



Resolution No. 12/2023
of the Senate of Lodz University of Technology
of 29 March 2023

on the rules of admission to the Interdisciplinary Doctoral School
of Lodz University of Technology in the academic year 2023/2024

Pursuant to Article 200(2) of the Act of 20 July 2018. - Law on Higher Education and Science (i.e. Journal of Laws of 2022, item 574, as amended), it is resolved as follows:

§ 1

General provisions

1. The terms used in this Resolution shall mean:
 - 1) Office for Persons with Disabilities – hereinafter referred to as the BON;
 - 2) Interdisciplinary Doctoral School of Lodz University of Technology - hereinafter referred to as IDS TUL;
 - 3) Applicant for IDS TUL – applicant for the Interdisciplinary Doctoral School of Lodz University of Technology;
 - 4) National Agency for Academic Exchange - hereinafter referred to as NAWA;
 - 5) Lodz University of Technology - hereinafter referred to as TUL;
 - 6) The Scientific Council of the Interdisciplinary Doctoral School of Lodz University of Technology - hereinafter referred to as the Scientific Council of IDS TUL;
 - 7) Senate of Lodz University of Technology - hereinafter referred to as the Senate;
 - 8) University Council of the Government of Doctoral Students of Lodz University of Technology - hereinafter referred to as URSD TUL.
2. Doctoral studies at Lodz University of Technology are conducted at IDS TUL.
3. Admissions to IDS TUL are competition-based.
4. Admissions to IDS TUL for the academic year 2023/2024 will begin in August 2023. The detailed schedule of the admission process determined by the Head of IDS TUL will be published on the IDS TUL website no later than 6 weeks before the planned admissions.
5. The applicant is required to meet the deadlines and complete the steps outlined in the admission schedule.
6. It is permissible to start admissions for a project financed from external sources in a situation when there is an additional demand to start admissions by the Project Manager. In this case, it is allowed to accept candidates at a date other than that indicated in the admission schedule referred to in section 4.
7. In the case described in section 6, the Project Manager submits an application to the Rector to initiate admission for the project. The application includes an indication of the financing of the doctoral scholarship for the student (including the amount, period of financing), the expected profile of the applicant, the proposed supervisor and a positive opinion of the Chairperson of the relevant Discipline Council. The decision to start the admissions is made by the Rector. The application along with the Rector's decision must be delivered to the Head of IDS TUL.
8. Only applicants recommended by the Project Manager, for which the admission is conducted, can take part in the project admissions. The Project Manager expresses his/her recommendation by signing the declaration, the specimen of which is defined in Appendix No. 1 to this Resolution.
9. Applicants to the IDS TUL who are beneficiaries of the "Diamond Grant" programme and those who, pursuant to the decision of the Discipline Council, have been directed to the IDS TUL shall be admitted to IDS TUL after completing an admission procedure based on the following criteria: the grade entered on the diploma of completion of first-cycle studies, or the weighted average of the grades earned by the applicant during his/her studies (if the applicant is pursuing a dual master degree), as well as the grade from the interview. An applicant shall submit an application to the Chairperson of the Discipline Council for permission to take part in the qualification procedure for the IDS TUL, the specimen of which is given in Appendix No. 2 to this Resolution.
10. Detailed classification rules are specified in Appendix No. 3 to this Resolution.

11. The applicant enters the qualifying process by indicating the lead discipline in which they will complete a dissertation and a learning pathway within the core curriculum.

