



Item 318

**ORDINANCE NO 142
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

of 1 October 2019

**on the introduction of the Rules of students' benefits
at the University of Warsaw**

Pursuant to Article 95 section 2 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws, item 1668, as amended), hereinafter referred to as the “Act,” it is resolved as follows:

§ 1

The Rules of students' benefits at the University of Warsaw, hereinafter referred to as the “Rules,” attached as appendix to this ordinance, are hereby adopted.

§ 2

1. Until 31 December 2023, the Rules shall apply respectively to doctoral candidates, who started doctoral studies before the 2019/2020 academic year.

2. With respect to matters referred to in Article 211 of the Act, the Rules shall apply to doctoral candidates studying at doctoral schools.

§ 3

1. Entitlements to benefits acquired on the grounds of decisions taken before the effective date of the ordinance shall remain in force.

2. Activities carried out pursuant to regulations applied previously shall remain binding.

§ 4

Regulations binding until now shall apply to proceedings instituted and uncompleted before the effective date of this ordinance.

§ 5

1. In the 2019/2020 academic year, applications for awarding the Rector's scholarships to doctoral candidates, within the scope that is not contrary to the Rules, shall be assessed in compliance with the detailed rules for the assessment of applications for awarding scholarships to the best doctoral candidates, approved before the effective date of the ordinance.

2. In the case of the evaluation of scientific publications in scientific journals in relation to the assessment of applications for the Rector's scholarships for students and doctoral candidates in the 2019/2020 academic year, the announcement of the Minister of Science and Higher Education of 25 January 2017 on the list of scientific journals together with the number of points awarded for scientific publications in these journals, determined based on lists announced in years 2013-2016, shall apply.

§ 6

1. Regulations binding until now shall apply to awarding dormitory accommodation to students and doctoral candidates in the 2019/2020 academic year.

2. Regulations of Student Dormitories of the University of Warsaw, attached as an appendix to Ordinance no 23 of the Rector of the University of Warsaw of 18 June 2014 on the introduction of the Regulations of Student Dormitories of the University of Warsaw (UW Monitor, 2014, item 173, as amended), within the scope that is not covered by and is not contrary to the Rules, shall remain in force until the Rules for using student dormitories of the University of Warsaw come into force, but no longer than until 30 April 2020.

§ 7

The following ordinances shall be cancelled:

- 1) Ordinance no 33 of the Rector of the University of Warsaw of 21 September 2011 on the introduction of the Regulations for determining, awarding and paying out financial aid to students of the University of Warsaw (consolidated text: UW Monitor, 2013, item 178, as amended);
- 2) Ordinance no 23 of the Rector of the University of Warsaw of 18 June 2014 on the Introduction of the Regulations of Student Dormitories of the University of Warsaw (UW Monitor, 2014, item 173, as amended);
- 3) Ordinance no 32 of the Rector of the University of Warsaw of 30 September 2015 on the introduction of the Regulations for determining, awarding and paying out financial aid to doctoral candidates of the University of Warsaw (UW Monitor, 2015, item 181, as amended).

§ 8

The ordinance shall enter into force as of the day of its signing.

Rector of the University of Warsaw: *M. Pałys*

RULES OF STUDENTS' BENEFITS AT THE UNIVERSITY OF WARSAW

Chapter 1 General provisions

§ 1

1. The Rules of students' benefits at the University of Warsaw, hereinafter referred to as the "Rules," set forth:

- 1) way of determining the amount of benefits referred to in Article 86 section 1 points 1-4 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws, item 1668, as amended), hereinafter referred to as the "Act," detailed criteria and the procedure for the award thereof, as the way of paying out these benefits;
- 2) detailed criteria and the procedure with respect to accommodation and meals, referred to in Articles 104 and 211 of the Act;
- 3) the method of documenting the financial situation of the applicant;
- 4) procedure for the appointment and the composition of the scholarship committee and the appeal scholarship committee.

§ 2

1. Terms used in the Rules shall have the following meaning:

- 1) doctoral candidate – participant of doctoral studies at the University of Warsaw, admitted to the studies before the 2019/2020 academic year, unless the Rules decide otherwise, and in enclosure no 5 to the Rules – participant of doctoral studies at the University of Warsaw, admitted to the studies before the 2019/2020 academic year, and a doctoral candidate studying at the doctoral school;
- 2) student – a student of the first cycle study, second cycle study, and long second cycle study at the university of Warsaw;
- 3) Rules of Study – Rules of Study at the University of Warsaw adopted by resolution no 441 of the Senate of the UW of 19 June 2019 (UW Monitor, 2019, item 186);
- 4) scholarship coordinator – an employee appointed by the head of the teaching unit (HTU) to handle matters related to awarding social scholarships to students of the particular field or fields of study;
- 5) scholarship authority – the authority referred to in Chapter 6 of the Rules, competent to award benefits referred to in § 4 s. 1 of the Rules;
- 6) USOS – University Study Support System (*Uniwersytecki System Obsługi Studiów*);
- 7) USOSweb – University Study Support System available at <https://www.usosweb.uw.edu.pl/>;
- 8) competent student self-government authority – the Board of the Student Self-Government at the University of Warsaw or the Council of the Student Self-Government at the teaching unit;
- 9) applicant – student or doctoral candidate, respectively;

- 10) Board of the Student Self-Government – the Board of the Student Self-Government at the University of Warsaw;
- 11) Board of the Doctoral Candidate Self-Government – the Board of the Doctoral Candidate Self-Government.

2. Any time the terms referred to in § 2 of the Rules of Study are used in the Rules, these shall be understood as defined in the Rules of Study.

3. Any time the phrase “field of study” is used in the Rules, this shall be understood to mean also individual interdisciplinary study.

§ 3

The Scholarship Fund shall be established from funds allocated to this purpose in the state budget.

§ 4

1. A student or doctoral candidate can apply for awarding:
 - 1) social scholarship, including in an increased amount;
 - 2) scholarship for people with disabilities;
 - 3) Rector’s scholarship;
 - 4) allowance aid;– hereinafter referred to as “benefits.”

2. Benefits can be awarded subject to meeting conditions set in the Act and in the Rules.

§ 5

1. A student studying a few fields of study or a doctoral candidate pursuing more than one doctoral study can receive the social scholarship, scholarship for people with disabilities, allowance aid and the Rector’s scholarship only in relation to one field of study or doctoral study selected by them.

2. If the particular benefit is awarded in relation to more than one field of study or doctoral study, the applicant shall make the declaration on selecting the field of study or doctoral study in relation to which they will receive the benefit. At the same time, this declaration shall constitute an application for reversing the decision on awarding benefits in relation to other fields of study or doctoral study at the University.

3. Benefits shall be due in relation to the first cycle study, second cycle study, and long second cycle study, but for no more than six year. This period shall be calculated in months, by adding each month started, during which the applicant had the status of a student, including when studying abroad, up to 72 months.

4. The benefits shall not be due to:
 - 1) a student having a professional title of:
 - a) master, master of science in engineering or an equivalent;
 - b) bachelor, engineer or an equivalent if re-taking the first cycle study;
 - 2) doctoral candidate having the doctor’s degree.

5. Provisions of s. 4 shall apply to persons having professional titles and scientific degrees obtained abroad.

6. If disability occurred during the period of study or after obtaining the professional title, the student can receive the scholarship for people with disabilities only in relation to one field of study, but for no longer than six years. This period shall be calculated in accordance with s. 3.

7. If disability occurred after obtaining the doctor's degree, the doctoral candidate can receive the scholarship for people with disabilities only in relation to one additional doctoral study.

8. The student or doctoral candidate applying for benefits or receiving benefits shall immediately notify the competent scholarship authority of the occurrence of circumstances resulting in the loss of the right to the benefit on a basis of this paragraph.

§ 6

1. Benefits shall be paid based on the final decision on a monthly basis, with the exception of the allowance aid paid on a one-off basis, to the current bank account of the applicant identified in USOS.

2. The applicant shall be obliged to identify the bank account kept in Polish zloty (PLN) with a bank operating in the territory of the Republic of Poland.

§ 7

1. The Rector, in consultation with the Board of the Student Self-Government and the Board of the Doctoral Candidate Self-Government, shall determine, in the particular academic year:

- 1) the amount of the per capita monthly income in the family of the applicant, entitling to apply for the social scholarship that cannot be less than 1.30 of the amount set in Article 8 section 1 point 2 of the Act of 12 March 2004 on social assistance (consolidated text: Journal of Laws of 2019, item 1507, as amended) and more than 1.30 of the sum of amounts set in Article 5 section 1 and Article 6 section 2 point 3 of the Act of 28 November 2003 on family benefits (consolidated text: Journal of Laws of 2018, item 2220, as amended);
- 2) the amount of the social scholarship, including in an increased amount;
- 3) the amount of the scholarship for people with disabilities, taking into account the degree of disability;
- 4) amount of the Rector's scholarship;
- 5) amount of the allowance aid.

2. When determining the amount of benefits referred to in s. 1, the following shall be in particular taken into account:

- 1) balance of the Scholarship Fund;
- 2) planned spending;
- 3) manner of allocation of the university's financial resources for benefits for students.

3. The total monthly amount of the social scholarship and the Rector's scholarship cannot exceed 38% of the remuneration of a professor.

§ 8

1. Time limits for submission of applications for benefits in the particular academic year shall be set by the Rector in consultation with the Board of the Student Self-Government and the Board of the Doctoral Candidate Self-Government.

2. In the case of the Rector's scholarship, the time limit referred to in s. 1 cannot be less than 14 days of the day of its announcement.

3. The applicant shall file a signed application for a benefit in hard copy together with required documentation, after prior registration of an electronic form in USOSweb. Time limits referred to in s. 1 shall refer to submission of the application in hard copy, subject to s. 5.

4. Registration of the form in USOSweb shall not result in instituting the proceedings for awarding a benefit, it is only a technical action and shall not be considered the submission of the application.

5. The time limit shall be considered met if the application is submitted before its expiry, in accordance with the principles set forth in Article 57 § 5 points 2-6 of the Act of 14 June 1960 – Code of Administrative Procedure (consolidated text: Journal of Laws of 2018, item 2096, as amended).

6. If the time limit for the submission of the application for a benefit expires on a day considered a statutory holiday or on Saturday, the time limit shall expire on the next day that is not a holiday or Saturday.

§ 9

1. The decision on awarding the benefit to the student in relation to the particular field of study shall expire by virtue of the law as of the last day of the month, in which:

- 1) the student was removed from the list of students in relation to this field of study based on a final decision; or
- 2) the student graduated the study at this field; or
- 3) the student lost the student status in this field as a result of changing the field of study; or
- 4) the student lost the right to the benefit based on § 5.

