



Item 318

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

of 1 October 2019

**on the introduction of the Rules and Regulations 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 ordered as follows:

§ 1

The Rules and Regulations of Students' Benefits at the University of Warsaw, hereinafter referred to as the “Rules and Regulations,” which are annexed to the Ordinance, are hereby adopted.

§ 2

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

2. The Rules and Regulations on the matters referred to in Article 211 of the Act shall apply to doctoral students studying at doctoral schools.

§ 3

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

2. Activities carried out pursuant to provisions hitherto in force shall remain binding.

§ 4

Provisions hitherto in force shall apply to the proceedings instituted and not concluded before the effective date of the Ordinance.

§ 5

1. The detailed principles for evaluating applications for the rector's scholarship for the best doctoral students approved before the effective date of the Ordinance shall apply to the evaluation of applications for the Rector's scholarship in the 2019/2020 academic year to the extent not inconsistent with the Rules and Regulations.

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

§ 6

1. The provisions hitherto in force shall apply to the allocation of places in student halls of residence for students and doctoral students in the 2019/2020 academic year.

2. The Rules and Regulations of the Student Halls of Residence at the University of Warsaw constituting an appendix to Ordinance No. 23 of the Rector of the University of Warsaw of 18 June 2014 on the introduction of the Rules and Regulations of the Student Halls of Residence at the University of Warsaw (UW Monitor of 2014, item 173, as amended) to the extent not covered by and not inconsistent with the Rules and Regulations shall remain binding until the effective date of the Rules and Regulations on the use of the Student Halls of Residence at the University of Warsaw, however, no longer than until 30 April 2020.

§ 7

The following ordinances
shall lose their binding force:

- 1) Ordinance no. 33 of the Rector of the University of Warsaw of 21 September 2011 on the introduction of the Rules and Regulations for determining the amount, granting and payment of financial aid benefits for students of the University of Warsaw (consolidated text: UW Monitor of 2013, item 178, as amended);
- 2) Ordinance no. 23 of the Rector of the University of Warsaw of 18 September 2014 on the introduction of the Rules and Regulations of the Student Halls of Residence at the University of Warsaw (UW Monitor of 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 Rules and Regulations for determining the amount, granting and payment of financial aid benefits for doctoral students of the University of Warsaw (UW Monitor of 2015, item 181, as amended);

§ 8

The ordinance enters into force on the day it is signed.

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

RULES AND REGULATIONS OF STUDENTS' BENEFITS AT THE UNIVERSITY OF WARSAW

Chapter 1 General provisions

§ 1

1. The Rules and Regulations of students' benefits at the University of Warsaw, hereinafter referred to as the "Rules and Regulations," shall define:
 - 1) the 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 granting thereof and the manner of their payment;
 - 2) the detailed criteria and the procedure of accommodation and provision of board, referred to in Articles 104 and 211 of the Act;
 - 3) the method of documenting the financial situation of the applicant;
 - 4) the procedure for the appointment and the composition of the scholarship committee and the scholarship appeals committee.

§ 2

1. Terms used in the Rules and Regulations shall have the following meaning:
 - 1) doctoral student - a participant of doctoral studies at the University of Warsaw enrolled before the 2019/2020 academic year, unless otherwise specified in the Rules and Regulations, and in Appendix No. 5 to the Rules and Regulations - a participant of doctoral studies at the University of Warsaw enrolled before the 2019/2020 academic year and a doctoral student studying at a doctoral school;
 - 2) student – a student of first-cycle studies, second-cycle studies or long-cycle studies at the University of Warsaw;
 - 3) Rules and Regulations of Studies – the Rules and Regulations of Studies 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 (KJD) to handle matters related to granting social scholarships to students of the particular field or fields of studies;
 - 5) scholarship authority – the authority referred to in Chapter 6 of the Rules and Regulations, competent to grant benefits referred to in § 4, section 1 thereof;
 - 6) USOS – the University Study-Oriented System [pl. Uniwersytecki System Obsługi Studiów];
 - 7) USOSweb – the University Study-Oriented System available at <https://www.usosweb.uw.edu.pl/>;
 - 8) competent students' self-government authority – the Board of the Students' Council of the University of Warsaw or the Student Self-Government Council of the teaching unit;
 - 9) applicant – a student or doctoral student respectively;

- 10) Board of the Students' Council – the Board of the Students' Council of the University of Warsaw;
- 11) Board of the PhD Students' Union – the Board of the PhD Students' Union of the University of Warsaw.

2. Whenever the Rules and Regulations refer to the terms listed in § 2 of the Rules and Regulations of Studies, they are to be understood in accordance with the provisions of the Rules and Regulations of Studies.

3. Whenever the term “field of studies” is used in the Regulations, it is also understood to be individual interdisciplinary studies.

§ 3

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

§ 4

1. A student or doctoral student may apply for:
- 1) a social scholarship, including an increased social scholarship,
 - 2) a scholarship for people with disabilities,
 - 3) a rector's scholarship,
 - 4) a financial aid,
- hereinafter referred to as “benefits.”

2. Benefits may be granted upon fulfilment of the conditions set forth in the Act and the Rules and Regulations.

§ 5

1. Students studying several fields of studies at the same time or a doctoral student pursuing more than one doctoral studies at the same time, may receive a social scholarship, a scholarship for people with disabilities, a financial aid and a rector's scholarship only in one field of studies or doctoral studies indicated by them.

2. If a given benefit is granted in more than one field of studies or doctoral studies, the applicant shall submit a statement indicating the choice of the field of studies or doctoral studies in which the benefit will be received. The statement shall also constitute a request to repeal the decisions granting the benefit in other fields of studies or doctoral studies at the University.

3. The benefits shall be granted to students of the first-cycle studies, second-cycle studies and long-cycle studies, but for no longer than 6 years; This period shall be calculated in months, adding up to 72 months each started month in which the applicant had their status as a student, including studies abroad.

4. The benefit shall not be granted to:
- 1) a student holding:
 - a) a master's, master of science's or equivalent degree;
 - b) a bachelor's, bachelor of science's or equivalent degree if they resume first-cycle studies;
 - 2) a doctoral student holding a doctoral degree.

5. The provisions of section 4 shall apply to persons with professional titles and academic degrees obtained abroad.

6. Where the disability has occurred during the course of studies or after obtaining the professional title, the student may receive the scholarship for persons with disabilities only in one other field of studies, but for no longer than 6 years. This period shall be calculated in accordance with section 3.

7. Where the disability has occurred after obtaining a doctoral degree, the doctoral student may receive a scholarship for persons with disabilities only for one subsequent doctoral studies.

8. The student or doctoral student applying for the benefit or receiving such a benefit, shall immediately notify the competent scholarship authority of the occurrence of a circumstance resulting in the loss of the right to the benefit under this paragraph.

§ 6

1. Benefits shall be paid based on the final decision on a monthly basis, with the exception of the one-off financial aid disbursed to the applicant's current bank account found in the USOS system.

2. The applicant shall indicate a bank account kept in Polish zloty (PLN) in a bank operating on the territory of the Republic of Poland.

§ 7

1. The Rector, in consultation with the Board of the Students' Council and the Board of the PhD Students' Union, shall determine, in the given academic year:

- 1) the amount of monthly income per person in the applicant's family entitling them to apply for a social scholarship, which may not be less than 1.30 of the amount specified in Article 8, section 1, point 2 of the Act of 12 March 2004 on Social Welfare (consolidated text: Journal of Laws of 2019, item 1507, as amended) and greater than 1.30 of the sum of the amounts specified in Article 5, section 1 and Article 6, section 2, item 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 a social scholarship, including an increased one,
- 3) the amount of a scholarship for people with disabilities, taking into account the degree of disability;
- 4) the amount of a rector's scholarship;
- 5) the amount of a financial aid.

2. When determining the amount of benefits referred to in section 1, particular consideration shall be given to:

- 1) the balance of the Scholarship Fund;
- 2) the planned expenses;
- 3) the method of distribution of university funds for student benefits;

3. The total monthly amount of the social and rector's scholarships shall not be higher than 38% of a professor's remuneration.

§ 8

1. Deadlines for submission of applications for benefits in the given academic year shall be set by the Rector, in consultation with the Board of the Students' Council and the Board of the PhD Students' Union.

2. In the case of the rector's scholarship, the deadline referred to in section 1 may not be shorter than 14 days from the date of its announcement.

3. The applicant submits the signed application for the benefit in paper form together with the required documentation upon prior registration of an electronic form in the USOSweb system. The deadlines referred to in section 1 shall apply to the submission of the application in paper form, subject to section 5.

4. Registration of the electronic form in the USOSweb system shall not initiate the procedure for granting the benefit; it is only considered a technical activity and shall not constitute the submission of an application.

5. The deadline shall be deemed met if, prior to its expiration, the application has been submitted 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 end of the deadline for filing an application for benefits falls on a legal holiday or Saturday, the deadline shall expire on the next day that is not a holiday or Saturday.

§ 9

1. The decision to grant the student a benefit in a given field of studies expires by operation of law on the last day of the month in which:

- 1) the student was removed from the list of students of the given field of studies on the basis of a final decision; or
- 2) the student completed their studies in the given field, or
- 3) the student lost their status as a student in this field due to a change of the field of studies, or
- 4) the student lost the right to the benefit under § 5.

2. The provisions of section 1 shall apply respectively to doctoral students.

3. Benefits shall not be granted to the applicant in case of suspension of their student's or doctoral student's rights. The provisions of section 1 shall apply respectively.

