Annex to Regulation No. 138 of the Rector of the UL of 13 May 2026

REGULATIONS ON THE AWARD OF FINANCIAL AID TO DOCTORAL STUDENTS OF THE DOCTORAL SCHOOLS OF THE UNIVERSITY OF LODZ

§ 1.

General Provisions

1. These Regulations set out the rules, procedure and conditions for awarding financial aid to doctoral students of the doctoral schools of the UL, pursuant to Article 209a of the Act of 20 July 2018 – Law on Higher Education and Science (consolidated text: Dz. U. [*Journal of Laws*] 2024, item 1571, as amended).
2. The terms used in these Regulations mean as follows:
   1) UL – University of Lodz;
   2) Regulations – the Regulations on the award of financial aid to doctoral students of the doctoral schools of the UL;
   3) Doctoral student – a person holding the status of a doctoral student of a doctoral school of the UL, including a doctoral student during a period of suspension or interruption of education; in respect of whom a decision on removal from the register of doctoral students has not become final; pursuing education during the period of extension of the deadline for submission of the doctoral dissertation;
   4) closest relative – a spouse, ascendant, descendant, sibling, relative by affinity in the same line or degree as the doctoral student, as well as a person remaining in an adoptive relationship with the doctoral student and their spouse, as well as a person cohabiting with the doctoral student.
   5) financial aid – a monetary benefit referred to in Article 209a of the Act of 20 July 2018 – Law on Higher Education and Science (consolidated text: Dz. U. [*Journal of Laws*] 2024, item 1571, as amended);
   6) Committee – the Doctoral Financial Aid Committee appointed in accordance with these Regulations;
   7) Doctoral Students' Self-Government – the University Doctoral Students' Government Council of the UL (URSD).
3. Financial aid is:

1) non-refundable;
2) discretionary;
3) incidental;
4) non-income generating – it does not constitute taxable income in situations indicated in tax regulations (e.g. random events, illness, natural disaster).

§ 2.
Grounds for awarding financial aid

1. Financial aid may be awarded to a doctoral student who has temporarily found themselves in a difficult life situation. The condition of a temporary difficult life situation is assessed individually, taking into account:
    1) the suddenness and unpredictability of the event;
    2) the impact of the event on the doctoral student's current situation;
    3) the temporal proximity between the event and the submission of the application;
    4) the possibility of obtaining other forms of support in the given situation.
2. A temporary difficult life situation may result from random, health-related, family, financial, organisational or other circumstances. It may arise as a result of:
    1) random events, in particular:
        a) fire, flooding, theft, burglary;
        b) natural disaster, catastrophe;
    2) sudden illness, accident or the necessity to incur significant treatment costs by the doctoral student or a member of the doctoral student's family, provided that:
        a) the nature of the illness, accident and expenses is sudden and unpredictable;
        b) the expenses are documented and exceed normal maintenance costs;
    3) the death of a closest relative resulting in a temporary deterioration of the doctoral student's life situation;
    4) a family or social situation of a sudden and atypical nature, in particular such as:
        a) a sudden necessity to assume care of a family member;
        b) violence, assault, experience of a crime;
        c) loss of place of residence;
    5) other extraordinary and unforeseeable events which may objectively be regarded as a difficult and temporary life situation.
3. As a rule, the following situations do not constitute grounds for awarding financial aid:
    1) chronic disability or chronic illness;

2) the birth of a child;
3) typical and common everyday living expenses (e.g. purchase of glasses, repair of household equipment);
4) increased maintenance costs related to the general economic situation (inflation, rent increases);
5) purchase of research equipment or equipment necessary for scientific work;
6) a life situation in which the doctoral school or the University may provide the doctoral student with other non-material forms of assistance.

4. Where doctoral students remaining in the same household apply for financial aid, aid in connection with a given event may be awarded to only one person.

§ 3.

Procedure for submitting applications

1. Financial aid is awarded upon application by the doctoral student, the template of which constitutes Appendix No 1 (Polish-language version) or Appendix No 2 (English-language version) to the Regulations. The application requires justification, including a description of the event, demonstration of the difficult life situation caused by the event, and demonstration that the criterion of temporariness has been met.
2. The application is to be submitted no later than within 3 months from the date of occurrence of the event. In particularly justified cases, the Committee may consider an application submitted after the expiry of this deadline.
3. The application (the form is available on the doctoral school's website), together with the supporting documents, must be submitted by the doctoral student in hard copy to the UL's Doctoral Schools Centre or via the designated email address.
4. The application must be accompanied by documents confirming the event (in Polish or English), including documented expenses or property damage supported by official documents, receipts, invoices, contracts or other reliable evidence.
5. Documents confirming the event should be submitted in the original or in a copy certified as a true copy of the original. Photographic documentation may be submitted; however, as a rule, it does not constitute grounds for awarding financial aid and serves only as supplementary material to the submitted documents.
6. The Committee may request the doctoral student to supplement the application by means of an email message sent to the email address within the University domain. The doctoral student is required to complete the application within 7 days of receiving the Committee's request, failing which the application will not be considered.

§ 4.

Doctoral Financial Aid Committee and issuance of decisions

1. The Doctoral Financial Aid Committee of the UL is appointed by the Rector of the UL for the term of office of the Rectoral authorities.

