

## Notice on the rules of funding scientific activities of doctoral students 2026

Doctoral students have the opportunity to obtain funding for scientific activities, including such activities as: participating in conferences, scientific trips, publications, language corrections, or purchase funds necessary for scientific work (books, articles, computer programs, etc. – these resources, after being used for your activity, will remain the university's property).

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

The **request for funding** should be addressed to the Director of the Doctoral School and sent to the Doctoral School Secretary on the following e-mail address: [sdnh@uni.lodz.pl](mailto:sdnh@uni.lodz.pl)

The **application for funding** template is available in the appendix.

Document circulation process is as follows:

1. **The Doctoral student presents** the application for funding with **the Doctoral Supervisor's** opinion for the acceptance of the School Director. The application must be delivered to the Doctoral School Secretary or sent to the e-mail address: [sdnh@uni.lodz.pl](mailto:sdnh@uni.lodz.pl)
2. The Doctoral School Secretary sends **an accepted** request for funding and an application (cost estimate) to the Doctoral Schools Centre, e-mail address: [sylwester.jasinski@uni.lodz.pl](mailto:sylwester.jasinski@uni.lodz.pl) or [julita.szulc@uni.lodz.pl](mailto:julita.szulc@uni.lodz.pl)
3. The Doctoral Student checks the availability of the product or service to be funded on the list of binding tender agreements in the public procurement section of UL Employee Portal (does not apply to conferences and/or library research):  
<https://pp.uni.lodz.pl/index.php/intranet/scms/portal/page?portalId=5&pageId=33>
  - YES - The purchase is carried out in accordance with the successive (ongoing) agreement, meaning that it is not necessary to determine a specific procurement procedure and the Doctoral Student may proceed with placing the order
  - NO - In the case of a non-listed product or service, the Doctoral Student applies to the UL Purchasing Department to indicate the purchase mode (does not apply to conferences and/or accommodation) using an online form via the Employee Service Portal:  
<https://forms.office.com/pages/responsepage.aspx?id=7xpEYw7al007fnUcF6WO8eRQPaE19FgR8Z9M86qVRUODIVUThVMFZNMUtMOFVTR1oxVIAwVVZSC4u>  
or via e-mail to: [bzp@uni.lodz.pl](mailto:bzp@uni.lodz.pl)

**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 Doctoral School and the purchase procedure indicated by the Purchasing Department.

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)).

**Caution:** the value of the VAT invoice cannot exceed the amount of the funding.

4. In the case of request for a conference (or library research) funding, the doctoral student shall follow the abovementioned procedure and indicate whether it is an online or off-site conference.
5. In the case of a departure for a co-funded mobility, **there must always be issued** a travel expense form with the agreement not later than 14 days before planned departure. 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 (email: [sylwester.jasinski@uni.lodz.pl](mailto:sylwester.jasinski@uni.lodz.pl) or [julita.szulc@uni.lodz.pl](mailto:julita.szulc@uni.lodz.pl))

Please include the following in your e-mailed request:

- \*departure date
- \* return date,
- \* means of transport (PKP railway second-class or bus),
- \* estimated cost of transport during the mobility,
- \* 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 submit them to the Director of your Doctoral School for signature.

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.

For an international travel expense form, please contact the UL Accounting Department instead:  
(email: [ilona.krysiak@uni.lodz.pl](mailto:ilona.krysiak@uni.lodz.pl), T: 42 635 42 38)

In connection with the introduction of the National e-Invoice System (KSEF), each contractor should receive the following information during purchase: the VAT/ Tax Identification Number of the UL (NIP; as below), **full name of the Doctoral School, and full name of the doctoral student** to whom the purchase relates, or Remarks field: **ref. UL Doctoral School of Humanities** (see ANNOUNCEMENT - e-Invoice System (KSEF) at Employee Portal) **<full name of doctoral student>**. Therefore:

**Domestic (Polish) invoices should be billed to:**

University of Lodz, ref.: Doctoral School of Humanities, <full name of doctoral student>  
Narutowicza 68  
90-136 Łódź  
NIP (tax identification number): 724 000 32 43

**An invoice from abroad should be billed to:**

University of Lodz (specify address), VAT number PL 724 000 32 43; concerns: Doctoral School of Humanities,  
ref.: <full name of doctoral student>

**CAUTION – Invoices for products and services not included in the application (cost estimate) will not be cleared or accounted for.**

**7. EVERY DOCTORAL STUDENT SHOULD KEEP IN MIND THAT PUBLIC EXPENSES ARE TO BE RATIONAL;**

- **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 an acceptance stamp. With **e-books**, permission must be sought from UL Library (BUŁ).
- **It is not possible to purchase the so-called fixed assets (e.g. laboratory equipment, computer, etc.) with a value above PLN 1500.**

8. 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