§ 10

1. Subject to § 32, the scholarship for persons with disabilities, the rector's scholarship, and the financial aid may be awarded to a foreign student, provided that he or she meets the conditions necessary for the award of benefits set forth in the Act and the Rules and Regulations.

2. Subject to § 32, the scholarship for persons with disabilities, the rector's scholarship, and the financial aid may be awarded to the foreign student, provided that he/she meets at least one of the following conditions:

- 1) he/she has been granted the permanent residence permit or EU long-term residence permit;
- 2) he/she has been granted a temporary residence permit in connection with the 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: the Journal of Laws of 2018, item 2094, as amended);
- 3) he/she has the status of refugee granted in the Republic of Poland or is under temporary or subsidiary protection on the territory of the Republic of Poland;
- 4) he/she is a holder of a certificate confirming the knowledge of Polish as a foreign language, referred to in Article 11a, section 2 of the Act of 7 October 1999 on the Polish language (consolidated text: Journal of Laws of 2019, item 1480, as amended), at least at the C1 language proficiency level;

- 5) holds a Pole's Card;
- 6) he/she has been issued a decision on confirmation of the Polish origin;
- 7) he/she is a spouse, ascendant or descendant of a citizen of the Republic of Poland, living on the territory of the Republic of Poland;
- 8) he/she has been granted a temporary residence permit in connection with the circumstances referred to in Article 151, section 1 or Article 151b, section 1 of the Act of 12 December 2013 on Foreigners, or is staying in the Republic of Poland in connection with the use of short-term mobility of a scientist under the conditions set out in Article 156b, section 1 of this Act or holding a national visa in order to conduct scientific research or development work.

3. Foreign students who are eligible for benefits under the Act and the Rules and Regulations apply for them on the same basis as citizens of the Republic of Poland.

§ 11

1. The applicant shall be responsible for providing reliable evidence on complying with the required prerequisites for receiving of benefits.

2. The applicant shall submit the necessary original documents. It is allowed to present a copy certified as a 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, it is acceptable to document the achievements indicated in the application in the form of copies or scans.

4. In the case of documents drawn up in a foreign language, a certified sworn translation into Polish must be submitted. In particularly justified cases, the competent scholarship authority may waive the request for a translation of a document drawn up in English.

§ 12

1. The student or doctoral student, including the ones studying at the doctoral school, shall be entitled to enjoy meals at the University Canteen.

2. The use of the University Canteen shall be subject to payment.

§ 13

1. The student or doctoral student, including the ones studying at the doctoral school, may apply for a place in the student hall of residence or for accommodation for their spouse or child in the student hall of residence in accordance with the principles and procedure set forth in Appendix No. 5 to the Rules and Regulations. This provision shall apply to the person who has completed first-cycle studies and, under the Act, retains their student's rights until 31 October of the year the studies were completed.

2. The use of student halls of residence shall be subject to payment. The principles governing the use of the student halls of residence, including, in particular, the procedure for allocating places and calculating and paying fees, are laid down in the Rules and Regulations of the Student Halls of Residence at the University of Warsaw.

3. Places in student halls of residence shall be granted by the Rector. The Rector may refuse to grant a place in justified cases, in particular when the student or

doctoral student has grossly violated the rules and regulations referred to in section 2.

4. The Rector shall designate the organisational units of the University responsible for organising the allocation of places in student halls of residence.

5. The Rector shall distribute places in student halls of residence, placing them at the disposal of the units referred to in section 4 upon consultation with the Board of the Students' Council and the Board of the PhD Students' Union.

6. The student or doctoral student, including those studying at a doctoral school, shall lose their place in the student hall of residence:

- 1) in the event of losing their status as a student or as a doctoral student;
- 2) in the event of suspension of their rights of the student or a doctoral student;
- 3) in the event of failing to be accommodated in the student hall of residence by the deadline set by the Rector in accordance with the principles referred to in Appendix No. 5 to the Rules and Regulations, unless the head of the student hall of residence has, at the request of the student or doctoral student, extended the deadline for accommodation;
- 4) in cases specified in the principles referred to in section 2.

7. Persons not having the status of a student or doctoral student may apply for a place in the student hall of residence under separate principles, subject to section 1.

§ 14

1. The Rector shall set the amount of the fees referred to in § 12, section 2 and § 13, section 2 in the given academic year upon consultation with:

- 1) the competent student self-government authority - in the case of students' fees;
- 2) the competent doctoral student self-government authority - in the case of doctoral students' fees;

2. In justified cases, the Rector may exempt a student or doctoral student, including those studying at a doctoral school, from the fees referred to in §12, section 2 and §13, section 2.

Chapter 2 Social scholarship

§ 15

1. A social scholarship shall be granted to the student or doctoral student who fulfils all of the following conditions:

- 1) he/she is in a difficult financial situation;
- 2) the amount of monthly income per person in his/her family is not higher than the amount of monthly income per person in the applicant's family giving entitlement to apply for a social scholarship determined pursuant to § 7, section, point 1.

2. The monthly income per person in the family of the applicant for a social scholarship shall be determined pursuant to the principles set out in Appendix No. 1 to the Rules and Regulations.

3. The applicant shall be obliged to document his/her financial and income situation according to the principles set out in Appendix No. 2 to the Rules and Regulations. If the financial and income situation is not comprehensively and reliably documented, it shall be deemed that the applicant does not meet the conditions for

granting the benefit.

4. If deficiencies are found which make it impossible to calculate the income per person in the applicant's family, the competent scholarship authority shall call upon the applicant to rectify the deficiencies within a specified period of no less than seven days. Should the deficiencies be not rectified within the specified deadline in a manner enabling the calculation of the income in the applicant's family, the competent scholarship authority shall refuse to grant the benefit in question.

5. The social scholarship shall be granted at the request of a student or doctoral student for a semester and shall be paid starting from the month of submitting the application and by the deadline set by the Rector referred to in § 8, section 1, without the possibility of compensation for previous months:

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

§ 16

1. The competent scholarship authority shall refuse to grant a social scholarship to the applicant whose monthly income per person in his/her family does not exceed the amount referred to in Article 8, section 1, point 2 of the Act of 12 March 2004 on Social Welfare, if he/she fails to attach to the application for a social scholarship a certificate from a social welfare centre on the income and financial situation of the applicant and his/her family.

2. The competent scholarship authority may grant a social scholarship to the applicant in the case referred to in section 1, if the reasons for not attaching to the application for a social scholarship a certificate from a social welfare centre on the income and financial situation of the applicant and the applicant's family have been substantiated and the applicant has reliably documented the family's sources of income.

3. In the case referred to in section 2, the applicant shall submit a statement of the reason for not attaching the certificate referred to in section 1, together with documents confirming all the family's sources of income.

§ 17

1. In particularly justified cases, the student or doctoral student may receive a social scholarship in an increased amount, provided that he/she fulfils the conditions necessary to receive a social scholarship.

2. A particularly justified case as referred to in section 1 shall be understood as a situation in which:

- 1) the first-year student of a first-cycle or long-cycle studies fulfils the criteria for receiving the Rector's scholarship referred to in § 24, section 7;
- 2) the student has been awarded the Rector's scholarship or the Minister's scholarship for significant achievements during the academic year:
 - a) in which he/she applies for the increased amount of the social scholarship, or
 - b) preceding the one for which he/she applies for the increased amount of the social scholarship - the provision applies accordingly to doctoral students;
- 3) the applicant is dependent on parents, legal guardians or actual guardians regularly and currently receiving support from a social welfare centre in the form of permanent benefits, or is himself/herself regularly and currently receiving them;
- 4) the applicant has reached the age of majority while living in foster care, is not dependent on parents, legal guardians or actual guardians and has not reached

the age of 25.

5) the applicant is an orphan and has not reached the age of 25.

3. The applicant, when applying for an increased amount of a social scholarship, may indicate only one of the cases referred to in section 2.

Chapter 3

Scholarship for persons with disabilities

§ 18

A scholarship for persons with disabilities may be granted to the student or doctoral student who has a disability certificate, a certificate on the degree of disability, or a certificate referred to in Article 5 and Article 62 of the Act of 27 August 1997 on social and vocational rehabilitation and the employment of persons with disabilities (Journal of Laws of 2019, item 1172, as amended).

§ 19

1. The scholarship for persons with disabilities shall be granted for an academic year and shall be paid starting from the month of submitting by the deadline set by the Rector, referred to in § 8, section 1, without the possibility of compensation for previous months, for the period of validity of the disability certificate, but no longer than nine months, from October to June.

2. If the year of studies lasts a semester, a scholarship for persons with disabilities shall be granted:

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

§ 20

1. In the event of the expiry of a certificate of disability and redetermination of disability or degree of disability, the right to a scholarship for persons with disabilities shall be established from the first day of the month following the month in which the previous certificate has expired, provided that the new certificate demonstrates uninterrupted continuity of disability and the applicant has applied for a scholarship for persons with disabilities.

2. An application for a special scholarship for persons with disabilities in the situation referred to in section 1 should be submitted immediately, but no later than within three months from the date of the certificate unless the applicant credibly demonstrates and documents that for reasons beyond their control it was impossible to submit the application within this period.

Chapter 4

Financial aid

§ 21

1. Financial aid may be granted to the student or doctoral student who, for reasons beyond their control, found themselves temporarily in a difficult life situation causing costly and short-term difficulties in their studies, in particular as a result of:

- 1) the death of the applicant's child, spouse or parent, if the applicant was dependent on the parent;
- 2) the loss of medical assistance necessary for studying, in particular, corrective

- glasses or rehabilitation equipment;
- 3) the loss of a regular and main source of income by the applicant, their spouse or parent, if the applicant was dependent on the parent;
 - 4) the sudden sickness or accident in the life of the applicant or a member of their closest family;
 - 5) the applicant's sudden need to provide care for a sick member of the closest family;
 - 6) the damage caused by fire, flooding, natural disaster or other catastrophe.

