



**Directive No. 31/2024**

**of March 15, 2024**

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

**amending Directive No. 74/2023 of June 29, 2023 of 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 and on announcing the text of the uniform directive**

Pursuant to Article 23 Item 1 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2023, Item 742, as amended) and § 12 Item 3 and § 13 Item 2 of the Statutes of the Medical University of Lodz of 27 June 2019, as amended, the following Directive is hereby issued:

**§ 1**

In Directive No. 74/2023 of June 29, 2023 of the Rector of the Medical University of Lodz regarding additional financial support for doctoral students the following changes are introduced at the International Doctoral School of the Medical University of Lodz:

1) § 2 and 3 are replaced by the following:

**„§ 2**

1. Additional financial support is granted to no more than 5 doctoral students admitted to the International Doctoral School in a given academic year, for a period not longer than 4 years.
2. If the conditions referred to in § 1 section 1 and 2 are met by more than 5 doctoral students admitted to the International Doctoral School in a given academic year, priority in granting additional financial support is given to doctoral students whose place of permanent residence or place of permanent residence, respectively, is located in a straight line at the greatest distance from the seat of the University.

**§ 3**

1. A doctoral student applying for additional financial support is obliged to submit to the University's Doctoral Student Service Center, no later than 4 business days from the date of publication of the list of candidates qualified for admission to the International Doctoral School, an application containing the doctoral student's data, including information regarding the place of residence. registration for permanent residence or place of permanent residence. The application form is an annex to the order.
2. The amount referred to in § 1 section 1, the University shall transfer it to the bank account indicated by the doctoral student no later than the 10th day of the month.
3. From the amount referred to in § 1 section 1, the University pays social security contributions.
4. If the application referred to in section 1, information inconsistent with the actual situation, the doctoral student is obliged to return benefits received unduly, together with the interest due.
5. The decision on granting additional financial support is made by the Rector based on the opinion of the Director of the International Doctoral School. Following the Rector's decision, the doctoral student is entitled to a request for reconsideration of the case, submitted within 14 days from the date of delivery of the decision.";

2) the annex to the order shall have the wording specified in Annex No. 1 to this directive.

**§ 2**

Consolidated text of Directive No. 74/2023 of June 29, 2023 of 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, taking into account the changes referred to in § 1, constitutes Annex No. 2 to this order.

### **§ 3**

The ordinance enters into force on the day of its signing.

Rector:  
Prof. Radziław Kordek, MD, PhD

Promulgation of the legal act:  
- Intranet/Public Information Bulletin

**International Doctoral School  
of the Medical University of Lodz**

**DECLARATION**

**1. Personal details of the doctoral student:\***

- 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 .....
- **Address of registered permanent stay (no later than six months before the commencement of the recruitment to the International Doctoral School):**  
country of origin: ..... province .....  
district ..... commune .....  
city/town: ..... zip code: .....  
street: ..... no. .... apartment no. ....
- **Address of permanent residence (no later than six months before the commencement of the recruitment to the International Doctoral School) – if it is not the same as the place of registered permanent stay, or if there is no registration obligation in the country concerned:**  
country of origin: ..... province .....  
district ..... commune .....  
city/town: ..... zip code: .....  
street: ..... no. .... apartment no. ....
- **Correspondence address in Poland (if it is not the same as the place of registered permanent stay/place of permanent residence):**  
country of origin: ..... province .....  
district ..... commune .....  
city/town: ..... zip code: .....  
street: ..... no. .... apartment no. ....

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\* Data should be entered in capital letters.



1. The Controller of your personal data is the Medical University of Lodz, al. Kościuszki 4, zip code: 90-419 Łódź, Phone no. 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](mailto: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.

**Directive No. 74/2023  
of 29 June 2023  
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 to Article 23 Item 1 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2023, Item 742, as amended) and § 12 Item 3 and § 13 Item 2 of the Statutes of the Medical University of Lodz of 27 June 2019, as amended, the following Directive is hereby issued:

**§ 1**

1. As of 1 October 2023, additional financial support in the monthly gross amount of PLN 2500, hereinafter referred to as the “additional financial support”, is introduced for doctoral students studying in the International Doctoral School of the Medical University of Lodz whose:
  - 1) place of registered permanent stay or
  - 2) place of permanent residence (if there is no registration obligation in the country concerned) – is located in a straight line distance of at least 400 km from the registered seat of the Medical University of Lodz, hereinafter referred to as the “University”, subject to Item 2.
2. The condition referred to in Item 1 must be fulfilled by the doctoral student no later than six months before the commencement of the recruitment to the International Doctoral School.
3. The additional financial support is intended to cover the living expenses incurred by the doctoral student in connection with their education at the International Doctoral School, in particular accommodation and travel costs.
4. Doctoral students receiving a doctoral scholarship at the University, funded from external sources, are not entitled to the additional financial support.
5. The additional financial support is paid from funds received by the University under the "Excellence Initiative - Research University" Programme.