§ 2

Rules of the application process

1. The limits of admissions to IDS TUL for particular disciplines of science in which doctoral training is conducted are determined by the Senate. The admission limits apply to education financed by the subsidy referred to in Article 365, point 2, letter c of the Act of 20 July 2018. - Law on Higher Education and Science.
2. In the event that the admission limit specified for a given scientific discipline is not fulfilled, the Rector, at the request of the Head of IDS TUL, may decide to increase the admission limits specified for other scientific disciplines in which training is conducted at IDS TUL.
3. In justified cases, the Rector may decide to increase the admission limit set for a given scientific discipline.
4. Applicants to IDS TUL are qualified on the basis of the grade entered on the diploma of the completion of second-cycle studies, long-cycle studies, or equivalent, and the grade from the interview conducted in English subject to the exception referred to in section 10. Applicants are required to have at least B2 proficiency in English.
5. The interviews take place at the premises of Lodz University of Technology. It is allowed to conduct a remote interview using electronic means of communication with simultaneous transmission of video and audio. Remote interviews are conducted in cooperation with the TUL Computing & Information Services Centre. An application for a remote interview is submitted by the applicant to the Recruitment Committee. A specimen of the application is set out in Appendix 4 to this Resolution.
6. Lodz University of Technology shall not be responsible for technical problems related to the internet connection or the chosen means of electronic communication. The applicant is obliged to ensure an adequate quality of the connection and the Internet tool, which is available to the members of the Admissions Committee and through which it will be possible to identify the applicant. In a situation where the Admissions Committee has doubts about the identity of the applicant, it may decide not to continue or conduct the interview, which shall be tantamount to ending the interview process with a score of zero in the "interview score" category.
7. In the event that a remote interview cannot be conducted for objective technical reasons, the Admissions Committee may decide to repeat the interview on a different date or to forego the interview, which is tantamount to ending the qualification procedure with a score of zero in the "interview score" category.
8. Remote interviews are recorded by the Admissions Committees with video and audio recording. On-site interviews may be recorded by the Chairman of the Admission Committee. The recordings are stored by the Admissions Committee for the purpose of the admissions procedure for a period of 1 calendar year from the date of the interview, and then they are destroyed by the committee.
9. By taking part in the admission process, an applicant consents to the recording of the interview and subsequent storage of the recording. The applicant's consent to the recording of image and sound is a formal, necessary condition of taking part in the recruitment process for the IDS TUL.
10. In the case of recruitment to IDS TUL within the framework of the "Implementation Doctorate" Program of the Minister responsible for science, it is acceptable to conduct an interview in Polish at the request of a Doctoral Applicant submitted (with the certificate from the Language Centre referred to in 11) together with the other documents required in the admission procedure. The decision in this matter is taken by the Admissions Committee by replying to the applicant within 3 days before the interview date. A applicant who enters the recruitment process at IDS TUL, for whom the interview is conducted in Polish, is aware that the training at IDS TUL takes place in English, and pursuant to Art. 186, section 1, item 2 of the Act on Higher Education and Science, the doctoral degree is conferred on a person who has achieved the learning outcomes for the qualification at level 8 of the Polish Qualification Framework, with the learning outcomes concerning the command of a modern foreign language being confirmed by a certificate or diploma of graduation, certifying the command of that language at a language proficiency level of at least B2.
11. If an applicant applying to IDS TUL under the programme referred to in section 10 wishes the interview to be conducted in Polish, he/she is obliged to pass an exam in English, French, German, Spanish or Russian and obtain a certificate issued by the TUL Language Centre. The amount of the examination fee, the method and date of its payment, and the examination date are determined by the Head of the TUL Language Centre. At the same time as issuing the certificate, the TUL Language Centre provides IDS TUL with the candidate's score, ranging from 0 to 10 points, in accordance with the detailed qualification rules described in Appendix

No. 3 to this Resolution. If a doctoral candidate is going to take the exam at the TUL Language Centre, he/she must inform the Language Centre about it by 10 June 2023.

12. The admission committee, on the basis of a certificate from the TUL Language Centre, assigns points to the candidate in the language competence assessment category.

§ 3

Classification rules

1. The basis for the classification of applicants for IDS TUL is the sum of points (s) calculated according to the rules given below:

$$s = d + r$$

d – number of points resulting from the conversion of the grade entered on the diploma of graduation of second-cycle studies, long-cycle studies or equivalent;

r – interview result.

2. The score (**r**) of the interview consists of the scores in the following categories:
 - I. Motivation and interests and proposed scope of study,
 - II. Assessment of linguistic competence,
 - III. Evaluation of the applicant's past academic and/or artistic accomplishments and achievements related to the discipline.
 - IV. Discussion of the candidate's past academic and/or artistic achievements and contributions related to the discipline.

The score within each category is determined in Appendix 3 to this Resolution.

§ 4

Enrolment fee

1. Participation in the admission process to IDS TUL is connected with the obligation to pay a one-time, non-refundable enrolment fee for the consideration of the application.
2. The amount of the enrolment fee is PLN 200. Further admission activities take place after the fee has been paid in full.