2. A financial aid application should be submitted immediately but no later than within three months from the date of the event, entitling the applicant to the benefit unless the applicant credibly demonstrates and documents that for reasons beyond their control, it was impossible to submit the application within this period.

3. Financial aid shall be granted at the documented request of the student or doctoral student and shall constitute a one-off benefit. The applicant, when applying for financial aid, may indicate only one of the cases referred to in section 1.

§ 22

1. Financial aid can be received no more than twice in an academic year.
2. Financial aid cannot be granted for a second time due to the same event.

§ 23

The applicant shall be obliged to:

- 1) document the difficult life situation referred to in § 21, section 1; in particular, he/she should demonstrate that there is a causal link between a specific event and finding oneself temporarily in a difficult life situation causing costly and short-term difficulties in studying;
- 2) provide documents to assess the applicant's financial situation in order to determine the amount of the financial aid.

Chapter 5

Rector's scholarship

§ 24

1. The rector's scholarship shall be granted at the student's request for a cycle of studies lasting for one academic year and paid for a period of up to nine months, from October to June. This provision shall apply to doctoral students respectively.

2. The rector's scholarship shall be granted at the student's request for a cycle of studies lasting for one semester and paid:

- 1) in the winter semester for up to five months - from October to February;
 - 2) in the summer semester for up to four months - from March to June
- in the case of studies for which recruitment is carried out twice in an academic year or such studies that began in the summer semester, or when the year of studies lasts for one semester.

3. The competent scholarship authority shall award the Rector's scholarship through a competition procedure, in which documented achievements indicated by the applicant in the scholarship application submitted by the deadline set by the Rector shall be evaluated.

4. The competent scholarship authority shall refuse to award the Rector's

scholarship if the application is submitted after the deadline set by the Rector.

5. The Rector's scholarship shall be granted to no more than 10% of students in a given field of studies. If the number of students is less than 10, the Rector's scholarship may be granted only to 1 student.

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

7. The Rector's scholarship shall be granted to the student admitted to the first year of the first-cycle or long-cycle studies in the year of taking the final secondary school examination, who is:

- 1) the laureate of an international olympiad or the laureate or finalist of a central-level olympiad, as referred to in the legislation on the education system, or
- 2) a medalist in a sports competition for at least the title of Polish Champion in a given sport, as referred to in the regulations on sports, provided that this achievement was obtained in the period from the beginning of attending secondary school until the last day of the deadline for submitting applications for the Rector's scholarship.

8. The Rector's scholarship upon completion of the first year of the first-cycle or long-cycle studies may be awarded to the student who:

- 1) obtained outstanding learning outcomes for the last year of studies,
- 2) or in the cycle of studies preceding the one for which the scholarship is applied, obtained:
 - a) scientific achievements, or
 - b) artistic achievements, or
 - c) sports achievements in at least national competitions- provided that he/she has completed a given stage of studies and has been enrolled for the subsequent stage of studies, subject to section 9.

9. The student who has been conditionally enrolled for the next stage of his/her studies may receive the Rector's scholarship, provided that he/she fulfils the criteria referred to in section 8, point 2.

10. The Rector's scholarship may be also granted to a first-year student of the second-cycle studies who:

- 1) obtained outstanding learning outcomes for the last year of the first-cycle studies,
- 2) or in the cycle of studies preceding the one for which the scholarship is applied, obtained
 - a) scientific achievements, or
 - b) artistic achievements, or
 - c) sports achievements in at least national competitions- provided that they began their second-cycle studies within 12 months of completing their first-cycle studies.

11. The Rector's scholarship may be granted to the doctoral student who, in the academic year preceding the one for which the scholarship is applied, has met all of the following criteria, demonstrating:

- 1) progress in scientific work,
- 2) progress in the preparation of the doctoral dissertation,
- 3) particular involvement in teaching work.

12. The principles for granting the Rector's scholarship to students are set forth in Appendix No. 3 to the Rules and Regulations.

13. The principles for granting the Rector's scholarship to doctoral students

are set forth in Appendix No. 4 to the Rules and Regulations.

Chapter 6
Scholarship authorities, including the organisation, composition and
functioning of scholarship committees and the decision-making
principles and procedure

§ 25

1. Benefits shall be granted by the Rector, subject to § 26 and § 27.
2. The applicant may, within 14 days of the delivery of the Rector's decision on the granting of benefits, file a request for reconsideration of the case.
3. The competent scholarship authority, when issuing a decision on the granting of a social scholarship, scholarship for persons with disabilities and financial aid, shall decide in accordance with the legal and factual situation existing on the date of issuing the decision.
4. The competent scholarship authority, when issuing a decision on the granting of a Rector's scholarship, shall decide in accordance with the legal and factual situation existing on the final date for submitting applications for the Rector's scholarship.

§ 26

1. At the written request of the Board of the Students' Council:
 - 1) a scholarship for persons with disabilities to students of the University shall be granted by the Scholarship Committee for Scholarship for Persons with Disabilities;
 - 2) a Rector's scholarship to students of the University shall be granted by the Scholarship Committee for Rector's scholarship;
 - 3) a financial aid to students of the University shall be granted by the Committee for Financial Aid;
 - 4) appeals in matters of benefit granting shall be heard by the Scholarship Appeals Committee for Students.
2. At the written request of the Student Self-Government Council of the teaching unit or, if there is no Council, of the Board of the Students' Council, the social scholarship for students of all fields of studies for which the teaching unit organises teaching and learning shall be granted by the Scholarship Committee for Social Scholarship. In the case of studies organised jointly by teaching units, the competent teaching unit shall be the one indicated in the agreement concluded between those units.
3. The Committees referred to in sections 1 and 2 shall be appointed by the Rector from among students delegated by the competent students' self-government authority and the employees of the University, provided that the committees referred to in section 2 shall include at least one scholarship coordinator.

§ 27

1. At the written request of the Board of the PhD Students' Union, benefits shall be granted to doctoral students by the Scholarship Committee for Doctoral Students, and appeals shall be considered by the Disciplinary Appeals Committee for Doctoral Students.
2. The Committees referred to in section 1 shall be appointed by the Rector from among doctoral students delegated by the Board of the PhD Students' Union

and the employees of the University.

§ 28

In justified cases, the Rector, upon consultation with the competent students' self-government authority or the Board of PhD Students' Union, may dismiss a committee or its member. The consultation requirement shall not apply to the dismissal of a committee member being a university employee.

§ 29

1. The committees referred to in § 26 and § 27 shall consist of no more than nine members. A majority of the committee members referred to in §26 shall comprise students, and the committees referred to in §27 shall comprise doctoral students.

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

3. The committee, at the request of the chairperson, shall elect no more than two vice-chairpersons of the committee.

4. The committee's decisions shall be signed by its chairman or vice-chairman acting under their authority.

5. The committees shall take their decisions in the presence of at least three members, including the chairperson or the vice-chairperson acting on their authority.

6. Decisions shall be taken by a simple majority of votes. In the event of an equal number of votes, the chairperson of the committee or, in their absence, the vice-chairperson shall have the casting vote.

7. Minutes of each meeting of the committee shall be drawn up and signed by all members present at the meeting.

8. A member of the committee shall be subject to exclusion from participation in the proceedings on the granting of benefits in cases indicated in Article 24 of the Act of 14 June 1960 - Code of Administrative Procedure.

9. The committee shall be subject to the exclusion of any member of the committee, including its chairperson and vice-chairperson, from handling a case of granting a benefit. The Rector shall be the competent authority to handle the case referred to in the first sentence.

10. The decision of the competent student's self-government body can be appealed against to the competent Scholarship Appeals Committee within 14 days of the date of delivery of the decision or, if the committee has not been appointed, to the Rector.

11. The competent scholarship committee shall be obliged to submit the appeal, together with the case file and its written opinion, to the competent scholarship appeals committee or, if it has not been appointed, to the Rector within seven days of the date on which it received the appeal if it has not issued a decision upholding the appeal in its entirety within that period.

§ 30

1. The competent scholarship authority shall suspend the execution of a decision on the granting of benefits in cases referred to in Articles 152 and 159 of the Act of 14 June 1960 - Code of Administrative Procedure.

2. The Rector shall revoke the decision of the committees referred to in § 26

and § 27 that is contrary to the provisions of the law.

3. The student or doctoral student shall be obliged to immediately return the benefits unduly received.

4. An administrative decision granting an undue benefit shall be tainted with nullity, as referred to in Article 156, § 1, point 7 of the Act referred to in section 1.

§ 31

The student or doctoral student who has provided false or incomplete information with the intent to obtain the benefit shall be subject to criminal and disciplinary liability.

Chapter 7

Transitional provisions

§ 32

1. Foreign students and doctoral students who, as of 1 October 2018, were pursuing studies in accordance with the principles set forth in the Act of 27 July 2005 - Law on Higher Education and Science (consolidated text, Journal of Laws of 2017, item 2183, as amended), may receive benefits on the basis of the existing rules, in accordance with the provisions of this paragraph.

