

to Regulation No.154 of the Rector of the University of Lodz of 11 September 2023

.....

/place, date/

Director of the Doctoral School

.....

/name of doctoral school/

REQUEST FOR SUSPENSION OF STUDIES AT THE DOCTORAL SCHOOL

A. DOCTORAL STUDENT'S DETAILS

Full name:

Personal Identification Number (PESEL):

Student ID number:

B. INFORMATION RELATED TO STUDIES AT THE DOCTORAL SCHOOL

Scientific Discipline:

Deadline for submitting doctoral dissertation according to the individual research plan (IPB):
.....

Full name of the supervisor/s:
.....

/academic degree/ title/

Full name of the assistant supervisor:.....
.....

/academic degree/ title/

Year of starting education at the doctoral school

C. INFORMATION ON THE SUSPENSION OF STUDIES AT THE DOCTORAL SCHOOL

suspension of studies for a period corresponding to the duration of maternity leave, leave granted on terms of a maternity leave, paternity leave and parental leave, as defined in the Act of 26 June 1974 – Labour Code.

Child's date of birth or expected date of birth¹.....

¹ a copy of the child's birth certificate or a medical certificate specifying the expected date of delivery should be attached (suspension for a period corresponding to maternity leave may start 6 weeks before the expected date of delivery).

D. DURATION OF SUSPENSION

I apply for suspension of my doctoral education/curriculum: (please tick one option):

for a period corresponding to the duration of maternity leave² and full-time parental leave in the amount of weeks:

from to

The period corresponding to the duration of maternity leave will end on

for a period corresponding to the duration of maternity leave² and part of parental leave in the amount of weeks:

from to

The period corresponding to the duration of maternity leave will end on

for a period corresponding to the duration of part of maternity leave³ from to in the amount of 6 weeks.

for a period corresponding to the duration of partial or full amount of parental leave⁴ from to in the amount ofweeks.

I have / have not * previously been granted suspension of studies for a period corresponding to the duration of parental leave in part(s), namely:

1. Suspension from to
2. Suspension from to
3. Suspension from to

other grounds for suspension⁵

** delete as appropriate*

² the number of weeks should be considered depending on the number of children

³ pertains to the father being responsible for personal care of the child

⁴ can be used up till the end of the calendar year in which the child reaches the age of six

⁵ applies to suspension for a period corresponding to paternity leave, leave on terms of maternity leave, stillbirth or death of a child, an appropriate confirmation should be attached

E. SCHOLARSHIP PAYMENT DURING THE SUSPENSION PERIOD

I agree to the determination⁵ of the basis for calculation of doctoral scholarship amount:

- at 100% for the first weeks⁶ of the suspension period equal to the duration of maternity leave and 70% for the remaining period of suspension equal to the duration of parental leave;
- at 70% for the period of the suspension equal to the duration of parental leave.
- at 81,5% for the entire period of suspension (equal to combined duration of maternity leave and parental leave).

F. DECLARATION OF LEAVE ENTITLEMENT:

It is declared that:

- the mother⁷ of my child has used *maternity leave / leave on the terms of maternity leave* with her employer equal to weeks,
- the mother⁷ of my child has not used *maternity leave / leave on the terms of maternity leave* with her employer equal to weeks being left available,
- the mother / father* of my child has used *parental leave* with their employer equal to weeks,
- the mother / father* of my child has not used *parental leave* with their employer equal to weeks being left available.

Being aware of the legal responsibility for providing false data, I declare that the above data is factually correct.

I undertake to immediately notify the Head of the Doctoral School in the event of any changes that may affect the right to suspension of studies at the doctoral school.