§ 5

Required documents

1. An applicant for IDS TUL is obliged to submit, the following documents by the date specified in the admission procedure schedule:
 - 1) an application for admission to IDS TUL, generated from the Admissions Registrations Service of TUL and signed by the applicant, together with a signed clause concerning the processing of personal data;
 - 2) Personal questionnaire, a specimen of which is included in Appendix 5 to this Resolution;
 - 3) applicant's statement that he/she does not hold a doctoral degree and is not employed as an academic teacher or researcher (specimen of the statement - Appendix No. 6 to this Resolution);
 - 4) a diploma of the second-cycle studies graduation, and in case of the beneficiaries of the "Diamond Grant" program or persons referred to IDS TUL pursuant to the decision of the Discipline Council - a diploma of the first-cycle studies graduation (an applicant participating in the second-cycle studies or in a Master's uniform course of studies should provide a certificate of the weighted average of the grades obtained during the second-cycle studies or Master's uniform course of studies)
 - 5) a diploma supplement containing information about the course of study and credits obtained (required of a applicant who has completed a first-cycle or second-cycle course of study or is currently pursuing a second-cycle or unitary master's course in the European Union); in the event that the university does not issue a diploma supplement or the diploma supplement does not contain the necessary data about the course of study, the applicant shall provide a *Transcript of Records (ToR)*, a specimen of which is provided in Appendix No. 7 to this Resolution;
 - 6) a curriculum vitae (CV), including a list of the applicant's academic and/or artistic achievements and other achievements (in English) related to the academic discipline referred to in §1 section 12; for implementation doctoral candidates the document may be prepared in Polish

- 7) a statement of the supervisor and the Head of the Unit in which the doctoral dissertation will be carried out, together with the consent of the Chairperson of the relevant Discipline Council, as per Appendix No. 1 to this Resolution
- 8) the proposed topic and the scope of research agreed with the supervisor, together with the rationale for the topic, in English (for implementation doctoral candidates, the dissertation may be prepared in Polish)
- 9) two photographs of the applicant (in passport format), allowing the applicant to be identified, signed with his/her name and surname (with the indication of the discipline), placed in an envelope;
- 10) confirmation of payment of the enrolment fee;
- 11) in the case of foreign nationals, a colour photocopy of the passport or, where applicable, another document proving the candidate's identity and confirming his/her personal data, must be submitted;
- 12) copies of documents confirming foreign language skills – (optional);
- 13) an application for a remote interview (optional).

2. An applicant holding a first- or second-degree diploma from a foreign university is additionally required to provide the following documents:

- 1) a legalized (or apostille-stamped) diploma of the first and second degree, as well as a legalized (or apostille-stamped) document confirming the course of study of the first and second degree (a supplement or ToR referred to in section 1 item 5)
 - 2) certified translation (into Polish or English) of the documents listed in section 1 if the originals of these documents have been issued in a language other than Polish or English (the submission of a certified translation of documents does not replace the obligation to submit the original documents in the language in which they were issued by the university)
 - 3) a statement of the University that “the obtained, by the applicant, second-cycle diploma entitles him/her to apply for the conferment of the academic degree of *doktor* in the country where the diploma has been issued”;
 - 4) other documents required by IDS TUL in order to confirm the correctness of the documents submitted.
3. The candidate referred to in 2 is obliged to send the documents for verification required by NAWA on their own, in order to receive an opinion on whether they can undertake their training at a doctoral school in Poland. In the admission procedure to IDS TUL, the candidate shall submit the opinion received from NAWA together with the documents for verification. Along with NAWA's opinion, the candidate submits to IDS TUL a statement that NAWA's opinion applies to the documents submitted to IDS TUL in the admission procedure. Documents submitted in the admission procedure to the IDS TUL without NAWA's verification and confirmation by NAWA that they entitle the candidate to study at a doctoral school in Poland will be left unprocessed.
4. Copies of documents and materials confirming the academic and/or artistic achievements and other achievements indicated in the curriculum vitae must be submitted by the applicant together with the documentation listed in section 1. The applicant must provide a translation of the titles of academic achievements given in a language other than Polish or English.
 5. If an applicant chooses an academic supervisor from outside of Lodz University of Technology, the applicant shall submit an application to the Rector for permission to choose an academic supervisor from outside of Lodz University of Technology together with an opinion of the Chairperson of the relevant Discipline Council, justifying the choice of a given supervisor. A specimen of the application is given in Appendix No. 8 to this Resolution. A positive decision of the Rector about the choice of academic supervisor from outside TUL is a prerequisite for taking part in the admission procedure.
 6. In justified cases, the Office of the IDS TUL or the Admissions Committee may ask the applicant to provide additional documents or to submit a translation of other documents or materials constituting the recruitment documentation within a specified time limit.
 7. In exceptional cases, at the request of an applicant who has not submitted all the required documents by the deadline specified in the admission procedure schedule, the Head of IDS TUL may admit the applicant to an interview, indicating the deadline for supplementing the documents.