2. Provisions of s. 1 shall apply respectively to doctoral candidates.

3. Benefits shall not be due in the case of suspension of rights of the student or doctoral candidate. Provisions of s. 1 shall apply respectively.

§ 10

1. Subject to § 32, the scholarship for people with disabilities, the Rector's scholarship and the allowance aid can be awarded to a foreign student, provided that they satisfy conditions for awarding the benefits set out in the Act and the Rules.

2. Subject to § 32, the social scholarship can be awarded to a foreign student in accordance with principles set forth in the Act and the Rules, provided that they satisfy at least one of the following conditions:

- 1) have been granted a permanent residence permit or the status of a long-term resident of the European Union;
- 2) have been granted a temporary residence permit on account of circumstances referred to in Article 159 section 1 or Article 186 section 1 point 3 or 4 of the Act of 12 December 2013 on foreigners (consolidated text: Journal of Laws of 2018, item 2094, as amended);

- 3) have refugee status granted in the Republic of Poland or enjoy temporary protection or supplementary protection in the territory of the Republic of Poland;
- 4) have the certificate confirming the knowledge of Polish language as a foreign language referred to in Article 11a section 2 of the Act of 7 October 1999 on Polish language (consolidated text: Journal of Laws of 2019, item 1480, as amended), at least at C1 language proficiency level;
- 5) hold the Pole's Card (*Karta Polaka*);
- 6) received a decision confirming Polish origin;
- 7) they are a spouse, ascendant or descendant of a Polish citizen living in the territory of the Republic of Poland;
- 8) have been granted a temporary residence permit on account of circumstances referred to in Article 151 section 1 or Article 151b section 1 of the Act of 12 December 2013 on foreigners, or stay in the territory of the Republic of Poland in relation to scientist's short-term mobility on terms set out in Article 156 section 1 of this Act or have national visa for the purposes of carrying out scientific research or development works.

3. Foreign students entitled to receive benefits in accordance with the Act and the Rules shall apply for awarding the benefits on equal terms with citizens of the Republic of Poland.

§ 11

1. The applicant shall be responsible for providing reliable documentation confirming the existence of grounds for awarding the benefits.

2. The applicant shall submit necessary original documents. It is allowed to present a copy certified as true copy of the original, in accordance with principles set out in Article 76a of the Act of 14 June 1960 – Code of Administrative procedure.

3. In the case of applying for the Rector's scholarship, the documentation of achievements disclosed in the application can have a form of copies or scans.

4. In the case of documents in foreign language, their certified translation into Polish language shall be submitted. In especially justified instances, the competent scholarship authority can waive the requirement to provide translation of a document issued in the English language.

§ 12

1. The student or doctoral candidate, including the one studying at the doctoral school, shall be entitled to have the meals at the University Canteen.

2. The University Canteen shall be used against payment.

§ 13

1. The student or doctoral candidate, including the one studying at the doctoral school, can apply for accommodation in the student dormitory or for accommodation for their married spouse and a child in the student dormitory in accordance with the principles and procedure set forth in enclosure no 5 to the Rules. This provision shall apply to the person who has completed the first cycle study and retains student's rights until 31 October of the year the studies were completed, based on the Act.

2. Student dormitories shall be used against payment. Principles for using student dormitories, including detailed principles for calculating and paying the fees are set forth in the Rules for using student dormitories of the University of Warsaw.

3. The accommodation in student dormitories shall be awarded by the Rector. The Rector can refuse to award the accommodation in especially justified instances, in particular where the student or doctoral candidate grossly breached the rules referred to in s. 2.

4. The Rector shall appoint organisational units of the University responsible for arranging the process of awarding the accommodation in student dormitories.

5. The Rector shall allocate places in student dormitories, putting them at the disposal of units referred to in s. 4, in consultation with the Board of the Student Self-Government and the Board of the Doctoral Candidate Self-Government.

6. The student or doctoral candidate, including the one studying at the doctoral school, shall lose the accommodation in the student dormitory:

- 1) in the case of loss of the status of the University's student or doctoral candidate;
- 2) in the case of suspension of rights of the student or doctoral candidate;
- 3) in the case of failure to move into the student dormitory within the time limit set by the Rector, in accordance with principles set forth in enclosure no 5 to the Rules, unless the student dormitory manager extended the time limit for moving into, at the request of the student or doctoral candidate;
- 4) in instances specified in the rules referred to in s. 2.

7. Persons without the status of the student or doctoral candidate can apply for the accommodation in student dormitories in accordance with separate principles, subject to s. 1.

§ 14

1. The Rector shall set the amount of the fees referred to in § 12 s. 2 and § 13 s. 2 in the particular academic year after seeking an opinion of:

- 1) competent student self-government authority – in the case of fees imposed on students;
- 2) competent doctoral candidate self-government authority – in the case of fees imposed on doctoral candidates;

2. In justified instances, the Rector can exempt a student or doctoral candidate, including the one studying at the doctoral school, from fees referred to in § 12 s. 2 and § 13 s. 2.

Chapter 2 Social scholarships

§ 15

1. The student or doctoral candidate satisfying all the following conditions shall be entitled to receive the social scholarship:

- 1) being in difficult financial situation;
- 2) the amount of the per capita monthly income in their family not exceeding the amount of the per capita monthly income in the family of the applicant entitling to apply for the social scholarship awarded based on § 7 s. 1 point. 1.

2. The amount of the per capita monthly income in the family of the applicant applying for the social scholarship shall be determined in keeping with principles set forth in enclosure no 1 to the Rules.

3. The applicant shall be obliged to document their financial position and income in keeping with principles set forth in enclosure no 2 to the Rules. If the financial position and income are not documented in a comprehensive and reliable way, it shall be concluded that the candidate does not meet the grounds for awarding the benefit.

4. In the case of identifying omissions hindering the calculation of the per capita income in the family of the applicant, the competent scholarship authority shall call the applicant to supplement the omissions within the time limit set, no less than seven days. If omissions are not supplemented within the time limit set in a way allowing calculating the income in the family of the applicant, the competent scholarship authority shall refuse to award the particular benefit.

5. The social scholarship shall be awarded based on the application of the student or doctoral candidate, and paid as of the month of the submission of the application, on the date specified by the Rector, referred to in § 8 s. 1, without any supplementary payment for the previous months:

- 1) in the winter semester – for five months – from October to February;
- 2) in the summer semester – for four months – from March to June.

§ 16

1. The competent scholarship authority shall refuse awarding the social scholarship to the applicant, whose per capita monthly income in the family does not exceed the amount set in Article 8 section 1 point 2 of the Act of 12 March 2004 on social assistance if the applicant fails to enclose, to the application for awarding the social scholarship, the certificate issued by the social assistance centre confirming the financial position and income of the applicant and their family.

2. The competent scholarship authority can award the social scholarship to the applicant in the case referred to in s. 1 if the reasons for failure to enclose the certificate issued by the social assistance centre confirming the financial position and income of the applicant and their family were justified, and the applicant reliably documented the sources of the family's income.

3. In the case referred to in s. 2, the applicant shall make the declaration on the reason for failure to enclose the certificate referred to in s. 1 together with documents confirming all sources of the family's income.

§ 17

1. In especially justified instances, the student or doctoral candidate can receive the social scholarship in an increased amount, provided that they satisfy conditions necessary to receive the social scholarship.

2. Especially justified instance referred to in s. 1 shall be understood to mean the situation where:

- 1) the student of the first year of first cycle study or the first year of long second cycle study for master's degree satisfies criteria entitling to receive the Rector's scholarship referred to in § 24 s. 7;
- 2) the student was awarded the Rector's scholarship or the minister's scholarship for significant achievements in the academic year:
 - a) in which they apply for awarding the social scholarship in an increased amount,
or
 - b) preceding the academic year in which they apply for awarding the social scholarship in an increased amount

- this provision shall apply respectively to doctoral candidates;
- 3) the applicant is dependent on parents, legal guardians or actual guardians, who – on a regular basis and at present – use the support of the social assistance centre in the form of permanent benefits or the applicant uses such support themselves on a regular basis and at present;
 - 4) the applicant has reached the age of majority while remaining in foster care, and is not dependent on parents, legal guardians or actual guardians, and has not reached the age of 25 years;
 - 5) the applicant is an orphan and has not reached the age of 25 years.

3. When applying for the social scholarship in an increased amount, the applicant can refer only to one of the instances listed in s. 2.

Chapter 3 **Scholarship for people with disabilities**

§ 18

The scholarship for people with disabilities can be awarded to a student or doctoral candidate holding a certificate confirming disability, certificate confirming their degree of disability or the certificate referred to in Article 5 and Article 62 of the Act of 27 August 1997 on the vocational and social rehabilitation and employment of disabled persons (Journal of Laws of 2019, item 1172, as amended).

§ 19

1. The scholarship for people with disabilities shall be awarded for an academic year and paid as of the month of the submission of the application, on the date specified by the Rector, referred to in § 8 s. 1, without any supplementary payment for the previous months, for the period of validity of the certificate confirming disability, but for no more than nine months, from October to June.

2. If the study year includes one semester, the scholarship for people with disabilities shall be awarded for the period:

- 1) in the winter semester – for five months – from October to February;
 - 2) in the summer semester – for four months – from March to June
- provisions of s. 1 shall apply respectively.

§ 20

1. If the certificate confirming disability expires and disability or the degree of disability is re-confirmed, the right to the scholarship for people with disabilities shall be established as of the first day of the month following the month in which the previous certificate expired, provided that the new certificate stipulates continuous disability and the applicant filed the application for the scholarship for people with disabilities.

2. In the situation referred to in s. 1, the application for special scholarship for people with disabilities shall be submitted immediately, but no later than within three months of the date of issuing the certificate, unless the applicant reliably presents and documents inability to file the application for reasons beyond their control within this time limit.

Chapter 4 Allowance aid

§ 21

1. The allowance aid can be awarded to the student or doctoral candidate, who – for reasons beyond their control – is temporarily in difficult life situation resulting in expensive and short-term problems in studying, in particular as a result of:

- 1) death of the applicant's child, married spouse or parent if the applicant was dependent on the parent;
- 2) loss of the medical aid necessary to study, especially corrective glasses or rehabilitation equipment;
- 3) loss of the permanent and main source of income by the applicant child, their married spouse or parent if the applicant was dependent on the parent;
- 4) sudden illness or accident of the applicant or a member of their close family;
- 5) sudden need to take care of an ill member of the closest family by the applicant;
- 6) damage made by fire, flood, natural catastrophe or another accident.

2. The application for the allowance aid shall be submitted immediately, but no later than within three months of the date of the event entitling to award the benefit, unless the applicant reliably presents and documents inability to file the application for reasons beyond their control within this time limit.

