



Regulation No. 143 of the Rector of the University of Lodz of 24 April 2025

concerning: the rules on the indication of affiliation for publications authored by employees, doctoral candidates and students of the University of Lodz

Pursuant to Article 23(1) of the Act of 20 July 2018 – The Law on Higher Education and Science (Dz. U. – Journal of Laws, 2024, item 1571 as amended), as well as Section (§) 25 Clause 1 and 2.2 of UL Statute as approved by the Resolution no. 440 of UL Senate dated 27 May 2019 (amended), it is hereby resolved as follows:

§ 1

1. Employees and students (incl. doctoral students) of the University of Lodz are obliged to indicate the name of the University of Lodz, hereinafter referred to as the affiliation, as the institution where they conduct research or research and development (R&D) whose results are the basis of a scientific publication.
2. Affiliation means stating the name of the University of Lodz next to the author's full name as an indication of the institution under which the teaching, research or development work, whose results are the basis of a scientific publication, was carried out.
3. Correct indication of the affiliation allows for proper indexing and retrieval of the publication in databases and electronic sources. It increases the visibility and citation rate of the author and of the University of Lodz. It also ensures that all publications considered for the evaluation of the discipline and in the individual assessment of the employee are included in the academic output of both the employee and the University.

§ 2

1. The following official name of the University of Lodz is to be used when stating affiliations:

- 1) in the Polish language version: Uniwersytet Łódzki;
- 2) in the English language version: University of Lodz.

2. Detailed rules for the official translation of the names of other units of the University of Lodz into English have been introduced by a separate regulation of the Rector of the University of Lodz.

§ 3

The rules that specify affiliation being indicated in publications made by employees, doctoral students, graduate students and undergraduate students of the University of Lodz, hereinafter referred to as authors, are set out as follows:

- 1) The affiliation of a publication must include an unambiguous indication of the University of Lodz as the research institution to which the publication is assigned. The correct wording of the affiliation shall contain the name specified in § 2(1);
- 2) The affiliation may also include additional information that does not affect the fulfilment of the purpose of the University of Łódź affiliation referred to in § 1(3), including the name of the faculty, doctoral school, or another organizational unit of the University;
- 3) An author whose place of employment or education includes more than one organizational unit of the University of Łódź may indicate, within the affiliation, those organizational units that contributed to the preparation of the publication;
- 4) Publications prepared during a temporary relocation of an employee to another research institution (including foreign institutions) may bear dual affiliation — the University of Lodz and the institution in which the research was conducted (subject to that institution's consent) — unless restricted by a scientific cooperation agreement. If the agreement restricts the indication of the University of Lodz as a second affiliation, prior written consent of the Rector of the University of Lodz is required for concluding such an agreement;
- 5) An author who performs work simultaneously for an institution other than the University of Lodz should also assign their publications to the University of Lodz, unless there are reasons that prevent such an affiliation;
- 6) An author who pursues education simultaneously at an institution other than the University of Lodz, where that institution contributed to the preparation of the publication, may list all participating institutions as the affiliation, unless a scientific cooperation agreement provides otherwise;
- 7) Authors of publications prepared within projects carried out by several research institutions are required to define the affiliation rules in separate agreements concerning the implementation of the given project, with due regard to the provisions of this regulation;
- 8) Retired employees of the University of Lodz have the right to use the University's affiliation.

- 9) The affiliation must correspond to the status as of the date the manuscript is submitted to the publisher. The author may not modify the affiliation in the publication due to a subsequent change of employment or place of study.
- 10) If an error in the affiliation is identified in the published version, the author shall notify the publisher, and a correction should be issued.
- 11) The affiliation must comply with this regulation in both the preprint and postprint versions of the publication.

§ 4

1. Publications submitted for inclusion in the University of Lodz's publication output, as well as for the employee's individual evaluation, can only be recognised if they have the correct affiliation to the University of Lodz.
2. In the event of an incorrect affiliation in a publication, the author shall submit a written statement to the University of Lodz Evaluation and Discipline Development Centre indicating the reason for the lack of correct affiliation.

§ 5

1. The Regulation No. 146 of the Rector of the University of Lodz dated 9.08.2023 concerning: the rules for the indication of affiliations in publications whose authors are employees and doctoral students of the University of Lodz shall be repealed.
2. The present Regulation comes into force on the day of its signing.

RECTOR
of the University of Lodz
Prof. dr hab. Rafał Matera