

**Regulations of the internal competitive procedure
for research serving the development of academic activity among students
of the University of Łódź – Student Research Grant**

§ 1

The financial resources allocated to the completion of tasks specified in these Regulations are sourced from the University of Łódź Own Scholarship Fund as designated by the Rector as well as from voluntary donations (contributions) by UŁ staff and other natural and legal persons.

§ 2

The financial resources for research available through the internal competitive procedure, hereafter referred to as "Student Research Grant", can be applied for by first- and second-cycle students of UŁ, hereafter referred to as "Univeristy", who will remain students until the project financial settlement and who have accounted for the resources received in the previous year or, in the case of first-time applicants, who have completed training on preparing and accounting for applications for academic activity.

§ 3

The internal competitive procedure provides for financing research tasks compatible with the scientific supervisor's research profile, research tasks related to bachelor, engineer and master theses topics, participation in scientific conferences with the aim of presenting research results, hereafter referred to as "Work", and scientific Work publishing expenses. A student can apply for the maximum amount of PLN 3,500.00 for the entire project.

§ 3¹

Student, hereafter referred to as "Author", hereby grants and assigns to the University, its successors, representatives, and assigns, the sole and exclusive right to publish (i.e., print, publish, and sell) the Work at no costs in the Polish or English language in all forms in the Republic of Poland and territory of UE during the full term of copyright and any renewals and extensions thereof, except for scientific journals and post-conference monographs.

§ 4

Only those applicants who have submitted a declaration stating that no item in the cost estimate included with the application is financed from other sources are eligible to enter the competitive procedure.

§ 5

The basis for participation in the competition is submitting an application via the e-form on the following website: www.studenckiegranty-wniosek.uni.lodz.pl together with the required attachments, such as the opinion of the scientific supervisor (Annex No. 1 to these Regulations) who should be a scientific and didactic employee of the University of Łódź with at least a PhD degree; the scientific supervisor's written consent to act in the capacity of the project supervisor, accepted by the head of a department/division in which the scientific supervisor is employed (Annex No. 2 to these Regulations); a declaration stating that no item in the cost estimate included with the application is financed from other sources (Annex No. 3 to these Regulations).

§ 6

When financial resources are being applied for by a person who was awarded a Student Research Grant in the previous year, an acceptance protocol for the research task completion report or a permission to extend the task completion deadline must be attached with the application.

§ 7

The UŁ shall announce accepting of applications at least 14 days before the application submission deadline. The announcement shall be published on the UŁ website and e-mailed to the heads of UŁ basic organizational units.

§ 8

The resources awarded through a Student Research Grant can be spent on:

1. covering the costs of business trips with the purpose of collecting research material;
2. covering the costs of active participation in scientific conferences (i.e. delivering a speech or presenting a scientific poster);
3. covering the publishing costs of scientific papers;
4. purchasing of materials necessary for conducting research;
5. purchasing of books, magazines and access to scientific databases;
6. covering the costs of analyses (external services);
7. purchasing of materials and non-durable objects.

§ 9

Applications are processed by the Student Research Grants Committee appointed by the Rector of the University of Łódź.

§ 10

Without disclosing the applicant's identifiable data, the Committee sends the application for a review by an independent UŁ employee who prepares a written factual assessment of the application via the e-form on the www.studenckiegranty-wniosek.uni.lodz.pl website. The reviewer should not be employed in the same unit (department/division) as the project supervisor.

§ 11

The reviewer evaluates the application based on the following criteria:

1. the scientific level of the application: 0–30 points;
2. the impact of the research task on the applicant's scientific/academic development;
3. the appropriate formulating of the research objective as well as the originality of the problem posed: 0–15 points;
4. selecting the correct research methods and tools: 0–10 points;
5. the legitimacy of funding with regard to the objectives posed and the chosen research method: 0–15 points.

§ 12

Upon the receipt of the reviews of applications and their formal assessment, the Committee selects the applications for financing on the basis of: the review, the supervisor's opinion and a documented history of the applicant's academic activity. The sum of financing requests expressed in the selected applications must not exceed the total grant budget. Grants are awarded to no more than 80 percent of applicants.