3. The allowance aid shall be awarded based on a documented application of the student or doctoral candidate, and is a one-off benefit. When applying for the allowance aid, the applicant can refer only to one of the instances listed in s. 1.

§ 22

1. The allowance aid can be received no more than two times in an academic year.

2. The allowance aid shall not be awarded a second time for the same event.

§ 23

The applicant shall be obliged to:

- 1) document their difficult life situation referred to in § 21 s. 1, in particular prove the existence of the cause and effect relationship between a given event and their difficult life situation resulting in expensive and short-term problems in studying;
- 2) present documents allowing for the evaluation of the applicant's financial position in order to determine the amount of the allowance aid.

Chapter 5 Rector's scholarship

§ 24

1. The Rector's scholarship shall be awarded based on the application of the student, for the teaching cycle covering the academic year, and shall be paid for nine months, from October to June. This provision shall apply respectively to doctoral candidates.

2. The Rector's scholarship shall be awarded based on the application of the student, for the teaching cycle covering one semester, and shall be paid:

- 1) in the winter semester – for five months – from October to February;

2) in the summer semester – for four months – from March to June
– in the case of studies, where recruitment is carried out twice an academic year or starting from the summer semester, or where the academic year includes one semester.

3. The competent scholarship authority shall award the Rector's scholarship in a contest, involving the evaluation of documented achievements listed by the applicant in the application for the scholarship, filed within the time limit set by the Rector.

4. The competent scholarship authority shall refuse awarding the Rector's scholarship if the application was filed after the time limit set by the Rector.

5. The Rector's scholarship can be awarded to no more than 10% of students in the particular field of study. If the number of students is less than 10, the Rector's scholarship can be awarded to one student.

6. Students referred to in s. 7 shall not be taken into account when determining the number of students receiving the Rector's scholarship, referred to in s. 5.

7. The Rector's scholarship shall be awarded to a student admitted to the first year of first cycle study or long second cycle study in the year of passing their secondary school graduation exam (*matura*):

- 1) who are winners of international school contests, or winners or finalists of national level school contests, referred to in regulations on the system of education; or
- 2) who won at least one medal in a sports competition as a Polish Champion in one of the sports referred to in the regulations on sport, provided that this achievement was made in the period from starting education in secondary school to the last day of the period for submitting applications for awarding the Rector's scholarship.

8. After completing the first year of first cycle study or long second cycle study, the Rector's scholarship can be awarded to the student:

- 1) who achieved outstanding learning outcomes; or
- 2) who, in the study cycle preceding the study cycle, for which they apply for the scholarship, had:
 - a) scientific achievements, or
 - b) artistic achievements, or
 - c) sport achievements in competitions at least at the national level– provided that they completed the study stage and was enrolled to the next study stage, subject to s. 9.

9. The student, who was conditionally enrolled to the next study stage, can receive the Rector's scholarship if they satisfy criteria referred to in s. 8 point 2.

10. The Rector's scholarship can also be awarded to the student of the first year of second cycle study:

- 1) who achieved outstanding learning outcomes during the last year of first cycle study, or
- 2) who, in the study cycle preceding the study cycle, for which they apply for the scholarship, had:
 - a) scientific achievements; or
 - b) artistic achievements, or
 - c) sport achievements in competitions at least at the national level– provided that they started second cycle study within 12 months of the day of completing first cycle study.

11. The Rector's scholarship can be awarded to the doctoral candidate, who – in the academic year preceding the academic year for which they apply for awarding the scholarship – satisfy all the following criteria, achieving:

- 1) progress in scientific work;
- 2) progress in preparation of the doctoral dissertation;
- 3) special commitment to teaching work.

12. Rules for awarding the Rector's scholarship to students are set in enclosure no 3 to the Rules.

13. Rules for awarding the Rector's scholarship to doctoral candidates are set in enclosure no 4 to the Rules.

Chapter 6

Scholarship authorities, including organisation, composition and functioning of the scholarship committees, and the decision-making principles and process

§ 25

1. Benefits shall be awarded by the Rector, subject to § 26 and § 27.

2. The application for re-examination of the case can be filed with respect to the Rector's decisions on awarding the benefits, within 14 days of submitting the decision/

3. When issuing the decision on awarding the social scholarship, the scholarship for people with disabilities and the allowance aid, the competent scholarship authority shall take the decision taking into account the actual and legal status as at the decision date.

4. When issuing the decision on awarding the Rector's scholarship, the competent scholarship authority shall take the decision taking into account the actual and legal status as at the deadline for submitting the applications for the Rector's scholarship.

§ 26

1. At the written request of the Board of the Student Self-Government:

- 1) the scholarship for people with disabilities shall be awarded to students of the University by the Scholarship Committee in charge of the Scholarship for People with Disabilities;
- 2) the Rector's scholarship shall be awarded to students of the University by the Scholarship Committee in charge of the Rector's Scholarship;
- 3) the allowance aid shall be awarded to students of the University by the Scholarship Committee in charge of the Allowance Aid;
- 4) appeals with respect to cases for awarding benefits shall be examined by the Appeal Student Scholarship Committee.

2. At the written request of the Council of the Student Self-Government at the teaching unit or if there is none – the Board of the Student Self-Government, the social scholarship shall be awarded to students in all fields of study at which the teaching unit arranges education by the scholarship committee in charge of the social scholarship.

In the case of studies arranged jointly by teaching units, the competent teaching unit shall be the one identified in the understanding concluded by these units.

3. Committees referred to in ss. 1 and 2 shall be appointed by the Rector from students appointed by the competent student self-government authority and employees of the University, provided that the committee referred to in s. 2 shall include at least one scholarship coordinator.

§ 27

1. At the written request of the Board of the Doctoral Candidate Self-Government, the benefits shall be awarded to doctoral candidates by the Scholarship Committee for Doctoral Candidates, and appeals shall be examined by the Appeal Scholarship Committee for Doctoral Candidates.

2. Committees referred to in s. 1 shall be appointed by the Rector from among doctoral candidates appointed by the Board of the Doctoral Candidate Self-Government and employees of the University.

§ 28

In justified instances, the Rector can dismiss the committee or a member of the committee, after seeking an opinion of the competent student self-government authority or the Board of the Doctoral Candidate Self-Government. The requirement to seek an opinion shall not apply to dismissing a member of the committee, who is an employee.

§ 29

1. Committees referred to in § 26 and § 27 shall comprise no more than nine members. Students shall make up a majority of the committee referred to in § 26 and doctoral candidates shall make up a majority of the committee referred to in § 27.

2. When appointing the committees, the Rector shall appoint their chairpersons.

3. At the request of the chairperson, the committee shall elect no more than two deputy chairpersons.

4. Decisions issued by committees shall be signed by chairpersons of committees or deputy chairpersons acting based on their authorisations.

5. Committees shall take decisions in the presence of at least three members, including a chairperson or a deputy chairperson acting based on their authorisation.

6. Decisions shall be taken by a simple majority of votes. In the case of a tie, the chairperson or, if absent, the deputy chairperson shall have a casting vote.

7. Each meeting of the committee shall be recorded in minutes that shall be signed by all members present at the meeting.

8. A member of the committee cannot participate in the examination of the case for awarding benefits in instances identified in Article 24 of the Act of 14 June 1960 – Code of Administrative Procedure.

9. The committee cannot participate in examining the case for awarding benefits to a member of the committee, including its chairperson and deputy chairperson. The authority competent for resolving the case referred to in the first sentence shall be the Rector.

10. Decisions of the competent scholarship committee can be appealed against to the competent appeal scholarship committee or, if not appointed, to the Rector, within 14 days of the date of submitting the decision.

11. The competent scholarship committee shall be obliged to transfer the appeal together with the case file and its written opinions to the competent appeal scholarship committee or, if not appointed, to the Rector, within seven days of the day of receiving the appeal, unless within the same time frame it issued the decision fully reflecting the appeal.

§ 30

1. The competent scholarship authority shall suspend the implementation of the decision on awarding the benefits in instances referred to in Articles 152 and 159 of the Act of 14 June 1960 – Code of Administrative Procedure.

2. The Rector shall reverse unlawful decisions of committees referred to in § 26 and § 27.

3. The student or doctoral candidate shall be obliged to immediately return unduly collected benefits.

4. The administrative decision awarding an undue benefit shall suffer the defect of invalidity referred to in Article 156 § 1 point 7 of the Act referred to in s. 1.

§ 31

The student or doctoral candidate, who presented false or incomplete information with an intent of obtaining a benefit, shall be subject to criminal and disciplinary liability.

Chapter 7 Transitional provisions

§ 32

1. Foreign students and doctoral candidates, who on 1 October 2018 pursued studies in accordance with principles set forth in the Act of 27 July 2005 – Law on Higher Education (consolidated text: Journal of Laws of 2017, item 2183, as amended), may receive benefits in keeping with principles binding until now, in accordance with provisions of this paragraph.

2. Foreign students and doctoral candidates pursuing studies in accordance with binding principles can apply for benefits, subject to satisfying at least one of the following conditions:

- 1) have been granted a permanent residence permit;
- 2) have refugee status granted in the Republic of Poland;
- 3) enjoy temporary protection in the territory of the Republic of Poland;
- 4) are migrant workers with citizenship of EU member state, Swiss Confederation, European Free Trade Association (EFTA) member state – a party to the European Economic Area Agreement, or their family members if they live in the territory of the Republic of Poland;
- 5) have been granted the permit as a long-term resident of the European Union in the territory of the Republic of Poland;

- 6) have been granted a temporary residence permit to stay in the territory of the Republic of Poland on account of circumstances referred to in Article 127, Article 159 section 1 or Article 186 section 1 point 3 or 4 of the Act of 12 December 2013 on foreigners;
- 7) enjoy supplementary protection in the territory of the Republic of Poland;
- 8) are citizens of EU member states, members states of the European Free Trade Association (EFTA) – parties to the European Economic Area Agreement, or Swiss Confederation, and their family members, having a right of permanent residence.

3. Foreign students and doctoral candidates, holders of the Pole's Card (*Karta Polaka*), may receive benefits, provided that they study on equal terms with citizens of Poland.

4. The Rector's scholarship can be awarded to foreign students and doctoral candidates:

- 1) are citizens of EU member states, Swiss Confederation or members states of the European Free Trade Association (EFTA) – parties to the European Economic Area Agreement, and their family members, having financial resources necessary to cover living costs during study, provided that they study on equal terms with citizens of Poland;
- 2) paying for studies or studying under international agreements, in accordance with principles set forth in these agreements, or a decision of the minister in charge of higher education if they have a residence card with the "access to labour market" note or Schengen visa, or national visa issued for the purposes of work in the territory of the Republic of Poland.