.....
(legible signature of the doctoral student)

*delete as appropriate

⁵ applies only to persons who apply for suspension no later than 21 days after the childbirth

⁶ enter the number of weeks depending on the number of children

⁷ declared by the father of the child

Accepted by:

.....
(signature and stamp of the Supervisor)

.....
(signature and stamp of the Assistant Supervisor)

.....
(date, signature and stamp of the Head of the Doctoral School)

Application information:

Basic information on the duration of suspension:

- A. Suspension of studies for a period corresponding to the duration of maternity leave (indivisible period) – children born or adopted – includes:
- 20 weeks (140 days) – one child,
 - 31 weeks (217 days) – two children at one birth,
 - 33 weeks (231 days) – three children at one birth,
 - 35 weeks (245 days) – four children at one birth,
 - 37 weeks (259 days) – five or more children at one birth.
- B. Suspension of studies for a period corresponding to duration of part of maternity leave:
- 6 weeks (42 days) indivisible pertains to the father being responsible for personal care of the child if the insured mother resigns from maternity allowance after having received the allowance for at least 14 weeks after childbirth
- C. Suspension of education for a period corresponding to the duration of parental leave includes (it is possible to divide the period into 5 parts, measured in weeks):
- 32 weeks – one child
 - 34 weeks – more than one child at one birth.
 - 9 weeks – if one child is born and the other parent takes parental leave of 32 weeks, or if more than one child is born in one birth and the other parent of the child takes parental leave of 34 weeks.

Description of possible options and the ensuing right to scholarship:

- A. Suspension of studies for a period corresponding to the duration of maternity leave and full-time parental leave.**

It is possible to choose the amount of the scholarship during the suspension period – provided that the application is submitted within the deadline of 21 days from the date of childbirth. The possibilities include:

- a) 81,5% for the entire duration of the suspension
- b) 100% for a period of – depending on the number of children – 20 weeks (1 child), 31 weeks (2 children), 33 weeks (3 children), 35 weeks (4 children), 37 weeks (5 <children) and 70% of the scholarship for the remaining period

If the application is not submitted by the above deadline, then only option “b” applies.

- B. Suspension of studies for a period corresponding to the duration of maternity leave and part of parental leave.**

In this option the scholarship is paid in the amount of 100% and then at 70% as follows:

100% for a period of – depending on the number of children – 20 weeks (1 child), 31 weeks (2 children), 33 weeks (3 children), 35 weeks (4 children), 37 weeks (5 children) and 70% for the remaining period.

C. Suspension of studies for a period corresponding to the duration of part of the parental leave

Suspension of studies equal to the duration of parental leave is possible full-time but also in parts. In this case, the scholarship is paid in the amount of 70% of the base amount. It is possible to use up all 5 parts of the suspension period being equal to parental leave up till the end of the calendar year in which the child reaches the age of six. The application should be submitted not later than 21 days before the suspension period begins. If the other parent has used 32 weeks of parental leave, then the doctoral student has the right to 9 weeks of suspension period equal to parental leave.

Other grounds for suspension of studies:

- Suspension of studies for a period corresponding to the duration of paternity leave

This form of suspension is available to the child's father until the child reaches the age of 12 months. The suspension is granted for 2 weeks. During such suspension, the child's father receives 100% of the doctoral scholarship. The application should be submitted not later than 7 days before the suspension period begins.

- suspension of education corresponding to the duration of maternity leave – child's death

In case of stillbirth – 8 weeks of suspension for a period corresponding to the duration of maternity leave.

In the event of the child's death before the age of 8 weeks – the number of weeks of the child's life is deducted from 8 weeks – the result is the number of weeks for which the studies are suspended, which corresponds to the duration of maternity leave

In the event of the child's death after the age of 8 weeks, the doctoral student retains the right to suspend their studies for a period corresponding to the duration of maternity leave for 7 days from the date of the child's death.

The scholarship will be granted, if the mother presents the child's birth certificate with an annotation about stillbirth (or a copy) or a child's death certificate (or a copy).

In this case, 100% of the doctoral scholarship is paid.

- suspension of education for a period corresponding to the duration of leave on the terms of maternity leave – foster family or adoption

The situation is parallel to that in the case of childbirth with regard to the duration of the suspension. The suspension in the case of receiving a child as a foster family may be granted and used no later than until the child reaches the age of seven, and, in the case of an application to initiate adoption proceedings, not longer than until the child reaches the age of 14.

- in cases not covered above, the period of leave is determined on the basis of the provisions set out in the Act of 26 June 1974 – Labour Code (Poland).