**§ 2**

1. Additional financial support is granted to no more than 5 doctoral students admitted to the International Doctoral School in a given academic year, for a period not longer than 4 years.
2. If the conditions referred to in § 1 section 1 and 2 are met by more than 5 doctoral students admitted to the International Doctoral School in a given academic year, priority in granting additional financial support is given to doctoral students whose place of permanent residence or place of permanent residence, respectively, is located in a straight line at the greatest distance from the seat of the University.

### § 3

1. A doctoral student applying for additional financial support is obliged to submit to the University's Doctoral Student Service Center, no later than 4 business days from the date of publication of the list of candidates qualified for admission to the International Doctoral School, an application containing the doctoral student's data, including information regarding the place of residence. registration for permanent residence or place of permanent residence. The application form is an annex to the order.
2. The amount referred to in § 1 section 1, the University shall transfer it to the bank account indicated by the doctoral student no later than the 10th day of the month.
3. From the amount referred to in § 1 section 1, the University pays social security contributions.
4. If the application referred to in section 1, information inconsistent with the actual situation, the doctoral student is obliged to return benefits received unduly, together with the interest due.
5. The decision on granting additional financial support is made by the Rector based on the opinion of the Director of the International Doctoral School. Following the Rector's decision, the doctoral student is entitled to a request for reconsideration of the case, submitted within 14 days from the date of delivery of the decision.

### § 4

1. If the 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 decision in such a case is taken by the Rector, upon a request of 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. The decision issued by the Rector is final.
2. If the reasons for the suspension of the payment of additional financial support cease to exist, the payment is resumed. The decision in this case is taken by the Rector, upon a request of the Head of the International Doctoral School. The payment is resumed on the first day of the month following the month in which the Rector's decision was issued. The decision issued by the Rector is final.
3. Payments of the additional financial support will be ceased if the 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

Directive No. 20/2021 of 10 March 2021 issued by the Rector of the Medical University of Lodz on additional financial support for doctoral students studying in the International Doctoral School of the Medical University of Lodz becomes null and void.

### § 6

The Directive becomes effective upon being signed.

Under the authority of the Rector:

**Vice-Rector for Organization and Student Affairs**

*Prof. Janusz Piekarski, MD, PhD*

Promulgation of the legal act:

- Intranet/Public Information Bulletin

**International Doctoral School  
of the Medical University of Lodz**

**DECLARATION**

**2. Personal details of the doctoral student:\***

- 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 .....
- **Address of registered permanent stay (no later than six months before the commencement of the recruitment to the International Doctoral School):**  
country of origin: ..... province .....  
district ..... commune .....  
city/town: ..... zip code: .....  
street: ..... no. .... apartment no. ....
- **Address of permanent residence (no later than six months before the commencement of the recruitment to the International Doctoral School) – if it is not the same as the place of registered permanent stay, or if there is no registration obligation in the country concerned:**  
country of origin: ..... province .....  
district ..... commune .....  
city/town: ..... zip code: .....  
street: ..... no. .... apartment no. ....
- **Correspondence address in Poland (if it is not the same as the place of registered permanent stay/place of permanent residence):**  
country of origin: ..... province .....  
district ..... commune .....

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\* Data should be entered in capital letters.



city/town: ..... zip code: .....  
street: ..... no. .... apartment no. ....

**2. Bank transfer details\***

BANK NAME:

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

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**3.** I hereby represent that the data provided in this declaration are consistent with the factual and legal status. I am aware of the criminal liability for providing false data. The doctoral student is obliged to immediately notify the Medical University of Lodz of any changes that occur when receiving funds under the additional financial support.

**4. TO BE FILLED IN BY THE OFFICE OF DOCTORAL STUDIES:**

Place of registered permanent stay / place of permanent residence\*\* (if there is no registration obligation in the country concerned) of Mr./Ms. ...., no later than six months before the commencement of the recruitment to the International Doctoral School, is located in a distance of ..... km from the registered seat of the Medical University of Lodz (map enclosed).

Mr./Ms. .... will not receive doctoral scholarship funded from external sources during their studies at the International Doctoral School.

Mr./Ms. .... **qualifies / does not qualify** for the additional financial support in the monthly gross amount of PLN 2,500.00 gross per month intended for covering living expenses incurred by the doctoral student in connection with their education at the International Doctoral School, in particular accommodation and travel expenses, in the period from **1 October 20..... to 30 September 20.....** .

.....  
*(date, name stamp and signature of the employee of the Office of Doctoral Studies)*

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

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\* Data should be entered in capital letters.

\*\* Indicate as appropriate.

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), the Medical University of Lodz hereby informs that:

1. The Controller of your personal data is the Medical University of Lodz, al. Kościuszki 4, zip code: 90-419 Łódź, Phone no. 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](mailto:iod@umed.lodz.pl).
3. Your personal data will be processed for the purpose of:
  - 4) 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,
  - 5) keeping records and archiving the data - pursuant to Art. 6 Item 1 letter c of the General Data Protection Regulation,
  - 6) 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.