§ 6

Admission results

1. The results of the admission procedure are public and shall be made available to the public.
2. The announcement of the results of the admission procedure shall include:
 - 1) the names and surnames of the applicants;
 - 2) the number of points awarded to each applicant in the evaluation (**d**);
 - 3) the number of points awarded to each applicant in the evaluation (**r**);
 - 4) the final score (**s**) obtained by each applicant in the admission procedure;
 - 5) explicit information on whether the applicant has been conditionally qualified to IDS TUL.
3. The applicant conditionally qualified to IDS TUL is entered into the list of doctoral candidates by the Head of IDS TUL, upon delivery of the original documents referred to in § 5 on the date specified by the Head of IDS TUL, in accordance with § 6, section 5, after taking the oath.
4. A foreigner is accepted to IDS TUL by an administrative decision issued by the Rector.
5. The deadline for submitting the documents referred to in section 3 is 30 days from the date of the announcement of the results. In the case of foreign applicants, when justified, the Head of IDS TUL may decide to extend this deadline.
6. A student admitted to IDS TUL starts training and acquires the rights of a doctoral candidate upon taking the oath, and after signing the oath act.
7. The refusal of admission to IDS TUL is effected by an administrative decision. The decision to refuse admission to IDS TUL is made by the Rector.
8. The Rector may be requested to reconsider a decision refusing admission to IDS TUL.

§ 7

Applicants with disabilities

1. In the case of applicants with disabilities or chronic illnesses whose health condition makes it impossible for them to participate in the interview procedure, the interviews are organized in cooperation with the BON.
2. In the situation described in section 1, the applicant submits a request to the TUL Committee for Granting Individual Support to Persons with Disabilities, together with a justification, to apply for a modified form of the qualification procedure on the basis of the copies of medical documentation and/or documents stating the disability attached to the request, within 30 days before the date of the interview. The committee may decide that the medical documentation needs to be supplemented.
3. The TUL Committee for Granting Individual Support to Persons with Disabilities, on the basis of the analysis of the medical documentation and the interview conducted with the applicant, within 14 days from the delivery of the application decides on the recognition of special circumstances requiring the application of the modified form of the qualification procedure.
4. In case of a positive decision, the Head of BON applies to the Admissions Committee for application of a changed form of the proceedings adjusted to the degree and type of disability or health condition of the applicant. The Head of BON indicates the recommended form of the qualification procedure in the application.
5. Detailed rules for granting support are set out in the "Regulations for granting individual support within the framework of the subject subsidy for tasks related to ensuring conditions for full participation of persons with disabilities in the process of enrolment in university studies, doctoral schools, education at university studies and doctoral schools or conducting scientific activity (art. 365 item 6 of the Act of 20 July 2018. - Law on Higher Education and Science) in force at Lodz University of Technology.

§ 8

Admissions committees

1. The Admissions Committee is appointed by the Rector on the recommendation of the relevant Discipline Council for a period of one year.
2. The composition of the Admissions Committee is published on the IDS TUL website.
3. The Admissions Committee shall be composed of:

