



**Announcement of the Rector of Lodz University of Technology**  
**on the procedure for the payment of doctoral scholarship and reporting to social insurance and health insurance doctoral candidates studying at the Interdisciplinary Doctoral School of Lodz University of Technology of 30 August 2023**

**I. General provisions**

This Announcement sets out the rules for the payment of a doctoral scholarship and an increased doctoral scholarship to doctoral students studying at the Interdisciplinary Doctoral School of Lodz University of Technology under the Act of 20 July 2018. Law on Higher Education and Science (i.e. Journal of Laws of 2023, item 742 as amended), hereinafter referred to as the Act, and determines the regulations for reporting these doctoral candidates to social security and health insurance on the basis of the Act of 27 August 2004 on financed health care services from public funds (i.e. Journal of Laws of 2022, item 2561, as amended).

**II. Subject matter**

1. A doctoral scholarship is awarded to a doctoral candidate without a doctoral degree for a month in which he obtained the status of a doctoral candidate at the IDS TUL.
2. Doctoral candidates who receive a doctoral scholarship are subject to compulsory insurance: retirement pension, disability pension and accident insurance during the period of receiving a doctoral scholarship.
3. Sickness insurance is voluntary and is covered at the request of the doctoral student.
4. The basis for the calculation of social security contributions for doctoral students is the amount of the doctoral scholarship they receive.
5. Where a doctoral candidate who receives a doctoral scholarship is also a recipient of a pension/disability pension, he or she shall be subject to social insurance voluntarily.

**III. The amount of doctoral scholarship**

1. The monthly doctoral scholarship amounts to at least:
  - 1) 37% of the professor's salary - up to the month of the mid-term evaluation;
  - 2) 57% of the professor's salary - after the month in which the mid-term evaluation was carried out;in accordance with the Regulation of the Minister of Education and Science of January 2, 2023, amending the regulation on the amount of the minimum basic monthly salary for a professor at a public university (Journal of Laws of 2023, item 16).
2. A doctoral student studying at IDS TUL who has a certificate of disability, a certificate of the degree of disability or a certificate referred to in art. 5 and art. 62 of the Act of 27 August 1997 on vocational and social rehabilitation and employment of disabled people (i.e. Journal of Laws of 2023, item 100 as amended), is entitled to a doctoral scholarship in the amount increased by 30% of the amount indicated in point III.1.
3. A doctoral scholarship shall not be awarded to a doctoral candidate whose training at a doctoral school involves an obligation to be employed by the entity running the doctoral school:

- 1) under a contract of employment;
- 2) with remuneration exceeding the salary of a professor.

#### **IV. Procedure for payment of doctoral scholarship**

1. A doctoral candidate who is entitled to a doctoral scholarship and who has acquired the rights of a doctoral student in accordance with art. 200 (8) of the Act, submits to the IDS Office:
  - 1) a declaration for the purposes of social security and health insurance, pursuant to Appendix No. 1;
  - 2) a declaration of not holding a doctoral degree and a commitment to notify the Head of the Interdisciplinary Doctoral School of the Lodz University of Technology of any changes in this regard, pursuant to Appendix 2;
  - 3) a statement on receiving a doctoral scholarship at other doctoral schools, pursuant to Appendix
2. Information on the period of awarding the doctoral scholarship:
  - 1) the total period of receiving a doctoral scholarship may not exceed 4 years. The period of suspension referred to in Art. 204 (3) of the Act and the period of education at the doctoral school in the case referred to in Art. 206 (2) of the Act;
  - 2) The doctoral scholarship is awarded from the first year of training for an academic year, except for cases in which, according to the study program at IDS TUL, the last year of education lasts one semester.
3. The payment of the doctoral scholarship for the next academic year or for the next semester of the given academic year is continued if the scholarship holder maintains the status of a doctoral candidate, complies with the provisions of the Regulations of the Interdisciplinary Doctoral School of Lodz University of Technology and submits new statements referred to in point IV. 1 (1) and (2).
4. The doctoral scholarship is paid in arrears, on the last working day of the month, in the amount specified in point III.1, excluding doctoral candidates carrying out projects, if the agreement provides otherwise.
5. In individual cases, it is possible to send Appendices 1 to 3 by letter to the address of the TUL's ISD Office (the date of receipt of the application is the date of receipt of the letter at the TUL's Office).
6. The right to receive a doctoral scholarship and a scholarship in an increased amount shall expire on the day following the day on which the doctoral candidate lost the right to the said scholarships due to the doctoral degree referred to in Art. 186 of the Act, the existence of the prerequisites laid down in Article 209 (1a) of the Act, loss of the doctoral candidate status or the period referred to in Art. 209 (2) and (8) of the Act. In the event of removal from the list of doctoral candidates, the payment of the above-mentioned scholarship shall cease on the day following the day on which the decision becomes final.
7. A doctoral candidate loses the right to a doctoral scholarship and a scholarship in an increased amount in the following cases:
  - 1) when he was suspended as a doctoral candidate by a valid decision of the disciplinary committee;
  - 2) was removed from the list of doctoral candidates at IDS TUL;
  - 3) when he obtained a scholarship on the basis of false data.