2. Foreign students and doctoral students studying in accordance with the principles applicable to Polish citizens may apply for benefits if they meet at least one of the following conditions:

- 1) they have been granted a permanent residence permit;
- 2) they have the status of refugee granted in the Republic of Poland;
- 3) they are under temporary protection on the territory of the Republic of Poland;
- 4) they are migrant workers, being citizens of a Member State of the European Union, the Swiss Confederation or of a Member State of the European Free Trade Agreement (EFTA) - the parties to the European Economic Area Agreement as well as members of their family, if they reside on the territory of the Republic of Poland;
- 5) they have been granted the EU long-term residence permit on the territory of the Republic of Poland;
- 6) they have been granted a temporary residence permit on the territory of the Republic of Poland in connection with the 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) they are under subsidiary protection on the territory of the Republic of Poland;
- 8) they are citizens of a Member State of the European Union, the Member State of the European Free Trade Agreement (EFTA) - the parties to the European Economic Area Agreement or the Swiss Confederation, and members of their families with the right of permanent residence.

3. Foreign students and doctoral students with a valid Pole's Card may receive benefits, as long as they study under the principles applicable to Polish citizens.

4. The Rector's scholarship may be granted to foreign students and doctoral students if:

- 1) they are citizens of a Member State of the European Union, the Swiss Confederation or of the Member State of the European Free Trade Agreement

- (EFTA) - the parties to the European Economic Area Agreement as well as members of their families, possessing financial resources necessary to cover the cost of living during their studies, provided that they study under the principles applicable to Polish citizens;
- 2) they are studying on a fee-paying basis, or on the basis of international agreements, under the terms of such agreements, or a decision of the minister in charge of higher education, as long as they possess a residence permit with the annotation "access to the labour market" or a Schengen visa, or a national visa issued for the purpose of performing work on the territory of the Republic of Poland.

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

§ 1

Determining the composition of the applicant's family

1. When determining the amount of income entitling the student to apply for a social scholarship, it shall be taken into account the income earned by:

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

2. The applicant who does not run a joint household with any of the parents, legal or actual guardians may apply for a social scholarship without showing the income earned by those persons and their dependent minors, children under the age of 26 receiving education, and if the 26th year falls in the last year of studies - until graduation, as well as children with disabilities, regardless of age, if they meet one of the following conditions:

- 1) they have reached the age of 26, or
- 2) they are married, or
- 3) they have dependent children as referred to in section 1, point 4, or
- 4) they have reached the age of majority while living 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 the months preceding the month of submission of the statement referred to in section 3 is greater than or equal to 1.15 of the sum of the amounts referred to 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 section 2 shall submit a statement that they do not share a household with any parent, legal or actual guardian.

4. The permanent source of income referred to in section 2, point 5 shall be understood as income earned for 12 months in the previous tax year and for all months thereafter until the date of the issuance of the decision on granting a social scholarship. In particular, remuneration from an employment contract, disability pension, child maintenance, recurring contracts for services can be considered a regular source of income. In justified cases, the competent scholarship authority may consider income obtained for a smaller number of months as a permanent source of income, provided that in assessing compliance with the criterion referred to in section 2, point 5, income from the most recent tax year shall be treated as income from 12 months.

5. The applicant's parent(s) shall not be included in the composition of the family if:

- 1) the parent or parents are deceased;
- 2) the parent or parents are obliged to pay child maintenance to the applicant by a court judgment;

- 3) the action to establish the child maintenance from the parent or parents for the applicant was dismissed;
- 4) the court obliged one parent to cover all of the applicant's living expenses and did not oblige the other parent to pay child maintenance, and in such a case the parent, who is not obliged to pay child maintenance to the applicant, is not included;
- 5) the applicant's father is unknown;
- 6) the parent or parents are missing;
- 7) the applicant fulfils the conditions referred to in section 2, point 5.

6. The child up to the age of 26, who is dependent on the applicant or the applicant's parents, legal or actual guardians, and is receiving education at a school other than a higher education institution within the meaning of the Act of 28 November 2003 on family benefits, i.e. a 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, the doctoral student, the student of post-diploma studies or a person receiving education in a secondary school for adults shall not be considered to be a person receiving education in a higher education institution.

7. If the applicant's family member has been placed in foster care or in an institution providing 24-hour maintenance, the person placed in foster care or in an institution providing 24-hour maintenance shall not be taken into account when determining the family's income. The institution providing 24-hour maintenance shall mean: a social welfare centre, youth educational centre, juvenile detention centre, reformatory, remand centre, prison, military school or other school, if these institutions provide full maintenance free of charge.

8. If the applicant gets married during or after the calendar year preceding the academic year for which the social scholarship is to be granted, hereinafter referred to as the "base year", but before the date of the decision of the competent scholarship authority, the income of the spouse shall be taken into account when determining the income per person in the family.

9. The applicant's legal guardian shall be considered a person who can submit a family court judgment as proof of this fact. In such a case, the income of that person shall be included in the family income. A person who has custody of the applicant based on a court judgment shall not be considered the legal guardian.

10. In particular, an applicant's actual guardian shall be considered a person on whom he/she is dependent - partially or completely - and who is not his/her parent nor legal guardian. In particular, the spouse of the applicant's parent or a person with whom the applicant or his/her parent remains in an informal relationship may provide factual care.

§ 2

Definition of the income

Income shall constitute, after deducting the amounts of child maintenance paid to other persons:

- 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, due personal income tax, social insurance contributions not included in tax deductible costs and health insurance contributions;

- 2) income from activities subject to taxation under the provisions of the flat-rate income tax on certain income earned by natural persons;
- 3) other income that is not subject to taxation based on regulations on personal income tax:
 - disability pensions specified in the regulations on war and military disabled persons and their families support,
 - pensions paid to repressed persons and members of their families, granted in accordance with the rules set forth in the regulations on war and military disabled persons and their families support,
 - cash benefit, compensation allowance and electricity allowance as defined in the regulations on cash benefit and entitlements of soldiers of alternative military service forcibly employed in coal mines, quarries, uranium ore plants and construction battalions,
 - veteran's allowance, electricity allowance and compensatory allowance determined in the regulations on war combatants and certain other persons – victims of war and post-war repression
 - cash benefit specified in the regulations on 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, pensions and disability pensions received by persons who lost their sight as a result of military operations in years 1939-1945 or explosions of blinds and misfires which remained after that war,
 - war disablement pensions, amounts of benefits awarded to war victims and their family members, industrial injuries disablement benefits of people whose disability resulted from forced labour on the territory of the Third German Reich in years 1939-1945, received from abroad,
 - sickness benefits specified in the regulations on farmers' social insurance and in the regulations on the social insurance system,
 - non-refundable foreign aid funds received from governments of foreign countries, international organisations or international financial institutions from non-refundable aid granted on the basis of unilateral declarations or agreements concluded with these countries, organisations 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 authorised to allocate non-refundable foreign aid funds to entities that should receive this aid,
 - amounts due from the employment relationship or from scholarships of natural persons residing on the territory of the Republic of Poland, who are staying temporarily abroad, in the amount equivalent to per diems for business trips outside the country established for employees, as set for employees of 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),
 - pecuniary receivables paid to police officers, soldiers, customs officers and employees of military units and police units deployed abroad to participate in an armed conflict or strengthen the forces of the state or allied countries, peacekeeping mission, action to prevent acts of terrorism or their consequences, as well as pecuniary receivables paid to soldiers, police officers, customs officers and employees serving as observers in peacekeeping missions of international organisations and multinational forces,
 - pecuniary receivables from the service relationship received during

- candidate service by officers of the Police, the National Fire Service, the Border Guard, the Government Protection Bureau and the Penitentiary Service, calculated for the period in which they obtained income,
- income of members of agricultural production cooperatives due to membership in an agricultural production cooperative, less social insurance contributions,
 - child maintenance,
 - doctoral scholarships granted based on Article 209, sections 1 and 7 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws, item 1668, as amended), and sports scholarships granted based on the Act of 25 June 2010 on sport (consolidated text: Journal of Laws of 2019, item 1468),
 - amounts of allowances not subject to personal income tax, received by persons performing activities related to fulfilling social and civic duties,
 - pecuniary receivables obtained from the rental of guest rooms in residential buildings located in rural areas on the agricultural holding to persons on holiday as well as those obtained from the provision of board to such 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 obtained from business activities conducted under a permit in a special economic zone as defined in the regulations on special economic zones,
 - cash equivalents for coal allowance in kind defined in the commercialisation, restructuring and privatisation regulations of the state-owned enterprise „Polskie Koleje Państwowe” [eng. “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 laid down in the regulations on the performance of deputy's and senator's mandate,
 - income obtained from the agricultural holding,
 - income obtained outside the Republic of Poland, reduced by income tax and compulsory social and health insurance contributions paid outside the Republic of Poland, respectively,
 - disability pensions specified in the regulations on supporting rural areas development from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund and in the regulations on supporting rural area development with the participation of the European Agricultural Fund for Rural Development,
 - child maintenance advance payment specified in the regulations on the proceedings for child maintenance debtors and child maintenance advance payments,
 - cash benefits paid in the event of ineffective enforcement of child 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 the 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 and health insurance contributions.

§ 3

Determining the income amount – general principles

1. The monthly income per person in the applicant's family shall be determined pursuant to the rules laid down in the Act of 28 November 2003 on family benefits, taking into account the income of the persons referred to in § 1, section 1, hereinafter referred to as "family members".

2. The monthly income of a family member shall be calculated by taking into account:

- 1) the income obtained in the base year, to which § 4, section 1 does not apply - the annual income shall be divided by 12 months,
- 2) the income obtained in the base year and being obtained on the day of the decision on granting a social scholarship from the sources listed in § 5, section 1 - the income from the base year shall be divided by the number of months in which it was earned;
- 3) the income obtained after the base year and being obtained on the day of the decision on granting a social scholarship from the sources listed in § 5, section 1 - in the amount obtained for the month following the month in which the income was obtained, confirmed by the documents referred to in Appendix No. 2 to the Rules and Regulations.