- 1) three representatives of the discipline in which the programme of study will be conducted, with at least a post-doctoral degree (habilitation), including at least one representative with a professor degree, delegated by the relevant Discipline Council; two of the representatives of the discipline must be present during the interview
 - 2) a representative of the TUL Language Centre delegated by the Head of the TUL Language Centre;
 - 3) a representative of the Doctoral Students Government appointed by URSD TUL without the right to vote.
 - 4) a representative of the IDS TUL Scientific Council designated by the Chair of the IDS TUL Scientific Council.
4. The members of the Committee shall elect a Chairperson and a Secretary from among their number. A representative of the doctoral students government cannot perform these functions.
 5. Administrative and technical support staff, employees of the University IT Centre, employees of BON or the applicants' supervisor(s) referred to in §7 may be present in the room during the interview. In addition, persons invited by the chairperson of the Committee may take part in the Committee's meetings without the right to vote.
 6. In case of circumstances preventing a member of the Admissions Committee from taking part in the work of the Committee, the Rector, upon the motion of the Chairperson of the Discipline Council, appoints a new member of the Admissions Committee.
 7. The absence of the representative of the Doctoral Students Government does not interrupt the work of the Committee.
 8. If the Admissions Committee evaluating an applicant includes the applicant's supervisor or previous supervisor, they are not present during the interview with the applicant, which is noted in the minutes of the Committee meeting.
 9. Members of the Admissions Committee are required to maintain impartiality and objectivity in assessing applicants or formulating opinions about them, and inform the other members of the Admissions Committee of any circumstances that may affect their impartiality and objectivity in making their assessment.
 10. The Admissions Committee decides on the exclusion of a member of the Committee from the procedure for the assessment of a given applicant, which is noted in the minutes of the Committee meeting.
 11. Resolutions of the Admissions Committee are adopted by a simple majority of votes in the presence of at least four members of the Committee having the right to vote. In the case of an equal number of votes, the Chairperson has the casting vote.
 12. The Admissions Committee's meetings are minuted, and the minutes are signed by the members of the Committee who participated in the meeting. Five members of the Admissions Committee shall be remunerated for their work on the Committee (with the exception of representatives of the Doctoral Students Government). The method and principles of remuneration is determined by the Rector.
 13. The tasks of the Admissions Committee include in particular:
 - 1) carrying out the qualification procedure, and in justified cases - carrying out the qualification procedure in cooperation with the BON or the University IT Centre, including in particular:
 - a) assessment of whether the applicant meets the formal requirements for admission to IDS TUL,
 - b) assessment of the course of study leading to the award of a first- or second-cycle diploma, including its relevance to the chosen discipline of study at IDS TUL;
 - 2) preparing individual protocols of the Admissions Committee meeting and sending them, together with all the signatures of Committee members to IDS TUL within 7 days from the end of the admission procedure;
 - 3) preparing a list with the results of the admission procedure and sending it to IDS TUL immediately after the completion of the admission procedure, and at the latest within 3 days from the date of the interview;
 - 4) formulating an opinion for the Rector or Head of IDS TUL when considering requests for reconsideration;
 - 5) informing the applicant proceeding to the interview about the recording of the interview.

14. The summary protocol of the admission procedure shall be signed by the members of the Admissions Committee who participated in the admission procedure. It is forwarded to the IDS TUL Office together with the individual protocols.

§ 9

Final provisions

1. By taking part in the admission process to IDS TUL, applicant consents to have his/her personal data processed and stored for the purpose of the admissions process, and to have the results of the admission process made public.
2. All personal data provided by applicants for admission purposes is stored in accordance with the applicable regulations.
3. In the event that an applicant is not accepted, all case files and the applicant's personal data are kept by IDS TUL for 1 year after the admission ends.
4. By taking part in the admission process, the applicant confirms that he/she is familiar with the rules of admission to IDS TUL, as specified in this Resolution, and is aware of the principles of training at the IDS TUL, as well as the requirements to be fulfilled by an applicant for the conferment of a doctoral degree at Lodz University of Technology.
5. The Resolution enters into force on March 29, 2023.

Professor Krzysztof Józwik Ph.D., D.Sc.
Rector Lodz University of Technology
/signed with qualified digital signature/.

DECLARATION

I agree to provide scientific supervision of the applicant to the Interdisciplinary Doctoral School of Lodz University of Technology

Mr/Ms*)
(the name of the applicant, including the professional title)

Project candidate: NO
 YES – project information:
.....
.....
.....
(name, manager, contact person)

the Doctoral Dissertation will be carried out in:

.....
(unit name)

I declare that I meet the requirements for supervisors in my discipline and that the subject matter and scope of the research presented by the applicant for the admission to the IDS TUL have been accepted by me

.....
title / academic degree of the supervisor, name and surname
.....
legible signature

Consent of the Chairperson of the TUL Discipline Council:

.....
title / academic degree of the Chairperson of the Discipline Council, name and surname
.....
legible signature

I consent to the performance of my doctoral dissertation by Mr/Ms*)

.....
name and surname of the applicant

W
unit name

.....
title/degree of head of unit (Institute/Department) name and surname
.....
legible signature

*) delete as appropriate

Chairperson of the Discipline Council

.....
(full name of the discipline)

.....
(title / academic degree, name and surname)

Application *)

Name and surname:

E-mail:

Study program in the discipline:

.....
(full name of the discipline)

I request your approval for admission to IDS TUL in the academic year 2023/2024

Justification:

.....
.....
.....