8. A doctoral scholarship and the increase of the doctoral scholarship are exempt from personal income tax under Article 21(1)(39) of the Act of 26 July 1991 on personal income tax (i.e. Journal of Laws of 2022, item 2647, as amended).
9. A doctoral candidate who is entitled to a doctoral scholarship and/or to an increase of the doctoral scholarship or who receives the aforementioned scholarships shall immediately notify the Head of IDS TUL and the Office for People with Disabilities of Lodz University of Technology of the occurrence of any circumstance resulting in the loss of the right to their payment or resulting in changes to the rules of being subject to social and health insurance.
10. The doctoral candidate is obliged to submit all documents necessary for the payment of the scholarship and the increased amount of the scholarship in a timely manner.
11. If the submitted Appendices 1-3 or Appendix 4 are incomplete, the doctoral candidate will receive a request issued by the TUL's IDS Office or the TUL's Office for People with Disabilities to supplement the indicated formal shortcomings in the application within the prescribed period from the delivery of the request. In the event of failure to provide a complete set of required documents, the matter will not be examined.
12. Providing false data by a doctoral student may be the basis for instituting disciplinary proceedings in the manner specified in Art. 322 of the Act and regulations in force at the University.
13. Benefits are paid in the form of a transfer to the doctoral candidate's personal account provided in Appendix 1 to this Announcement.
14. Information on the method of paying the doctoral scholarship or increasing the doctoral scholarship:
  - 1) documents necessary for the payment of scholarships are processed without undue delay;
  - 2) payment deadlines depend on the degree of correctness and completeness of the submitted documents and other delays resulting from, inter alia, the fault of the doctoral candidate or for reasons beyond the control of the University.

#### **V. Payment of an increased amount of doctoral scholarship for people with disabilities**

1. The increased amount of doctoral scholarship referred to in section III.2 is granted at the written request of the doctoral candidate, in accordance with the application constituting Appendix 4.
2. A doctoral candidate who is entitled to an increased doctoral scholarship and who has met the conditions set out in point IV.1, submits an application to the Office for People with Disabilities of Lodz University of Technology (hereinafter BON), in accordance with Appendix 4, and a certificate of the degree of disability or an equivalent document.
3. Doctoral candidates in the second and subsequent years of training who meet the requirements set out in points III.2 and IV.1, submit Appendix 4 by October 31 this year. at the Office for People with Disabilities of Lodz University of Technology.
4. Information on the period of awarding an increased amount of doctoral scholarship:
  - 1) the total period of receiving an increase in the doctoral scholarship may not exceed 4 years. The period of suspension referred to in Art. 204 (3) of the Act and the period of education at the doctoral school in the case referred to in Art. 206 (2). the Act;
  - 2) The doctoral scholarship in an increased amount is paid from the month in which the application prepared in accordance with Appendix 4 was received by the Office for People with Disabilities of Lodz University of Technology;

