**Regulations for Open Access publication subsidies**

1. Funding for Open Access publications is aimed at increasing the interest of employees, doctoral students, and students of TUL in publishing in Open Access journals, thus enhancing research activity, improving the quality of publications and the visibility of Lodz University of Technology on the national and international arena.
2. The funds for publication subsidies come from the Rector's reserve.
3. The Rector or the Vice Rector appointed by the Rector is the administrator of the financial resources.
4. In order to obtain funding for Open Access publications, the following documents must be provided:
	1. application to the Vice Rector for Science - template attached,
	2. a copy of the article or the address of the website where the article was published.
	3. a copy of the email correspondence with the TUL Library referred to in section 12.
5. The application referred to in section 4(a) should be submitted only after the invoice for the publication has been paid, described, included in costs and accepted by the Head of Unit.
6. The description of the invoice should specify the activity budget recording account according to the following formula:

Type of activity: 501
Analytical account: Faculty – Unit – 1-211 e.g. (1-10-1-211)

1. The documents referred to in section 4 should be delivered via EZD to: Korespondencja RNCWN – Centrum Wspierania Nauki
2. In a given calendar year, an employee of Lodz University of Technology may receive funding for a maximum of three participations in publications in Open Access journals with at least 100 points according to the binding, at the time of publication, ministerial list of scientific journals and peer-reviewed materials from international conferences. A maximum of one participation may be used to co-finance publications in Open Access journals of MDPI and Frontiers. In the case of the journals of these two publishers, the minimum threshold of 140 points applies according to the ministerial list of scientific journals and peer-reviewed materials from international conferences at the time of publication.
3. In awarding the funding, the employee's contribution to publication (u) is calculated according to the formula:

$$u=\frac{1}{n}$$

where **n** – is the number of TUL staff in the publication in question who have submitted a statement to be counted towards the N number

1. In a situation where the cumulative parameter (**u**) for a given employee reaches a value of **u ≥ 3**, the publication subsidy corresponding to the employee's share (calculated based

on the u parameter) will not be granted. Instead, this amount will be charged to the research activity account of the unit where the employee is employed.

1. The administrator of the funds reserves the right to subsidise the publication with an amount less than 100% of the costs in the case of publications whose co-authors have affiliations other than Lodz University of Technology.
2. The funding administrator reserves the right to refuse the publication subsidy if the applicant has not checked the funding possibilities for the publication with the respective publisher under the national and consortium licenses offered by the TUL Library (verification of eligibility should be supported by email correspondence with the Library through the following address: oze@lib.p.lodz.pl).
3. The costs of publication will be transferred to the research activity account of a given unit in the event that:
	* the documentation referred to in section 4 is not provided;
	* the administrator of the funds decides to subsidise less than 100% of the costs of publication (the amount that the administrator of the funds has decided not to subsidise will be transferred to the unit's account);
	* the administrator of the funds decides not to fund the publication.
4. In the case of publications carried out within the framework of national or international collaboration, the applying employee is obliged to possess evidence of the actual research collaboration (e.g. raw research data, e-mail correspondence, results of calculations carried out, successive iterations of the prepared manuscript, correspondence with the editor) and keep them for a period of 5 years. The employee is obliged to make them available immediately upon request from the university authorities.

Appendix 1

Łódź, on …….…….

**Vice Rector for Science**

**Lodz University of Technology**

**Prof. dr hab. inż. Łukasz Albrecht**

Dear Sir,

I am requesting funding to cover the costs of the OPEN ACCESS publication.

Article title:

 Author(s):

 Journal:

 Number of points in the current ministerial list of scientific journals and peer-reviewed materials from international conferences:

 TUL Unit Symbol:

 Cost of publication incurred:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Invoice number | Amount in foreign currency | Net amount in PLN | VAT amount | Gross amount in PLN |
|  |  |  |  |  |

Additional information (short description of cooperation principles and responsibilities (in the case of works created through national or international collaboration):

 Kind regards

Approval of the head of the TUL organisational unit