*Annex to Rector’s Regulation No. 165 of 25 September 2023*

**Rules of** **Granting the Research Award of the Rector of the University of Lodz
to Students of University of Lodz Doctoral Schools**

**Chapter I**

**General regulations**

**§ 1**

1. The present Rules of Granting the Research Award of the Rector of the University of Lodz (hereinafter: "NNRUŁ") for doctoral school students, hereinafter referred to as "the Rules", lay down the principles, detailed criteria and procedure for the award of NNRUŁ.

2. The organizer entity for the NNRUŁ competition is the University of Lodz, seated at: ul. Narutowicza 68, 90-136 Łódź, Poland; NIP: 7240003243, REGON: 000001287.

3. The competition for the NNRUŁ is addressed to doctoral students of the Doctoral Schools of the University of Lodz (hereafter: "UL") who meet the requirements specified in these Rules.

**§ 2**

1. To be eligible for the NNRUŁ competition, the applicant is required to be during the fourth year of curriculum at a doctoral school and have an active doctoral student status on the closing date of the call for applications.

2. Doctoral students during their granted suspension of studies, interruption, or extension of the time limit for submitting the doctoral dissertation are not eligible to apply for NNRUŁ.

3. The NNRUŁ is awarded through a competition to no more than 10% of doctoral students in their fourth year of studies in a given doctoral school. The number of doctoral students in a doctoral school shall be determined as at 31 October of a given year. If the number obtained from the calculation is less than one, the number of doctoral students in the doctoral school who constitute 10% of the doctoral school students shall be deemed to equal one.

4. The value of the NNRUŁ varies according to the place on the ranking list referred to in section (§) 6 clause 4 and is determined each time by the Vice-Rector for Students Affairs and Quality of Education of the University of Lodz.

5. The amount of the NNRUŁ, the limits and the deadline for applications are announced in November each year in the form of a communication from the Vice-Rector for Students Affairs and Quality of Education.

6. Each winner is obliged to file a declaration for tax purposes. The award will be taxed on the basis of generally applicable law.

7. A doctoral school student may receive a NNRUŁ only once.

**Chapter II**

**Criteria for granting NNRUŁ to Doctoral School students**

**§ 3**

1. The NNRUŁ may be granted to UL doctoral school students for their outstanding achievements, especially in the scope of publication activity, internationalization and research/academic work.

2. A detailed list of achievements referred to in clause 1, along with the manner in which they are documented and evaluated, are set out in the Annex No. 1 to the present Rules.

3. The achievements to be taken into account for the award of an NNRUŁ shall include academic achievements made from the commencement of curriculum at the doctoral school to the end of the academic year preceding the academic year in which the application is submitted. Achievements made at a later date are not assigned any score.

4. Subject to assessment are achievements listed in the application form, whose affiliation is specified as the UL or a UL doctoral school.

5. Achievements reported by a doctoral student must be properly documented by certificates or attestations proving particular forms of academic activity. Undocumented activities shall not be evaluated.

6. A doctoral school student being an author or co-author of a given scientific publication shall complete a declaration form:

1) indicating the percentage contribution to the scientific publication,

2) indicating the affiliation with the University of Lodz or a doctoral school of the University of Lodz.

A template of the declaration forms Annex No. 2 to the present Rules.

7. A template for the NNRUŁ application is attached as Annex No. 3 to the present Rules.

**§ 4**

1. As outstanding achievements in respective categories the following shall be meant:

1) scientific publications published or accepted for publication, including:

a) a peer-reviewed author's monograph from the List of publishers publishing peer-reviewed scientific monographs, specified in the current Communication from the Ministry of Education and Science on the date of the doctoral student's application;

b) an article in a journal from the List of Scientific Journals and Reviewed Proceedings of International Conferences, as specified in the current Communication from the Ministry of Education and Science as valid on the date of the submission of the application by the doctoral student.

2) participation in a scientific conference/symposium with a speech or poster in a language other than Polish; Prize or distinction received at an international conference for speech or presentation in a language other than Polish;

3) being a manager of all-national or international research projects with external funding (especially granted by the NCN, NPRH, MEiN or NCBiR);

4) international mobility:

 a) carrying out scientific, research or professional training placements at entities based outside Poland, short-term mobility of more than 7 days, or specialized training at entities based outside Poland (for at least 3 days);

 b) carrying out a co-tutelle dissertation;

5) organisational activity:

a) taking up International cooperation with entities outside Poland that produced tangible scientific outcomes, especially: involvement in preparation of a joint scientific publication in a language other than Polish; international grant application; joint scientific project;

b) taking up organisational activity for academic events and initiatives, especially conferences, scientific seminars and summer schools;

6) obtaining an international patent.

2. No more than 3 achievements reported per each category listed in clause 1 are allowed.

**Chapter III**

**The Competition Jury, application procedure, and award procedure of the NNRUŁ**

**§ 5**

1. The Jury of the NNRUŁ Competition for doctoral school students consists of:

1) the Vice-Rector for Students Affairs and Quality of Education as the President of the Jury,

2) Director of UL Doctoral School of Social Sciences – or School Council representative, designated by its Director,

3) Director of UL Doctoral School of Humanities – or School Council representative, designated by its Director,

4) Director of UL Doctoral School of Exact and Natural Sciences – or School Council representative, designated by its Director,

5) Director of BioMedChem Doctoral School of the UL and Lodz Institutes of the Polish Academy of Sciences – or School Council representative, designated by its Director,

6) Two representatives of doctoral students’ self-government, with the exception of NNRUŁ applicants, elected by the University Doctoral Students' Government Council.

1. The UL Doctoral Schools Centre is responsible for technical and administrative support of the Jury.

**§ 6**

1. An application with attached achievement documentation (scans of documents) shall be submitted electronically by a doctoral student to the secretary of the respective doctoral school by the deadline indicated in the communication referred to in § 2 clause 5 of the present Rules.

2. The Competition Jury shall confirm the achievements and decide whether the achievements listed by the doctoral student in the application form shall be recognised as outstanding.

3. In the case of doubt, the Competition Jury has the right to ask the doctoral school student for further clarification of their submitted achievements.

4. Applications are evaluated and scored by the Competition Jury, which then creates a ranking list that is announced on the doctoral school's website within 30 days of the closing date of the call for applications.

5. The NNRUŁ is awarded to doctoral students of a given doctoral school within the limit specified in § 2, clause 3 of the Rules. In the case of applications with equal number of points, the award of the NNRUŁ is decided by the President of the Jury, who may consult an independent expert before making a decision.

6. The Competition Jury may decide not to award an NNRUŁ to any of the applicants if it considers that the achievements listed in the application are not of outstanding quality.

7. With reservation of clause 8, the award of the NNRUŁ shall be decided upon by all members of the Competition Jury.

8. Persons whose neutrality may be questioned (this applies in particular to the supervisor of the doctoral student whose application is under consideration) will be excluded from the Jury's meetings.

9. The Jury’s verdict is final and subject to no appeal.

10. The Results of the competition will be published on the UL website and delivered in writing to the winners of the competition , as well as to Directors of Doctoral Schools and heads of units/entities where doctoral supervisors of the winners are employed.

**Chapter IV**

**Final provisions**

**§ 7**

1. Submission of an application to the competition implies the acceptance of these Rules and consent to share the information about the possible receipt of the NNRUŁ for doctoral students on social media.

2. The call for applications for doctoral students who are during their fourth year of studies in the academic year 2022/2023 will finish no later than on 30 September 2023.

**§ 8**

In matters not covered by these Rules, the decision is made by the Rector of the UL.