.....
Applicant's signature

Appendices:

1. ...
2. ...

Supervisor's opinion:

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.....
.....

.....
signature of the supervisor

*) Applies to the beneficiaries of the "Diamond grant" programme referred to in § 1, section 9 of the Resolution No. 12/2023 of the Senate of Lodz University of Technology of 29 March 2023 on the rules of admission to the Interdisciplinary Doctoral School of Lodz University of Technology in the academic year 2023/2024 and to graduates of first-cycle studies or students who have completed the third year of a uniform master's degree programme referred to in Article 186, section of the Act of 20 July 2018. - Law on Higher Education and Science (i.e. Journal of Laws of 2021, item 478, as amended)

Detailed classification rules

1. The conversion of the grade from the diploma of graduation will be made in accordance with the rules set out below.

1.1. For a rating scale with six levels:

Level on a rating scale	The grade entered on the diploma of graduation	Grade Transcript of Records	d - number of points
highest	excellent or equivalent	A+ (excellent+)	30
	very good or equivalent	A (excellent)	27
	above good, good plus, plus good or equivalent	B (very good)	25,2
	good or equivalent	C (good)	22,8
	quite good, sufficient plus, plus sufficient, above sufficient or equivalent	D (satisfactory)	20,4
lowest positive	sufficient or equivalent	E (sufficient)	18

1.2. For a rating scale with five levels:

Level on a rating scale	The grade entered on the diploma of graduation	Grade Transcript of Records	d - number of points
highest	very good or equivalent	A (excellent)	30
	above good, good plus, plus good or equivalent	B (very good)	27
	good or equivalent	C (good)	24
	quite good, sufficient plus, plus sufficient, above sufficient or equivalent	D (satisfactory)	21
lowest positive	sufficient or equivalent	E (sufficient)	18

- 1.3 If the scale of grades in force at the university which issued the diploma differs from the above, the numerical value d will be calculated as follows:

$$d = k \times 30$$

k – the quotient of the grade from the university diploma of graduation over the maximum grade in force at the university which issued the diploma.

- 1.4. In the case where there is no grade in the diploma of graduation of second-cycle studies, long-cycle Master's studies or equivalent, and in the case of persons referred to the IDS TUL by the decision of the Discipline Council pursuing long-cycle Master's studies, the numerical value d will be calculated as follows:

$$d = k \times 30$$

k – *the quotient of the weighted average of all grades obtained in the course of second-cycle studies, long-cycle Master's studies or equivalent by the maximum grade in force at the university which issued the diploma or at which the applicant is studying*

- 1.5. Winners of the “Diamond Grant”, “Pearls of Science” competitions and students who have received the “Minister's Scholarship for students for significant achievements” receive the maximum number of points in this category (30 points).

2. The result (r) of the interview consists of grades in the following categories:

- I. Motivation and interests, and proposed scope of research (0 – 45 points) i.e.:

- 1) presentation (0 – 10 points);
- 2) ability to discuss and argue a point with the use of scientific language (0 – 10 points);
- 3) proposed scope and topic of research (0 – 12 points);
- 4) originality or innovation of the undertaken research (0 – 13 points).

Winners of the “Diamond Grant”, “Pearls of Science” competitions and students who have received the “Minister's Scholarship for students for significant achievements” receive the maximum number of points in this category.

- II. Assessment of language skills (0 – 10 points).

- III. Evaluation of the applicant's past scientific and/or artistic achievements and contributions related to the discipline (0 - 5 points). The best five achievements are assessed in the following categories:

- 1) articles published in scientific journals or reviewed materials from international conferences included in the list drawn up in accordance with the regulations issued on the basis of art. 267 (2)(2) (b) of the Act of 20 July 2018 - Law on Higher Education and Science, publications outside the list of 0 points; the number of individual points obtained by the applicant for publication is equal to the number of points from the above-mentioned a list divided by the number of authors of the work;
- 2) patents granted by the Patent Office of the Republic of Poland or abroad in countries belonging to the OECD in a procedure in accordance with the Patent Cooperation Treaty (*Patent Cooperation Treaty*) or by the European Patent Office; the number of individual points awarded for a patent is equal to the product of the maximum number of individual points for the granted patent (75 points) and the creator's percentage share (maximum one achievement from this category can be shown);
- 3) a grant within the meaning of a subsidy received from state scientific institutions (NCN, NCBiR, FNP, etc.), from European and international institutions (EU, WHO, etc.) for carrying out a specific research project; the number of individual points an applicant obtains for a grant is 100 points (maximum one achievement in this category can be shown);
- 4) active participation in an international or national conference/exhibition; the number of individual points awarded for active participation in an international conference/exhibition is 10 individual points, in a national conference/exhibition 5 individual points (a maximum of one achievement in this category may be shown).