3. If a family member obtains income from more than one source, when calculating his/her monthly income, the monthly amounts of income from each source shall be added together.

4. The monthly income per person in the applicant's family shall be calculated by adding up the monthly income of each person and dividing this sum by the number of family members.

§ 4

Loss of income

1. Loss of income shall be deemed to have occurred, up to the date of the decision on the granting of a social scholarship, solely due to the following circumstances:

- 1) acquisition of the right to childcare leave;
- 2) loss of unemployment benefit or scholarship;
- 3) loss of employment or other gainful employment;
- 4) loss of pre-retirement allowance or pre-retirement benefit, teacher compensation benefit, as well as pension or disability pension, family pension or social pension, or parental supplementary allowance referred to in the Act of 31 January 2019 on the parental supplementary allowance (Journal of Laws of 2019, item 303);
- 5) removal from the registry of non-agricultural business activity or suspension 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 employment;
- 7) loss of adjudged child maintenance in connection with the death of a person liable to pay these benefits or loss of cash benefits paid in the event of ineffective enforcement of child maintenance in connection with the death of the person liable to pay child maintenance;
- 8) loss of parental allowance,
- 9) loss of maternity allowance referred to in the 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 event of loss of income by a family member, when determining income, the lost income shall not be taken into account.

3. The following circumstances, which are not listed in § 4, section 1, do not constitute the loss of income, in particular: being on unpaid leave, an amendment to provisions of the contract, including a reduction of the employee's working time or the number of hours worked, seizure of remuneration or other income by the court enforcement officer, fines, pecuniary penalties, agricultural damages, termination of Child Maintenance Fund benefits if the income criterion is exceeded or if the person reaches the age of 25.

§ 5

Obtaining income

1. Income shall be considered to be the obtained one - up to the date of the decision on granting of a social scholarship - only in connection with the following circumstances:

- 1) the end of childcare leave;
- 2) obtaining benefits or scholarships for the unemployed;
- 3) obtaining employment or other gainful employment;
- 4) obtaining pre-retirement allowance or pre-retirement benefit, teacher compensation benefit, as well as pension or disability pension, family pension or social pension, or parental supplementary allowance referred to in the Act of 31 January 2019 on the parental supplementary allowance (Journal of Laws of 2019 , item 303);
- 5) commencement of the non-agricultural business activity or resumption of its performance 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 employment;
- 7) obtaining parental allowance,
- 8) obtaining maternity allowance referred to in the regulations on farmers' social insurance;
- 9) obtaining doctoral scholarship specified in Article 209, sections 1 and 7 of the Act of 20 July 2018 – Law on Higher Education and Science.

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

5. If the family member obtained income after the base year, their income shall be increased by the amount of income obtained for the month following the month in which the income was obtained if this income is obtained in the period for which the right to the social scholarship is determined.

6. The following circumstances not listed in § 5, section 1 do not constitute obtaining income, in particular: the establishment of the right to child maintenance, a change in the amount of remuneration or working time and the award of compensation.

§ 6

Continuity of employment or other gainful employment

1. The provisions on loss of and obtaining income do not apply to income from employment or other gainful employment and income from deregistration or commencement of non-agricultural business activity if the family member has lost income from those sources and, within three months starting from the date of the loss of income, has obtained income from the same employer or mandator or commissioner of works or has resumed non-agricultural business activity.

2. The employment or other gainful employment referred to in section 1 shall be understood as the performance of work on the basis of an employment relationship, a service relationship, an outwork contract, as well as the performance of work or the provision of services on the basis of an agency contract, a contract of mandate, a contract for specific work, or during membership in an agricultural production cooperative, a cooperative of agricultural circles or an agricultural services cooperative, as well as the conduct of non-agricultural business activity.

§ 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 of spouses, the amount of tax due shall be divided between the spouses in proportion to the amount of income obtained by them (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 obtained income from more than one source and at least one of them was lost in accordance with § 4, section 1 or was obtained in accordance with § 5, section 1, the amount of tax due should be divided 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 flat-rate 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" shall be taken into account.

§ 8

Determining the amount of income from the agricultural holding

1. Income from the agricultural holding shall be determined on the basis of the area of agricultural land in converted hectares held by the family member in the

base year and the amount of average income from work on individual agricultural holdings from 1 conversion hectare, announced on the basis of 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 it has not been announced, in the year preceding the base year.

2. An agricultural holding shall be considered to be an area of land classified in the land and building register as agricultural land, with the exception of land occupied for business activities other than agricultural activity, with a total area exceeding 1 hectare or 1 conversion hectare, owned or held by a natural person, a legal person or an organisational unit, including a company without legal personality. If the land area is smaller, the income from the agricultural holding shall not be determined.

3. A change of the area of the agricultural holding, in particular sale, purchase or donation, shall not constitute circumstances resulting in losing or obtaining 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 the family income 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 contributed for use by an agricultural production cooperative;
- 3) the agricultural holding leased in connection with the receipt of disability 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 section 5, point 1 shall be considered to be a lease agreement concluded in writing for a period of at least 10 years and reported to the land and building register by a person receiving a farmer's pension or disability pension with a person, who is not:

- 1) the spouse of the lessor;
- 2) his/her descendant or stepchild;
- 3) the spouse of his/her descendant or stepchild;
- 4) the person living with the lessor in the same household;
- 5) the spouse of the person living with the lessor in the same household.

7. In determining the income obtained by a lessee of an agricultural holding leased under the principles referred to in section 5, the income obtained from the agricultural holding shall be reduced by the rent paid for the lease.

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

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

§ 9

Determining the amount of income from the child maintenance

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

2. If the family member has an established right to child maintenance but does not receive it or receives it in an amount lower than that established by a judgment, court settlement or settlement before a mediator, child maintenance in the established amount shall be included in the family income constituting the basis for determining the right to the benefit, unless the applicant submits a certificate from the authority conducting enforcement proceedings on the total or partial ineffectiveness of child maintenance enforcement or on the amount of child maintenance enforced in the base year.

§ 10

Income not to be taken into account

1. When calculating the income, the following shall not be taken into account:
- 1) benefits referred to in § 4 of the Rules and Regulations, minister's scholarship and funds awarded from own funds for scholarships for outstanding learning outcomes to students, as well as scientific scholarships for staff and doctoral students;
 - 2) scholarships received by pupils, students and doctoral students under:
 - the European Union Structural Funds;
 - non-repayable financial aid granted by Member States of the European Free Trade Agreement (EFTA);
 - international agreements or implementing programmes drawn up pursuant to those agreements or international scholarship programmes;
 - 3) financial aid benefits received by pupils under the regulations on the education system;
 - 4) social scholarships granted by the entities referred to in Article 21, section 1, point 40b of the Act of 26 July 1991 on Personal Income Tax.

2. The social scholarship referred to in section 1, point 4 shall be understood as a scholarship the receipt of which is conditional, in particular, on meeting income criteria.

3. The income of the applicant's family does not include income that is not indicated in the list of incomes mentioned in § 2, in particular: family benefits (i.e., family allowance, supplements to the family allowance), care benefits, including attendance allowance and carer's benefit, childcare benefit, social welfare benefits entitled under the Act of March 12, 2004 on Social Welfare (consolidated text: Journal of Laws of 2019, item 1507), i.e. regular, periodic and special allowances, etc.

§ 11

Determining the amount of income from abroad

1. In the case of income earned outside the Republic of Poland, it shall be converted on the basis of the average exchange rate of foreign currencies announced by the President of the National Bank of Poland:

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

2. For income earned by foreigners, the principles for determining the composition of the family and calculating the income of the applicant's family shall apply accordingly. In particular, foreigners:

- 1) shall be obliged to present a certificate confirming the amount of the income earned from the competent tax office from the country of their citizenship;
- 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 on the territory of the Republic of Poland;
- 3) who have not been awarded child maintenance by a court shall be required to present documents confirming the income of both parents.

**LIST OF DOCUMENTS CONFIRMING THE AMOUNT OF INCOME PER
PERSON IN THE APPLICANT'S FAMILY AS WELL AS HIS/HER
FINANCIAL AND INCOME SITUATION**

1. Documents confirming the family composition:
 - 1) an abridged copy of the birth certificate of dependants under the age of 18;
 - 2) a certificate of attendance at school or college of the children taken into account in the family composition between the ages of 18 and 26;
 - 3) a disability certificate or certificate on the degree of disability for children over the age of 18, provided that they are not studying and are dependent on the applicant or members of the applicant's family;
 - 4) a full or abridged copy of the parents' death certificates;
 - 5) a copy of the valid court decision dismissing the child maintenance claim;
 - 6) a certified copy of the valid court decision obliging one of the parents to fully cover the costs of living of the child;
 - 7) a full copy of the birth certificate, in case the child's father is unknown;
 - 8) a certificate from the competent police unit on the acceptance of the report of the disappearance of a family member;
 - 9) a certified copy of the valid court ruling on the adoption of the child or a certificate from the family court or adoption centre on the pending court proceedings on the adoption of the child;
 - 10) a court judgment appointing a legal guardian of the child;
 - 11) a court decision to place a child in foster care;
 - 12) an abridged copy of the applicant's marriage certificate;
 - 13) a statement that the applicant does not share a household with any parent, legal or actual guardian.
2. Basic documents confirming the amount of income per person in the family:
 - 1) a certificate from the tax office on the income subject to personal income tax in the calendar year preceding the academic year for which the social scholarship is to be granted, hereinafter referred to as the "base year", according to the principles set out 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), including information on the tax year, to which the certificate refers, as well as details of the taxpayer, to whom the certificate refers, including first name, surname, Personal Identification Number (PESEL);
 - 2) a certificate issued by the head of the tax office on flat-rate 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 paying a flat-rate tax on registered revenue – information on the revenue amount and tax rate;
 - 3) a statement of income not subject to personal income tax earned in the base year;
 - 4) a certificate on the amount of health insurance contributions paid in each of the months of the base year, together with insurance title codes, or on the lack of insurance title in the base year, subject to section 6, point 4;
 - 5) statements about the current income situation, in particular, including information on obtaining or loss of income.

