

## The procedure for funding scientific activity of doctoral students of the University of Lodz Doctoral School of Exact and Natural Sciences (SDNSiP)

Doctoral students have a chance to obtain funding for scientific activity (in the amount allocated for a given calendar year), including activities such as: participation in conferences summer schools, specialized workshops, research trips, publications, proofreading or purchase of funds necessary to perform scientific work (laboratory equipment, chemical reagents with an indication of the name, books, computer programmes, licenses, etc.).

Information on the amount of funding is available in the Doctoral School Secretary Office.

**1. The application for funding and the cost estimate** should be addressed to the Director of the doctoral school and sent to the following e-mail address: [Dyrektor.SDNSiP@biol.uni.lodz.pl](mailto:Dyrektor.SDNSiP@biol.uni.lodz.pl)

**2. Applications – cost estimates** approved by the Director of the University of Lodz Doctoral School of Exact and Natural Sciences (SDNSiP) will be sent to the doctoral student and to an employee of the UL Doctoral Schools Centre: Julita Szulc ([julita.szulc@uni.lodz.pl](mailto:julita.szulc@uni.lodz.pl)) or Sylwester Jasiński ([sylwester.jasinski@uni.lodz.pl](mailto:sylwester.jasinski@uni.lodz.pl)).

**3.** The Doctoral Student applies to the UL Purchasing Department to indicate the purchase mode (does not apply to conferences and/or library research) using an online form via the Employee Service Portal:

<https://forms.office.com/pages/responsepage.aspx?id=7xpEYw7al0O7fynUcF6WO8eRQPaIEI9FgR8Z9M86qVRUODIVUThVMFZNMU+M0FVTR1oxVIAwVVZZSC4u>

or via e-mail to: [bzp@uni.lodz.pl](mailto:bzp@uni.lodz.pl)

**4.** Only **after receiving feedback** from an employee of the UL Purchasing Department, **the doctoral student places an order** in accordance with the cost estimate approved by the doctoral supervisor and Director of SDNSiP and the purchase procedure indicated by the Purchasing Department. Purchases are made in accordance with the financial policy and tender procedures of the University of Lodz (doctoral students are bound by tenders posted on the University of Lodz website).

In case of any doubts regarding the purchase procedure and invoice settlement, please direct your questions to Julita Szulc ([julita.szulc@uni.lodz.pl](mailto:julita.szulc@uni.lodz.pl)) or Sylwester Jasiński ([sylwester.jasinski@uni.lodz.pl](mailto:sylwester.jasinski@uni.lodz.pl)).

### 5. Invoice clearance

#### A. The invoice should be billed to:

University of Lodz  
Narutowicza 68  
90-136 Łódź  
NIP (tax identification number): 724 000 32 43

**Please note on invoice: Doctoral School of Exact and Natural Sciences (SDNSiP UŁ) and add your full name**

**B.** The invoice confirming the purchase or service performance must be confirmed on its other page, by e-mail ([julita.szulc@uni.lodz.pl](mailto:julita.szulc@uni.lodz.pl) or [sylwester.jasinski@uni.lodz.pl](mailto:sylwester.jasinski@uni.lodz.pl)), or by the doctoral supervisor as the following note:

*The purchase made in accordance with the approved cost estimate and financial policy of University of Lodz  
Full name of doctoral supervisor  
Signature of doctoral supervisor*

**C.** After the doctoral supervisor confirms, you should include the following details on the back of the invoice:

**Account: 511-5**  
**MPK: 1103230000**  
**Project: B231000000013.05**

Source of funding: 1.01.01.002.00

Requested cost estimate dated .....

**D. The doctoral student is obliged to deliver, without delay, the original invoices to the SDNSiP Secretary to the following address:**

University of Lodz Doctoral School of Exact and Natural Sciences (SDNSiP)      Doctoral Schools  
Centre (floor 1, room 113)  
Matejki 21/23, 90-237 Łódź

**and send a scan of the invoice to the following e-mail address: [julia.szulc@uni.lodz.pl](mailto:julia.szulc@uni.lodz.pl) or [sylwester.jasinski@uni.lodz.pl](mailto:sylwester.jasinski@uni.lodz.pl). You can also deliver the original to room 101 (in person)**

The back of the invoice should contain the description in accordance with points 5B and 5C.

