

## 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 supervisors<sup>1</sup>:**

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 Technology<sup>2</sup> (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.

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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*

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\*) 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<sup>\*)</sup> a doctoral student at another doctoral school.
2. I am/am not<sup>\*)</sup> applying for admission to another doctoral school.
3. I do/do not<sup>\*)</sup> have a doctoral degree.
4. I am / I am not<sup>\*)</sup> 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<sup>\*)</sup> 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. <sup>\*\*)</sup>

.....  
*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*

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<sup>\*)</sup> delete as appropriate

<sup>\*\*)</sup> 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:		
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(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

<sup>\*)</sup> 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