3. Documents presented in connection with ownership of an agricultural holding:

- 1) a certificate from the competent municipal authority on the size of the agricultural holding expressed in converted hectares of the total area in the base year;
- 2) a certificate issued by KRUS [eng. Agricultural Social Insurance Fund] to farmers and people living in the same household on the amount of sickness benefits received in the base year;
- 3) a lease contract - in the case of a lease of a part or of the entire agricultural holding, on the basis of a contract concluded pursuant to the provisions on social insurance for farmers, or a lease of the agricultural holding in connection with the receipt of an annuity specified in the provisions on support for rural development from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund;
- 4) a contract concluded in the form of a notarial deed - in the case of the contribution of an agricultural holding for use by an agricultural production cooperative,
- 5) a document confirming the amount of rent;
- 6) a lease contract for an agricultural holding from the National Support Centre for Agriculture.

4. Documents presented in connection with receiving or paying child maintenance:

- 1) a certified copy of an enforceable court decision awarding child maintenance to persons within or outside of the family, or a certified copy of the minutes of a meeting containing the contents of a court settlement, or a certified copy of a court-approved settlement reached before a mediator, obliging to pay child maintenance to persons within or outside of the family - drawn up no earlier than three years prior to the issuance of a decision on granting a social scholarship;
- 2) postal orders or bank transfers documenting the amount of child maintenance paid if members of the family are obliged by the court judgment, court settlement or settlement concluded in front of the mediator to pay child maintenance to a person outside of the family;
- 3) if the entitled person did not receive any child maintenance or received child maintenance in an amount lower than determined in the court judgment, court settlement or settlement concluded before the mediator:
 - a certificate concerning the base year issued by the authority conducting the enforcement proceedings on the total or partial ineffectiveness of child maintenance enforcement, as well as on the amount of enforced maintenance, or
 - information of a competent court or institution on the fact that the entitled person has taken measures related to the enforcement of the enforceable title abroad or that such measures have not been taken, in particular, due to the lack of a legal basis for taking them or the impossibility for the entitled person to indicate the place of residence of the child maintenance debtor abroad if the debtor resides abroad.

5. Documents confirming the loss of and obtaining income:

- 1) a document stating the type of income lost, the date of loss and the amount;
- 2) a document specifying the type of income obtained, the date on which it was obtained, the number of months in which the income was obtained and the amount - in the case of obtaining income in the base year;
- 3) a document specifying the type of income obtained, the date on which it was obtained, the number of months in which the income was obtained and the amount for the month following the month in which the income was obtained - in the case of obtaining income after the base year;
- 4) a certificate from the employer stating the dates and duration of the childcare leave and the periods of employment;
- 5) a decision or a certificate from the competent social welfare centre on the amount and duration of obtaining parental allowance;
- 6) a decision or a certificate from the competent social welfare centre on the amount and duration of obtaining maternity allowance, referred to in the regulations on farmers' social insurance;
- 7) a decision or a certificate from the competent authority on the period of obtaining and the amount 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.

6. Other documents:

- 1) a certificate from an employment office confirming the fact of being unemployed with or without the right to benefit in the case of unemployed family members;
- 2) a certificate from the employer or another document confirming the gross income and the paid abroad: income tax, compulsory social security contributions and compulsory health insurance contributions, or confirming the income after deduction of the indicated remuneration components in case he/she obtained in the base year income outside the Republic of Poland, which he/she did not declare for settlement in the tax office;
- 3) a certificate from the tax office on the amounts received based on Article 27f, sections 8-10 of the Act of 26 July 1991 on personal income tax,
- 4) a statement of not possessing any agricultural land - if no tax return has been submitted for the base year, and no certificate of health insurance contributions paid or certificate of agricultural holding has been presented.

7. Documents confirming a regular source of income, in particular:

- 1) a period of obtaining income;
- 2) a source of income;
- 3) the amount of income obtained in the individual tax years.

8. Documents confirming the applicant's financial situation and source of income, in particular:

- 1) a certificate from the social welfare centre on the financial and income situation of the applicant and their family;
- 2) certificates of the amount of benefits received which are not taken into account when calculating the income per family member, in particular:
 - a childcare benefit;
 - family allowances and their supplements,
 - a carer's benefit,

- financial aid benefits received by pupils under the regulations on the education system,
 - social scholarships granted by the entities referred to in Article 21, section 1, point 40b of the Act of 26 July 1991 on personal income tax,
 - financial aid provided by churches, religious associations and organisations;
- 3) bank statements evidencing the amount of savings held together with a declaration that statements from all bank accounts held have been provided;
 - 4) a certificate confirming the profits obtained from the assets held: rental of real estate, interest on accumulated cash, etc.
 - 5) a loan agreement.

9. Where the circumstances of a case influencing the determination of entitlement to a social scholarship require confirmation by a document other than those listed, the competent scholarship authority may require submission of documents not listed in sections 1-8.

PRINCIPLES FOR GRANTING 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 through a competition procedure, in which documented achievements indicated by the applicant in the scholarship application submitted by the deadline set by the Rector are evaluated.

2. The student who has transferred from another university or changed their field of studies may receive a scholarship according to the principles set out in the Rules and Regulations and Appendix.

3. The competent scholarship authority shall refuse to grant a scholarship to the student who was enrolled for the subsequent year of studies in the cycle of studies for which the scholarship is applied in the case of:

- 1) repeating a year of studies;
- 2) the end of leave;
- 3) resuming the studies after the removal from the list of students due to failing to obtain credit for a given year of studies;
- 4) extending the period of studies as referred to in §47, section 2 of the Rules and Regulations of Studies.

4. The Head of the Teaching Unit (KJD) shall appoint at least one employee to draw up in the USOS system, within a time limit set by the competent scholarship authority, lists of students referred to in § 3, point 2, complete their average grades and make corrections to them in situations referred to in § 5, section 4, point 2.

§ 2

Principles for drawing up ranking lists

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

2. At the request of the Head of the Teaching Unit (KJD), subject to the opinion of the Student Self-Government Council of the teaching unit, the competent scholarship authority may decide to draw up ranking lists separately for each year of every specialisation within the field of studies or, in the case of individual interdisciplinary studies, in another reasonable manner.

3. Where drawing up ranking lists in the manner referred to in section 1 or section 2 would result in the granting of a number of scholarships exceeding the percentage referred to in § 24, section 5 of the Rules and Regulations, the competent scholarship authority shall draw up only one ranking list for the given field of studies.

4. Students shall be placed consecutively in the ranking lists according to the number of points awarded on the basis of the appendix.

§ 3

The Rector, in consultation with the committee, referred to in §26, section 1, point 2 of the Rules and Regulations or, if no such committee has been appointed, with the Board of the Students' Council, shall determine in a given academic year:

- 1) the percentage of students receiving a scholarship and the method of calculating it, which shall not exceed 10% of the number of students in each year of every field of studies, subject to § 2, sections 2 and 3;
- 2) the date on which the number of students serving as a basis for calculating the percentage referred to in point 1 is determined and the manner in which that number is determined.

§ 4

Detailed principles for the evaluation of achievements

1. Scholarship applications are evaluated using the points method, i.e., a number of points are awarded for outstanding learning outcomes and for each recognised scientific, artistic or sports achievement, as specified in the appendix.
2. The student may submit the application taking into account all four criteria referred to in § 24, sections 8 and 10 of the Rules and Regulations; however when evaluating the application, the competent scholarship authority shall take into account a maximum of two criteria for which the student obtained the highest number of points.
3. The competent authority shall award points for 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 the results of the application evaluation in the USOSweb system. The student shall be obliged to learn about the results of the application assessment within the time limit set by the authority. The competent scholarship authority shall not take into account any objections or requests with regard to the evaluation made after the aforementioned time limit.
5. Achievements reported or documented after the deadline for submission of a scholarship application set by the Rector shall not be evaluated, subject to section 6.
6. In justified cases, the competent scholarship authority may allow the student to supplement the documents confirming the achievements indicated in the application after the deadline referred to in § 1, section 1 if the achievement has been insufficiently documented and there is a need to provide additional documents to clarify the facts of the case.

§ 5

Criterion I – outstanding learning outcomes

1. Outstanding learning outcomes shall be understood as the average grade for the year of studies calculated in accordance with the Rules and Regulations of Studies, hereinafter referred to as "average grade".
2. The competent scholarship authority shall take into account the average grade for the year of studies in the field of studies in which the student applies for the scholarship, subject to § 1, section 2 and § 24, section 10 of the Rules and Regulations.

3. In case the student has completed a given stage of studies while being a student of another higher education institution, the average grade calculated in accordance with the principles laid down in the rules and regulations of studies of that institution shall be taken into account.

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

- 1) get acquainted with the average grade entered into the USOSweb system by employees, referred to in § 1, section 4;
- 2) in the event of irregularities being found, notify the employee referred to in point 1 of the need to rectify it while also informing the competent scholarship authority.