   The Committee is composed of:

   1) Chairperson – the Rector's Representative for Doctoral Schools of the UL or a person delegated by them;
   2) Deputy Chairperson – the Chairperson of the URSD or a person delegated by them;
   3) 2 representatives of the Doctoral Students' Self-Government designated in accordance with the regulations governing the operation of the Doctoral Students' Self-Government of the UL;
   4) 2 administrative staff members of the UL's Doctoral Schools Centre (including one person acting as Secretary of the Committee).
2. Members of the Committee must maintain confidentiality with regard to all information obtained in connection with the performance of their function, which they confirm by signing a confidentiality clause constituting Appendix No 3 to the Regulations.
3. Meetings of the Committee are held once a month (excluding July and August) no later than on the last day of the given month, in accordance with the schedule specified in the Announcement of the UL's Vice-Rector responsible for doctoral students, published no later than 7 days before the commencement of the academic year. Where a doctoral student is requested to supplement the application, following submission of the missing documentation, the decision regarding financial aid is taken at the next meeting of the Committee. In exceptional situations, the Chairperson of the Committee may convene an additional meeting of the Committee in a given month.
4. The tasks of the Committee include in particular:
   1) examining doctoral students' applications;
   2) conducting explanatory proceedings;
   3) requesting supplementation of documentation;
   4) issuing an administrative decision granting or refusing financial aid, signed by the Chairperson of the Committee;
   5) drawing up minutes of meetings, provided that the minutes are signed by the Chairperson of the Committee.
5. The Committee takes decisions by a simple majority of votes, subject to the presence of at least four members of the Committee, including the Chairperson of the Committee or the Deputy

Chairperson. In the event of an equal number of votes, the decision is taken by the Chairperson of the Committee. Where the Committee includes a doctoral student applying for financial aid, that student is excluded from the consideration of their own application.

6. Exclusion of a Committee member:
   1) a member of the Commission is excluded from participating in the consideration of an application where circumstances arise that could cast doubt on their impartiality, in particular in the event of:
      a) marriage, kinship or affinity with the applicant,
      b) remaining in the same household as the applicant;
   2) the Committee decides on the exclusion of its member by a vote, without the member concerned taking part;
   3) where the circumstances concern the Chairperson of the Committee, the decision on their exclusion is taken by the Committee chaired by the Deputy Chairperson;
   4) the applicant may submit a written, duly justified request for the exclusion of a Committee member no later than 7 days before the date of the meeting specified in the Announcement referred to in § 4(3);
   5) submission of the request referred to in section 4 does not suspend the examination of the case, unless the Commission decides otherwise.
7. The Committee may decide to refuse financial aid where, in particular:
   1) the condition of a 'temporary difficult life situation' has not occurred;
   2) the event is not sudden or unforeseeable in nature;
   3) there is no adequate documentation of the event or the doctoral student's life situation;
   4) the doctoral student submitted the application after the expiry of 3 months from the occurrence of the event, subject to § 3(2) of these Regulations;
   5) there is a suspected attempt to obtain benefits to which the applicant is not entitled (by providing false information) – in such cases, the matter may be referred to the UL's Disciplinary Officer.
8. The decisions referred to in section 4(4) are to be served in accordance with the rules laid down in the Act of 14 June 1960 – Code of Administrative Procedure (consolidated text: Dz. U. [*Journal of Laws*] 2025, item 1691, as amended), i.e. via the electronic delivery address, the public hybrid service or by registered mail with acknowledgement of receipt sent to the correspondence address provided in the doctoral student's application. The doctoral student has the right to appeal against the Committee's decision to the Vice-Rector responsible for doctoral students within 14 days from the date of service of the decision. The amount of financial aid granted cannot form the basis of an appeal. The decision of the Vice-Rector is final.

§ 5.

Amount and payment of financial aid

1. Financial aid may be awarded to a doctoral student no more than twice in an academic year.
2. Financial aid may not be awarded twice in connection with the same event.
3. The amount of financial aid is determined by the Committee, taking into account:
   1) the documented amount of incurred costs;
   2) the scale of the difficult life situation in which the doctoral student has temporarily found themselves;
   3) the financial capabilities of the UL;
   4) principle of proportionality.
4. The maximum amount of financial aid is to be specified in the Announcement of the UL's Vice-Rector responsible for doctoral students referred to in § 4(3) of these Regulations.
5. Financial aid will be paid to the bank account indicated by the doctoral student in the application no later than within one month from the date of service on the doctoral student of the decision granting financial aid.

§ 6.

Final Provisions

1. Where it is determined that financial aid has been granted on the basis of false information, forged documents or concealment of material circumstances affecting the award of financial aid, the proceedings in the matter is reopened and, where the decision granting financial aid is repealed and a decision refusing financial aid is issued, the doctoral student is obliged to immediately return the unduly received benefit together with statutory interest.
2. Where the unduly received benefit is not returned within the deadline specified in the request for repayment, the claim must be pursued through civil proceedings.
3. In matters not regulated by these Regulations, the provisions of the Act of 14 June 1960 – Code of Administrative Procedure (consolidated text: Dz. U. [*Journal of Laws*] 2025, item 1691, as amended) apply accordingly.