lodz in the period of my studies at the International Doctoral School of the Medical University of Lodz.

........………………………………….

 *(date and signature of the doctoral student)*

* + - 1. **Bank transfer details**

|  |  |
| --- | --- |
| NAME OF THE BANK: |  |

NUMBER OF THE BANK ACCOUNT TO WHICH THE ADDITIONAL FINANCIAL SUPPORT PAYMENTS WILL BE TRANSFERRED:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

........………………………………….

 *(date and signature of the doctoral student)*

………………………………….............

*(date, name stamp and signature of the employee*

*of the Office of Doctoral Studies)*

* + - 1. **The additional financial support includes:**[[3]](#footnote-3)\*

□ the gross amount of PLN 1,500.00 monthly for covering cost of living and travel expenses incurred by the doctoral student in relation to his/her studies at the International Doctoral School;

□ the gross amount of PLN …………………. monthly for covering costs of accommodation in
a single room of a Medical University of Lodz dormitory.

…………………………………………………………..

 *(date, name stamp and signature of the employee*

*of the Department for Living Conditions of Students and Doctoral Students)*

**Information clause on the doctoral student’s personal data processing**

Pursuant to art. 13 item 1 and item 2 of the provisions of the Regulation (EU) 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) we hereby inform that:

1. The Controller of your personal data is the Medical University of Lodz, al. Kościuszki 4, 90-419 Łódź,
Tel 422725803, Tax Identification No. /NIP/ 725 18 43 739, Business Statistical No. /REGON/ 473 073 308.
2. You may contact the Data Protection Officer by phone (42 2725211) or e-mail: iod@umed.lodz.pl.
3. Your personal data will be processed for the purpose of:
	* 1. providing the financial support as specified in the Directive, pursuant to art. 6 item 1 letters c and e of
		the General Data Protection Regulation,
		2. keeping records and archiving the data - pursuant to art. 6 item 1 letter c of the General Data Protection Regulation,
		3. pursuing rights and claims - pursuant to art. 6 item 1 letters c and e of the General Data Protection Regulation,
4. Your personal data may be disclosed only to persons authorized by the Data Controller to process personal data, entities processing the data under an entrustment agreement and other entities authorized under the law.
5. Your personal data is stored for a period necessary for fulfilling the purposes of the processing procedure resulting from the applicable law and the Controller’s internal regulations. The time depends on the duration of the period in which the financial support is provided, archiving requirements as well as a period of limitation for claims.
6. You have the right of access to the contents of your personal data as well as the right to rectify, erase, restrict processing thereof, the right to object to or to withdraw your consent to the data processing at any time.
7. You have the right to file a complaint with the supervisory body in case you find that, when processing your data,
the Medical University of Lodz violates the provisions of the General Data Protection Regulation.
8. In the course of the processing procedure, your personal data will not be subject to any automated decisions or profiling.
9. Disclosing your personal data is voluntary, however, if you do not submit your personal data, the Medical University of Lodz will not be able to provide the financial support.
1. \* Details in point 1 should be written in capital letters. [↑](#footnote-ref-1)
2. \*\* Indicate as appropriate. [↑](#footnote-ref-2)
3. \* To be filled in by an employee of the Department for Living Conditions of Students and Doctoral Students. [↑](#footnote-ref-3)