5. The student can receive between 0 and 100 points for Criterion I.

6. The following formula shall be used to calculate the number of points for Criterion I: $NoP = 100 * (average_grade - 4.00)$, where:

NoP = Number of Points

average_grade = the average of the grades determined in accordance with sections 1, 3 or 7 respectively.

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

- 1) from the grading scale of 2-5.5
 $average_grade = (external_average_grade * 5) / 5.5$
- 2) from the grading scale of 2-6.0
 $average_grade = (external_average_grade * 5) / 6.0$

8. The student who was enrolled for the subsequent stage of studies in the cycle of studies for which the scholarship is applied for shall receive zero points 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 a published publication if the student has indicated it in the past in the scholarship application as an accepted publication and has received a scholarship.

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

- 1) of international scope shall be understood as conferences in which at least $\frac{1}{3}$ of the active participants represented foreign scientific centres;
- 2) of national scope shall be understood as conferences with the active participation of representatives of at least five scientific centres and where representatives of one centre accounted for no more than 50% of the active participants;
- 3) of university scope shall be understood as conferences which do not fulfil the criteria referred to in points 1 and 2.

4. Scientific competitions:

- 1) of international scope shall be understood as competitions in which at least $\frac{1}{3}$ of participants represented foreign scientific centres;

2) of national scope shall be understood as competitions involving representatives of at least three scientific centres.

5. In cases justified by the importance of the achievement referred to in section 7 and its outstanding characteristics, the competent scholarship authority may award for it up to 100 points.

6. The competent scholarship authority, upon consultation with an academic teacher holding at least a doctoral degree, may refuse to award points for an achievement meeting the conditions set out in this paragraph if there are reasonable doubts as to its scientific merit.

7. Points shall only 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 points for the whole category
	Authorship or co-authorship of a chapter in a scientific peer-reviewed book or scientific post-conference publication	3	
	Author or co-author of a scientific article in a scientific journal from the list of scientific journals of the Ministry of Science and Higher Education	3	
	Authorship or co-authorship of a scientific article in a recognised scientific journal outside the list of scientific journals of the Ministry of Science and Higher Education	5	
	Authorship or co-authorship of a translation of a scientific book	3	
Scientific translations	Authorship or co-authorship of translation of a chapter in a peer-reviewed scientific book or scientific journal	7	maximum 25 points for the whole category
	Authorship or co-authorship of translation of a chapter in a 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 points for the whole category
	Active participation in a national scientific conference	3	
	Active participation in a university scientific conference	1	
Scientific competitions	Winning 1st, 2nd or 3rd place in an international scientific competition	10	maximum 25 points for the whole category
	Winning 1st, 2nd or 3rd place in a national scientific competition	5	

§ 7

Criterion III - artistic achievements

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

2. Exhibition:

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

3. In case the student obtains more than one award in a given competition or festival, only one, the highest-scoring achievement, shall be recognised.

4. In cases justified by the importance of the achievement referred to in section 6 and its outstanding characteristics, the competent scholarship authority may award for it up to 100 points.

5. The competent scholarship authority, upon consultation with an academic teacher holding at least a doctoral degree, may refuse to award points for an achievement meeting the conditions set out in this paragraph if there are reasonable doubts as to its artistic merit.

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

Category	Achievement	Number of points	
Artistic publications	Artistic book, e.g. an album with reproductions or a translation of a literary work	5	maximum 40 points for the whole category
	Publication of artistic works in a collective publication	2	

Artistic competitions or festivals	I-III places in art competitions or festivals of international scope	I – 10 II – 8 III – 6	maximum 40 points for the whole category
	I-III places in art competitions or festivals of national scope	I – 6 II – 4 III – 2	
Exhibitions	Presentation of the work at an international exhibition	10	maximum 20 points for the whole category
	Presentation of the work at a national exhibition	5	

§ 8

Criterion IV – sports achievements

1. A sports achievement shall be understood as achievements in Olympic or Paralympic sports in which Polish sports associations referred to in the sports regulations operate or achievements in sports in which the Polish Academic Championships organised by or under the auspices of the Board of the Academic Sports Association are held.

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

3. When determining the number of points entitling the student to a Rector's scholarship on the basis of the criterion of sports achievements, only the highest-scoring sports achievement shall be taken into account. Points for individual sports achievements shall not be added up.

4. The competent scholarship authority, upon consultation with the University of Warsaw Academic Sports Association, may refuse to award points for an achievement meeting the conditions set out in this paragraph if there are reasonable doubts as to its sports merit.

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

Achievement		Number of points
Participation in Olympic or Paralympic Games		100
Participation in World Championships, Continental Championships, Universiade, World University Championships		90
European Universities Championships	I place	75
	II place	74
	III place	73
	IV place	72
	V place	71
	VI place	70
	VII place	69
	VIII place	68

Result in the first league national championships	I – V place	70
	VI – X place	68
	XI - XV place	66
Result in the second league national championships	I – V place	64
	VI – X place	62
	XI - XV place	60
Individual or team result obtained by a team in the Polish Championships (University, Academic Sports Association, Youth or Senior ones) - general classification only	I place	70
	II place	69
	III place	68
	IV place	67
	V place	66
	VI place	65
	VII place	64
	VIII place	63
Team score as a sum of individual results in Polish Championships (University, Academic Sports Association, Youth or Senior ones) - general classification only	I place	65
	II place	64
	III place	63
	IV place	62
	V place	61
	VI place	60
	VII place	59
	VIII place	58
Polish University Championships	I place	57
	II place	55
	III place	53

Examples of achievements that are not taken into account

§ 9

1. The following shall not be considered the achievement within the meaning of this appendix:

- 1) an article, publication or translation submitted for publication;
- 2) a non-scientific publication (e.g. conference report, journalistic text);
- 3) a review article;
- 4) articles published in a newspaper or non-scientific journal;
- 5) publication editing;
- 6) passive participation in symposia, conferences or scientific sessions;
- 7) organisation of conferences or scientific meetings;
- 8) an award or distinction for a scientific paper delivered;
- 9) participation in the work of the scientific circle;
- 10) participation in a research project;
- 11) participation in competitions, festivals, Olympiads or qualifying for competitions, festivals, Olympiads;
- 12) participation in training courses, open lectures, workshops, panel meetings and meetings with representatives of companies or institutions;
- 13) a language certificate or other certificate obtained, for example, during training courses, workshops;

- 14) any other award or distinction for scientific, artistic or sports results or achievements (e.g., Rector's or Dean's award, award granted by local authorities, foundations or private individuals);
- 15) obtaining an excellent grade for the course taken into account in the calculation of the average grade;
- 16) completion of another course of studies, including the one with distinction;
- 17) publication of the thesis if it has not been scientifically reviewed in the publishing process by persons other than the thesis supervisor and reviewer;
- 18) an achievement confirmed only by a student statement.

§ 10

Documents required

1. A certificate of the average grade for the last year of studies, its type and the grading scale at the university - in the case of students who completed the previous stage of their studies at a higher education institution other than the University, in particular those applying for a scholarship in the first year of second-cycle studies,

2. A certificate of the average grade for the last year of studies - in the case of students who have changed their field of studies at the University.

3. A certificate from the publishing house or journal editorial office that the publication has been accepted for publication, confirming:

- 1) its title,
- 2) the date of acceptance of the work for publication and the planned date of its publication, and, in the case of a scientific publication, that it has been reviewed, with the name and degree of the reviewer, unless a *blind review* is in force and acceptance for publication.

4. Confirmation of publication, which includes:

- 1) its title,
- 2) the date (at least the month) of its issue,
- 3) the ISBN or ISSN number, and
- 4) in the case of a scientific publication, information that it has been peer-reviewed, stating the name and academic degree of the reviewer, unless there is a *blind review* in force; in particular, this information may be certified by photocopies or scans of the front and editorial pages and, in the case of a chapter or article, also the table of contents of the book or journal, or a certificate from the publisher.

5. Conference programme including affiliations of active participants and a certificate from the conference organiser confirming the presentation of the paper or poster, including the date and title of the presentation.

6. If the conference programme does not include affiliations, a certificate from the conference organiser on the affiliations of active participants should be provided.

7. Confirmation of having achieved a point-awarded place in competitions or festivals of international or national scope, in particular:

- 1) a diploma confirming the achievement of the point-awarded place, and
- 2) evidence of the scale of the event, e.g. references to websites with a list of participants of the event and information on the centres represented, or
- 3) a certificate from the organiser containing the above information.

8. A certificate from the organiser of the exhibition stating the title of the exhibition, the titles of the works displayed and the time and place where the exhibition was held.

9. Certificates from the relevant academic sports association or diplomas confirming the fact of having achieved point-awarded places in sports competitions.

PRINCIPLES FOR GRANTING THE RECTOR'S SCHOLARSHIP TO DOCTORAL STUDENTS

§ 1

General principles

1. The Rector's scholarship, hereinafter referred to as the "scholarship", shall be awarded to the student through a competition procedure, in which only documented achievements indicated by the doctoral student in the scholarship application submitted by the deadline set by the Rector are evaluated.
2. A scholarship shall be awarded by the competent authority upon a doctoral student's request, following an evaluation by a doctoral committee of the University's organisational unit conducting the doctoral programme, hereinafter referred to as "the committee", established pursuant to separate provisions.
3. The committee shall evaluate each scholarship application submitted within the time limit set by the Rector.
4. Achievements reported or documented after the deadline for submission of a scholarship application set by the Rector shall not be evaluated.

