*Appendix No. 1*

*to Regulation No. 123 of the Rector of the University of Lodz of 26 March 2021*

………………………………………………………

/place and date/

Director of the Doctoral School

…………………………………………………..

/name of the doctoral school/

**APPLICATION FOR SUSPENSION OF EDUCATION IN THE DOCTORAL SCHOOL**

**A.DOCTORAL STUDENT’S DETAILS**

Full name of the doctoral student: ……………………………………………………………………………………………………………….

Personal Identification Number [PESEL]: ………………………………………………………………………………………………………………………………………………..

Student’s ID no. ..................................................................................................................................................................................................................

**B. DETAILS OF EDUCATION IN THE DOCTORAL SCHOOL**

Scientific discipline: …………………………………………………………………………………………………………………………..

Time limit for submission of the dissertation according to the Individual Research Plan: ……………………………………………………………………………………………..

Name of the supervisor(s): …………………..………………………………………………………………………………………………………………………………………..

/academic degree/title/

……………………………………………………………………………………………………………………………………………………………..

Name of the assistant supervisor: …………………..………………………………………………………………………………………………………………………………………..

………….…………………………………………………………………………………………………………………………………………………

 /academic degree/title/

Year of commencement of education in the doctoral school…………………………………………………………………………………..

**C. DETAILS OF SUSPENSION OF EDUCATION IN THE DOCTORAL SCHOOL**

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

Date of birth of the child or expected date of delivery1……………………………………………………………………

*1A copy of the child's birth certificate or a doctor's certificate indicating the expected date of delivery must be attached (suspension for a period corresponding to maternity leave may start maximum 6 weeks before the planned date of delivery).*

**D. DURATION OF SUSPENSION**

The suspension is granted (please tick one option):

**□** a period corresponding to the full duration of maternity leave2 and parental leave of …………………weeks:

from………………………………………………… to …………………………………………….

The period corresponding to the duration of maternity leave is due to end on .................................................................

□ a period corresponding to the duration of maternity leave2 and part of parental leave of …………………weeks:

from………………………………………………… to …………………………………………….

The period corresponding to the duration of maternity leave is due to end on .................................................................

□ a period corresponding to the duration of part of parental leave from ……………………….……… to……………………………………..of ………………..weeks.

The period corresponding to the duration of maternity leave is due to end on .................................................................

The suspension of education by a period corresponding to the duration of parental leave in .......................... part(s) has been/has not been used\* so far:

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

□ other grounds for suspension3………………………………………………………………………………

*\* Delete as appropriate*

*2the number of weeks should be taken into account depending on the number of children born*

*3for suspension for a period corresponding to paternity leave, leave on the terms of maternity leave, stillbirth or death of a child, an appropriate confirmation must be attached*

**D. PAYMENT OF SCHOLARSHIP DURING THE SUSPENSION PERIOD**

I give consent for the determination of4:

□ the basis for the calculation of the full amount of the doctoral scholarship for the first.………………… weeks5 of the suspension and 60 % of the amount for the remaining duration of the suspension

□ the basis for the calculation of 80% of the amount of the doctoral scholarship for the whole duration of the suspension

I undertake to notify the Director of the Doctoral School immediately if any changes occur that may affect the right to suspension of education in the Doctoral School.

 …………………………………….

 (legible signature of the doctoral student)

Acknowledged by:

……………………………………………………………

(Signature and stamp of the Supervisor)

……………………………………………………………

(Signature and stamp of the Assistant Supervisor)

……………………………………………………………

(Signature and stamp of the Director of the Doctoral School)

*4 only for those who apply for suspension of education by no later than the 21st day after the date of birth*

*5the number of weeks should be indicated depending on the number of children born*

***Information for the application:***

***Basic information on the duration of suspension:***

The suspension of education for a period corresponding to the duration of maternity leave (indivisible period) - children born or adopted:

* 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 and more children at one birth,

The suspension of education for a period corresponding to the duration of parental leave lasts (it is possible to divide this period into 4 equal parts):

* 32 weeks - in the case of giving birth to one child
* 34 weeks - in the case of giving birth to more than one child at once

***Description of the possible options and the related right to the scholarship:***

1. **Suspension of education for a period corresponding to the full duration of maternity leave
and parental leave**

When choosing this option, it is possible to decide on the amount of the scholarship to be paid during the suspension, provided that the application is submitted within 21 days from the day of childbirth. The options are as follows:

1. 80% for the entire duration of the suspension
2. 100% for the period - depending on the number of children born - 26 weeks (1 child), 39 weeks (2 children), 41 weeks (3 children), 43 weeks (4 children), 45 weeks (5<children) and 60% of the scholarship for the remaining period

If the application is not submitted on time, only option b applies.

1. **Suspension of education for a period corresponding to the duration of maternity leave
and part of parental leave.**

When this option is chosen, the scholarship is paid at 100% and 60%:

100% for the period - depending on the number of children born - 26 weeks (1 child), 39 weeks (2 children), 41 weeks (3 children), 43 weeks (4 children), 45 weeks (5<children) and 60% of the scholarship for the remaining period

1. **Suspension of education for a period corresponding to the duration of part of parental leave**

Suspension of education for a period corresponding to the duration of parental leave is also possible in parts, provided that the suspension of education for a period corresponding to the duration of maternity leave has been used previously. In this case, the scholarship is paid in 60% of the base. It is possible to use 4 parts of the suspension with each part not being shorter than 8 weeks, as a rule.

***Other grounds for suspension of education:***

**Suspension of education for a period corresponding to the duration of paternity leave**

This form of suspension is granted to the father of a child until the child is 2 years old. The suspension is granted for 2 weeks, but it may be divided into two parts, 7 days each. During the suspension, the father receives 100% of the doctoral scholarship.

**-suspension of education corresponding to the duration of maternity leave - death of a child**

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

In the case of the death of a child 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 of suspension of education corresponding to the duration of maternity leave

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

The scholarship shall be granted if the mother presents the child's birth certificate with a note
of stillbirth (or a copy of the certificate) or the child's death certificate (or a copy of the certificate).

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

**-suspension of education for a period corresponding to the duration of leave on the terms of maternity leave - adoption of a child**

The situation is analogous to childbirth.