An applicant may be awarded a maximum of 5 points for his/her academic and/or artistic achievements and past contributions. The maximum number of points shall be awarded to an applicant who has obtained at least 100 individual points according to the above list; other applicants shall be awarded points according to the proportional conversion formula:

$$o = \frac{oc \times 5}{100}$$

o – *the number of points obtained by the applicant for his/her academic and/or artistic record and achievements in the discipline concerned,*

oc – *the proportion of points obtained by the applicant for his/her academic and/or artistic record and achievements in the discipline concerned.*

IV. A discussion of the candidate's past academic and/or artistic achievements and contributions related to the discipline (0 - 10 points).

3. The final result of the interview is equal to the sum of points obtained in point 2.
4. Only applicants who have obtained at least 40 points from the interview, including at least 5 points in Category II, otherwise the interview result is zero, will proceed to further admission process.
5. Only applicants who obtained a grade greater than zero from the interview will proceed to further admission process.
6. An applicant who has achieved a total of at least 70 points in the admission procedure may be admitted to IDS TUL.

Description of requirements for supervisors¹:

The Discipline Council proposes a list of supervisors from among the employees of the University (including those other than TUL) from the research and teaching or research group only, emphasising the scientific achievements of potential supervisors obtained within the last four years. Only an employee of the University who:

- 1) obtained, in the 48 months prior to the date of the interview, at least a grade 4 in the research component in accordance with the Ordinance No. 79/2021 of the Rector of Lodz University of Technology of 16 December 2021 on the criteria for periodic evaluation for particular groups of employees and the procedure and entity for periodic evaluation of academic staff employed at Lodz University of Technology² (the date of publication of the publication shall be taken into account),

or

- 2) is the Project Manager financed from external sources with a budget greater than PLN 100,000 and has had in the last 4 years at least 4 publications with a score of at least 40 points each in journals included in the ministerial list of scientific journals (all disciplines) or reviewed materials from international conferences (the discipline of technical informatics and telecommunications) as an author or co-author,

may apply for the post of doctoral student supervisor.

1. not applicable to auxiliary supervisors

2 For publications from 2018, the number of points is determined on the basis of the "Four-year list - Part A of the list" from the "Announcement of the Minister of Science and Higher Education of 25 January 2017. on the list of scientific journals together with the number of points awarded for scientific publications in these journals, established on the basis of the lists published in 2013-2016", and then multiplied by 4. For publications published or accepted for publication from 2019 onwards, the list drawn up in accordance with the regulations issued pursuant to Article 267(2)(2)(b) of the Act of 20 July 2018 shall apply. - Law on Higher Education and Science. Other achievements for the four-year period are assessed in accordance with the scoring from the Ordinance No. 79/2021 of the Rector of Lodz University of Technology dated 16 December 2021.

Application for a remote interview

Name and surname:

E-mail:

Study program in the discipline:

.....

(full name of the discipline)

I request permission to conduct a remote interview by electronic means of communication with simultaneous video and audio transmission.

Justification:

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.....

.....

signature of the applicant

**Personal questionnaire of an applicant
to the Interdisciplinary Doctoral School of Lodz University of Technology
in the academic year 2023/2024**

Full name of the applicant:
(name and surname of the applicant together and the professional title)

Study program in the discipline:
(full name of the discipline)

Selected TUL / non-TUL supervisor*):
(academic title / degree, name and surname of the supervisor)

Full name of the university or TUL unit where the doctoral dissertation will be carried out:
.....
.....
.....
.....

