

## The rules of funding scientific activities of doctoral students

PhD 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 measures, after being used, remain the university's property). [Please note that you can also apply for funding from other sources \(e.g. URSD - University Students' Government Council\).](#)

[If you purchase books, you should go to the faculty library to register them.](#)

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** is available in the appendix.

After receiving the funding, you will be able to make the planned expenditure and its settlement based on the invoice.

Document circulation process:

1. **The PhD 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), [julita.szulc@uni.lodz.pl](mailto:julita.szulc@uni.lodz.pl).
3. The Doctoral Schools Centre sends an estimate to the UL Purchasing Department to indicate the shopping mode.
4. After receiving feedback from The Doctoral Schools Centre, the **PhD student executes the order** in accordance with the application accepted (also by electronic means, e.g. scan) by the Supervisor and Doctoral School Director, and the purchase mode indicated by the UL Purchasing Department. Purchases are carried out in accordance with the financial policy and tendering procedures of the UL (all doctoral students are subject to tenders posted on the UL website);
5. The **doctoral student is obliged to provide original invoices** to the **Doctoral School Secretary (and send it via email to The Doctoral Schools Centre)** with the information on the back of the invoice: ***"Purchase made in accordance with the accepted cost estimate and financial policy of the UL"*** signed with a legible signature of the Supervisor or with e-mail confirmation.  
Request for refund of the expended amount to the account:... (as long as the assignment was pre-funded by the PhD Student) must be signed by the PhD Student.  
**Caution:** the value of the VAT invoice cannot exceed the amount of the funding.
6. In the case of requesting conference participation, the PhD student shall follow the abovementioned procedure and indicate whether it is an online or off-site conference. In the case of the departure, **there must always** be a delegation with a contract. At **the request of the PhD student** the national delegation is issued by an employee of the Service Centre for Students and PhD Candidates (email: [sylwester.jasinski@uni.lodz.pl](mailto:sylwester.jasinski@uni.lodz.pl), [julita.szulc@uni.lodz.pl](mailto:julita.szulc@uni.lodz.pl)), a foreign delegation is issued by an employee of the Accounting Department (email: [ilona.krysiak@uni.lodz.pl](mailto:ilona.krysiak@uni.lodz.pl)).
7. The documents must be signed by the persons indicated above before leaving.

The invoice should be issued for:

University of Lodz

Narutowicza 68

90-136 Lodz

NIP (tax identification number): 724 000 32 43

**Note on invoice:** **applies to the Doctoral School of Humanities**

**CAUTION - Invoices for products and services outside the cost estimate will not be paid.**