**Note:** The value of all invoices cannot exceed the granted amount of funding for a given calendar year.

**If the invoice pertains to chemical reagents, the doctoral student shall send information in an e-mail (to [julita.szulc@uni.lodz.pl](mailto:julita.szulc@uni.lodz.pl) or [sylwester.jasinski@uni.lodz.pl](mailto:sylwester.jasinski@uni.lodz.pl)) whether the invoice includes the items listed in the list of regulated materials (Appendix "The list of regulated materials", link:**

**[https://www.uni.lodz.pl/fileadmin/user\\_upload/Jednostki/Szko%C5%82y\\_doktorskie/SDNSiP/Dokumenty\\_i\\_regulaminy/Dofinansowanie\\_dzia%C5%82alno%C5%9Bci\\_naukowej/Zestawienie\\_materia%C5%82%C3%B3w\\_reglamentowanych.pdf](https://www.uni.lodz.pl/fileadmin/user_upload/Jednostki/Szko%C5%82y_doktorskie/SDNSiP/Dokumenty_i_regulaminy/Dofinansowanie_dzia%C5%82alno%C5%9Bci_naukowej/Zestawienie_materia%C5%82%C3%B3w_reglamentowanych.pdf))**

**E. If the doctoral student purchased the goods from their own funds, then a request for a refund of the amount spent should be written on the back of the invoice as follows:**

*I request a refund of the spent amount to the account no. .... (provide the account number to which the funds are to be transferred)*

.....  
*Signature of the Doctoral Student*

.....  
*date*

**6. In the case of applying for participation in a research mobility (conference, library research etc.) included in the cost estimate form, a doctoral student shall follow the above procedure, without the necessity of applying to the Purchasing Department, but they shall indicate whether it is an online or off-site conference.**

**A travel expense form (Polish: *delegacja*) must be issued before the departure, along with an agreement.**

- A. At the **request of the Doctoral Student, a domestic travel expense form (*delegacja krajowa* – for destinations in Poland)** is issued by the staff of Doctoral Schools Centre financial administration (e-mail: [julita.szulc@uni.lodz.pl](mailto:julita.szulc@uni.lodz.pl) or [sylwester.jasinski@uni.lodz.pl](mailto:sylwester.jasinski@uni.lodz.pl))

Please include the following in your e-mailed request:

- \* departure date
- \* return date,
- \* means of transport (PKP railway class 2 or bus),
- \* estimated cost of transport,
- \* name of institution that hosts your conference/research,
- \* purpose of mobility,
- \* destination,
- \* bank account number for refund,

As soon as you receive your travel order form and your agreement, you should sign both documents and send to SDNSiP Secretary so that they submit them to the Director of SDNSiP for acceptance and signing.

According to the announcement of the UL Bursar dated 27/6/2023, the **signed original** of the agreement should also be submitted to the Bursar for signing – **UL Rectorate, room 302**.

The signed documents should be delivered to the Doctoral School Centre (at 21/23 Matejki), room 101.

All formalities should be completed before the planned departure.

The basis for travel costs accounting are scans of your tickets/e-tickets – NOT the invoices.

- B. An international travel expense form (Polish: *delegacja zagraniczna*) is issued by an employee of the UL Accounting Department with Foreign Travel Settlement Section (Ilona Krysiak, e-mail: [ilona.krysiak@uni.lodz.pl](mailto:ilona.krysiak@uni.lodz.pl)).

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### **7. Additional information**

- **Invoices for products and services not included in the cost estimate shall not be paid.**
- Resources such as books and laboratory equipment, once used, remain the property of the University.
- If books are purchased, each one must be accepted by a University of Lodz library unit (e.g. a departmental/Faculty-level library), and the invoice must include the acceptance stamp.
- **It is not possible to purchase the so-called fixed assets (e.g. laboratory equipment, computer, etc.) with a value above PLN 999.99.**
- The funding for doctoral research activities is only available to doctoral students who complete their IPB assignments in a timely manner

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In connection with the amendment of Regulation No. 42 of the Rector of the University of Lodz, doctoral students have been given the opportunity to receive daily allowances for domestic and foreign trips. These allowances (Polish: *diety*) can be settled on the condition that **the item "diety" is entered in your application**.

The amount of daily allowance should be estimated on the basis of publicly available information or after contacting Ms. Ilona Krysiak (UL Accounting Department for international travel expense forms) or Doctoral Schools Centre staff (for national travel expense forms).

Please note that in the case of domestic travel (**with destinations in Poland**), the amount of the allowance is reduced by the cost of free food provision, assuming that each meal constitutes respectively:

breakfast - 25% of your daily allowance amount

lunch - 50% of the allowance

dinner - 25% of the allowance

On the other hand, during international travel (**with destinations abroad**), when free full board is provided, 25% of the daily allowance is due. The amount of the daily allowance is reduced by the cost of the provided free board, assuming that each meal constitutes, respectively:

breakfast - 15% of your daily allowance amount

lunch - 30% of the allowance

dinner - 30% of the allowance

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Please be also informed that as of 1/10/2023, the UL insures doctoral students and other UL students for **professional mobility (study/research trips) abroad lasting up to 30 days** which are to be reported to the Accounting Department (Ms. Ilona Krysiak) before the start date of the mobility. Insurance coverage includes: medical expenses, personal accident, third party liability, travel baggage insurance, assistance services.

The UL policy covers the period from 01/10/2023 to 30/9/2024.