PRINCIPLES FOR DETERMINING THE COMPOSITION OF THE FAMILY AND THE AMOUNT OF THE PER CAPITA INCOME IN THE APPLICANT'S FAMILY

§ 1

Determining the composition of the applicant's family

1. When determining the amount of the income entitling to apply for the social scholarship, incomes earned by the following persons shall be taken into account:

- 1) the applicant;
- 2) the applicant's married spouse;
- 3) applicant's parents, legal or actual guardians;
- 4) dependants of persons referred to in points 1-3, minors, children receiving education under 26 years of age, and if the 26th year of age falls in the last year of study, until its completion, as well as children with disabilities regardless of their age.

2. The applicant, who does not live in a joint household with any of the parents, legal or actual guardians, can apply for the social scholarship without disclosing income of these persons and their dependent minors, children receiving education under 26 years of age, and if the 26th year of age falls in the last year of study, until its completion, as well as children with disabilities regardless of their age if they meet one of the following criteria:

- 1) they are over 26 years of age; or
- 2) they are married; or
- 3) they have dependent children referred to in s. 1 point 4; or
- 4) they reached the age of majority while remaining in foster care; or
- 5) they have a permanent source of income, and their average monthly income in the previous tax year and in the current year, in month preceding the month of making the declaration referred to in s. 3, is higher than or equal to 1.15 of the sum of amounts set in Article 5 section 1 and Article 6 section 2 point 3 of the Act of 28 November 2003 on family benefits (consolidated text: Journal of Laws of 2018, item 2220, as amended).

3. The applicant referred to in s. 2 shall be obliged to make the declaration on non-living in a joint household with any of the parents, legal or actual guardians.

4. The permanent source of income referred to in s. 2 point 5 shall be understood as the income earned for 12 months in the previous tax year and for all months after that year, until the day of issuing the decision on the social scholarship. In particular, remuneration under an employment contract, disability pension, child support, personal service contracts concluded on a regular basis shall be considered permanent sources of income. In justified instances, the competent scholarship authority can recognise income earned for fewer months as the permanent source of income, provided that when assessing compliance with the criterion referred to in s. 2 point 5, the income for the last tax year is treated as the income for 12 months.

5. The applicant's parent or parents shall not be counted as part of the family if:

- 1) the parent or parents are dead;
- 2) the parent or parents are obliged to pay child support to the applicant, based on the court judgement;
- 3) the action for child support from the parent or parents to the applicant was dismissed;
- 4) the court obliged one of the parents to cover full costs of living of the applicant and did not obliged the other parent to pay child support – in such the case, the parent non-obliged to pay child support to the applicant shall not be counted;
- 5) the applicant's father is unknown;
- 6) the parent or parents are lost;
- 7) the applicant satisfies conditions referred to in s. 2 point 5.

6. The child, supported by the applicant or the applicant's parents, legal or actual guardians, receiving education in a school other than a university within the meaning of the Act of 28 November 2003 on family benefits, i.e. university within the meaning of regulations on higher education and science, or college of social service workers, shall not be considered a member of the applicant's family. In particular, a doctoral candidate, post-graduate programme student or a person receiving education in a secondary school for adults shall not be considered a person receiving education in a university.

7. If a family member of the applicant is placed in foster care or stays in an institution offering full-board accommodation, when determining the income of the family, the person placed in foster care or an institution offering full-board accommodation shall not be taken into account. The institution offering full-board accommodation shall mean: a social welfare centre, youth educational centre, juvenile detention centre, juvenile correctional institution, custody suite, penal institution, military school or other school, if these institutions provide full-board accommodation free of charge.

8. If the applicant enters the state of matrimony during or after the calendar year preceding the academic year, for which the social scholarship is to be awarded, hereinafter referred to as the "base year," but before the date of the scholarship authority issuing the decision, the married spouse's income shall be taken into account when determining the per capita monthly income in the family.

9. A person, who is able to present a family court judgment to prove this fact, shall be considered the legal guardian of the applicant. In such the case this person's income shall be included in the family's income. A person, who has the wardship of the applicant based on a court judgement, shall not be considered the legal guardian.

10. In particular, a person, of whom the applicant is a dependant – partially or fully – and who is not the applicant's parent or legal guardian, shall be considered the applicant's actual guardian. In particular, a married spouse of the applicant's parent or

a person, with whom the applicant or the applicant's parent is in an informal relationship, can be considered the actual guardian.

§ 2

Definition of the income

Income shall comprise – after deducting the amount of child support and maintenance paid to other people:

- 1) revenues subject to taxation in accordance with principles set forth in Articles 27, 30b, 30c, 30e, and 30f of the Act of 26 July 1991 on personal income tax (consolidated text: Journal of Laws of 2019, item 1387) less tax-deductible costs, personal income tax due, social insurance contributions not included in tax-deductible costs and health insurance contributions;
- 2) income from activities subject to taxation based on regulations on lump-sum income tax on some revenues earned by natural persons;
- 3) other income that is not subject to taxation based on regulations on personal income tax:
 - disability pensions specified in regulations on support for war victims and disabled soldiers and their families,
 - disability pensions paid to repressed persons and their family members, awarded in accordance with principles set forth in regulations on support for war victims and disabled soldiers and their families,
 - cash benefit, compensatory allowance and electricity allowance determined by regulations on cash benefits and entitlements of persons performing alternative civilian service forced to work in coal mines, quarries, uranium ore mines and construction battalions,
 - veterans' allowance, electricity allowance and compensatory allowance determined in regulations on war combatants and certain other persons – victims of war and post-war repression,
 - cash benefit specified in regulations on the cash benefit for persons deported to forced labour and imprisoned in labour camps by the Third German Reich or the Union of Soviet Socialist Republics,
 - electricity allowance, old age pensions and disability pensions received by persons who lost their sight as a result of war operations in years 1939-1945 or explosions of blinds and misfires which remained after that war,
 - disability pensions from war disability, amounts of benefits awarded to war victims and their family members, disability pensions arising from accidents of people whose disability resulted from forced labour in the territory of the Third German Reich in years 1939-1945, received from abroad,
 - sickness benefits specified in regulations on farmers' social insurance and in regulations on the social insurance system,
 - foreign non-returnable aid received from governments of foreign countries, international organizations or international financial institutions from non-returnable aid granted on the basis of unilateral declarations or agreements concluded with these countries, organizations or institutions by the Council of Ministers, competent minister or government agencies, also including the cases where the transfer of these funds is carried out through an entity authorized to allocate non-returnable foreign aid to entities that should receive this aid,

- amounts due to employment or scholarships for natural persons residing in the territory of the Republic of Poland, who are staying temporarily abroad, in the amount equivalent to the travel allowance outside the country, as set for employees employed in state or local government budgetary units, based on the Act of 26 June 1974 – Labour Code (consolidated text: Journal of Laws of 2019, item 1040),
- cash benefits paid to police officers, soldiers, customs officers and employees of military units and police units used outside of the country to participate in armed conflict or to support the forces of the state or allied states in a peacekeeping mission, terrorist act prevention or consequences thereof, as well as cash benefits paid to police officers, soldiers, customs officers and employees acting as observers in peacekeeping missions of international organizations and multinational forces,
- cash benefits due to the service received during the candidate service by the police officers, the State Fire Service, the Border Guard, the Government Protection Bureau and the Prison Service, calculated for the period during which those persons earned income,
- income of agricultural production cooperatives members on account of membership in an agricultural production cooperative, reduced by social insurance contributions,
- child support,
- doctoral scholarships awarded based on Article 209 sections 1 and 7 of the Act of 20 July 2018 – Law on Higher Education (Journal of Laws, item 1668, as amended), and sports scholarships awarded based on the Act of 25 June 2010 on sport (consolidated text: Journal of Laws of 2019, item 1468),
- the amounts of allowances not subject to personal income tax, received by persons performing activities related to fulfilling social and civic duties,
- payment received from the rental of guest rooms in residential buildings located in rural areas on the farm for persons staying on vacation and obtained for food supply for those persons,
- allowances for secret teaching specified in the Act of 26 January 1982 – Teacher’s Charter (consolidated text: Journal of Laws of 2018, item 967),
- income earned from business activity conducted on the basis of a permit within special economic zones, as defined in the regulations on special economic zones,
- cash equivalents for coal allowance in kind defined in the commercialization, restructuring and privatization regulations of the state-owned enterprise “Polish State Railways,”
- equivalents for the right to free coal specified in the regulations on hard coal mining restructuring in the years 2003-2006,
- benefits specified in the provisions on the performance of deputy’s and senator’s mandate,
- income from the agricultural holding,
- income earned outside the Republic of Poland, reduced by the taxes paid outside the Republic of Poland: income tax and contributions to compulsory social insurance and compulsory health insurance,
- pensions specified in the regulations on supporting rural areas development from funds from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund and in the provisions on supporting rural area

- development with the participation of the European Agricultural Fund for Rural Development,
- child support/maintenance advance payment specified in the provisions on the proceedings for child support/maintenance debtors and child support/maintenance advances,
 - cash benefits paid in the event of ineffective enforcement of child support//maintenance,
 - amounts received based on Article 27f sections 8-10 of the Act of 26 July 1991 on personal income tax,
 - cash benefits specified in the Act of 20 March 2015 on anti-communist opposition activists and persons repressed on political grounds (consolidated text: Journal of Laws of 2018, item 690),
 - parental allowance,
 - maternity allowance referred to in regulations on farmers' social insurance,
 - scholarships for the unemployed financed from the European Union funds,
 - revenues not subject to income tax based on Article 21 section 1 point 148 of the Act of 26 July 1991 on personal income tax less social insurance contributions and health insurance contributions.

§ 3

Determining the income amount – general principles

1. The amount of the per capita monthly income in the family of the applicant shall be determined in keeping with principles set forth in the Act of 28 November 2003 on family benefits, taking into account incomes of persons referred to in § 1 s. 1, hereinafter referred to as “family members.”

2. The monthly income of the family member shall be calculated, taking into account:

- 1) income earned in the base year, to which § 4 s. 1 does not apply – the annual income shall be divided by 12 months;
- 2) incomes earned in the base year and earned on the day of issuing the decision on awarding the social scholarship from sources referred to in § 5 s. 1 – income for the base year shall be divided by the number of months, in which it was earned;
- 3) incomes earned after the base year and earned on the day of issuing the decision on awarding the social scholarship from sources referred to in § 5 s. 1 – in the amount earned for the month following the month, in which the income was earned – confirmed by documents referred to in enclosure no 2 to the Rules.

3. If the family member earns incomes from more than one source, when calculating the amount of their monthly income, monthly incomes from each of the sources shall be summarised.

4. The per capita monthly income in the family of the applicant shall be calculated by summing up monthly incomes of particular persons and dividing this sum by the number of family members.