Referral to IDS TUL by decision of the Discipline Council**): yes/no*)

Application for a remote interview: yes/no*)

Request to book a room in the students' hall: yes/no*)

Room standard: small / medium /double/n/a*)

.....
legible signature of the applicant

*) delete as appropriate

**) § 1(9) of Resolution No. 12/2023 of the Senate of Lodz University of Technology of 29 March 2023 on the rules of admission to the Interdisciplinary Doctoral School of Lodz University of Technology in the academic year 2023/2024.

DECLARATION

I, the undersigned

.....
(name and surname of the applicant and the academic title)

declare that:

1. I am/am not^{*)} a doctoral student at another doctoral school.
2. I am/am not^{*)} applying for admission to another doctoral school.
3. I do/do not^{*)} have a doctoral degree.
4. I am / I am not^{*)} employed as a researcher or academic teacher at Lodz University of Technology in the unit:.....- ____ FTE (full time equivalent).
(unit name)
or in another university unit (inc. foreign)/research institute/company.....
.....- ____ FTE (full time equivalent).
(name of university and unit)
5. I am / I am not^{*)} a doctoral student at doctoral studies and I am working on my doctoral dissertation entitled.:
.....,
under scientific supervision of
(degree and title, name and surname of the supervisor)
in the unit:
(unit name)
in the discipline:
6. I have read the rules of admission to IDS TUL and the rules and regulations of IDS TUL.
7. I speak English at the sufficient level to pursue training at IDS TUL.
8. I consent to video and audio recording of the interview. ^{**)}

.....
legible signature of the applicant

Aware of the criminal responsibility under Article 233 of the Act of 6 June 1997 – Polish Penal Code (i.e. Journal of Laws of 2022, item 1138, as amended) for making false statements, I declare that the above data are true.

.....
legible signature of the applicant

^{*)} delete as appropriate

^{**)} In accordance with § 2, section 9 of the Resolution No. 12/2023 of the Senate of Lodz University of Technology of 29 March 2023 on the rules of admission to the Interdisciplinary Doctoral School of Lodz University of Technology in the academic year 2023/2024, consent to video and audio recording of the interview is a formal condition necessary to participate in the admission process to IDS TUL.

TRANSCRIPT OF RECORDS*

to be filled and signed by University

Name:
Family name:
Date and place of birth:
Matriculation number (diploma no):
Passport number:
Home University:
Faculty/Department of
Address:
Tel.: Fax:
E-mail:

Title of the course unit	Duration of course unit (1)	Local grade (2)	ECTS grade (3)	ECTS credits (4)
I SEMESTER <i>(list all subjects)</i>				
<i>Subject 1.....</i>	1S			
<i>Subject 2.....</i>	1S			
.....				
V SEMESTER (now in progress)				
<i>Subject 1.....</i>				
<i>Subject 2.....</i>				
to be continued on a separate sheet				

Total:		
--------	--	--

(1) (2) (3) (4) see explanation on back page

Diploma/degree awarded:

Date

Signature of registrar/dean

Stamp of institution:

NB: This document is not valid without the signature of the registrar/dean/administration officer and the official stamp of the institution.

Annex to Transcript of Records

Explanatory notes

(1) Duration of course unit:

Y = 1 full academic year

1S = 1 semester

2S = 2 semesters

(2&3) Description of the institutional grading system:

Polish scale

ECTS grades

5.0	five (pięć)	A	(excellent)
4.5	four and a half (cztery i pół)	B	(very good)
4	four (cztery)	C	(good)
3.5	three and a half (trzy i pół)	D	(satisfactory)
3	three (trzy)	E	(sufficient)
2	two (dwa)	FX/F	(fail)

(4) ECTS credits:

1 full academic year = 60 credits

1 semester = 30 credits

1 term/trimester = 20 credits

^{*)} this appendix is only required in the case specified in § 5, section 1, point 5, i.e., where the higher education institution does not issue a diploma supplement or the diploma supplement does not contain the necessary data on the course of study.

Rector of Lodz University of Technology

Application for selection of a supervisor from outside TUL

Name and surname:

E-mail:

Study program in the discipline

.....
(full name of the discipline)

I request permission to select a supervisor from outside TUL, i.e.

.....
(title / degree name and surname)

employed in:

.....
(name of the university / unit, address)

Justification:

.....
.....
.....
.....

.....
applicant's signature

I agree/do not agree

.....
(Signature of the Rector of TUL)

Appendices:

1. Opinion of the Chair of the Discipline Council
2. Statement of the supervisor from outside TUL that they meet the requirements specified for supervisors in Appendix 3 to this Resolution