§ 13

When the funding awarded through Student Research Grants is less than the total grant budget for a given year, an additional competition may be announced.

§ 14

The decision to grant financial resources is made by the Committee and that decision is final.

§ 15

All competition participants are notified in writing of the competition results.

§ 16

The financial resources should be spent according to a presented cost estimate by the 30th of September of the year for which they have been granted. In justified cases, upon a written permission of the Committee which should be requested not later than on the 15th of September, the resources may be spent by the 15th of December of that year, unless the Rector decides otherwise.

§ 17

A factual and financial report on the utilization of a student's research grant (Annex no. 4 to these Regulations) should be submitted in writing within 30 days from the date of completing the research task, along with the supervisor's opinion evaluating the task completion as well as indicating the progress in the student's scientific and research work (Annex no. 5 to these Regulations).

§ 18

The Committee accepts or rejects Student Research Grant utilization reports. A report can be accepted only when appended with a reference to at least one paper published, or sent for printing, in a scientific journal currently on the list approved by the Ministry of Science and Higher Education, or in a chapter of a scientific monograph (together with an attached typescript). A report can also be accepted based on a documented participation in scientific conferences during which the applicant presented research results financed from the grant.

§ 19

A student who has received funding through a Student Research Grant is obliged to present a paper on the research results at a reporting session staged as a scientific conference on a date scheduled by the Committee. The best papers are awarded by the Committee.

§ 20

Rejecting a report results in the student's forfeiting their eligibility to apply for financing through a Student Research Grant in the following year. The Committee may obligate the student to return the unspent funds.

Scientific supervisor:

.....
(place and date)

.....
(scientific title, first name and surname)

.....
(unit)

Scientific supervisor's opinion

on the research project
(project title)

.....
(project title)

Enter the opinion in the box below:

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the main content of the document, such as a proposal or report.

.....
(scientific supervisor's signature)

Scientific supervisor:

.....
(place and date)

.....
(scientific title, first name and surname)

.....
(unit)

Scientific supervisor's consent

I hereby agree to act as the supervisor for the project

.....

.....
(project title)

authored by
(student's first name and surname)

in the event that the said project is awarded funding through the University of Łódź Student
Research Grant program.

.....
(scientific supervisor's signature)

.....
(signature and stamp of the head of
department/division
implementing the project)

Applicant:

.....
(place and date)

.....
(first name and surname)

.....
(faculty, specialty, year of studies)

.....
(project title)

.....
(unit implementing the project)

Declaration

I hereby declare that no item in the cost estimate included with my research project funding application submitted through the Student Research Grant program at the University of Łódź is financed from other sources.

.....
(applicant's signature)

.....
(place and date)

Grant supervisor:

.....
(name and surname)

.....
(faculty, specialty, year of studies)

.....
(project title)

.....
(unit implementing the project)

Financial Report
on the utilization of a Student Research Grant
at the University of Łódź

I. Expenditure overview for the allocated grant amount of:

1. A brief description of the project scientific objective:

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

2. A brief assessment of meeting the project scientific objective:

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

3. A brief description of how the financial resources awarded in the grant were expended:

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

II. Statement of invoices/receipts – as per the cost estimate

Item no. (as per the cost estimate)	Nazwa wydatku/ Name of cost item	Numer faktury/ rachunku Invoice/receipt number	Wystawca faktury/ rachunku Invoice/receipt issuer	Data zapłaty Date of payment	Kwota faktury brutto (zł) Gross invoice amount	Kwota pokryta z grantu Grant- covered amount
				Total		

.....
(grant supervisor's signature)

.....
(place and date)

Scientific supervisor:

.....
(scientific title, first name and surname)

.....
(unit)

Scientific supervisor's opinion

on the implementation of the research project
(project title)

and the progress in scientific and research work of.....
(student's first name and surname)

Enter the opinion in the box below:

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the main content of the document, such as a proposal or report.

.....
(scientific supervisor's signature)