§ 4

Loss of income

1. Loss of income that took place after the date of issuing the decision on awarding the social scholarship only in relation to the circumstances listed below shall be considered loss of income:

- 1) obtaining the right to parental leave;
- 2) loss of unemployment benefit or scholarship;
- 3) loss of employment or other gainful work;
- 4) loss of pre-retirement allowance or pre-retirement benefit, teacher compensation benefit, as well as retirement or disability pension, the survivor's pension or social pension, or parental supplementary benefit referred to in the Act of 31 January 2019 on the parental supplementary benefit (Journal of Laws of 2019, item 303);
- 5) deregistration of non-agricultural business activity or suspension of thereof within the meaning of Article 16b of the Act of 20 December 1990 on farmers' social insurance (consolidated text: Journal of Laws of 2019, item 299) or Article 36aa section 1 of the Act of 13 October 1998 on the social insurance system (consolidated text: Journal of Laws of 2019, item 300);
- 6) loss of sickness benefit, rehabilitation benefit or maternity allowance to which a person is entitled after losing employment or other gainful work;
- 7) loss of adjudged child support/maintenance in connection with the death of a person liable for paying these benefits or loss of cash benefits paid in the event of ineffective enforcement of child support/maintenance in connection with the death of the person liable to pay child support/maintenance;
- 8) loss of parental benefit;
- 9) loss of maternity allowance referred to in regulations on farmers' social insurance;
- 10) loss of the doctoral scholarship specified in Article 209 sections 1 and 7 of the Act of 20 July 2018 – Law on Higher Education and Science.

2. In the case of loss of income by the family member, when determining the income, the lost income shall be disregarded.

3. Circumstances not listed in § 4 s. 1 shall not be considered loss of income, in particular: taking unpaid leave, amendment to provisions of the contract, including reduction of time basis or the number of hours worked, garnishment of salary or other income by the court enforcement officer, fines, pecuniary penalties, agricultural damage, termination of payment of benefits from the Child Support Fund in the case of exceeding the income criterion or reaching the age of 25 years.

§ 5

Earning income

1. Earning income only in relation to the circumstances listed below after the date of issuing the decision on awarding the social scholarship shall be considered earned income:

- 1) termination of parental leave;
- 2) obtaining unemployment benefit or scholarship;
- 3) obtaining employment or other gainful work;
- 4) getting a pre-retirement allowance or pre-retirement benefit, teacher compensation benefit, compensatory allowance, as well as retirement or disability pension, the

- survivor's pension or social pension, or parental supplementary benefit referred to in the Act of 31 January 2019 on the parental supplementary benefit;
- 5) commencement of non-agricultural business activity or the resumption thereof after a period of its suspension within the meaning of Article 16b of the Act of 20 December 1990 on farmers' social insurance or Article 36aa section 1 of the Act of 13 October 1998 on the social insurance system;
 - 6) obtaining sickness benefit, rehabilitation benefit or maternity allowance to which a person is entitled after losing employment or other gainful work;
 - 7) obtaining a parental benefit;
 - 8) obtaining a maternity allowance referred to in regulations on farmers' social insurance;
 - 9) obtaining the doctoral scholarship specified in Article 209 sections 1 and 7 of the Act of 20 July 2018 – Law on Higher Education and Science.

4. In the case of the family member earning income in the base year, when determining their income earned in that year, the income shall be divided by the number of months, in which it was earned, if it is obtained during the period, for which the right to the social scholarship is determined.

5. In the case of the family member earning income after the base year, their income is increased by the amount of income earned for the month following the month, in which the income was earned, if this income is earned in the period, for which the right to the social scholarship is determined.

6. Circumstances not listed in § 5 s. 1 shall not be considered earning the income, in particular the expiry of the right to child support/maintenance, change of the salary amount or employment time basis, awarding damages.

§ 6

Continuity of employment or other gainful work

1. Provisions on loss of income and earning income shall not apply to income from employment or other gainful work, and income from deregistration or commencement of non-agricultural business activity if the family member lost income in relation thereto, and during three months starting the day of losing income earned income from the same employer or principal, or mandator, or resumed non-agricultural business activities.

2. Employment or other gainful work referred to in s. 1 shall be understood to mean performance of work based on employment relationship, labour based relationship, outwork contract and performance of work or provision of services based on the agency contract, personal service contract, specific task contract or during the period of membership in an agricultural production cooperative, group farming cooperative or agricultural service cooperative, as well as carrying out non-agricultural business activities.

§ 7

Determining the amount of taxable income

1. When determining the amount of taxable income in accordance with principles set forth in Articles 27, 30b, 30c, 30e and 30f of the Act of 26 July 1991 on personal income tax:

- 1) in the case of joint tax settlement by married spouses, the amount of tax due should be allocated to married spouses proportionally to the amount of their income earned (revenues less tax-deductible costs);
- 2) health insurance contributions shall reduce taxable incomes from sources constituting a basis for the calculation of these contributions;
- 3) if, in the base year, the family member earned income from more than one sources and at least one of them was lost in accordance with § 4 s. 1 or was added in accordance with § 5 s. 1, the amount of tax due should be allocated proportionally to the amount of income (revenues less tax-deductible costs) from various sources.

2. When determining the amount of income from activities subject to taxation based on regulations on lump-sum income tax on certain revenues earned by natural persons in the base year, the income announced by the minister in charge of family affairs in the Official Journal of the Republic of Poland "Monitor Polski" should be taken into account.

§ 8

Determining the amount of income from the agricultural holding

1. Income from the agricultural holding shall be determined based on the utilised agricultural area in conversion hectares held by the family member in the base year and the amount of the average income in individual agricultural holdings earned from 1 conversion hectare, announced based on Article 18 of the Act of 15 November 1984 on agricultural tax (Journal of Laws of 2019, item 1256) in the base year, and if not announced, in the year preceding the base year.

2. An agricultural holding is an area of land classified in the register of land and buildings as arable land, with the exception of land used for business activities other than agricultural activity, with a total area exceeding 1 ha or 1 conversion ha, being the property or held by a natural person, legal person or unincorporated organizational unit, including a company. In the case of less land area, no income from the agricultural holding shall be determined.

3. A change of the area of the agricultural holding, in particular sale, purchase or donation, shall constitute circumstances resulting in losing or earning income.

4. When determining the amount of income from the agricultural holding, direct payments from the Common Agricultural Policy of the European Union shall not be taken into account.

5. When determining income of the family from the agricultural holding, leased agricultural areas shall be included in the area of the agricultural holding providing a basis for the agricultural tax, with the exception of:

- 1) the agricultural holding, in part or in whole, remaining in the possession of the family, leased based on the lease contract concluded in accordance with regulations on farmers' social insurance;
- 2) the agricultural holding brought for use by an agricultural production cooperative;

3) the agricultural holding leased in connection with the receipt of pension specified in the regulations on supporting rural areas development from the funds of the Guarantee Section of the European Agricultural Guidance and Guarantee Fund.

6. The contract referred to in s. 5 point 1 shall be the lease contract concluded in written form for at least 10 years and reported to the register of land and buildings by the person receiving farmer's old-age or disability pension with a person, who is not:

- 1) married spouse of the lessor;
- 2) the lessor's descendant or stepchild;
- 3) the married spouse of the descendant or stepchild;
- 4) the person living the with the lessor in the same household;
- 5) the married spouse of the person living the with the lessor in the same household.

7. When determining income of the lessee of the agricultural holding leased in accordance with principles referred to in s. 5, the income from agricultural holding shall be reduced by the rent paid.

8. When determining income from the agricultural holding leased from the National Agriculture Support Centre, the income obtained from the agricultural holding shall be reduced by the rent paid.

9. Non-cultivating agricultural holdings shall not constitute a ground for disregarding in calculation of the income determined in accordance with s. 1.

§ 9

Determining the amount of income from the child support/maintenance

1. When calculating income from child support/maintenance, the product of the monthly amount of the child support/maintenance adjudicated and the number of months in the base year, in which the child support/maintenance was received, divided by 12 months.

2. If a family member has the established right to child support/maintenance, but does not receive it or receives it in an amount reduced vs. the amount awarded in the court judgement, settlement in court or settlement in front of the mediator, the child support/maintenance is included in the family income providing a basis for establishing the right to the benefit, unless the applicant submits a certificate issued by the authority conducting the enforcement proceedings on complete or partial ineffectiveness of enforcement of child support/maintenance or on the amount of child support/maintenance recovered in the base year.

§ 10

Disregarded income

1. When calculating the income, the following shall be disregarded:
- 1) benefits referred to in § 4 of the Rules, minister's scholarship and funds awarded from own funds for scholarships for outstanding outcomes to students, as well as scientific scholarships for employees and doctoral candidates;
 - 2) scholarships received by pupils, students and doctoral candidates within the framework of:
 - European Union structural funds,

- non-refundable funds from aid granted by member states of the European Free Trade Agreement (EFTA),
 - international agreements or executive programmes to these agreements, or international scholarship programmes;
- 3) material assistance benefits received by pupils based on regulations on the education system;
 - 4) scholarships of a social nature awarded by entities referred to in Article 21 section 1 point 40b of the Act of 26 July 1991 on personal income tax.

2. The scholarship of a social nature referred to in s. 1 point 4 shall be understood to mean the scholarship, receiving which depends in particular on meeting the income criterion.

3. The incomes of the applicant's family shall not include in particular incomes that were not specified in the catalogue of incomes referred to in § 2, especially family benefits (i.e. family allowance, additional allowances to the family benefits), care benefits, including attendance allowance and attendance benefit, child care allowance, social welfare allowances due based on the Act of 12 March 2004 on social assistance (consolidated text: Journal of Laws of 2019, item 1507), i.e. regular, periodic and special allowances, etc.

§ 11

Determining the amount of income obtained abroad

1. In the case of earning incomes outside the Republic of Poland, these incomes shall be translated based on the average exchange rate of foreign currencies announced by the President of the National Bank of Poland:

- 1) as at the last day of the base year – for incomes earned in that year;
- 2) as at the last working day of the month following the month in which the income was earned – for incomes earned after the base year.

2. Principles for determining the composition of the family and the calculation of the income of the applicant's family shall apply respectively to incomes earned by foreigners. In particular, foreigners:

- 1) shall be obliged to present a certificate confirming the amount of the income earned from the competent tax office in the country of which they are citizens;
- 2) residing in the territory of the Republic of Poland in the base year, shall also present a certificate issued by the tax office competent for the place of their residence in the territory of the Republic of Poland;
- 3) who were not awarded child support/maintenance, shall be obliged to present documents confirming incomes of both parents.