- 3) A doctoral scholarship in the increased amount is granted from the first year of training for the period of an academic year or the validity of a disability certificate or equivalent, but not longer than an academic year, except in cases where, in accordance with the study program at IDS TUL, the final year of training lasts one semester and is shorter than the validity of the disability certificate or equivalent;
  - 4) if during the year the validity of the certificate on the degree of disability or equivalent expires, the scholarship will not be paid from the month following the expiry of the validity of the certificate. The scholarship is paid again after submitting the application and the document confirming the disability, in accordance with section V.2;
  - 5) The doctoral scholarship in an increased amount is paid in arrears, at the end of each month, in equal instalments (payments with compensation for the previous months are allowed).
5. In individual cases, it is possible to send Appendix 4 by letter to the address of the Office for People with Disabilities of Lodz University of Technology (the date of receipt of the application is the date of receipt of the letter at the TUL Office).
  6. All documents confirming the doctoral candidate's disability are confidential and are stored in the Office for People with Disabilities of Lodz University of Technology. The Office for People with Disabilities confirms the fact of the doctoral candidate's disability on the application for increased scholarship.

#### **VI. Health insurance for doctoral candidates who are citizens of the Republic of Poland**

1. All doctoral students of the Interdisciplinary Doctoral School of Lodz University of Technology, who are citizens of the Republic of Poland, are subject to health insurance. and have the right to benefit from free medical care.
2. Lodz University of Technology reports to health insurance doctoral candidates who are not registered for health insurance as family members of the insured person and are not subject to the health insurance obligation for the reasons referred to in Art. 66 of the Act of August 27, 2004, on health care services financed from public funds upon their written request
3. The basis for registration for social insurance and health insurance is the submission of a duly completed declaration to the Office of the IDS TUL by a doctoral candidate in accordance with Appendix 1.
4. A doctoral candidate who has lost the right to health insurance by virtue of his previous entitlement may not be registered as a family member and shall not be subject to the obligation for health insurance on the basis of the titles referred to in Article 66 of the Act of 27 August 2004 on health care services financed from public funds, is obliged to immediately resubmit to the IDS Office the statement referred to in item IV.3. Failure to comply with this obligation shall result in the lack of continuity of the doctoral candidate's health insurance and in the doctoral candidate being financially charged for medical services received during the period not covered by health insurance.
5. A doctoral candidate who is registered for social insurance and health insurance is obliged to inform the IDS Office about any changes affecting the method of paying social contributions or about the emergence of another title for compulsory health insurance within 7 days from the date of the changes, on pain of liability on this account.
6. The doctoral candidate notifies of the occurrence of the situation referred to in VI.5 by resubmitting the statement referred to in VI.3 to the IDS Office.

7. The right to healthcare services for doctoral candidates expires after 4 months from the date of completing the training at the doctoral school or removing from the list of doctoral candidates. In the case of doctoral candidates who completed their training at a doctoral school, the date of deregistration from health insurance is the day following the loss of the doctoral candidate status. In the case of persons who have been removed from the list of doctoral candidates, the date of deregistration from health insurance shall be the day following the date on which the decision on removal from the list becomes final.

#### **VII. Health insurance for doctoral candidates of Polish origin who are not citizens of the Republic of Poland**

1. Lodz University of Technology pays a health insurance contribution for doctoral candidates of Polish origin who meet the following conditions:
  - 1) train at the doctoral school,
  - 2) are not citizens of the European Union Member States or of a Member State of the European Free Trade Association (EFTA),
  - 3) have been recognized as persons of Polish origin, within the meaning of the provisions on repatriation, or have a valid Pole's Card,
  - 4) they are not subject to compulsory insurance on any other basis.
2. The doctoral candidate referred to in point VII.1 is subject to voluntary health insurance regardless of age and if he or she wishes to apply for health insurance by Lodz University of Technology, is obliged to conclude a voluntary health insurance agreement in one of the branches of the National Health Fund (NFZ) health, in line with following the procedure below. Doctoral candidate:
  - 1) downloads a certificate from the IDS TUL Office confirming the fact of training at the Interdisciplinary Doctoral School of Lodz University of Technology in order to present it to the National Health Fund,
  - 2) submits an application for voluntary health insurance at a branch of the National Health Fund,
  - 3) concludes an agreement with the National Health Fund for voluntary health insurance,
  - 4) fills in, in accordance with the procedure specified in section VI.3, a health insurance declaration and a declaration of not being subject to health insurance for another reason within 3 days from the date of signing the contract with the National Health Fund. The doctoral candidate presents the agreement referred to in point 3 and a certificate from a Polish diplomatic mission (consulate or embassy) of Polish origin within the meaning of the provisions on repatriation or a valid Pole's Card.