§ 2

Principles for drawing up ranking lists

1. The committee shall draw up ranking lists separately for each year of every field of studies separately, indicating the score obtained by each applicant.
2. Doctoral students who have obtained an extension of their doctoral studies during their course while being on leave or after returning from leave shall be included in the ranking list of the year of studies in which they were enrolled in the academic year for which the scholarship is granted.
3. Doctoral students who have obtained an extension of their doctoral studies after the final year of doctoral studies as specified in their programme shall be included in separate ranking lists, subject to section 4.
4. In case there are fewer than ten doctoral students who have been granted an extension of their doctoral studies after the final year of their doctoral programme as specified in their programme, they shall be included in a single ranking list.
5. Upon the request of the committee submitted in consultation with the competent doctoral student self-government authority, the Rector may give permission for the drawing up of a single ranking list for doctoral students of all years of studies.

§ 3

1. Doctoral students shall be placed consecutively in the ranking lists according to the number of points awarded on the basis of the detailed principles for assessing scholarship applications referred to in § 6.
2. Ranking lists shall include all doctoral students who have applied for a scholarship.

3. The committee, having assessed the scholarship applications, shall forward the ranking lists to the competent authority together with a reasoned proposal for granting or refusing to grant the scholarship.

4. The ranking lists shall be public.

§ 4

1. The Rector, in consultation with the Board of the PhD Students' Union, shall determine the percentage of doctoral students entitled to receive the scholarship and the method for its calculation, which shall not exceed 10% of the number of doctoral students in each year of doctoral studies, subject to §2, section 5.

2. The number of doctoral students in each year of doctoral studies shall be determined as of the date designated by the Rector.

§ 5

Detailed principles for the evaluation of achievements

1. The scholarship may be granted to the doctoral student who fulfils the criteria of § 24, section 11 of the Rules and Regulations.

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

3. In particularly justified cases, upon the request of the head of the doctoral studies, the Rector may agree to evaluate the achievements of doctoral students who are on a given ranking list from a different period, though this should be equal to 12 months.

§ 6

1. Upon consultation with the competent doctoral student self-government authority, and taking into account § 24, section 11 of the Rules and Regulations, the Committee shall prepare a draft of detailed principles for the assessment of applications for doctoral students' scholarships, hereinafter referred to as the "draft".

2. When developing the draft, the committee shall determine the achievements to be recognised under the criteria referred to in § 24, section 11 of the Rules and Regulations.

3. The project shall be prepared according to the template for detailed principles for the assessment of scholarship applications determined by the Rector.

4. Upon consultation with the committee, the Rector may amend the draft presented.

5. The detailed principles for the assessment of scholarship applications approved by the Rector shall be announced before the application deadline.

6. Proposals for changes to the detailed principles for the assessment of applications for doctoral students' scholarships, prepared in accordance with sections 1 to 3, shall be submitted by the head of doctoral studies to the Rector for approval not later than by 28 February of the calendar year in which the academic year for which the scholarship is to be awarded begins.

PRINCIPLES AND PROCEDURES FOR THE ALLOCATION OF PLACES IN THE STUDENT HALLS OF RESIDENCE TO STUDENTS AND DOCTORAL STUDENTS

§ 1

1. A place in a student hall of residence shall be granted by the Rector upon application by the student or doctoral student.

2. Subject to § 5, the applicant shall submit the signed application for a place in the student hall of residence in paper form together with the required documentation upon prior registration of an electronic form in the USOSweb system. The application deadlines referred to in section 2, point 1 shall apply to the submission of the application in paper form. The provisions of § 8, sections 4-6 of the Rules and Regulations shall apply respectively.

3. The applicant shall indicate in the application the preferred order of the student halls of residence, in which they would like to receive a place. The Rector shall allocate places as far as possible according to the applicant's preference.

4. The applicant shall be responsible for providing reliable evidence on complying with the required prerequisites for allocating a place in the student hall of residence.

§ 2

The Rector, upon consultation with the Board of the Students' Council and the Board of the PhD Students' Union, shall determine and announce the deadlines for:

- 1) submission of applications for a place in the student hall of residence for the given academic year;
- 2) allocation of places in student halls of residence for the given academic year;
- 3) accommodation of applicants who have been allocated a place in the student hall of residence for the given academic year.

§ 3

1. The applicant may be offered a place in the student hall of residence for up to nine months per academic year, with the possibility of obtaining accommodation during holidays and retake examination session according to the provisions set out in the Rules and Regulations of the Student Halls of Residence at the University of Warsaw.

2. The student admitted to the first year of first-cycle or long-cycle studies in the year of taking the final secondary school examination, who meets the criteria referred to in § 24, section 7 of the Rules and Regulations, shall be granted a place in the student hall of residence. The provisions of sections 3 and 4 shall not apply.

3. The conditions to be taken into account for the allocation of a place in a student hall of residence shall be:

- 1) the monthly income per person in the applicant's family determined pursuant to the principles set out in Appendix No. 1 to the Rules and Regulations. the applicant may receive between 0 and 75 points for fulfilling this criterion - the number of points is determined in proportion to the income in such a way that 75 points shall be awarded if the monthly income per person in the applicant's family amounts to PLN 0, while 0 points shall be awarded if the income amounts to PLN 1 500 or more;

- 2) the distance from the applicant's place of permanent residence to the University, taking into account actual transport routes; the applicant may receive between 0 and 25 points for this criterion - the number of points shall be established in such a way that 25 points shall be awarded if the distance is 500 km or more, while 0 points shall be awarded if the distance is 0 km.

4. The Rector, upon consultation with the Board of the Students' Council and the Board of the PhD Students' Union, may determine:

- 1) the income threshold, referred to in section 3, point 1, above which the applicant shall not be entitled to a place in the student hall of residence;
- 2) the minimum distance referred to in section 3, point 2 below which the applicant shall not be entitled to a place in the student hall of residence;

5. The criteria affecting the obtaining of a place in the student hall of residence according to the preferences of the applicant meeting the conditions referred to in sections 2 and 3 shall be:

- 1) continuous residence in the dormitory indicated in the application as the first preference for at least 3 months (approx. 90 days) in the period from 1 October to 30 June of the academic year preceding the academic year for which the place in the dormitory is to be allocated - 2 points;
- 2) orphanhood of the applicant - 2 points;
- 3) semi-orphanhood of the applicant - 1 point;
- 4) single parenting by the applicant - 1 point;
- 5) pursuing more than one field of studies - 1 point; this provision shall apply to doctoral students respectively.
- 6) receipt of the Rector's scholarship in the academic year preceding the academic year for which a place in the student hall of residence is to be allocated - 1 point;
- 7) receipt of the Minister's scholarship for significant achievements in the academic year preceding the academic year for which a place in the student hall of residence is to be allocated - 2 points; this provision shall apply to doctoral students respectively.
- 8) having a title of a laureate or finalist of a central-level olympiad, a laureate or finalist of a national or international competition listed in a resolution of the Senate of the University of Warsaw on detailed rules for the admittance to university of laureates and finalists of central-level olympiads and laureates and finalists of national and international competitions - in the case of students admitted to the first year of studies in the year of taking the final secondary school examination, who will start these studies in the following academic year - 2 points.

6. The competent scholarship coordinator, or in the case of the appointment of the competent committee referred to in §26, section 2 of the Rules and Regulations, this committee, shall be responsible for verifying whether the student fulfils the conditions and criteria referred to in sections 3 and 5.

§ 4

1. The applicant may be allocated one place in the student hall of residence for themselves, subject to section 2.

2. The applicant may receive additional places in the student hall of residence for their spouse or child, provided that these persons will be accommodated in the student hall of residence together with the applicant.

3. Granting the applicant an additional place in the student hall of residence for their spouse or child shall be possible in particularly justified cases.

§ 5

1. The applicant, who is a foreigner, shall apply for a place in the student hall under the same rules and procedure as citizens of the Republic of Poland.

2. The Rector, upon consultation with the Board of the Students' Council and the Board of the PhD Students' Union, may determine principles and procedures for the allocation of places other than those specified in the appendix:

- 1) for students who are foreigners admitted to the first year of first-cycle or long-cycle studies;
- 2) for doctoral students, who are foreigners admitted to their first year of doctoral studies.

3. The principles established by the Rector shall be announced in Polish and English before the application deadline.

4. Applicants referred to in section 2 shall apply for a place in the student hall only electronically by registering the form in the USOSweb system.

§ 6

1. The applicant whose health condition requires accommodation other than that normally offered in the student hall of residence may be offered a place in the student hall of residence adapted to the needs of persons with disabilities.

2. The Rector, upon consultation with the Office for Persons with Disabilities [pl. BON], may determine principles and procedures for the allocation of places other than those specified in the appendix. The principles established by the Rector shall be announced before the application deadline.

3. The University does not provide the applicant referred to in section 1 with support in activities of daily life and does not provide accommodation for their caregiver.

§ 7

1. Information on the allocation or non-allocation of a place in the student hall of residence shall be available in the USOSweb system on the applicant's individual account once their application has been processed.

2. The applicant who has been allocated a place in the student hall of residence may apply to exchange the allocated place prior to the commencement of the accommodation process via the place exchange in the USOSweb system.

3. The applicant who has not been allocated a place in the student hall of residence may request for the re-examination of the application via the USOSweb system.

§ 8

The principles and procedures for the allocation of places in student halls of residence to students and doctoral students after the end of the accommodation period specified in accordance with § 2, point 3 shall be determined by the Rector upon consultation with the Board of the Students' Council and the Board of the PhD Students' Union. The principles established by the Rector shall be announced before the deadline for applying for a place in the student hall of residence under this procedure.