**LIST OF DOCUMENTS CONFIRMING THE AMOUNT OF THE
INCOME IN THE FAMILY AS WELL AS
FINANCIAL AND INCOME POSITION OF THE APPLICANT**

1. Documents confirming the composition of the family:
 - 1) abbreviated extract of birth certificate of the family dependants up to 18 years of age;
 - 2) certificate confirming receiving education in school or university for children between 18 and 26 years, taken into account in the family composition;
 - 3) certificate confirming disability or certificate confirming the degree of disability for children above 18 years of age taken into account in the family composition, as long as they do not attend school and are supported by the applicant or members of the applicant's family;
 - 4) full or abbreviated extract of death certificates of parents;
 - 5) copy of the final and valid court judgement dismissing the claim for child support/maintenance;
 - 6) copy of the final and binding judgement of the court obliging one of the parents to cover full costs of living of the child;
 - 7) full extract of birth certificate when the father of the child is unknown;
 - 8) certificate issued by the competent police unit on filing a missing person's report with respect to a family member;
 - 9) copy of the final and binding judgement of the court on adoption or a certificate of the family court or adoption centre on court proceedings pending in a case concerning adoption of a child;
 - 10) judgement of the court on appointing a legal guardian of a child;
 - 11) judgement of the court on placing a child in foster care;
 - 12) abbreviated extract of the marriage certificate of the applicant;
 - 13) declaration on non-living in a joint household with any of the parents, legal or actual guardians.
2. Basic documents confirming the amount of per capita income in the family:
 - 1) certificates issued by the tax office revenues on income subject to personal income tax in accordance with principles set forth in Articles 27, 30b, 30c, 30e, and 30f of the Act of 26 July 1991 on personal income tax (Journal of Laws of 2019, item 1387), earned in the calendar year preceding the academic year, for which the social scholarship is to be awarded, hereinafter referred to as the "base year," containing information on the tax year, to which the certificate refers, and details of the taxpayer, to whom the certificate refers, including first name, surname, Personal Identification Number (PESEL);
 - 2) certificate issued by the head of the tax office on lump-sum income tax on some revenues earned by natural persons in the base year, containing details of the taxpayer, to whom the certificate refers, including first name, surname, Personal Identification Number (PESEL), and the form of the tax payment, and in the case of tax paid in the form of a tax card – information on the amount of tax due, and in the case of tax paid in the form of tax on recorded revenue without deductible costs – information on the revenue amount and tax rate;
 - 3) declaration on incomes that are not subject to personal income tax earned in the base year;

- 4) certificates confirming amounts of health insurance contributions paid in each month of the base year together with codes of insurance titles or on lack of the title for insurance in the base year, subject to s. 6 point 4;
- 5) declaration on current financial status, in particular containing information on earning or loss of incomes.

3. Documents presented in relation to having an agricultural holding:

- 1) certificate issued by the competent community authority on the area of the agricultural holding expressed in conversion hectares in the base year;
- 2) certificate issued by KRUS (Agricultural Social Insurance Fund) to farmers and people living in the same household on the amount of illness allowances received in the base year;
- 3) lease contract – if the agricultural holding is leased, in whole or in part, based on the contract concluded in accordance with regulations on farmers' social insurance or leased in connection with the receipt of pension specified in the regulations on supporting rural areas development from the funds of the Guarantee Section of the European Agricultural Guidance and Guarantee Fund;
- 4) contract concluded in the form of a notarial deed if the agricultural holding was brought for use by an agricultural production cooperative;
- 5) document confirming the amount of rent;
- 6) contract for lease of the agricultural holding from the National Agriculture Support Centre.

4. Documents presented in relation to receiving or paying child support/maintenance:

- 1) extract of an enforceable court judgment awarding child support/maintenance to persons in the family or for persons outside the family, or extract of the meeting minutes containing the text of the court settlement or extract of the settlement approved by the court concluded in front of the mediator, imposing an obligation to provide child support/maintenance on the family members or persons outside the family – issued no earlier than three years before issuing the decision on awarding the social scholarship;
- 2) postal money orders or transfers documenting the amount of child support/maintenance paid if members of the family are obliged by the court judgement, court settlement or settlement concluded in front of the mediator to pay child support/maintenance to a person outside the family;
- 3) if the entitled person did not receive child support/maintenance or received child support/maintenance in an amount lower than determined in the court judgement, court settlement or settlement concluded in front of the mediator:
 - certificate issued by the enforcement authority on complete or partial ineffectiveness of enforcement of child support/maintenance and on the amount of child support/maintenance recovered, pertaining to the base year, or
 - information of the competent court or competent institution about the actions related to the exercise of the enforceable title taken by the authorized person abroad or failure to do so, in particular due to the lack of a legal basis to take it, or inability to indicate by the authorized person the place of residence of the child support/maintenance debtor, if the debtor lives abroad.

5. Documents confirming loss of or earning income:

- 1) document specifying the type of income lost, date of loss and amount thereof;
- 2) document specifying the type of income earned, date of its receipt, number of months for which the income was received and amount – in the case of earning income in the base year;
- 3) document specifying the type of income earned, date of its receipt, number of months for which the income was received and amount for the month following the month in which the income was earned – in the case of earning income after the base year;
- 4) certificate issued by the employer on the dates of the parental leave and period for which it was granted, as well as on employment periods;
- 5) decision or certificate issued by the competent social assistance centre on the amount and period of receiving the parental benefit;
- 6) decision or certificate issued by the competent authority on the amount and period of receiving the maternity allowance referred to in regulations on farmers' social insurance;
- 7) decision or certificate issued by the competent authority on the period of receiving and the amount of the doctoral scholarship referred to in Article 209 ss. 1 and 7 of the Act of 20 July 2018 – Law on Higher Education and Science.

6. Other documents:

- 1) certificate issued by the labour office confirming the unemployed status with the or without the right to the benefit in the case of unemployed family members;
- 2) certificate issued by the employer or another document confirming the amount of gross income and income tax, obligatory social insurance contributions and obligatory health insurance contributions paid abroad, or confirming the amount of income after deducting identified remuneration components if, in the base year, the particular person earned incomes outside the territory of the Republic of Poland that were not reported for settlement to the tax office;
- 3) certificate issued by the tax office on amounts received based on Article 27f sections 8-10 of the Act of 26 July 1991 on personal income tax;
- 4) declaration on not having any arable land – if the tax return for the base year was not submitted, no certificates of health insurance contribution paid was presented and no certificate related to having an agricultural holding.

7. Documents confirming the permanent source of incomes, in particular:

- 1) period of earning the income;
- 2) income source;
- 3) amount of income earned in particular tax years.

8. Documents confirming financial status and livelihood of the applicant, in particular:

- 1) certificate issued by the social assistance centre confirming the financial position and income of the applicant and their family;
- 2) certificate of the amount of benefits received that are not taken into account when calculating per capita income in the family, in particular:
 - child care allowance,
 - family benefits and any additional allowances to the family benefits,
 - attendance allowance,
 - material assistance benefits received by pupils based on regulations on the education system,

- scholarships, including scholarships awarded by entities referred to in Article 21 section 1 point 40b of the Act of 26 July 1991 on personal income tax,
 - allowances paid by churches, religious associations and organisations;
- 3) bank account statements confirming the amount of savings together with the declaration on presenting statements for all bank accounts;
 - 4) confirmation of gains from the property: real estate rental, interests on cash; etc.;
 - 5) loan agreements.

9. If the circumstances of the case affecting establishing the right to the social scholarship require the confirmation with another document, the competent scholarship authority can request the presentation of documents not listed in ss. 1-8.

RULES FOR AWARDING THE RECTOR'S SCHOLARSHIP TO STUDENTS

§ 1

General principles

1. The Rector's scholarship, hereinafter referred to as the "scholarship," shall be awarded to the student in a contest, involving the evaluation of documented achievements listed by the student in the application for the scholarship, filed within the time limit set by the Rector.

2. The student, who moved from another university or changed the field of study, can receive the scholarship in accordance with the principles set in the Rules and the enclosure.

3. The competent scholarship authority shall refuse awarding the scholarship to a student, who failed to register for the next year of study in the study cycle, for which they apply for the scholarship, in the case of:

- 1) repeating the year;
- 2) termination of leave;
- 3) resumption of study after being deleted from the student list due to failing a year;
- 4) extension of the study period, as referred to in § 47 s. 2 of the Rules of Study.

4. The HTU shall appoint at least one employee, who shall draw up lists of students referred to in § 3 point 2 in USOS, enter average grades and adjusts average grades in situations referred to in § 5 s. 4 point 2, within the time limit set by the competent scholarship authority.

§ 2

Principles for drawing up ranking lists

1. The competent scholarship authority shall draw up ranking lists for each year of each field of study separately.

2. At the request of the HTU, consulted with the Council of the Student Self-Government of the teaching unit, the competent scholarship authority can decide to draw up ranking lists for each major within the field of study separately and in the case of multi-area individual studies, in another justified way.

3. If drawing up ranking lists in the manner referred to in s. 1 or s. 2 results in awarding the number of scholarships resulting in exceeding the percentage referred to in § 24 s. 5 of the Rules, the competent scholarship authority shall draw up one ranking list for the field of study.

4. Students shall be included in ranking lists on subsequent positions in accordance with the number of points awarded based on the enclosure.

§ 3

The Rector, in consultation with the committee referred to in § 26 s. 1 point 2 of the Rules, and if no committee is appointed – the Student Self-Government, shall determine, for the particular academic year:

- 1) percentage of students receiving the scholarship and the method of its calculation, not exceeding 10% of the number of students enrolled for each year in each field of study, subject to § 2 ss. 2 and 3;
- 2) day as at which the number of students providing a basis for the calculation of percentage referred to in point 1 is determined, and the method of determining this number.

§ 4

Detailed principles for assessment of achievements

1. Applications for the scholarship shall be assessed based on the number of points, i.e. the number of points determined in the enclosure shall be awarded for outstanding learning outcomes, as well as for each recognised scientific, artistic or sport achievement.

2. The student can submit the application including all four criteria referred to in § 24 ss. 8 and 10 of the Rules, but in the assessment process, the competent scholarship authority shall take into account no more than two criteria, for which the student received the highest number of points.

3. The competent authority shall award points to the particular achievement only once, e.g. in the case of the student presenting the same paper at various conferences, the authority shall take into account only the one that was awarded the higher number of points.

4. The competent scholarship authority shall record results of the application assessment in USOSweb. The student shall be obliged to familiarise themselves with the assessment within the time limit set by the authority. The competent scholarship authority shall not accept any reservations or requests with respect to assessment presented after the expiry of this time limit.

5. Achievements reported or documented after the expiry of the time limit for submission of the scholarship application set by the Rector shall not be taken into account in the assessment process, subject to s. 6.