#### **VIII. Health insurance for foreign doctoral candidates who are not citizens of EU or EFTA countries**

1. Doctoral candidates of the Interdisciplinary Doctoral School of Lodz University of Technology who are not citizens of EU Member States or member states of the European Free Trade Association (EFTA) - parties to the agreement on the European Economic Area and who cannot present a document certifying that they are of Polish origin within the meaning of the provisions on repatriation or are not in possession of a valid Pole's Card, may conclude a voluntary health insurance contract with the National Health Fund and pay the monthly health insurance premium themselves.

**IX. Health insurance for foreign doctoral candidates who are citizens of EU or EFTA countries**

1. Doctoral candidates and members of their families staying with them who are citizens of EU Member States or a member state of the European Free Trade Association (EFTA) - a party to the Agreement on the European Economic Area, may use health services on the territory of Poland on the basis of coordination provisions, provided that they have health insurance in the general insurance system of any of the EU or EFTA Member States.
2. The documents entitling to free use of health care services on the same terms as Polish citizens are: a valid passport, a valid doctoral student ID and a valid European Health Insurance Card (EHIC).

The announcement comes into effect on 1 October 2023.

## STATEMENT FOR TAX AND HEALTH INSURANCE PURPOSES

**PLEASE READ CAREFULLY AND FILL OUT THIS DECLARATION IN CAPITAL LETTERS**

<b>PERSONAL DATA</b>			
Name (names)			
Last name		Family name	
Discipline			
Mother's name			
date of birth			
Citizenship			
Telephone number			
		Passport number (foreigners)	
		date of taking the oath	

PESEL 

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<b>ADDRESS (place of residence)</b>				
Country			Voivodeship	
Municipality			District/Poviat	
ZIP code			City	
Street		House number		Apartment number

<b>CORRESPONDENCE ADDRESS (fill in if different from the place of residence)</b>				
Country			Voivodeship	
Municipality			District/Poviat	
ZIP code			City	
Street		House number		Apartment number

<b>STATEMENT</b>				
I	I declare that I am entitled to a retirement pension	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Benefit number: .....
	I declare that I am entitled to a disability pension	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Benefit number: .....
	I declare that I have a valid disability degree certificate or equivalent	<input type="checkbox"/> YES		<input type="checkbox"/> NO
II	I request voluntary pension and disability pension insurance coverage (for persons entitled to a pension)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NOT APPLICABLE
III	I am applying for voluntary health insurance*	<input type="checkbox"/> YES		<input type="checkbox"/> NO
IV	I declare that I am subject to health insurance with at least one of the following titles:	<input type="checkbox"/> YES		<input type="checkbox"/> NO

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\* I am aware that during my illness the Social Insurance Institution (ZUS) will not pay me sickness benefit, during this period I will receive a doctoral scholarship





**DECLARATION OF NOT HAVING A DOCTORAL DEGREE,  
AND NOT RECEIVING THE REMUNERATION REFERRED TO IN ARTICLE 209 (1A) OF THE  
ACT**

**PLEASE READ CAREFULLY AND FILL OUT THIS DECLARATION IN CAPITAL LETTERS**

<b>PERSONAL DATA</b>	
Name (names)	
Last name	
Discipline	
PESEL	
Passport number - foreigners	
Year of admission to ISD TUL (e.g. 2020/2021)	