6. In justified instances, the competent scholarship authority can enable the student to supplement documents confirming achievements identified in the application after the expiry of the time limit referred to in § 1 s. 1 if the documentation of the achievement is insufficient and supplementing it is necessary to clarify the facts of the case.

§ 5

Criterion I – outstanding learning outcomes

1. Outstanding learning outcomes shall be understood as an average of grades for the year of study calculated in accordance with the Rules of Study, hereinafter referred to as the “grade average.”

2. The competent scholarship authority shall take into account the grade average for the year of study in the field of study, in which the student applies for the scholarship, subject to § 1 s. 2 and § 24 s. 10 of the Rules.

3. If the student completed the stage of study as the student of another university, the grade average calculated in accordance with principles set forth in the rules of study of that university shall be taken into account.

4. Within the time limit set by the competent scholarship authority, the student shall be obliged to:

- 1) familiarise themselves with the grade average input into USOSweb by employees referred to in § 1 s. 4;
- 2) in the case of detecting any irregularities in respect thereto, notify the employee referred to in point 1 of the need for correction together with the information to the competent scholarship authority.

5. From 0 to 100 points can be awarded to the student for Criterion I.

6. The number of points for Criterion I shall be calculated based on the following formula:

$L_p = 100 * (\text{grade_average} - 4.00)$, where:

L_p = Number of points

grade_average = grade average calculated in accordance with s. 1, 3 or 7.

7. The average of grades obtained by the student on a scale where the highest grade is 6.0 or 5.5 (i.e. $\text{external_grade_average}$) shall be replaced with equivalents recalculated based on the following formulas, rounded to two decimal places:

1) from 2-5.5 grade scale:

$\text{grade_average} = (\text{external_grade_average} * 5) / 5.5$

2) from 2-6.0 grade scale:

$\text{grade_average} = (\text{external_grade_average} * 5) / 5.0$

8. The student, who was conditionally enrolled to the next study stage in the study cycle, in which they apply for the scholarship, shall be awarded 0 point for Criterion I.

§ 6

Criterion II – scientific achievements

1. The competent scholarship authority shall award points only for publications published or accepted for publication.

2. The competent scholarship authority shall not award any points for the publication published if, in the past, the student included it in the application for the scholarship as the publication accepted for publication and received the scholarship.

3. The competent scholarship authority shall accept only scientific conferences organised by academic centres, such as universities, institutes and units of the Polish Academy of Science, academic associations. Conferences:

- 1) international conferences shall be understood as conferences, where at least of $\frac{1}{3}$ of active participants represented foreign academic centres;
- 2) national conferences shall be understood as conferences with active participation of representatives of at least five national academic centres, where representatives of a single centre made up no more than 50% of active conference participants;

3) university conferences shall be understood as conferences that do not satisfy criteria referred to in points 1 and 2.

4. Scientific competitions:

- 1) international scientific competitions shall be understood as competitions, where at least of ¼ of participants represented foreign academic centres;
- 2) national scientific competitions shall be understood as competitions with the participation of representatives of at least three academic centres.

5. In instances justified by the rank of the achievement referred to in s. 7 and its outstanding features, the competent scholarship authority can award up to 100 points for such an achievement.

6. The competent scholarship authority, after consulting an academic holding at least the doctor degree, can refuse awarding points for the achievement meeting conditions set in this paragraph in the case of justified doubts as to its academic value.

7. Points shall be awarded only for the following scientific achievements:

Category	Achievement	Number of points	
Scientific publications	Authorship or co-authorship of a peer-reviewed scientific book	10	maximum 25 for the whole category
	Authorship or co-authorship of a chapter in the peer-reviewed scientific book or post-conference scientific publication	3	
	Authorship or co-authorship of a scientific article in the scientific journal from the list of scientific journals of the Minister of Science and Higher Education	5	
	Authorship or co-authorship of a scientific article in the recognised scientific journal not included in the list of scientific journals of the Minister of Science and Higher Education	3	
Scientific translations	Authorship or co-authorship of translation of a scientific book	7	maximum 25 for the whole category
	Authorship or co-authorship of translation of a chapter in the peer-reviewed scientific book or scientific journal	3	
	Authorship or co-authorship of translation of a scientific article published in the peer-reviewed scientific book or scientific journal	3	

Scientific conferences	Active participation (i.e. presentation of a paper or poster) at the international scientific conference	5	maximum 25 for the whole category
	Active participation in a national scientific conference	3	
	Active participation in a university scientific conference	1	
Scientific competitions	Winning the first, second or third place in the international scientific competition	10	maximum 25 for the whole category
	Winning the first, second or third place in the national scientific competition	5	

§ 7

Criterion III – artistic achievements

1. A contest or festival shall be understood as an event organized by or under the auspices of a cultural institution.

2. Exhibitions:

- 1) national exhibition shall be understood as an exhibition presented in at least two voivodeships or in a recognised cultural institution;
- 2) international exhibition shall be understood as an exhibition presented abroad, in a recognised cultural institution.

3. In the case of the student winning more than one prize in the particular contest or festival, only one achievement that was awarded the highest number of points shall be taken into account.

4. In instances justified by the rank of the achievement referred to in s. 6 and its outstanding features, the competent scholarship authority can award up to 100 points for such an achievement.

5. The competent scholarship authority, after consulting an academic holding at least the doctor degree, can refuse awarding points for the achievement meeting conditions set in this paragraph in the case of justified doubts as to its artistic value.

6. Points shall be awarded only for the following artistic achievements:

Category	Achievement	Number of points	
Artistic publications	Artistic book, e.g. album with reproductions or translation of a literary work	5	maximum 40 for the whole category
	Artistic works included in a joint publication	2	
Artistic contests or festivals	Winning the first, second or third place in international artistic contests or festivals	I – 10 II – 8 III – 6	maximum 40 for the whole category
	Winning the first, second or third place in national artistic contests or festivals	I – 6 II – 4 III – 2	
Exhibitions	Presentation of the work at an international exhibition	10	maximum 20 for the whole category
	Presentation of the work at a national exhibition	5	

§ 8

Criterion IV – sport achievements

1. Achievements in Olympic or Paralympic sports, in which Polish sports federations are active, referred to in regulations on sport or achievements in sports, in which the Polish Academic Championships are organised by or under the auspices of the Main Board of the Academic Sports Association, shall be considered sports achievements.

2. In particular, achievements in sport dance shall not be considered sport achievements.

3. When determining the number of points entitling to receive the Rector's scholarship based on the criterion of sport achievements, only the sport achievements that were awarded the highest number of points shall be taken into account. Points for particular sport achievements shall not be added.

4. The competent scholarship authority, after consulting the Academic Sports Association at the University of Warsaw, can refuse awarding points for the achievement meeting conditions set in this paragraph in the case of justified doubts as to its sport value.

5. Points shall be awarded only for the following sport achievements:

Achievement		Number of points
Participation in Olympic or Paralympic Games		100
Participation in World Championships, Continent Championships, Universiade, Academic World Championships		90
European Universities Championships	1 st place	75
	2 nd place	74
	3 rd place	73
	4 th place	72
	5 th place	71
	6 th place	70
	7 th place	69
	8 th place	68
Result in the first league national championships	1 st – 5 th place	70
	6 th – 10 th place	68
	11 th – 15 th place	66
Result in the second league national championships	1 st – 5 th place	64
	6 th – 10 th place	62
	11 th – 15 th place	60
Individual or team result in Polish Championships (Academic, ASA, Youth, Senior) – only general classification	1 st place	70
	2 nd place	69
	3 rd place	68
	4 th place	67
	5 th place	66
	6 th place	65
	7 th place	64
	8 th place	63
Team result being a sum of individual results in Polish Championships (Academic, ASA, Youth, Senior) – only general classification	1 st place	65
	2 nd place	64
	3 rd place	63
	4 th place	62
	5 th place	61
	6 th place	60
	7 th place	59
	8 th place	58
Polish Universities Championships	1 st place	57
	2 nd place	55
	3 rd place	53

Examples of achievements that are not taken into account

§ 9

1. The following shall not constitute the achievement within the meaning of this enclosure:

- 1) article, publication or translation submitted for printing;
- 2) non-scientific publication (e.g. conference report, journalistic text);
- 3) review article;
- 4) articles published in a non-scientific paper or journal;
- 5) editing a publication;
- 6) passive participation in symposia, conferences or academic sessions;
- 7) organisation of conferences or academic meetings;
- 8) award or distinction for a scientific paper presented;
- 9) participation in works of a scientific circle;
- 10) participation in a research project;
- 11) participation in contests, festivals, competitions or pre-qualification rounds for contests, festivals and competitions;
- 12) participation in trainings, open lectures, workshops, panel meetings and meetings with representatives of firms or institutions;
- 13) language certificate or any other certificate obtained at, e.g. trainings, workshops;
- 14) other awards or distinctions for scientific, artistic or sport results or achievements (e.g. rector's or dean's award, prize awarded by the local government, foundations or private persons);
- 15) obtaining an excellent grade in the subject taken into account when calculating the grade average;
- 16) completion of study in another field of study, with distinction;
- 17) publication of the diploma thesis if it was not subject to peer review in the publication process by persons other than the supervisor and reviewer;
- 18) achievement confirmed only with the student's statements.

§ 10

Required documents

1. Certificate confirming the grade average for the last year of study – in the case of students, who completed the previous stage of study at the university other than the University, especially applying for the scholarship in the first year of the second cycle study.

2. Certificate confirming the grade average for the last year of study – in the case of students, who changed their field of study at the University.

3. Certificate issued by the publishing house or journal editorial office confirming accepting the publication, including the following information:

- 1) publication title;
- 2) date of accepting the publication for printing and planned publication date; and
- 3) in the case of a scientific publication – information on the peer review, including the name and academic degree of the reviewer, unless so-called *blind review* applies, and on acceptance for printing.

4. Confirmation of publication including:

- 1) publication title;

- 2) publication date (at least month);
- 3) ISBN or ISSN; and
- 4) in the case of a scientific publication – information on the peer review, including the name and academic degree of the reviewer, unless so-called *blind review* applies

– in particular these data can be confirmed with copies and scans of the title and editorial pages, and in the case of a chapter or article – the book or journal table of content, or certificate issued by the publishing house.

5. The conference programme including information on active participant affiliation and certificate from the conference organiser confirming presenting the paper or poster, including the presentation date and title.

6. If the conference programme does not include information on affiliations, the certificate issued by the conference organiser shall be presented on active participant affiliations.

7. Confirmation of the point-awarding place in international or national contests or festivals, in particular:

- 1) a diploma confirming the point-awarding place; and
- 2) evidence confirming the event level; e.g. references to websites including the event participant list together with information on centres represented; or
- 3) certificate issued by the organiser including the aforementioned information.