**1.** I declare that in accordance with Article 209 (1) and (1a) of the Act of July 20, 2018, Law on Higher Education and Science (i.e. Journal of Laws of 2023, item 742 as amended) and § 18 (1) point (7) of the Regulations of the Interdisciplinary Doctoral School of Lodz University of Technology\*:

1) Doctoral degree

Yes, I have a doctoral degree      No, I do not have a doctoral degree

2) Employment at Lodz University of Technology

Yes, I am employed      No, I am not employed

The following points are to be filled in by persons employed at TUL (please underline the correct answer):

2a) I am employed at TUL on the basis of an employment contract

I am employed at TUL on the basis of another contract

2b) I am employed at TUL and receive remuneration which exceeds the salary of a professor

I do not receive remuneration exceeding the salary of a professor within the framework of my

employment at TUL

**2.** In the event of a change or taking up a new employment referred to in this appendix, I undertake to submit an updated statement without delay.

At the same time, I am aware that, pursuant to Article 203(2)(2) of the Act and § 15(2) of the Regulations of the Interdisciplinary Doctoral School at Lodz University of Technology, failure to inform about the occurrence of the prerequisites specified in Article 209(1a) of the Act of 20 July 2018. Law on Higher Education and Science (i.e. Journal of Laws of 2023, item 742, as amended), will result in my removal from the list of doctoral candidates.

.....  
date and legible signature of the doctoral candidate

\* please underline the selected answer

**DECLARATION OF RECEIVING A DOCTORAL SCHOLARSHIP FROM ANOTHER DOCTORAL  
SCHOOL**

**PLEASE READ CAREFULLY AND FILL OUT THIS DECLARATION IN CAPITAL LETTERS**

<b>PERSONAL DATA</b>	
Name (names)	
Last name	
Discipline	
PESEL	
Passport number foreigners	

I declare that in accordance with Art. 209 (2) and (3) of the Act of July 20, 2018, Law on Higher Education and Science (i.e. Journal of Laws of 2023, item 742 as amended)

1. I did not study at another doctoral school and did not receive a doctoral scholarship
2. I studied at another doctoral school and received a doctoral scholarship\*

.....  
*Name of the doctoral school*

.....  
*The period of receiving the scholarship in months*

.....  
*date and legible signature of the doctoral candidate*

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\* delete as appropriate

*Appendix 4 to the Announcement of the Rector of Lodz University of Technology  
on the procedure for the payment of doctoral scholarship and reporting  
to social insurance and health insurance doctoral candidates studying  
at the Interdisciplinary Doctoral School of Lodz University of Technology of August 30, 2023.*

.....  
*date of receipt of the application and signature of the receiver*

**APPLICATION FOR AN INCREASED DOCTORAL SCHOLARSHIP.**

**PLEASE READ CAREFULLY AND FILL OUT THIS DECLARATION IN CAPITAL LETTERS**

<b>PERSONAL DATA</b>					
Name (names)					
Last name		Family name			
Discipline		Year of training			
Register number					
Phone number		E-mail (in the TUL domain)			
<b>CORRESPONDENCE ADDRESS</b>					
Country		Voivodeship			
Municipality		District/Poviat			
ZIP code		City			
Street		House number		Apartment number	

I kindly ask you to grant me a doctoral scholarship in the increased amount in the academic year 20... / 20....

**Justification:**

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

.....  
*date and legible signature of the doctoral candidate*

**Confirmation of the degree of disability\*\*\***

We hereby confirm that the doctoral candidate .....  
has a properly issued certificate of the degree of disability, valid from .....  
to ..... and delivered the necessary documents confirming the above-mentioned  
circumstances, therefore the doctoral candidate is entitled to an increased doctoral scholarship  
in accordance with Art. art. 209 (7) of the Act of July 20, 2018 - Law on Higher Education and Science  
from ..... of the academic year .....

.....  
*date, stamp and legible signature of the employee  
Office for People with Disabilities, TUL*

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*\*\*\* all documents confirming the disability of TUL doctoral candidates are stored at the Office for People with Disabilities at TUL*