8. Certificate issued by the exhibition organiser, including information on its title, titles of works presented, time and place of the exhibition.

9. Certificates issued by the competent academic sports association or diplomas confirming winning a point-awarding place in sport competitions.

RULES FOR AWARDING THE RECTOR'S SCHOLARSHIP TO DOCTORAL CANDIDATES

§ 1

General principles

1. The Rector's scholarship, hereinafter referred to as the "scholarship," shall be awarded to the doctoral candidate in a contest, involving the evaluation of documented achievements listed by the doctoral candidate in the application for the scholarship, filed within the time limit set by the Rector.
2. The scholarship shall be awarded by the competent authority based on the application filed by the doctoral candidate, after assessment thereof by the doctoral committee of the organisational unit of the University offering doctoral studies, hereinafter referred to as the "committee," appointed based on separate regulations.
3. The committee shall assess every application for the scholarship filed within the time limit set by the Rector.
4. Achievements reported or documented after the expiry of the time limit for submission of the scholarship application set by the Rector shall not be taken into account in the assessment process.

§ 2

Principles for drawing up ranking lists

1. The committee shall draw up ranking lists for each year of doctoral studies separately, including information on the number of points achieved by each applicant.
2. Doctoral candidates, who have obtained an extension of the period of doctoral study in the course of study, on leave, or after returning from leave, shall be included in the ranking list for the year of study, for which they were enrolled in the academic year, for which the scholarship is awarded.
3. Doctoral candidates, who have obtained an extension of the period of doctoral study after the last year of doctoral study, as specified in the curriculum, shall be included in separate ranking lists, subject to s. 4.
4. In the case of less than 10 doctoral candidates, who have obtained an extension of the period of doctoral study after the last year of doctoral study, as specified in the curriculum, they shall be included in one ranking list.
5. At the request of the committee filed in consultation with the competent doctoral candidate self-government authority, the Rector can approve drawing one ranking list for doctoral students for all years of study.

§ 3

1. Doctoral candidates shall be included in ranking lists on subsequent positions in accordance with the number of points awarded in accordance with detailed principles for assessment of scholarship applications referred to in § 6.
2. Ranking lists shall include all doctoral candidates, who submitted scholarship applications.

3. After assessing the scholarship applications, the committee shall submit ranking lists to the competent authority together with justified proposals to grant or refuse granting the scholarship.

4. Ranking lists shall be generally available.

§ 4

1. The Rector, in consultation with the Board of the Doctoral Candidate Self-Government, shall determine the percentage of doctoral candidates entitled to receive the scholarship and the method of its calculation, not exceeding 10% of the number of doctoral candidates enrolled for each year of doctoral study, subject to § 2 s. 5.

2. The number of doctoral candidates enrolled for each year of doctoral study shall be determined as at the day specified by the Rector.

§ 5

Detailed principles for assessment of achievements

1. The scholarship can be awarded to the doctoral candidate who satisfies the criteria set in § 24 s. 11 of the Rules.

2. Only achievements made in the academic year preceding the academic year for which the scholarship is to be awarded shall be assessed.

3. In especially justified cases, at the request of the doctoral study director, the Rector may grant the consent to assessing achievements of doctoral candidates, who are included in the particular ranking list, for another period, provided that this period must be equivalent to 12 months.

§ 6

1. The committee, in consultation with the competent doctoral candidate self-government authority, taking into account § 24 s. 11 of the Rules, shall prepare the draft of detailed principles for assessment of application for scholarships for doctoral candidates, hereinafter referred to as the "draft."

2. When preparing the draft, the committee shall identify achievements recognised within the framework of criteria referred to in § 24 s. 11 of the Rules.

3. The draft shall be prepared based on the template of detailed principles for assessment of scholarship applications determined by the Rector.

4. The Rector can modify the presented draft in consultation with the committee.

5. Detailed principles for assessment of applications for awarding scholarships, approved by the Rector, shall be announced prior to the period for submitting applications.

6. The director of doctoral study shall present proposed amendments to detailed principles for assessment of applications for awarding scholarships to doctoral candidates, prepared in accordance with ss. 1-3, to the Rector for approval, no later than by 28 February in the calendar year, in which the academic year starts, for which the scholarship is to be awarded.

PRINCIPLES AND PROCEDURE FOR AWARDING DORMITORY ACCOMMODATION TO STUDENTS AND DOCTORAL CANDIDATES

§ 1

1. Dormitory accommodation shall be awarded by the Rector, based on the application submitted by the student or doctoral candidate.

2. Subject to § 5, the applicant shall file a signed application for dormitory accommodation in hard copy together with required documentation, after prior registration of an electronic form in USOSweb. Time limits for submission of applications referred to in § 2 point 1 shall apply to the submission of the application in hard copy. Provisions of § 8 ss. 4-6 of the Rules shall apply respectively.

3. In the application, the applicant shall specify the order of dormitories, where they would like to be granted accommodation. The Rector shall allocate the place in accordance with preferences of the applicant if possible.

4. The applicant shall be responsible for providing reliable documentation confirming the existence of grounds for awarding dormitory application.

§ 2

The Rector, after consulting the Board of the Student Self-Government and the Board of the Doctoral Candidate Self-Government, shall determine and announce time limits:

- 1) for filing application for dormitory accommodation for the particular academic year;
- 2) for awarding dormitory accommodation for the particular academic year;
- 3) for the applicants, who were awarded dormitory accommodation for the particular academic year, moving in to dormitories.

§ 3

1. The applicant can be awarded dormitory accommodation in the academic year for up to nine months, with an option of dormitory accommodation for the period of summer vacation and the re-sit exam session, in accordance with the principles set in the Rules for using student dormitories of the University of Warsaw.

2. The student admitted to the first year of first cycle study or long second cycle study in the year of passing their secondary school graduation exam (*matura*), who satisfies criteria referred to in § 24 s. 7 of the Rules, shall be awarded dormitory accommodation. Provisions of ss. 3 and 4 shall not apply.

3. The main criteria taken into consideration when awarding dormitory accommodation are:

- 1) per capita income in the family of the applicant, calculated in accordance with the principles set forth in enclosure no. 1 to the Rules; for this criterion, the applicant can receive between 0 and 75 points, where the number of points is determined proportionately to income in such a way, that for the monthly per capita income in the applicant's family of PLN 0 the applicant receives 75 points, while for the income of PLN 1,500 and above, the applicant receives 0 points;

2) the distance between the permanent residence place of the applicant and the University, taking into account actual communication routes; for this criterion, the applicant can receive between 0 and 25 points, where the number of points is determined proportionately to the distance, in such a way that: 500 kilometres or more means 25 points, while 0 kilometres means 0 points.

4. The Rector, after consulting the Board of the Student Self-Government and the Board of the Doctoral Candidate Self-Government, can determine:

- 1) the threshold of the income, referred to in s. 3 point 1, above which the applicant shall not be entitled to dormitory accommodation;
- 2) minimum distance, referred to in s. 3 point 2, below which the applicant shall not be entitled to dormitory accommodation.

5. Criteria which can affect the award of dormitory accommodation according to preferences of the applicant satisfying conditions, referred to in ss. 2 and 3, are:

- 1) living in the dormitory selected as the top preferred one for at least three months (about 90 days) continuously during the period from 1 October to 30 June of the academic year preceding the academic year for which the dormitory accommodation is to be awarded – 2 points;
- 2) being an orphan – 2 points;
- 3) being a half-orphan – 1 point;
- 4) the applicant being a single parent – 1 point;
- 5) pursuing studies in more than one field – 1 point; this provision shall apply to doctoral candidates respectively;
- 6) receiving the Rector's scholarship in the academic year preceding the academic year for which the dormitory accommodation is to be awarded – 1 point;
- 7) receiving the Minister's scholarship for significant achievements in the academic year preceding the academic year for which the dormitory accommodation is to be awarded – 2 points; this provision shall apply to doctoral candidates respectively;
- 8) being the laureate or the finalist of the central-level school scientific contest or the laureate or the finalist of the national or international scientific contest listed in the resolution of the Senate of the University of Warsaw on detailed rules of admission of the laureates and finalists of the central level school scientific contests and laureates and finalists of national and international scientific contests – in case of students admitted to the first year of study in the year of passing their secondary school graduation exam (*matura*), who will start their studies in the following academic year – 2 points.

6. The competent scholarship coordinator or in the case of appointing the competent committee referred to in § 26 s. 2 of the Rules, this committee shall be responsible for verifying the student satisfying conditions and criteria referred to in ss. 3 and 5.

§ 4

1. The applicant can be awarded one place in a dormitory, subject to s. 2.

2. The applicant can be awarded additional places in the dormitory for their married spouse or child, provided that these persons are accommodated in the dormitory together with the applicant.

3. Awarding an additional place in the dormitory to the applicant for their married spouse or child shall be possible in especially justified instances.

§ 5

1. The applicant, who is a foreigner, shall apply for awarding dormitory accommodation on equal terms with citizens of the Republic of Poland.

2. The Rector, in consultation with the Board of the Student Self-Government and the Board of the Doctoral Candidate Self-Government, can determine principles and procedure for awarding accommodation other than determined in the enclosure:

- 1) to foreign students admitted to the first year of first cycle study or long second cycle study;
- 2) to foreign doctoral candidates admitted to the first year of education in the doctoral school.

3. Principles set forth by the Rector shall be announced in Polish and English prior to the period for submitting applications.

4. Applicants, referred to in s. 2, shall submit the application for dormitory accommodation only in electronic form, by registration of the form in USOSweb.

§ 6

1. The applicant, whose health condition requires accommodation of a standard other than offered in dormitories on a regular basis, can be awarded accommodation in the dormitory adjusted to the needs of disabled people.

2. The Rector, in consultation with the Office for Persons with Disabilities, can determine principles and procedure for awarding accommodation other than determined in the enclosure. Principles set forth by the Rector shall be announced prior to the period for submitting applications.

3. The University of Warsaw shall not provide assistance in everyday matters or provide accommodation to the guardians of the applicant referred to in s. 1.

§ 7

1. Information on awarding or non-awarding dormitory accommodation shall be available in USOSweb, on the individual account of the applicant, after their application is examined.

2. The applicant, who was awarded dormitory accommodation, can apply for changing the place awarded prior to moving in via the place exchange in USOSweb.

3. The applicant, who was not awarded dormitory accommodation, can apply for re-examination of the application in USOSweb.

§ 8

Principles and procedure for awarding dormitory accommodation to students and doctoral candidates after the end of the period for moving in, determined in accordance with § 2 point 3, shall be determined by the Rector in consultation with the Board of the Student Self-Government and the Board of the Doctoral Candidate Self-Government. Principles set forth by the Rector shall be announced prior to the period for submitting applications for dormitory accommodation under this procedure.